



TOWN COUNCIL
Town Hall Meeting
Cape Charles Civic Center
January 27, 2022
6:30 PM

At approximately 6:30 p.m. Mayor William “Smitty” Dize, having established a quorum, called to order the Town Hall Meeting. In addition to Mayor Dize, in attendance were Vice Mayor Bennett, Councilmen Buchholz and Grossman, and Councilwomen Holloway and O’Brien. Councilman Follmer participated in the meeting via teleconference from Minocqua, WI. Also, in attendance were Town Manager John Hozey, Zoning Administrator Katie Nunez, Officers Tom Lynch and Will Garrett, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. In attendance from Commonwealth Preservation Group were Paige Pollard, Katie Paulson, and Jeryl Rose Phillips. There were 5 members of the public physically in attendance, and 18 viewers on Facebook.

Mayor Dize thanked everyone for coming and informed all that the purpose of this evening’s Town Hall Meeting was to get information on the Historic District Design Guidelines Update project and results from the public opinion survey. There would be a brief question and answer period after the presentation from Commonwealth Preservation Group.

Town Manager John Hozey provided background regarding the project as follows: i) In December 2001, Town Council adopted the Historic District Overlay Zoning Ordinance which established the local overlay zone; ii) The local Historic District Overlay sat on top of the underlying zoning districts. Those areas were more restrictive with the intent to preserve the historic character of the historic resources; iii) This was not to be confused with the Cape Charles Historic District listed in the National Register of Historic Places. The local overlay regulated the exteriors of historic properties, demolition, etc.; iv) The Cape Charles Historic District Design Guidelines was first adopted in 2001 and updated in 2018. The Town recently contracted with Commonwealth Preservation Group to work on updating the guidelines since a lot had changed since 2018 with Cape Charles transitioning into more of a vacation rental community; v) Some new investors were aware that they were purchasing property in the local historic district, but others did not, nor did realtors explain the issues to them. The result was that some work had been done without permits and some properties were even demolished without approval; vi) The current guidelines did not provide adequate information. Community Preservation Group had been working with other towns in Virginia such as Herndon, Virginia Beach and Suffolk. We were hopeful to have the project wrapped up in the spring; and vii) Paige Pollard, owner of Commonwealth Preservation Group, was here this evening with several of her team members to present an overview of the first draft of the guidelines. Once the Town received the revised draft of the guidelines, it would be posted on the website for public review and to obtain comments from everyone. Please send any comments to him directly as he was the main point of contact for the project.

Ms. Paige Pollard proceeded with the presentation. (Please see attached.)

There was a Question and Answer period after the presentation. (Please see attached.)

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to adjourn the Town Council Town Hall Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 8:07 p.m.

Mayor Dize

Town Clerk

January 27, 2022 Town Hall Meeting
Presentation Slides and Q&As

Cape Charles Historic District Design Guidelines Update

Public Presentation
Thursday, January 27th, 2021



Paige Pollard
Principal



Katie Paulson
Project Manager



Jeryl Rose Phillips, AICP
*Planning & Ordinance Analysis,
Content Development*



Jess Archer
*Graphics & Content
Development*



Project Team



Overview of Cape Charles Historic District

- History of the District
- Enabling Authority
- 2022 Design Guidelines Update

Stakeholder Engagement Summary

Preview of Guidelines

Questions

Tonight's Agenda



CPG was hired by the Town to:

- Engage with Stakeholders
- Review HD Boundaries
- Review Ordinance
- Develop Updated Historic District Design Guidelines

Scope of Project



Cape Charles Historic District

- Established in late 1980s after survey; updated 2018
- Designated on:
 - Virginia Landmarks Register
 - National Register of Historic Places

Historic District Overlay zoning ordinance

- Adopted by Town Council
- Established a local Historic Review Board
- First set of Design Guidelines written
- Certified Local Government established in 2007

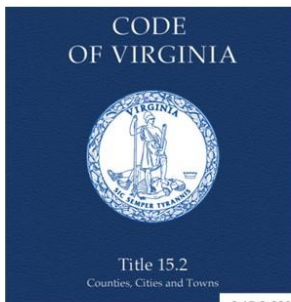
Historic Preservation Plan

- Guiding policies for historic preservation in Town's Comprehensive Plan

Comprehensive Plan 2019 Update

- Citizen's survey
 - Indicated preservation of the Historic District ranked high among public importance

History of Preservation in Cape Charles

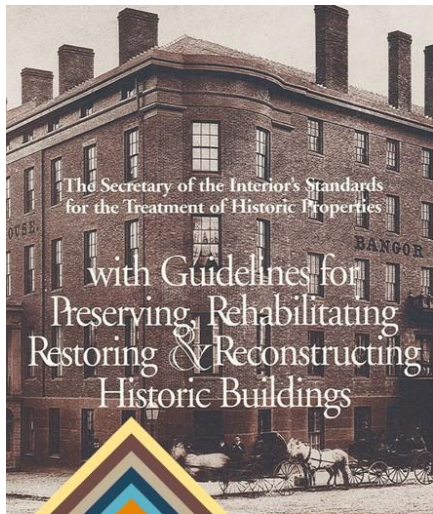


State and Local Enabling Authority

- Code of Virginia (15.2-2306)
- Established by Zoning Ordinance Article VIII, Section 8)
- Purpose is to protect against adverse impacts to the historic area

§ 15.2-2306. Preservation of historical sites and architectural areas.
A. 1. Any locality may adopt an ordinance setting forth the historic landmarks within the locality as established by the Virginia Board of Historic Resources, and any other buildings or structures within the locality having an important historic, architectural, archaeological or cultural interest, any historic areas within the locality as defined by § 15.2-2201, and areas of unique architectural value located within designated conservation, rehabilitation or redevelopment districts, amending the existing zoning ordinance and delineating one or more historic districts, adjacent to such landmarks, buildings and structures, or encompassing such areas, or encompassing parcels of land contiguous to arterial

Enabling Authority for Local Overlay



The Secretary of the Interior's Standards for Rehabilitation:

- Promotes long-term preservation of property's significance through the preservation of historic materials & features
- Pertains to historic buildings of all materials, construction types, sizes, and occupancy
- Encompasses exterior, landscape features, site and environment, as well as attached, adjacent, or related new construction

Least restrictive Standards that follow Professional Best Practices for Historic Preservation

Secretary of the Interior's Standards for Rehabilitation

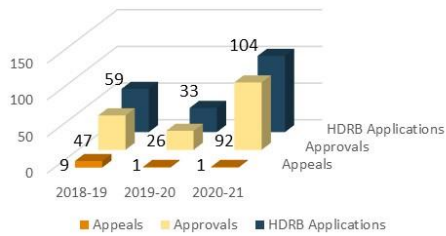


Certified Local Government

- Partnership with State and Federal Governments
 - Recognition of historic preservation activities
 - Connection between Cape Charles and other historic communities
 - Allows Town to provide formal comment on nominations of individual properties
 - Grant funding
 - Access to technical assistant
- Requires Level of Professionalism
- Encourages Consistency in Review

Maintaining Certified Local Government Status

Certificates of Appropriateness
Applications Per Year



* These numbers were provided as of 1/26/2022 by the Town Clerk records

The role of the HDRB entails:

- Review alterations, additions, demolition and new construction within the Historic Overlay District
- Provide consistent review of non-administrative items, based on adopted design guidelines
- Treat each applicant with respect while rendering decisions in keeping with the design guidelines

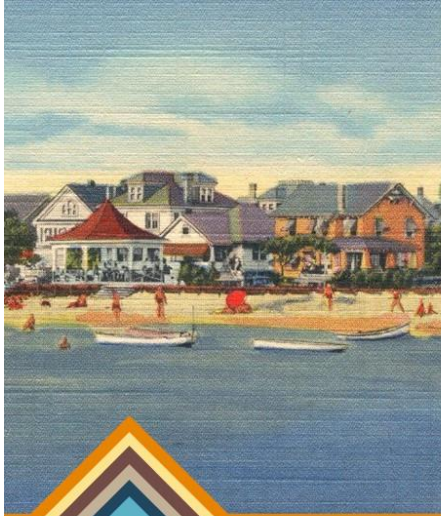
Historic District Review Board Role



Feedback among all internal stakeholders shared similar ideas regarding:

- Desire to maintain the architectural “look and feel” of the Historic District
- Streamlining the application process
- Clarity
 - In guidelines themselves
 - Of roles and responsibilities
 - New Construction and Infill projects
- Ease of use for property owners, Town staff, and the Historic District Review Board (HDRB)

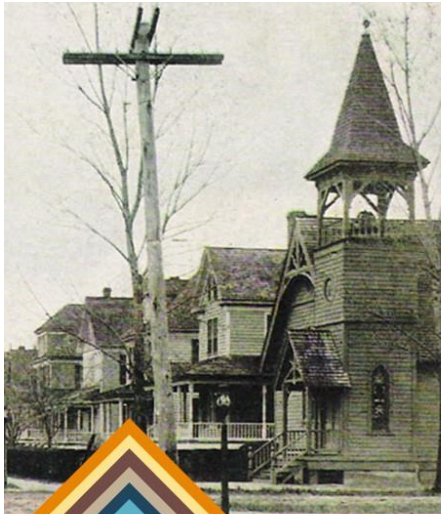
Internal Stakeholder Interviews



Public Opinion Survey

- Available November 9th – December 11th
 - Announced in public utility flyer
 - Link provided on town website
 - Provided at initial public meeting on November 9th
- Gained insight into public opinion of Historic District
- Obtained feedback on current guidelines and process
- 105 respondents

Online Public Input Survey Results



Of the 105 responses:

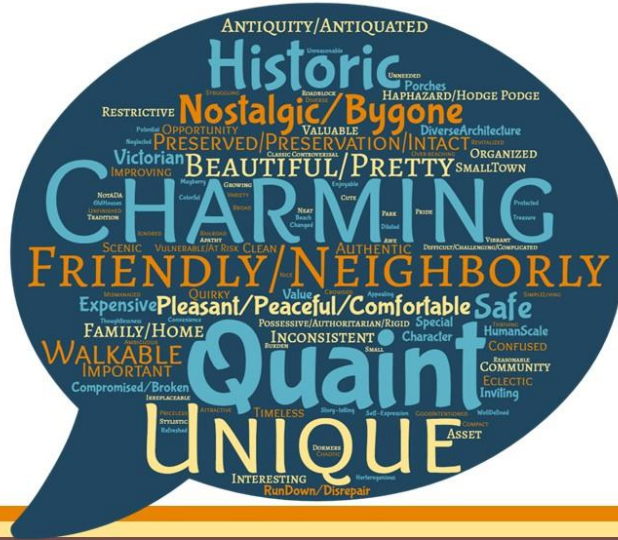


Online Public Input Survey Results

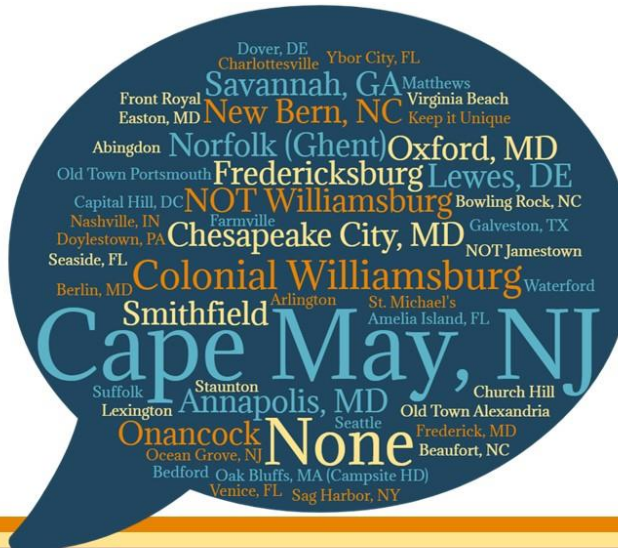
UNIQUE

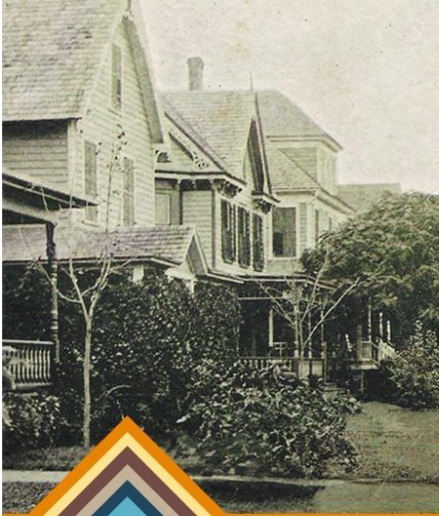
TIMELESS ASSET INTERESTING RunDown/Disrepair

Online Public Input Survey Results: A Range of Views



Online Public Input Survey Results: A Range of Views





Community Values

- High appreciation of aesthetics
- Commitment to character of District

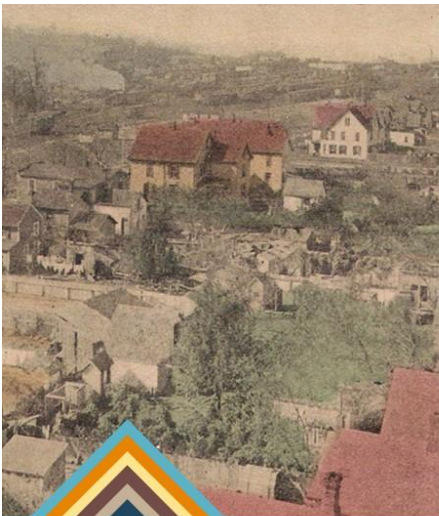
Community Desires

- Streamlined process
- Clarity in guidelines, including emerging issues
- Consistency in decision making
- Information to aid stakeholders

Manage Change

- Property ownership turn over
- Staff & board turn over
- Composition of community

