



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
November 19, 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, Herb Thom, and Elizabeth Wright. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, Assistant to Town Manager Courtney Neale, and the applicants. There was one member 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 Mayer, to approve the consent agenda as presented. 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:*

1. *629 Tazewell Avenue: Charlie and Shelley Newman – to install shutters on the front first and second floor windows on the two-story single-family dwelling.*

Ms. Outten presented the staff report.

Mr. Newman, the applicant, participated by telephone to answer questions.

The board discussion and questions were as follows: (i) Member James asked if there was evidence if shutters ever existed on the first-floor windows. Mr. Newman did not have any pictures to that effect. He only had pictures showing the shutters on the second-story windows. Mr. Newman thought installing shutters on all the front windows would look better. (ii) Member James and Vice-Chairman Thom asked if Mr. Newman was aware of the guidelines for shutters. He was given that information. Both board members referenced the Historic District Overlay Design Guidelines Section 5.5.1 Shutters. Particularly, if shutters did not exist historically, they should not be added. (iii) Chairwoman Glaser informed the applicant the shutters needed to have the appearance of being operable. and (iv) Mr. Newman confirmed that the existing siding was vinyl.

MOTION ON PAGE 2

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at 629 Tazewell Avenue on an application filed by Charlie and Shelley Newman to install vinyl shutters on the second floor of 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 5.5.1 – Shutters, and 7.1 – Alternative Materials; as stated in the application dated 10/1/2024 with the condition that shutters must be mounted and hinged per the guidelines and no shutters will be installed on the first floor front windows; and per all zoning requirements. The motion was approved by a unanimous vote.

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

1. *406 Randolph Avenue: Daniel and Carolyn Bluestein & Thomas and Kathryn Bluestein – to remove metal front and side doors and replace with fiberglass; replace front porch wood columns and balustrades with new wood columns and balustrades and replace the roof eave on the two-story single-family dwelling.*

Ms. Outten read the proposal from the staff report. Member Wright clarified that there was not a back door on this home but, a side door located on the back end of the house.

Carolyn Bluestein, applicant, participated by telephone to answer questions. She clarified that the only thing being replaced on the roof eave was a missing piece of aluminum trim located on the west side. Ms. Bluestein reiterated that the replacement wood columns and balustrades, and front step handrail was the same design.

The board discussion and questions were as follows: (i) Member James asked where the replacement balustrade picture was. Ms. Outten said they were being replaced with wood of the same design. (ii) Vice-Chairman Thom thought the trim appeared to be wood. Ms. Bluestein explained that the aluminum was being placed over the wood. and (iii) Ms. Bluestein added that doors were pre-framed, and the current wood frames were rotted.

Motion made by Member Wright, seconded by Member James, to approve the application for a Certificate of Appropriateness at 406 Randolph Avenue on an application filed by Daniel and Carolyn Bluestein & Thomas and Kathryn Bluestein, to replace: (1) 15-lite metal front door with a 4-lite/2-panel fiberglass door, (2) 9-lite/1-panel side door with a 1-lite/2-panel fiberglass door, (3) existing front porch wood balustrades step railings with new wood balustrades and step railings of the same design, and (4) missing aluminum trim on the west side roof eave of 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 4.2 – Roofs, Section 4.4 – Woodwork – Porches, Section 5.2.1 – Roof Features, Section 5.4.2 – Woodwork – Porches – Handrails, Section 5.5.2 – Doors, and Section 7.1 – Alternative Materials; as stated in the application dated 9/16/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

2. *508 Harbor Avenue: Mary Robins Rodgers represented by James Ryan Bender– to renovate the exterior of the two-story single-family dwelling.*

Ms. Outten summarized the staff report for the proposed renovations to the front porch, siding, rear stoop, trim, fascia, and soffit.

James Ryan Bender, the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member Wright asked for more details on the proposed front steps as the existing steps were concrete. Mr. Bender answered that if approved the new steps would be composite with either railings on both sides or one middle railing that would match the front porch balustrades. He added that there was never a step railing. Chairwoman Glaser did not think a middle railing would be historic in nature. (ii) Mr. Bender said the proposed renovations would be a permanent fix

and reduce the annual maintenance obligations. (iii) Mr. Bender asked since painting the brick would not be approved could lattice be placed over the brick. The board recommended removing the ivy and repointing the brick, if necessary, as neither proposed option was supported. (iv) Vice-Chairman Thom confirmed that the proposed porch flooring would be composite, and that the window trim would follow the guidelines. and (v) After much discussion on the non-existing windowsills it was finally understood that no windows were being replaced, just the trim around the windows to fit the new siding that was at least .046" thick.

Motion made by Vice-Chairman Thom, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 508 Harbor Avenue on an application filed by James Ryan Bender on behalf of Stephen Q. and Mary R. Rodgers to renovate the two-story single-family dwelling as follows: (1) replace the existing aluminum siding with vinyl siding, (2) the front porch wood flooring with composite decking, (3) to replace the existing concrete front steps with composite decking, (4) cover the front porch wood ceiling with vinyl, (5) replace the rear stoop wood railing with vinyl railing to match the front porch balustrades, (6) replace the window trim with vinyl to fit with the new siding, and (7) replace the existing aluminum fascia and soffit with vinyl per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Craftsman, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 4.4 – Woodwork – Porches, Section 4.5 – Openings & Associated Features – Windows, Section 5.2.1 – Roof Frames, Section 5.3 – Masonry – Exterior Walls, Foundations, & Chimneys, Section 5.4.2 – Woodwork – Porches, Section 5.5.1 – Windows, and Section 7.1 – Alternative Materials; as stated in the application dated 9/9/2024 with the designated condition that the brick will not be painted or covered with lattice; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

3. *602 Washington Avenue: Ware Neck Properties represented by Kerry Shackelford – After the Fact – installed side outdoor shower and gutters; to install lattice around the two porches on the two-story single-family dwelling.*

Ms. Outten presented the staff report and pointed out what was done without approval and the proposals that needed approval. Also, she stated that although the site plan was needed for zoning compliance the HDRB could do their review.

Kerry Shackelford, the applicant, participated by telephone to answer questions. (Please see attached for comments submitted by Mr. Shackelford.)

The board discussion and questions were as follows: Chairwoman Glaser informed the applicant that although there were not specific guidelines on an outdoor shower, they did state that the shower should be placed in the rear of the yard out of public view. Mr. Shackelford explained that placement would not work because in the next year a new addition was planned. There was a brief conversation about whether or not the existing location of the outdoor shower was on the side deck; the applicant confirmed that they are separate. Mr. Shackelford agreed to add landscaping to screen the visibility of the outdoor shower. Member Mayer said the Cape Charles Historic District Overlay Design Guidelines Section 9.4 addressed the need for screening. After some discussion on the specific landscape screening, Mr. Shackelford said a professional would be contacted.

Motion made by Member Mayer, seconded by Vice-Chairman Thom, to approve the After the Fact application and an application for a Certificate of Appropriateness at 602 Washington Avenue on an application filed by Kerry Shackelford on behalf of Ware Neck Properties, LLC to keep the enclosed outdoor shower, to add gutters, and to add lattice between the piers on the front and side porches, and to install a 256 square feet rear paver patio per the Cape Charles Historic District Overlay Design Guidelines Section 3.2 – Building Types, & Associated Architectural Styles: Folk Victorian, Section 4.4 – Woodwork – Porches, Section 5.2.1 – Roof Features – Gutters and Downspouts, Section 9.3 – Decks, Ramps, & Patios, and Section

9.4 – Appurtenances; as stated in the application dated 8/29/2024 with the condition that a landscape screening plan for the side enclosed outdoor shower be provided to the Zoning Administrator for review and approval; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

4. *Tax Map #83A4-1-32 on Monroe Avenue: MLT Enterprises LLC – to construct a new 1,040 square feet two-story single-family dwelling.*

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

Robert Bridges, the contractor, was available in person to answer questions.

The board discussion and questions were as follows: (i) After the board members reviewed the detailed material lists, Mr. Bridges confirmed that the steps would be composite decking with painted risers and the siding that would be used was LP Siding. and (ii) Vice-Chairman Thom confirmed the windowsills and trim followed the guidelines.

