



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 18, 2025
5:00 p.m.

At approximately 5:00 p.m., Vice-Chairwoman Elizabeth Wright, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Vice-Chairwoman Wright, present were, Joan Cooper and Patricia James. Ken Monarch came in after the roll call. Kathy Glaser was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were no members of the public in attendance and five viewers on Facebook Live.

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

Motion made by Member Cooper, seconded by Member James, to approve the February 18, 2025 Historic District Review Board Regular Meeting minutes 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. 1 Monroe Avenue: Ian C. Markley – to stain the existing brick on the single-family dwelling to install: a fence, a pergola, and a hot tub with screening.

Ms. Outten read the staff report.

Ian Markley, applicant, and Khyber Rooney-Rabdau, designer, were available to answer questions.

The board discussion and questions were as follows (Chairwoman Glaser's and Member Monarch's submitted comments were read into the record. Please see attached.): (i) Staining of masonry: Ms. Rooney-Rabdau introduced mineral-based stains and paints that were being proposed for the brick have been used since the late 1800's and was prevalent in Europe. She continued explaining that the brick was not uniform as it was added in pieces over time, and the color did not represent other buildings in town. Member Cooper stated that irregular brick was a feature associated with bungalow architecture. She had researched Virginia, other states, and national guidelines on covering original masonry and they all recommended not to paint

or cover original masonry. Member Cooper continued by saying that the other painted or stained looking homes in the district were done part of construction, or the color was the actual manufactured color. Mr. Markley said that the mineral-based stain allows brick to breathe so does not harm the brick, and from a maintenance and upkeep standard it was desired. Member Cooper mentioned that if the proposed stain was a clear matte stain finishing to protect the masonry it would be permissible per the Historic District Overlay Design Guidelines (HDODG). (ii) Fence: Ms. Outten informed the board that the proposed fence style was allowed under the guidelines as it was a modern style. and (iii) Pergola: Mr. Markley and Ms. Rooney-Rabdau explained that the pergola would be in line with the house, and that the added landscape screening was going to help visually.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 1 Monroe Avenue on an application filed by Ian C. Markley to (1) construct a pergola; and (2) to install: (i) a wooden fence around the perimeter of the property with front and side gates, (ii) a hot tub, and landscape screening on the front and side of the 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: Ranch, Section 7.1 – Alternative Materials, Section 7.4 – Noncontributing Considerations, Section 9.2 – Fences & Freestanding Walls, Section 9.4 - Appurtenances and Section 9.5 – Landscaping; as stated in the application dated 2/03/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

Motion made by Member Cooper, seconded by Member James, to deny the application for a Certificate of Appropriateness at 1 Monroe Avenue on an application filed by Ian C. Markley to stain the existing unstained masonry (brick) per the Cape Charles Historic District Overlay Design Guidelines Section 5.3 (6) (a); which states that unpainted masonry should remain unpainted and as stated in the application dated 2/03/2025. The motion was approved by a unanimous vote.

2. *208 Bay Avenue: Brian and Colleen Marden represented by Coastal Craftsman Builders, LLC – to replace the front porch flooring and to construct: a rear screened in porch and an accessory structure; to install: two outdoor showers, a pathway, a parking pad, and a fence.*
Ms. Outten presented the staff report.

Scott and Robin Simms, owner representatives, were available to clarify any details or answer questions.

The board discussion and questions were as follows (Chairwoman Glaser's comments were read into the record. Please see attached.): (i) Member James asked if the tempered windows were shiny. Mr. Simms answered no and added that all windows would be the same size as the original openings as the owners decided not to decrease the size of the one rear window. He continued saying the original frames would retain on most of the windows. Mr. Simms understood the HDODG pertaining to the minimum sill and trim thickness. (ii) Mr. Simms said the deck would serve as the backdrop for the proposed double stall rear shower. The board confirmed that the shower would not be up against the house as the deck was eight feet (8') off the house. (iii) Mr. Simms corrected that the door replacing the window would be a 15-lite clear glass steel door. (iv) When asked about shutters being placed on the shed, Mr. Simms did not know.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 208 Bay Avenue on an application filed by Coastal Craftsman Builders, LLC, on behalf of owners Brain and Colleen Marden, to (1) Replace: (i) the existing front porch wood flooring with tongue and groove AZEK, (ii) ten wood and/or vinyl windows with new SDL Colonial style double hung vinyl windows with the same configuration and size as existing, (iii) one 12/1 wood 40" x 60" window with a 15-lite clear glass steel prehung door, (iv) Hardie Shake siding as needed, and (v) the existing concrete walkway with Blue Stone; (2) Construct: (i) 20' x 18' rear screened-in porch, (ii) 6' x 8' enclosed rear double shower, and (iii) 12' x 16' rear accessory structure with a ramp; (3) Install: (i) Blue Stone front, side, and rear walking path, (ii) 569 square feet parking pad, and (iii) additional wood picket fencing to the sides and rear of the property per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural

Character, Section 3.2 – Building Types, & Associated Architectural Styles: Colonial Revival, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.2 – Roofs, Section 5.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 5.4.2 – Porches, Section 5.5.1 – Windows, 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 9.1 – Hardscaping, Section 9.2 – Fences & Freestanding Walls, and Section 9.4 – Appurtenances; as stated in the application dated 2/03/2025 and with the amendment that no window would be decreased in size as stated by the applicant during the 3/18/2025 meeting, with the designated conditions that the porch flooring be replaced per the guidelines and window sill and window casing must be the minimum thickness per the guidelines; and per all zoning requirements. The motion was approved by a unanimous vote.