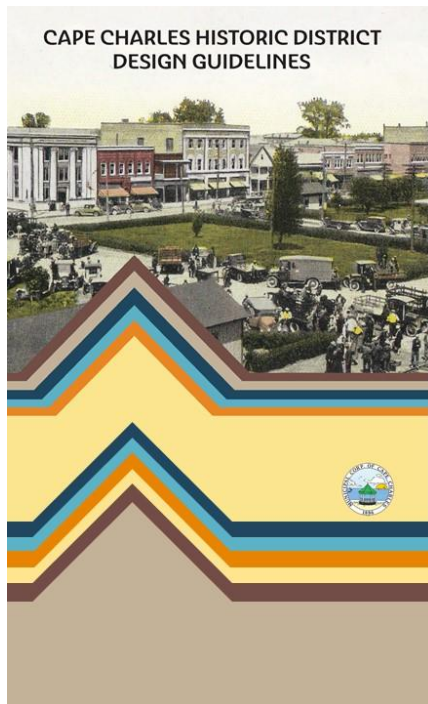
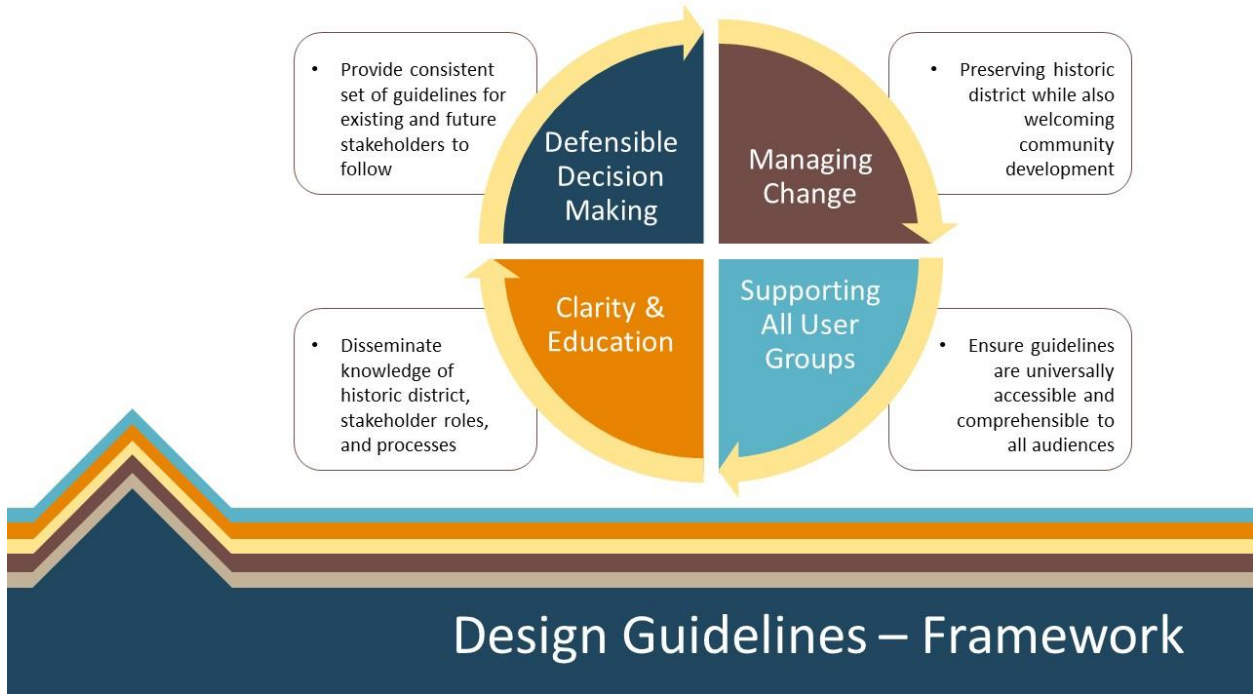
Key Takeaways



The updated Cape Charles Historic District Guidelines will:

- Respond to stakeholder input
- Respond to Cape Charles Historic District Guiding Philosophy
- Retain the historic character of the historic district
- Provide educational content for all users
- Meet the Secretary of the Interior's Standards for Rehabilitation

Design Guidelines – Priorities & Goals



CONTENTS

1 INTRODUCTION Purpose & Benefits of Local Historic Districts & Design Guidelines Cape Charles's Guiding Philosophy What are Design Guidelines & Why Adopt Them? Certified Local Government, Historic Designations & Recognition Programs Who is the Historic District Review Board & What do They Do? Interpreting & Using the Design Guidelines	6 NON-HISTORIC (NON-CONTRIBUTING) BUILDING TREATMENT Defining a Noncontributing Resource Interpreting & Using the Guidelines Maintenance, Repair, & Replacement Guidelines for Noncontributing Resources Roofs Exterior Walls & Finishes Windows & Associated Features Exterior Cornices Storefronts Accessory Structures Contributing Noncontributing Additions
2 APPLICATION & REVIEW PROCESS What is a Certificate of Appropriateness & When is it Required? Who Should Consult the Design Guidelines & When? How do I Apply for a Certificate of Appropriateness? How do I Appeal a Decision?	7 DESIGN GUIDELINES FOR NEW CONSTRUCTION Interpreting & Using the Guidelines Building Placement & Orientation Building Elements & Materials New Accessory Structures (ADUs)
3 HISTORIC DISTRICT INFORMATION Historic District Overview New District Map Define Contributing vs. Noncontributing Properties	8 SITE & SETTING (HISTORIC, EXISTING, & NEW FEATURES) Handicapping Materials & Location Site Features Signage Mural & Public Encroachments
4 GENERAL DESCRIPTION OF HISTORIC RESOURCES Architecture Character Building Types/Forms Architectural Styles	9 ALTERNATIVE GUIDELINES Considerations of Alternative Materials Usage Alternative Materials Flow Chart for Decision Making Property Owner's Responsibilities Noncontributing & New Construction Considerations
5 HISTORIC (CONTRIBUTING) BUILDING TREATMENT Interpreting & Using the Guidelines Secretary of the Interior's Standards for Rehabilitation (Simplified) Maintenance, Repair, & Replacement Guidelines for Contributing Resources Roofs Exterior Walls & Finishes Windows Doors Sills & Decorative Woodwork Porches Storefronts Awnings Shutters Accessory Structures Contributing Noncontributing Additions	10 RELOCATION & DEMOLITION Relocation Demolition
	A APPENDICES Glossary Resource Guide Incentive Programs Regulatory Information

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Cape Charles Historic District Design Guidelines Table of Contents iii

Content Preview



1. Introduction	6. Non-historic (Non-contributing) Building Treatment
2. Historic District Review Board (HDRB) & Certificate of Appropriateness (COA) Review Process	7. New Construction/Infill Guidance
3. Historic District Information	8. Site, Setting, Signage, & Public Art
4. General Description of Historic Buildings	9. Alternative Materials
5. Historic (Contributing) Building Treatment	10. Relocation & Demolition
	11. Flood Mitigation

Content Preview – Table of Contents



1. Introduction
2. Historic District Review Board (HDRB) & Certificate of Appropriateness (COA) Review Process
• Who is the HDRB & What Do They Do? • What is a COA & When Is It Required? • How Do I Apply for a COA? • How Do I Appeal a Decision?
3. Historic District Information
4. General Description of Historic Buildings

Content Preview – Introduction & Process

4 GENERAL DESCRIPTION OF HISTORIC RESOURCES

USING THE FOLLOWING PAGES

ARCHITECTURAL STYLE GUIDE

After getting to know your building's **architectural character** from the previous pages, you can use that information to identify the **architectural style**. The following pages identify some common features of architectural styles found throughout Cape Charles. Examples of each are provided that you can find right in town.

Note: These are only possible features - your building does not have to have all the listed features to be a particular style.

KEY TERM

ARCHITECTURAL STYLE - An architectural style is characterized by the features that make a building or other structure notable and historically identifiable. May include such elements as form, method of construction, building materials, and regional character.

- Roofs can be **front, side, or cross gable** (shown) as well as hipped
- **Roof-wall junction** can be open or closed
- **Siding (shakes)** (like the **fishscale** (shakes) shown) are common cladding materials
- Simple window surrounds, sometimes with a **pediment**
- Lace-like **corner brackets** and **gingerbread trim** (commonly known as **"gingerbread work"**)
- Ornament detail is confined to porch and **main cornice**/gable
- Porch roof is frequently flat or very **low pitched** (shown)
- Porch columns are generally very thin compared to other styles

VICTORIAN : FOLK STYLE - c. 1870 - 1915

631 Randolph Ave 115 Peach St 254 Randolph Ave 405 Randolph Ave

4-6 Cape Charles Historic District Design Guidelines Chapter 4 Cape Charles Historic District Design Guidelines Chapter 4 4-7

Content Preview – General Description of Historic Buildings



5. Historic (Contributing) Building Treatment

- Interpreting the Guidelines
- Framework of Design Guidelines – Secretary of the Interior's Standards for Rehabilitation
- Routine Maintenance and In-Kind Repairs
- Maintenance, Repair, Replacement, & Material Guidelines for Historic Buildings
 - Roofs, Masonry, Woodwork, Openings & Associated Features, New Additions to Historic Buildings, Accessory Structures

Content Preview – Historic (Contributing) Buildings



6. Non-Historic (Non-Contributing) Building Treatment
 - General Description of Non-historic Buildings
 - Routine Maintenance
 - Maintenance, Repair, Replacement, & Material Guidelines for Historic Buildings
7. New Construction/Infill Guidance
 - Building Placement, Orientation, Massing, Scale, & Form
 - Building Elements & Materials
 - New Accessory Structures/ADUs (associated with new primary construction)

Content Preview – Non-Historic (Non-Contributing) Buildings & New Construction/Infill Guidance



8. Site, Setting, Signage, & Public Art
9. Alternative Materials
 - Educational Information
 - Evaluating Alternative Materials
 - Flow Chart for Consideration of Material Replacement
 - Documentation Requirements
 - Considerations for Historic Buildings
 - Considerations for Non-historic Buildings
10. Relocation & Demolition
11. Flood Mitigation

Content Preview – Other Considerations



Graphic from the National Park Service's Preservation Brief 3 – Improving Energy Efficiency in Historic Buildings showing where air escapes from a house (by percentage). Image based on data from Energy Savers, U.S. Department of Energy. Illustration: Blank Space LLC.

FACTS ABOUT WINDOW REPLACEMENTS



More heat is generally lost through the roof and uninsulated walls than windows. Adding a little more insulation can save more energy (and money) than replacing windows can.

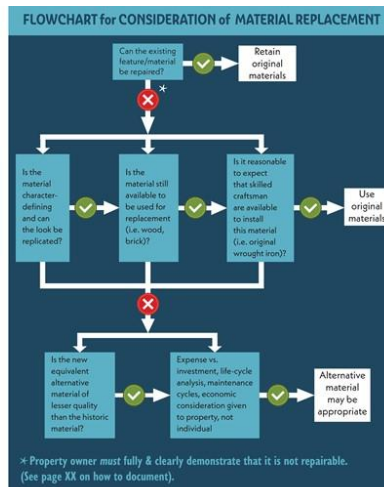


The materials new windows are made out of (like vinyl or PVC) often create toxic by-products during production and are not as "green" as they are marketed to be.



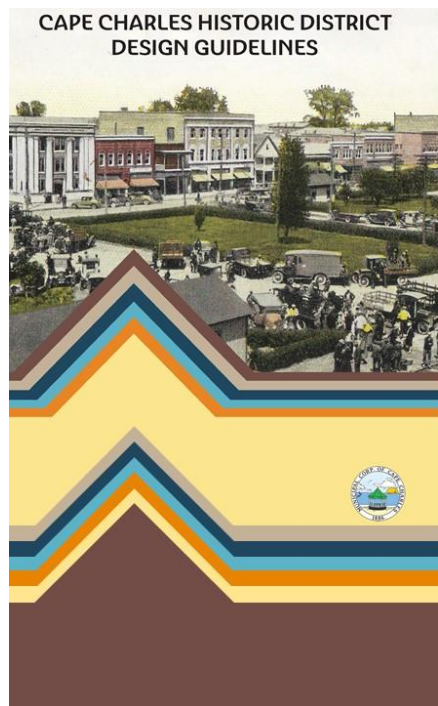
While your historic windows were built to be repaired, lasting 50-100 years or more, replacement windows cannot be repaired and often need to be replaced within 10-25 years. To continually replace replacement windows is not sustainable.

Content Preview – Educational Information



Cape Charles Historic District Design Guidelines Chapter 9 9-3

Content Preview – Flow Chart for Consideration of Material Replacement



Town of Cape Charles Guidelines for Citizen Participation - Speakers

- Speakers shall speak into the microphone to ensure that their name and remarks are heard and recorded as a part of the record of the meeting.
- Speakers shall state their full name and basis for standing and topic to which they are speaking.
- If a speaker represents a group or organization, the speaker shall indicate the name of the organization and the speaker's relationship to the group or organization. Speakers may ask others from their group or organization to stand at their seats to be recognized while the group's or organization's name is announced, but non-speakers or individual members are not permitted to stand with the speaker at the podium and for safety reasons, no members of the group or organization are permitted to stand in the aisles or doorways at meetings. Those members of a group or organization who do stand when the name of the group or organization is announced shall then be seated.
- Speakers shall address remarks to the presenters and not to the audience.
- Speakers shall state their position, give the facts to substantiate their position, and relate the concerns they believe the presenters and Town should consider.
- Speaker's comments will be made part of the record. If other supportive material is available, it should also be delivered to the Town for the record.
- Speakers shall refrain from campaigning for public office, personal attacks upon presenters, Town employees or officials, or any other person.
- Speakers shall refrain from words or statements which, from their usual construction and common acceptance, are construed as insults or which have a tendency to cause an act of violence or a breach of the peace.
- Speakers shall refrain from abusive language, obscenity, vulgarity, and profanely cursing or swearing.
- Speakers shall refrain from actions that would interrupt the public meeting.
- All comments must come directly from the speaker.

Questions & Discussion

Questions from Participants

1/27/22 CAPE CHARLES HD GUIDELINES
DRAFT #1 PUBLIC MTG.

KG - How will new guidelines be disseminated once adopted?

- tri-fold summary
- to area realtors

KG - Simplifying the Guidelines → How?
what does this mean?

- process streamlining
 - admin. reviews
 - revise application - yet get sufficient detail!
 - ordinance reco's

KN - Do other communities updating their guidelines ever say they want to look like Cape Charles?

→ YES!

(2)

AB - Did public survey ask how long have lived in CC?

→ Yes

AB - Where did CPG get list of alt. materials? Need to be specific and appropriate for CC

→ we get from all over but yes needs to be appropriate for CC and will be

TH - Need page #s

→ will be included

KG - If something can't be repaired need documentation to justify "from a licensed, experienced architect. This is expensive and sometimes hard to obtain

→ we understand

→ make it a suggestion instead?

(3)

KG - Somethings Board asks for can be perceived to be adding costs to a project.

→ there ~~are~~ is a pause in the process by asking this question

community member

- Are there Board members with professional qualifications?

→ KN - it is a requirement to to have certain qualifications (some, not all); however, CC may not have Board applicants with these qual's., so we do our best

" - Can an "advisor" be added to consult as needed?

→ Yes and can also seek outside advise

→ where there is sufficient documentation in the application, it helps in decision-making process

community
member

- Comment:

4

Standards vs. guidelines - can be
new to town confusing!

- ordinance regulates,
guidelines are a "play book"
that help implement the ordinance
- ~~no~~ no "shalls" but "shoulds"
or "mays" in the Guidelines
- why important to apply them
consistently and why important
for them to be clear
- with new guidelines there will be
transition

EW - Violations - will they be addressed?

- typically in the ordinance
not in the Guidelines
- Guidelines will reference what
Zoning Ord. or ~~the~~ Town Code
says re: type of violation
and penalties/fines

EW → need to follow through on
whatever enforcement mechanism in
Code says

(5)

KN — adoption of new Guidelines won't in
and of the itself impact violations
enforcement
Town is hiring add'l inspections staff

— Key is to educate and get Guidelines
distributed

~~Major~~ - Comment:
Jim Bennett

— wants searchable PDF for
next draft

TH

— for example,
wood windows

— flow chart
will be
helpful!

— Ch. 9 - ALT MATERIALS
seems more restrictive vs.
using less-lenient SDIS Standards
for Rehab

→ best way (from experience) to
provide 1st draft is to focus on
content text vs. heavy on graphics
to obtain critical feedback
2nd draft will address comments from
1st draft then add graphics

JH - Town Council should review Draft #1 ⑥
and send comments to T Mgr.

→ CPG: will consider all comments
and adjust in Draft #2

AB - on survey, $\frac{2}{3}$ prop. owners in HD
did CPG weigh those responses more
heavily in draft?

→ CPG observed this in survey
responses but all stakeholders
need same information

EW - clarify comment made re: windows:
TH was referencing porches not
windows b/c wood doesn't hold up
on porches

→ why alt. materials flowchart
is helpful

→ maintenance + repair guidelines
and enforcement can prevent need
for replacement