Motion made by Member James, seconded by Vice-Chairman Thom, to approve the application for a Certificate of Appropriateness at Tax Map #83A4-1-32 on Monroe Avenue on an application filed by Andrew McCoy on behalf of MLT Enterprises LLC and represented by Robert Bridges to construct a new 1,040 square feet two-story single-family dwelling with a 156 square feet front porch, a 140 square feet rear screened-in porch, and a 16 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, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application as presented dated 8/22/2024; and per all zoning ordinance requirements. The motion was approved by a unanimous vote.

5. *Tax Map #83A3-1-420 on Tazewell Avenue: Laura Lynn Townsend – to construct a new 1,040 square feet one and a half-story single-family dwelling.*

Ms. Outten read the staff report for a proposed new home.

Bill Doughty, the contractor, was available to answer questions.

The board discussion and questions were as follows: (i) After the board members reviewed the detailed material lists, Mr. Doughty confirmed all materials. (ii) Vice-Chairman Thom confirmed the windowsills and trim followed the guidelines. and (iii) Mr. Doughty said that the applicant was willing to adjust the landscaping to screen the enclosed outdoor shower since this was a corner lot.

Motion made by Vice-Chairman Thom, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-1-420 on Tazewell Avenue on an application filed by Laura Lynn Townsend represented by Bill Doughty to construct a new 1,074 square feet one and a half story single-family dwelling with a 144 square feet front porch, a 192 square feet rear screened-in porch, a 100 square feet rear deck, and a 16 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 9/28/2024 with the designated conditions that landscape screening needs to shield the rear enclosed outdoor shower from public view; 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. 2025-2026 HDRB Application Deadlines and Regular Meeting Dates

Motion made by Member James, seconded by Vice-Chairman Thom, to adopt the 2025-2026 Historic District Review Board Application Deadlines and Regular Meeting Calendar. The motion was approved by a unanimous vote.

B. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Reroofing: 539 Jefferson Avenue; 518 Madison Avenue; 515 Randolph Avenue; 549+551 Monroe Avenue; (ii) Other: 4 Randolph Avenue; 646 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: None.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Mayer, seconded by Member James, to adjourn the November 19, 2024 Historic District Review Board Regular Meeting at 6:20 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

**November 19, 2024 Historic District Review Board Regular Meeting
Comments Submitted in Writing**

Kerry Shackelford, Applicant Agenda Item D3

Via email: 11/18/2024

Historic District Review Board Members

11/16/24

Re- 602 Washington, After the fact enclosed Shower and adding gutters, lattice, and patio.

HDRB members:

First of all, I want to apologize for getting ahead of myself by building the shower. My team was moving on several projects at the same time and the shower was discussed but it was built while I was away. I am a great proponent of the value of having and following the guidelines that have been established. While I did the work without required review, I do believe that the shower is well within the current guidelines, particularly the sections below.

9.4 APPURTENANCES

1. New appurtenances should be placed at the rear of the building and out of view from the public right of way to the maximum extent possible. This includes satellite dishes, which is also regulated in the Cape Charles Zoning Ordinance

If new appurtenances cannot be placed at the rear of the building, landscaping or other appropriate screening should be utilized to limit the visibility of modern exterior utilitarian features from the public right-of-way. SHED GARAGE SIDE YARD DRIVEWAY REAR YARD SIDE YARD HOUSE FRONT YARD

- a. Screening should follow the material standards of fencing; this includes wood boards, wrought or cast iron, tubular metal and chain link (in rear yards only), brick, or live hedges.*

The shower is located on the rear 1/3 rd of the house, and while it is elevated to the same height as the porch it still would be considered in the rear/ side of house. There are many examples of similar enclosed showers located on side to the back of houses, I have enclosed photos of some of those in town.

In the last monthly meeting this same type of shower was approved with the addition of screening from plantings, and we would be happy to add planting to screen the shower.

The gutters will be standard 6" aluminum, White in color.

The Patio will be made from cast pavers, 6" x 8", laid on a stone dust bed.

The fence shown on the site survey is only a proposed and I will come back to the board with an amendment if we decide to install the fence at a later date.

Finally I wanted to be sure that it is understood that we have not installed the gutters, we are only requesting you to approve the gutters.

Thank you for taking your time to review our application.

Kerry Shackelford

President, WNC, LLC

