



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
February 18, 2025
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, Ken Monarch, and Elizabeth Wright. Joan Cooper came in after the roll call. 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 were no members of the public in attendance and fourteen 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. Appointing representative to Harbor Area Review Board.

Motion made by Member James, seconded by Vice-Chairwoman Wright, to accept Member James as the Harbor Area Review Board representative. 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 Chair Glaser, to approve the agenda as presented and the minutes from the January 21, 2025 Historic District Review Board Regular Meeting and the minutes from the January 31, 2025 Historic District Review Board Special 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:

- 1. 133 Mason Avenue: Front Street Pub, LLC – to install a 6' fence to screen the above ground propane tanks.*
Ms. Outten read the staff report and explained that this property has been approved for a Conditional Use Permit (CUP) by the Town Council on February 6, 2025 to install the non-conforming fence within the Commercial-1 (C-1) District to screen the propane tanks that were necessary for the operation of the business.

Member James asked why the HDRB was just now seeing this application. Ms. Outten explained that the applicant had to first obtain a CUP for the installation of six feet (6') in height fence to comply with zoning before, the HDRB could review the fence's design, style, and material type. Ms. Outten said there were two public hearings conducted by the Planning Commission and the Town Council. Ms. Nunez confirmed the process as there were still questions from Ms. James about the HDRB not reviewing until tonight. Ms. Nunez informed the board that a zoning determination comes first before the application was reviewed by the HDRB.

Since the applicant, Jon Dempster, was not available to answer questions at the beginning of the application review time, Ms. Outten and Ms. Nunez tried to assist the board with many questions about the ornamental top, gate material, gate opening clearance, and if the existing awning would be impacted.

After Ms. Nunez was able to contact Mr. Dempster, arrived at 5:30 p.m., the board discussion and questions were as followed: (i) Chairwoman Glaser asked if the brick would match the existing building. Mr. Dempster thought that the fence would be constructed out of block, covered with brick Thinsulate with a concrete ornamental top matching the existing columns on all edges of the fence. (ii) The board wanted to know the size and material of the proposed gate. Mr. Dempster would like to use vinyl but was informed that vinyl was no longer a suitable material per the guidelines. He agreed to install a wrought iron gate three feet (3') in width that complemented the existing entrance gate for the adjacent property. Also, it was confirmed that opening the gate would not impede the accessibility of the handicapped door. (iii) Mr. Dempster said the awning would not be impacted by the fence.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 133 Mason Avenue on an application filed by Front Street Pub, LLC represented by Jon Dempster, to install a six feet (6') in height brick fence with ornamental to screen the propane tanks needed to operate the business per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Richardson Romanesque, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 2/7/2025 with the designated conditions that the brick used for the wall and wrought iron will complement the existing brick and adjacent property's entrance gate; and per all zoning requirements. The motion was approved by a unanimous vote.

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. *603 Monroe Avenue: Monroe Rental Property, LLC represented by Restoration Exteriors, LLC – to renovate the front porch, doors, construct a rear addition, and install an outdoor shower on the two-story single-family dwelling; and to install a rear accessory structure and fence.*

Ms. Outten read the proposed renovations and additions but thought since this application had many elements it would be best to review each item separately.

Jason Gioffre, applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Roof replacement: The metal porch roof and the main house shingle roof with a new metal roof and a new shingle roof followed the guidelines. (ii) Member James asked if the doors were appropriate for the Queen Anne period. Mr. Gioffre said the proposed doors matched the existing window pattern. (iii) The front porch replacements for the floor, columns, beams, and installation of two ceiling fans were within the guidelines. (iv) The board did not have any questions about replacing the existing vinyl siding with new hardieplank siding. (v) Mr. Gioffre mentioned that the homeowners would like to replace the shutters. The board informed him that the new shutters needed to follow the Historic Overlay Design Guidelines Section 5.5.1 pages 5-21 and 5-22. (vi) Rear Porch: Mr. Gioffre explained the new porch would be eighteen feet (18') wide and seventeen feet (17') deep with an Echo Ridge dressed fieldstone. After much discussion on whether the new chimney would be in keeping with the historic nature of the house, it was mentioned that new additions needed to be complementary to the existing house and appear as new. (vii) Chairwoman Glaser explained that although the material choices were of good quality, the side enclosed outdoor shower still needed some type of screening to block from public view from the street. Mr. Gioffre confirmed that an appropriate landscape screening would be planted. He also added that the access door that the shower would be blocking was obsolete. and (viii) Mr. Gioffre said that the accessory structure would be a shed with hardie siding and a shingle roof to match the house. He informed the board that the homeowners would like to increase the size of the accessory structure. Ms. Outten said the board could still review the details of this accessory structure since the increase in size

did not change there review. She informed the applicant that another application would need to be submitted and reviewed for zoning compliance.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 603 Monroe Avenue on an application filed by Restoration Exterior, LLC on behalf of Monroe Rental Property, LLC, to (1) replace: (i) the existing metal porch roof with a new metal porch roof, (ii) the existing shingle roof with a new shingle roof, (iii) existing side and rear wood door with a new composite door with prairie grids, (iv) front porch: (a) wood flooring with new pine tongue and groove flooring, (b) existing round wood columns with new fiberglass Perma cast round tapered columns, (c) existing clad beams with new AZEK beams, and (d) install two ceiling fans; and (v) existing vinyl siding with new HardiePlank siding on the two-and-a half story single-family dwelling; (2) remove the existing 18' x 17' rear deck and construct a new 18' x 17' rear screened in porch with a fireplace; (3) install: (i) a 4' x 6' enclosed outdoor shower on the side of the house; (ii) a 10' x 14' paver patio, and (iii) a privacy wall between the paver area and the HVAC units; and (4) removing the existing rear accessory structure and construct a new 12' x 16' accessory structure 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 4.2 – Roofs, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.2 – Roofs, Section 5.2.1 - Roof Features, Section 5.4.1 – Guidelines for Wood Siding & Trim, Section 5.4.2 – Porches, Section 5.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.6 – New Additions to Contributing Primary Buildings, Section 6.1 – Accessory Structures Associated with Contributing Primary Buildings, Section 7.1 – Alternative Materials, Section 9.2 – Fences & Freestanding Walls, Section 9.3 – Decks, Ramps, & Patios, and Section 9.4 - Appurtenances; as stated in the application dated 1/02/2025 with the following designated conditions: (1) the side enclosed outdoor shower must be screened from public view with appropriate landscaping and (2) shutters must be installed per the guidelines Section 5.5.1, pages 5-21 and 5-22; 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. 2024 Annual Report

Ms. Nunez said this report shows that this board was one of the hardest working boards for the town.

Motion made by Member James, seconded by Chairwoman Glaser, to approve the 2024 Annual Report. 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: None; (ii) Other: 535 Monroe Avenue; 332 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: 509 Madison Avenue

ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Chairwoman Glaser adjourned the February 18, 2025 Historic District Review Board Regular Meeting at 6:16 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator