

Historic District Review Board
Regular Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
June 18, 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) May 21, 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:**
 - (1) 301 Mason Avenue: Clelia Sheppard dba Historic 301 Mason Avenue LLC – to enlarge approved signage to be placed on the front balcony of the commercial building from 2' x 8' to 3' 9" x 8' 1".
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 118 Fig Street: Mark Clarke – to replace the existing wood porch flooring with AZEK on the two-story single-family dwelling.
 - (2) 711 Tazewell Avenue: Gregory S. and Donna Olney Kohler – to renovate the 257 sq. ft. accessory structure: replace existing wood door with fiberglass door; add one window; and repair existing vinyl siding.
 - (3) 212 Randolph Avenue: Douglas and Amy Dodson represented by M. Walter Frisch – to replace the existing 6-lite single wood door (5' x 8'), 1/1 side lights, and 3-lite transom with a ¾-lite/1-panel fiberglass double entry door (6' x 7') and single lite transom; and to parge one of the existing parged chimneys on the two-story single-family dwelling.
 - (4) 607 Randolph Avenue: Steve Chapman dba Virginia Sell Now 2023, LLC – (1) to construct a rear two-story addition; (2) to extend the second story deck along the rear; (3) to replace the existing cement front porch flooring with wood porch flooring using the same footprint; (4) enclose part of left side lower deck; and (5) restore original shutters on the two-story single-family home.
 - E. **OTHER:** None
7. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
 - B. Upcoming Webinars – National Trust for Historic Preservation
 - (1) July 16 – 3:00 - 4:00: Insuring Historic Properties in an Increasingly Challenging Marketplace – What You Need to Know
 - (2) July 25 – 2:00 - 3:00: African American Cultural Heritage Action Fund Conversation series: Monuments & Justice
8. **Adjourn**