

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
May 21, 2024 @ 5:00 P.M.

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of Minutes
 - (1) April 10, 2024 Historic District Review Board Special Meeting
 - (2) April 16, 2024 Historic District Review Board Regular Meeting
5. **Unfinished Business:** None
6. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None.
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 644 Monroe Avenue: Christopher and Karen Willis to replace the existing wood casement windows with composite double glider windows in the sunroom on the two-story single-family dwelling.
 - (2) 519 Mason Avenue: Norman S. Allan – to replace the existing eighteen 2/2 double-hung wood windows with eighteen 2/2 double-hung vinyl windows on the two-story single-family dwelling.
 - (3) 102 Randolph Avenue: Christopher Mackey to replace twenty-nine 1/1 wood windows with twenty-nine 2/2 double-hung windows with single divided lites that have spacers; and three ½ wood windows with three vinyl glider windows on the two-story single-family home.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
8. **Adjourn**