



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 21, 2024
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, present were, Patricia James, Herb Thom, and Elizabeth Wright. Martin Mayer was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were two members of the public in attendance and three viewers on Facebook Live.

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

There were no public comments to be heard.

CONSENT AGENDA:

Hearing no objections, Chairwoman Glaser approved the agenda format as amended with the additional item under New Business (E) *Other* (1) "Business of the Board".

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the minutes as written from the April 10, 2024 Historic District Review Board Special Meeting and the April 16, 2024 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There were no applications filed.

NEW BUSINESS:

A. *Certificate of Appropriateness to Install a Fence:*

There were no applications filed.

B. *Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

D. *Certificate of Appropriateness for Renovations, Additions, and 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.***

Ms. Outten read the staff report.

Christopher Willis, the applicant, was available to answer questions. Mr. Willis explained that the original windows were unique as they consisted of two rows of glass and were non-standard windows so, the replacement would be a glider window. He continued adding that the three-dimensional muntin would be identical to match the existing, the existing frames would be used, and the screening would be invisible.

MOTION ON PAGE 2

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 644 Monroe Avenue on an application filed by Christopher and Karen Willis to replace fifteen wood casement windows with six composite double glider windows with a full divided lite of the same three-dimensional muntin pattern in the sunroom on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Colonial Revival, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 4/9/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *519 Mason Avenue: Norman S. Allen – 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.*

Ms. Outten presented the staff report.

Norman Allen, the applicant, was available by phone to answer questions. Mr. Allen added that the grill/muntin would be on the outside of the glass and the sills, if rotten, would be replaced as specified by the guidelines.

Chairman Thom asked what material was allowed in the guidelines for windows. Ms. Outten read the supporting Sections 4.5 and 5.5 of the guidelines concerning window replacement. Vice-Chairman Thom confirmed that no window openings were changing; and would like the frames to be replaced with like materials to what existed currently.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 519 Mason Avenue on an application filed by Norman S. Allen to replace eighteen 2/2 double-hung wood windows with eighteen 2/2 double-hung vinyl windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Folk Victorian, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 4/15/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *102 Randolph Avenue: Christopher Mackey – to replace twenty-nine existing 1/1 wood windows with twenty-nine 2/2 double-hung wood 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.*

Ms. Outten read the staff report.

Christopher Mackey, the applicant, added the following: (i) the existing windows were single pane windows and in need of replacing; (ii) the trim was not damaged; (iii) this was not a whole house window replacement as the windows above the rear sliding glass door were not being replaced; and (iv) the muntin/grill would be on the exterior of the glass.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 102 Randolph Avenue on an application filed by Christopher Mackey to replace twenty-nine 1/1 single-pane wood windows with twenty-nine 2/2 double-hung wood windows, and three ½ wood windows with three vinyl glider windows on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Queen Anne, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 (Pages 5-14) – Guidelines for Wood Siding & Trim, 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 –

Alternative Materials; as stated in the application dated 4/15/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

F. *Other:*

1. Business of the Board.

Chairwoman Glaser asked if the HDRB By-Laws could be amended to add a stipulation for how many times a board member could be absent from meeting. Ms. Nunez said the Town Council and Town Manager would need to have input on this specific issue. She would ask Town Manager John Hozey his thoughts and research if the other boards had this in their by-laws.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Ms. Outten updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 615 Monroe Avenue; (ii) Other: 415 Jefferson Avenue; 501 Jefferson Avenue; 608 Jefferson Avenue; 239 Mason Avenue; 615 Monroe Avenue; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None.

Ms. Nunez updated members of the board on the following: (i) A violation letter issued to 340 Randolph Avenue for working without permits. and (ii) All permits have expired for 1 Fig Street, so a violation letter was being worked on.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to adjourn the May 21, 2024 Historic District Review Board Regular Meeting at 5:33 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator