



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
June 18, 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, Martin Mayer, and Herb Thom. Elizabeth Wright 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 no 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:

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the items of the consent agenda as presented. 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:

1. 301 Mason Avenue: Clelia Sheppard dba Historic 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".

Ms. Outten read the staff report.

Nick Latuaco, applicant representative, explained the lettering would be raised for potential lighting to be added in the future.

Member Thom asked if the lighting would interfere with the residence across the street. Andy Buchholz, sign contractor, answered that it would not be back lit with a low-voltage LED bulb with dimmable capability which will not be any brighter than the existing streetlights.

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the Modification to a previously approved Certificate of Appropriateness at 301 Mason Avenue on an application filed by Clelia Sheppard dba Historic Avenue LLC to enlarge the sign to be placed on the front balcony of the commercial building from 2' x 8' to 3' 9" x 8' 1" per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles – Italiane (1835-1905); as stated in the application dated 5/7/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

C. *Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

D. *Certificate of Appropriateness for Renovations, Additions, and New Construction:*

1. *118 Fig Street: Mark Clarke – to replace the existing front porch wood flooring with AZEK on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Mark Clarke, the applicant, added that the new porch flooring would be placed within the same footprint and orientation, and the existing metal handrails will stay the same.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at 118 Fig Street on an application filed by Mark Clarke, to approve the application for a Certificate of Appropriateness at 644 Monroe Avenue to replace the front porch wood flooring with AZEK 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 – American Foursquare, Section 4.4 (Page 4-11) – Woodwork - Porches & Associated Features, Section 5.4.2 – Porches, and Section 7.1 – Alternative Materials; as stated in the application dated 4/12/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

2. *711 Tazewell Avenue: Donna and Greg Kolher – to renovate an existing 257 square feet accessory structure as follows: (1) replace existing wood door with fiberglass door; (2) add one window; and (3) repair existing vinyl siding.*

Ms. Outten presented the staff report and added that vinyl siding would also be used to cover previous openings; and made a correction to one of the Historic District Overlay Design Guidelines sections listed on the report instead of Section 4.4 it should be Section 6.1.

Donna and Greg Kohler, the applicants, clarified that the new door would bring the building up to code to comply with the American with Disabilities Act.

Motion made by Vice-Chairman Thom, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at 711 Tazewell Avenue on an application filed by Greg S. and Donna O. Kohler to renovate the 257 square feet existing rear accessory structure as follows: (1) replace the existing 1/1 – 28” 75” wood door with a new 6 panel – 36” x 80” fiberglass door; (2) after the fact approval for adding one single pane crank out vinyl window by the door; and (3) repair and replace vinyl siding as necessary 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 6.1 – Accessory Structures Associated with Contributing Primary Buildings, and Section 7.1 – Alternative Materials; as stated in the application dated 5/7/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

3. *212 Randolph Avenue: Amy and Doug Dodson represented by M. Walter Frisch – (1) to replace the existing 6-lite front wood door, 1/1 side lights, and 3-lite transom, (5’ x 8’) with two ¾-lite/1-panel fiberglass doors and full lite transom, (6’ x 8’); (2) parge over one of the existing parged chimneys; and (3) to add a chimney cap to an existing chimney on the two-story single-family dwelling*

Ms. Outten read the staff report.

Chairwoman Glaser referred to the Historic District Overlay Design Guidelines Section 5.5.2 which covered historic door replacement as follows: if a historic door was damaged or deteriorated beyond repair, replace in-kind with same style type and other visual qualities. She did not believe the proposed double doors with no side lights met those requirements nor match the historic period of the house.

After many attempts, Walter Frisch, the contractor, was reached by phone and after hearing the concerns said that an alternate replacement door was submitted that better matched what existed, but the material was fiberglass.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 212 Randolph Avenue on an application filed by M. Walter Frisch on behalf of Doug and Amy Dodson (1) to replace the existing 6-lite front wood door, 1/1 side lights, and 3-lite transom, (5' x 8') with two ¾-lite/1-panel fiberglass doors and full lite transom, (6' x 8'); (2) parge over one of the existing parged chimneys; and (3) to add a chimney cap to an existing chimney 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 4.3.1 (2) – Chimneys, Section 4.5 (Pages 4-13 to 4-14) – Guidelines for Openings & Associated Features – Doors, Section 5.3.2 (Pages 5-12) – Chimneys, Section 5.5.2 (Pages 5-23 to 5-24) – Doors, and Section 7.1 – Alternative Materials; as stated in the application dated 4/8/2024; and per all zoning ordinance requirements. The motion was approved by unanimous vote.

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) to enclose part of the left side lower deck; and (5) to restore original shutters on the two-story single-family home.*

Ms. Outten presented the staff report.

Steve Chapman, the applicant, could not be reached by phone.

The members of the board had questions that staff could not answer about the proposed work to be done.

Motion made by Vice-Chairman Thom, seconded by Member James, to defer the application for a Certificate of Appropriateness at 607 Randolph Avenue on an application filed by 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 no changes to columns, balustrades, or corbels; (4) to enclose part of the left side lower deck; and (5) to restore original shutters on the two-story single-family dwelling until the next meeting. The motion was approved by unanimous vote.

E. *Commercial-3 District:*

There were no applications filed.

OTHER BUSINESS:

A. *Report from Zoning Administrator Katie Nunez*

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 506 Tazewell Avenue; (ii) Other: 122 Peach Street; 610 Pine Street; 340 Randolph Avenue; 408 Randolph Avenue; 318 Tazewell Avenue; Tax Map #83A1-1-58B & 59B on Plum Street; and (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None; (3) Notice of Violations: (i) 1 Fig Street – Demolition by Neglect letter issued on May 28, 2024; (ii) 204 Bay Avenue – Notice of Violation issued on May 31, 2024; (4) Other: working with new full-time Zoning Compliance Officer and Administrative Assistant Jack Steinmayer on reviewing properties that may qualify as Demolition by Neglect cases: (i) 115 Fig Street; (ii) 649 Monroe Avenue; (iii) 636 Madison Avenue; (iv) 122 Pine Street; (v) 400 Jefferson Avenue.

B. Upcoming Webinars presented by National Trust for Preservation.

Ms. Outten informed the HDRB of two upcoming webinars:

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

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member James, seconded by Vice-Chairman Thom, to adjourn the June 18, 2024 Historic District Review Board Regular Meeting at 5:50 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator