



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
October 15, 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 Elizabeth Wright. Herb Thom was 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, and an applicant. There were two 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.

ORGANIZATION MEETING:

- A. *Election of Chair, Vice-Chair and Secretary – Discussion over when to place on agenda (per Bylaws, it is February)*

The board decided to keep the Chair and Vice-Chair the same until February 2025.

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 Member Wright, seconded by Member James, to approve the agenda as presented. The motion was approved by a unanimous vote.

Motion made by Member Mayer, seconded by Member James, to approve the minutes from the Historic District Review Board for the August 20, 2024 Regular Meeting and the September 17, 2024 Regular Meeting as written. The motion was approved by a 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:*

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. *526 Tazewell Avenue: Wayne and Debbie MacMasters – to remove existing wood siding and trim from the bay window and replace with AZEK on the two-story single-family dwelling.*

Ms. Outten read the staff report.

Wayne MacMasters, applicant, participated by telephone to answer questions. Mr. MacMasters explained that the wood around the bay window was replaced in 2016 but has since rotted. He reiterated that the window itself was in good shape and not being replaced, and the design would look the same.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if there was any other wood siding. Mr. MacMasters answered that the back deck on the second floor and the front porch balustrades. He continued by adding that the rotted wood was caused by water coming down the roof and wall. (ii) Member James wanted to know if in 2016 this area was wood originally. Mr. MacMasters did not know and added that the rest of the house was in good condition. and (iii) Member Wright asked if the siding was replaced in 2016. Mr. MacMasters was not sure.

Motion made by Member James, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 526 Tazewell Avenue on an application filed by Wayne and Debbie MacMasters, to remove the existing wood siding and trim from the bay window on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Folk Victorian, Section 4.4 – Woodwork – Exterior, Decorative Trim, & Porches, Section 5.4.1 – Wood Siding & Trim, and Section 7.1 – Alternative Materials; as stated in the application dated 9/3/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

2. *128 Peach Street: Richard Baker – to replace the front porch wood balustrades with new balustrades on the two-story single-family dwelling.*

Ms. Outten summarized the staff report.

Richard and Sonia Baker, applicants, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Member James asked why wood couldn't be used. Mr. Baker answered that wood could be used but they did not want to paint every couple of years and vinyl was durable and maintenance free. and (ii) Member Wright confirmed that the front porch flooring was a composite material.

Motion made by Member Wright, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 128 Peach Street on an application filed by Richard Baker to replace the front porch wood balustrades with new balustrades on the two-story single-family dwelling per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Queen Anne, Section 4.4 – Woodwork – Exterior, Decorative Trim, & Porches – Porches and Associated Features, Section 5.4.2 – Porches – Handrails, and Section 7.1 – Alternative Materials; as stated in the application dated 8/20/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

3. *Tax Map #83A3-1-584 on Randolph Avenue: John Lucas represented by Mitchell Homes – to construct a new 1,131 square feet two-story single-family dwelling.*

Ms. Outten presented the staff report and stated that although the site plan needed to be amended for zoning compliance the HDRB could do their review.

Gary Fink and Freddy Vincent of Mitchell Homes, owner representatives, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser confirmed that the brick veneer to be used was a full four inches (4”) brick. Member James asked where this would be used. Mr. Fink answered on front of the house. (ii) Chairwoman Glaser asked what the dimensions on the vinyl siding were. Mr. Vincent answered the width was five inches (5”) with a thickness of .046. (iii) Chairwoman Glaser informed the applicant of the guidelines for windowsills; minimum thickness of one and a half inches (1-1/2”) and the casing or trim must be at least three and a half inches (3-1/2”) thick. Mr. Fink confirmed the sills would be two inches (2”). and (iv) Roof pitch of the front porch would be 3:12 and the house pitch was going to be 4:12.

Motion made by Member James, seconded by Member Mayer, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-584 on Randolph Avenue on an application filed by Mitchell Homes on behalf of John Lucas to construct a new 1, 120 square feet two-story single-family dwelling with a 52 square feet concrete front walkway, 224 square feet front porch, 10 square feet side stoop, and a 144 square feet rear deck 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 9.3 – Decks, Ramps, & Patios, and Section 9.5 – Landscaping; as stated in the application dated 9/3/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

4. *Tax Map #83A3-1-418 on Monroe Avenue: Austin, Laura, and Katherine Wagner – to construct a new 1,218 square feet two-story single-family dwelling.*

Ms. Outten presented the staff report and reiterated that although the site plan needed to be amended for zoning compliance the HDRB could do their review.

Katherine Wagner, applicant, participated by telephone to answer questions. Also, Bill Doughty, the contractor, was available in person to answer questions.

The board discussion and questions were as follows: (i) Member James asked for an explanation on the stainless-steel chimney flue. Mr. Doughty said Ms. Wagner wanted a wood-burning fireplace therefore the flue must follow the code and be so many feet high. He said it could be enclosed but that would require a larger enclosure to have proper air flow. Mr. Doughty suggested painting the flue a more blended color like grey versus just the shiny stainless-steel. Ms. Wagner would consider painting the flue if the fireplace contractor could do it. The board members agreed that painting the shiny stainless-steel flue would better fit in with the neighborhood and not be so obtrusive. (ii) Chairwoman Glaser confirmed the vinyl thickness to be .046. and (iii) Member James wanted to know where the outdoor shower was being installed. Ms. Wagner said the outdoor shower would be pressure-treated wood or cedar and installed on the west rear of the house. After much conversation about the placement of the rear shower being able to be seen from the side street, the board and Ms. Wagner concluded that landscape would be added to provide screening.

Motion made by Member Wright, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-418 on Jefferson Avenue on an application filed by Austin, Katie, and Lauren Wagner to construct a new 1,218 square feet two-story single-family dwelling with a 244 square feet front porch, a 192 square feet rear screened-in porch, a 48 square feet covered rear deck, and a 35 square feet enclosed outdoor shower per the Cape Charles Historic District Overlay Design Guidelines Section 5.13

– New Construction of Primary Buildings, Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 8/30/2024 with the designated conditions that (1) the stainless-steel chimney flue would be painted or treated with a darker color, and (2) to provide landscape screening (needs to be on the landscape plan) to shield the rear outdoor shower from public view of the side street; and per all zoning ordinance requirements. The motion was approved by a 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: 208 Harbor Avenue rear porch; 509 Randolph Avenue front porch; 515 Randolph Avenue front porch; (ii) Other: 115 Randolph Avenue; 545 Randolph 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 but, no building permit has been issued; (b) 204 Bay Avenue – Notice of Appeal of Zoning Administrator’s decision was heard at the October 8th board of Zoning Appeals meeting and the appeal was approved overturning the Zoning Administrator’s decision.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Mayer, seconded by Member James, to adjourn the October 15, 2024 Historic District Review Board Regular Meeting at 5:56 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator