



HISTORIC DISTRICT REVIEW BOARD

Special Meeting
Cape Charles Civic Center
January 31, 2025
1:00 p.m.

At approximately 1:00 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, Joan Cooper, Ken Monarch, and Elizabeth Wright. Patricia James 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 the applicants. There was one member of the public in attendance and seven viewers on Facebook Live.

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

ORGANIZATIONAL MEETING:

A. *Introduce and Welcome new members: Joan Cooper and Ken Monarch.*

Chairwoman Glaser welcomed new members Joan Cooper and Ken Monarch to the HDRB.

B. *Election of Chair, Vice-Chair and Secretary – (per Bylaws it is February) Vice-Chair spot is currently vacant, but all positions need to be voted upon.*

Kathy Glaser accepted the nomination for Chairwoman for the Historic District Review Board.

Motion made by Member Wright, seconded by Member Monarch, to accept the nomination of Kathy Glaser for Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Elizabeth Wright accepted the nomination for Vice- Chairwoman to the Historic District Review Board.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to accept the nomination of Elizabeth Wright for Vice-Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Tracy Outten will remain as Secretary to the Historic District Review Board.

C. *Appoint representative to Harbor Area Review Board.*

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to defer the appointment of a Harbor Area Review Board representative until all member of the board are present. The motion was approved by a unanimous vote.

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-Chairwoman Wright, seconded by Member Cooper, to approve the agenda as presented and the minutes from the November 19, 2024 Historic District Review Board Regular Meeting with two amendments: (i) remove the words “was not in attendance” from the first paragraph and (ii) remove the word “back or rear” from discussion as the door was on the side. 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. 500 Monroe Avenue: John McLaughlin – to replace six existing wood windows with six vinyl windows on the first floor of the two-story single-family dwelling.

Ms. Outten read the staff report and updated the board there was an expired Certificate of Appropriateness to construct a rear addition on this two-story single-family dwelling. The applicant has been informed that another application would need to be submitted for approval.

John McLaughlin, applicant, participated by telephone to answer questions. He explained that there was a mix of original and replacement windows with different configurations and was trying to make the windows consistent for the whole house. Mr. McLaughlin added that some were caulked shut and they would like to have working windows to get outside ventilation. He reiterated that the trim and sill were not being replaced.

The board discussion and questions on replacing the windows were as follows: (i) Member Monarch asked why only six windows were being replaced. Mr. McLaughlin answered that these were the windows that were original and sealed shut. He added that the second-floor windows had been replaced. His wife and himself were open to replacing more if required by the board. After much discussion on this topic, Ms. Outten suggested that instead of replacing more windows the board could give the applicant permission to place a muntin (grill) on the windows that were 1/1 to get the look of 2/2 for consistency. The board and applicant agreed with placing a muntin (grill) on the 1/1 windows.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John McLaughlin, to replace six existing wood windows with six new vinyl windows on the first floor of 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, & Associated Architectural Styles: Queen Anne, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.1 – Guidelines for Wood Siding & Trim, Section 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, and Section 7.1 – Alternative Materials; as stated in the application dated 11/30/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

The board discussion and questions on the Accessory Dwelling Unit (ADU) outdoor shower were as follows: (i) Member Monarch asked what the shower floor and wall material would be. Mr. McLaughlin answered heavy duty vinyl for the walls and 2' x 6' vinyl composite decking for the floor. The shower would be approximately 4' x 8'. (ii) There was much discussion on the type of landscaping that could be used to screen the shower from the public view as this was a corner lot. Some suggestions for landscaping that grew tall were english ivy, butterfly bush, or ligustrum. Mr. McLaughlin stated that his wife liked the butterfly bush or ligustrum idea because they did not want to use fencing. Ms. Nunez added that the bush

or shrub of choice needed to effectively grow to screen the shower. Vice-Chairwoman Wright clarified that the butterfly bush was a suggestion not a requirement.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 500 Monroe Avenue on an application filed by John McLaughlin, to install an outdoor shower under the Accessory Dwelling Unit deck per the Cape Charles Historic District Overlay Design Guidelines Section 9.4 – Appurtenances; as stated in the application dated 11/30/2024 with the designated conditions that the Accessory Dwelling Unit shower must have effective landscape screening to obscure from the public street view; and per all zoning 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: 504 Bay Avenue; 518 Madison Avenue; 515 Randolph Avenue; 549+551 Monroe Avenue; (ii) Other: 627 Jefferson Avenue; 214 Washington 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.

Chairwoman Glaser asked for an update on 1 Fig Street. Ms. Nunez informed the board that the roof had been replaced and added that the garage doors would not be replaced.

Member Monarch confirmed that the administratively approved pergola was on the rear of the property and could not be seen.

Ms. Outten asked that the members please answer emails that she sends.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Chairwoman Glaser adjourned the January 31, 2025 Historic District Review Board Special Meeting at 1:45 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator