

**Historic District Review Board
Special Meeting Agenda
Cape Charles Civic Center @ 500 Tazewell Avenue
January 31, 2025 @ 1:00 P.M.**

1. **Call to Order; Roll Call**
 - A. Roll call and establish a quorum.
2. **Invocation and Pledge of Allegiance**
3. **Organizational Meeting**
 - A. Introduce and Welcome new members: Joan Cooper and Ken Monarch.
 - B. Election of Chair, Vice-Chair and Secretary – (per Bylaws, it is February) Vice-Chair spot is currently vacant but all positions needs to voted upon.
 - C. Appoint representative to Harbor Area Review Board
4. **Public Comment**
5. **Consent Agenda**
 - A. Approval of agenda format
 - B. Approval of minutes
 - (1) November 19, 2024 Historic District Review Board Regular Meeting
6. **Unfinished Business:** None
7. **New Business: Applications for Certificate of Appropriateness:**
 - A. **FENCE INSTALLATION:** None
 - B. **MODIFICATION TO APPROVED Certificate of Appropriateness:** None
 - C. **RENOVATION, MINOR:** None
 - D. **RENOVATIONS, ADDITIONS, & NEW CONSTRUCTION:**
 - (1) 500 Monroe Avenue: John McLaughlin – to replace six existing wood windows with six vinyl windows on two-story single-family dwelling.
 - E. **OTHER:** None
8. **Other Business:**
 - A. Monthly Report from Zoning Administrator Katie Nunez
9. **Adjourn**