3. *509 Harbor Avenue: Lou Ellen Blackwelder represented by QS LLC – to construct a rear addition to the single-family dwelling.*

Ms. Outten read the staff report and informed the board they were reviewing the proposed rear addition because the back of the home could be seen from Bay Avenue, and also that a rear shower was not being proposed.

Sean Ingram, owner representative, was available to answer questions.

The board discussion and questions were as follows (Chairwoman Glaser's comments were read into the record. Please see attached.): (i) Member Monarch asked how the new addition would intersect with the house. Mr. Ingram explained the new addition would be built out from the rear and include a bedroom and bathroom. (ii) Member Monarch wanted to know how the second-story deck would be built. Mr. Ingram answered that the rear addition would have a flat rubber roof with floating AZEK decking. and (iii) Member James asked if the new windows matched the other existing windows. Mr. Ingram said they may not, but the size meant the code requirements for egress.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 509 Harbor Avenue on an application filed by QS, LLC, on behalf of owner LouEllen Blackwelder, to construct a 24.2' x 3.1' (750.2 square feet) rear addition with a 9' x 31' (297 Square feet) second story deck above the new addition per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Minimal Traditional, Section 5.12 – New Additions to Non-Contributing Buildings, and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 12/23/2024; and per all zoning requirements. The motion was approved by a unanimous vote.

4. *509 Madison Avenue: Joseph Dudek – After the Fact to complete construction of a rear accessory structure.*

Ms. Outten read the staff report and explained that the accessory structure was under construction, but a Stop Work Order was placed on the site until all required approvals were achieved.

Joseph Dudek, applicant, was available by phone to answer questions. Mr. Dudek said the 14' x 18' accessory structure would not be used as an accessory dwelling unit and the proposed T-1-11 siding was wood and has been used on many sheds in the neighborhood.

Motion made by Member James, seconded by Member Cooper, to approve the application for an After the Fact Certificate of Appropriateness at 509 Madison Avenue on an application filed by Joseph Dudek to finish construction on a 14' x 18' (252 square feet) rear accessory structure per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: No Discernable Style and Section 6.1 – New Accessory Structure to Contributing Primary Buildings; as stated in the application dated 1/03/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

E. Other:

1. *Tax Map #83A3-4-X: Municipal Corporation of Cape Charles represented by Cape Charles Main Street – to install a clock in the Strawberry Street Plaza.*

Ms. Outten read the proposed clock description.

Mark Usry, applicant representative, was available to answer questions. Mr. Usry explained that the clock was designed to be placed at the front of Strawberry Street Plaza, and it would be centered and wired underground.

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at Tax Map #83A3-4-X Mason Avenue on an application filed by Cape Charles Main Street on behalf Municipal Corporation of Cape Charles to install an electric cast aluminum clock centered in the front of Strawberry Street Plaza per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character and Section 9.4 – Appurtenances; as stated in the application dated 3/11/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Roof: 217 Randolph Avenue; 550 Randolph Avenue; (ii) Other: 504 Jefferson Avenue; 534 Jefferson Avenue; 512 Monroe Avenue; 603 Monroe Avenue; 219 Randolph Avenue; 111 Tazewell Avenue; 621 Tazewell Avenue; 645 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: 645 Tazewell Avenue.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member James, seconded by Member Cooper adjourn the March 18, 2025 Historic District Review Board Regular Meeting at 5:52 p.m.

Vice-Chairwoman Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

March 18, 2025

Historic District Review Board Member Comments

Chairwoman Kathy Glaser

From: Kathy Glaser <kathyglaser2@hotmail.com>
Sent: Monday, March 17, 2025 12:06 PM
To: Tracy Outten
Subject: Re: March 18, 2025 Historic District Review Board Agenda

I have reviewed the packet and have these questions:

RENOVATIONS

#1 1 Monroe Stain brick - Section 5.6.a Unpainted masonry should remain unpainted. Brick is porous and retains moisture. If you seal it moisture will be trapped and this could lead to damage. I have no question on fence, pergola. They meet historic guidelines. My preference would be natural stain vs white but that is their decision. Yard coverage?. (I know that is zoning)

#2 - Bay Ave -Are they keeping the original frames? If not , they need to have the 1 1/2 inch sill. Shed has shutters but the house does not. Are they putting shutters on shed?

#3- 509 Harbor. Rubber roof? Architectural shingles usually used - need better picture or a sample to see. Is addition bigger than original house? Construction is not viewable from street? If so, can they do what they want as long as it meets building code?

#4 509 Madison - Is T-1 11 an acceptable material? Is it viewable from street?

Member Ken Monarch

From: ken monarch <coachken26@hotmail.com>
Sent: Tuesday, March 18, 2025 12:46 PM
To: Tracy Outten
Cc: Katie Nunez
Subject: Re: March 18, 2025 Historic District Review Board Agenda

1 Monroe

Slat fence - Is that an approved style? Didn't see it mentioned in the Design Guidelines.

Brick - white stain approved? According the Guidelines, 'Unpainted masonry should remain unpainted'.

509 Harbor

How does new rear room intersect with existing porch and room?

'Rear Second-Floor Deck: Flooring: 5/4 x 6" AZEK Composite Decking, Railing: AZEK Premier composite' - I don't understand the flooring. This is a 2nd floor deck with a room underneath. There has to be another layer between the AZEK and the roof of the 1st floor room (not weatherproof).

509 Madison

What will be the purpose of 2nd floor of shed?

How to access 2nd floor? I saw no stairs on the interior or exterior.