



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 17, 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, Herb Thom and Elizabeth Wright. Patricia James and Martin Mayer were not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Planning/Zoning Compliance Officer and Administrative Assistant Jack Steinmayer, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and five 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, nor any comments received in writing prior to the meeting.

CONSENT AGENDA:

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the agenda as written. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. Certificate of Appropriateness to Install a Fence:

There were no applications filed.

B. Modification to Approved Certificate of Appropriateness:

1. *10 Tazewell Avenue: Eva Noonan represented by Coastal Craftsman Builders – to modify the approved west rear addition on the one-story single-family dwelling.*

Ms. Outten read the staff report noting the modifications. She corrected that no door was proposed to replace a window.

Scott Simms, owner representative and contractor, described the changes to the scope of work previously approved. He added that the window specifications were the same as approved.

Vice-Chairman Thom thought this application was confusing to follow and track changes, especially if not in color.

Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.)

Motion made by Vice-Chairman Thom, seconded by Member Wright, to approve the modified application for a Certificate of Appropriateness at 10 Tazewell Avenue on an application filed by Coastal Craftsman Builders on behalf of Stephen Niemerski and Elfriede (Eva) Noonan, to construct a 306 Square feet side addition; 55 square feet rear deck and replace steps; replace a single rear window with a 5' x 6' double hung; install new doors on the accessory structure; and install fencing per the Cape Charles Historic District

Overlay Design Guidelines Section 3.2 – Building Types, Architectural Styles (Craftsman), Section 5.6 – New Additions to Contributing Buildings, Section 6.1 – Contributing Accessory Structures Associated with A Contributing Primary Building, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 9/4/2024; 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. *542 Jefferson Avenue: Gregory and Emily Gentry – to update and finish construction of a two-story single-family dwelling.*

Ms. Outten gave an overview of the application including the background for this project.

Gregory and Emily Gentry, applicants, were available to answer questions.

The board discussion and questions were as follows: (i) Vice-Chairman Thom had an issue with the front porch frame. He thought the original application stated that the porch flooring would be placed as it existed on the demolished house. Ms. Nunez and Ms. Outten recognized his concern and would research the previous building plans that were submitted. Staff would inform the board of the orientation that the porch flooring should be placed. Mr. Thom was adamant that framing was built the wrong way for the porch boards to be placed the correct way, sloping away from the building per the Historic District Overlay Design Guidelines (HDODG). Other board members referenced the guidelines for porches. Staff reiterated that the past approval and submitted plans would be looked at. (ii) Member Wright commented on the rear concrete usage. The applicants said that the least amount of concrete was used. (iii) The windows would follow the trim and sill HDODG. and (iv) Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.)

Motion made by Chairwoman Glaser, seconded by Member Wright, to approve the application for a Certificate of Appropriateness at 542 Jefferson Avenue on an application filed by Gregory and Emily Gentry, to continue construction on a 1,168 square foot two-story single-family dwelling with a 217.36 square foot front porch, 194 square foot screened-in side porch, 80 square foot side porch with 144 square feet of entryway/walkway pavers, and a 175 square foot rear concrete pad per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/5/2024; per the designated conditions as follows: (1) Window Sill: minimum of 1-1/2” and Window Casing or Trim: minimum thickness of 3-1/2” as stated on page 5-14 in the guidelines; and (2) front porch orientation would be built and laid as previously approved per staff research and determination; and per all zoning requirements. The motion was approved by unanimous vote.

2. *Tax Map #83A1-1-224 on Jefferson Avenue: Marisa and Brendan Walsh represented by Claudine Pierce dba Peacock Cottage LLC – to construct a new two and a half story single-family dwelling.*

Ms. Outten presented the staff report.

Claudine Pierce, owner representative, said that the rear porch material would be one inch (1”) tongue and groove flooring, shutters were composite, and reiterated that the rear outdoor enclosed shower was located under the upper stoop that takes you to the rear porch.

Ms. Outten read comments submitted in writing by Member Mayer. (Please see attached.) Answers from some of his concerns were as follows: (i) Zoning Department confirmed the prevailing setback and reminded the HDRB that this was a zoning matter. and (ii) Ms. Pierce filled-in some of the missing materials.

When asked about the design of the home fitting in the neighborhood; Ms. Pierce answered that other double front porches could be found on Bay Avenue (8), different block of Jefferson Avenue (4), and Washington Avenue (4).

Motion made by Member Wright, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-224 on Jefferson Avenue on an application filed by Claudine Pierce dba Peacock Cottage LLC on behalf of Marisa and Brendan Walsh to construct a new two and a half story single-family dwelling with a 240 square feet front and 116 square feet side one and two-story porches, and a rear second floor screened-in porch with an enclosed shower under the stairs per the Cape Charles Historic District Overlay Design Guidelines Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/5/2024; and per all zoning ordinance requirements. 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: 515 Monroe Avenue; 501 Nectarine Street; 217 Randolph Avenue front porch; 649 Randolph Avenue; 111 Tazewell Avenue; (ii) Other: 408 Jefferson Avenue; 520 Randolph Avenue; 541 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer on Issued Certificate of Appropriateness: None. and (3) Notices of Violations Issued on Behalf of the HDRB: (a) 1 Fig Street – Certificate of Appropriateness issued to weatherproof the building; (b) 204 Bay Avenue – Notice of Appeal of Zoning Administrator’s decision has been received and would be heard at the October 8th board of Zoning Appeals meeting.

Vice-Chairman Thom asked about lead paint abatement for a house on Fig Street. Ms. Nunez said that was not handled in the zoning ordinance but was taken care of by the building official.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Vice-Chairman Thom, seconded by Member Wright, to adjourn the September 17, 2024 Historic District Review Board Regular Meeting at 5:55 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**September 17, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

*Martin Mayer, Member Historic District Review Board
Via email: 9/17/2024*

Hi all,

Here are my notes for tonight's meeting. Italicized lines can be read if anyone desires, the rest is more for consideration and discussion amongst the board. Marty

10 Tazewell

-Is the window being removed original?

-I believe the proposed work is compliant, but I don't see rationale about this being a modification to the COA. The scope of work is more different than it is similar to what was previously approved. Perhaps something to consider in the future...

-This application is a struggle to comprehend with the changes and strikethroughs. In the future, more appropriate sketches that contrast with what was previously approved would be helpful. Same case with the summary outline where directions and terminology differ from prior (referred to as "side" and "rear") and new text (referred to as "rear", "west", and "north").

542 Jefferson

-This property already has a garage with living space, correct? The applicants are proposing to build a second garage (with living space) on the lot? Are there any other properties in town with multiple garages?

Jefferson

-Several missing material items...

-How large is the house/project? The summary states 1,410 sq ft with a 240 sqft porch. The zoning compliance section states a 1,200 sq ft house with a 240 sq ft porch.

-The house looks to be substantially closer to the street than the other homes on that block of Jefferson. Is this the case? What is the difference in the setback with the neighboring properties?

Martin Mayer, Ph.D.

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