

# **Historic District Review Board**

## **Regular Session Agenda**

**November 16, 2010**

**4:30 P.M.**

1. **Call to Order; Roll Call**
2. **Invocation and Pledge of Allegiance**
3. **Consent Agenda**
  - A. **Approval of Agenda Format**
  - B. **Approval of Minutes**
4. **New Business**
5. **Old Business**
  - A. **Continue Review of the Guidelines and ordinance**
    - i. **Discuss the potential renovation of 204 Bay Avenue and guideline**
6. **Announcements**
7. **Adjourn**

DRAFT  
Historic District Review Board  
Regular Session  
October 19, 2010

At approximately 4:39 p.m., in the Cape Charles Volunteer Fire Department Hall, Chairman Russ Dunton, having established a quorum, called to order the Regular Session of the Historic District Review Board. In addition to Chairman Dunton, present were Jan Neville, Bob Sellers, and Dianne Davis. Also present were Town Planner Tom Bonadeo, Asst. Town Clerk Linda Carola, Leon Parham Architect, Thomas Ross Applicant, and Mr. W. Brown Morton Applicant. Board Member Melvin Dudley was absent.

Dianne Davis led the Invocation and all recited the Pledge of Allegiance.

Chairman Dunton stated he had an application to be added which had been approved several years ago and the permit had expired. He requested to add 4B to New Business, 207 Mason Ave., the Delisheries Building-Add second and third floor. He further explained the urgency.

**Motion made by Dianne Davis, seconded by Jan Neville, and unanimously approved to accept the agenda as amended adding under New Business 4B-207 Mason Ave.**

**Motion made by Dianne Davis, seconded by Bob Sellers, and unanimously approved to accept the minutes of September 21, 2010.**

**NEW BUSINESS**

**A. 541 Tazewell-Modification to doors and windows.**

Town Planner Tom Bonadeo provided the board members with additional minor modifications being requested and gave a brief overview along with a review of pictures of the Cassatt Cottage. The modifications being requested are: i) exchange the location of the existing entry door with the existing window on the front of the house; ii) move the front porch steps and railings to follow the door; iii) exchange the rear door and window on the rear side of the house and a similar change is being requested for the back of the property; iv) add a 12'x12' screen porch to the back which would encompass part of the ADA accessibility requirements allowing the applicant to get his wheelchair up to the elevation of the floor. Mr. Morton the applicant, interjected asking the board's permission to add glass to the screen porch and refer to it as a sun porch which would allow the applicant to use it year round; v) restore shed in the rear; vi) the additional request is to change the roof line to 15 1/2' x 12' to be a hip roof which would be below the exterior window. Mr. Morton gave a further clarification to the board regarding the screen porch and changing to a sun porch to include glass sliding panels. Russ Dunton asked for further clarification and Tom Bonadeo explained the sun porch would probably have patio doors.

Further discussion continued regarding the sun porch, and Russ Dunton requested assurance that the windows and trim would blend in with the rest of the house. Mr. Morton volunteered to bring back more specific details. Russ Dunton also asked Mr. Morton if the metal awnings would be removed and Mr. Morton indicated the awnings would be removed. Russ Dunton also questioned if the area would be heated and Mr. Morton indicated it would not; vii) construct a wheel chair lift in the rear rather than an ADA ramp. Russ Dunton questioned what type of material was being used for the roof and Mr. Morton replied asphalt shingles would be used. More discussion continued on this topic and Russ Dunton suggested using metal and Mr. Morton agreed to the metal material for the roof.

Russ Dunton asked the board if they had any questions or concerns and whether the board members understood what Mr. Morton was asking for: i) approval in general and; ii) Mr. Morton would come back at a later date with specific details on the window and door alignment on the rear addition. Mr. Morton informed the board members that he was the co-author of The Secretary of the Interior's Standards for Historic Preservation Projects.

**Motion made by Bob Sellers, seconded by Jan Neville and unanimously approved the addition on the rear and the modifications as recommended, with the exception of # three which was to construct a rear addition of a screen porch. The applicant will come back at a later date with the final details and reapply for architectural review of the three-season porch.**

#### **207 Mason Avenue-Add second and third floor**

Tom Bonadeo reviewed the handouts with the board members and explained that in 2005 the board approved the architectural review of a second floor addition to this structure and the Planning Commission approved the Conditional Use Permit to put residential units above. That addition was never completed due to military service required by the applicant. The applicant today would like to add a 2<sup>nd</sup> and 3<sup>rd</sup> floor and a plan had been prepared based on the original approved plan but just slightly taller. Tom Bonadeo explained to the board the step backs on the drawing stating that the 2<sup>nd</sup> floor would be a 10 foot step back and the 3<sup>rd</sup> floor would be a 20ft step back. Tom Bonadeo explained the urgency of the application with the possibility of salvaging the building due to financial difficulties. Russ Dunton asked if the property was eligible for a tax credit and Mr. Parham responded no. Further discussion continued regarding the plan and step backs. Tom Bonadeo explained there were two parts to this process: i) requesting approval through the Planning Commission for a Conditional Use Permit for residential units on the 2<sup>nd</sup> floor, and ii) parking was usually an issue with the Planning Commission; however, the plan calls for 4 parking spaces for the upper floor, and the first floor would use street parking. Russ Dunton verified that the first floor would be retail and the second floor would be residential, and Tom Bonadeo further clarified the first floor would be commercial. Russ Dunton asked the board members if they understood what was being done and if they had any questions. Further discussion continued regarding height of building, step backs, and appearance from the street and sidewalk. Jan Neville questioned if the building would be brick façade, and Mr. Parham replied it would be stucco, being a different texture but the same color. Dianne Davis expressed some concern regarding the appearance from the sidewalk and

Tom Bonadeo reviewed a picture of the property further explaining the step backs and the facade and explained what you would see from the street and sidewalk. Russ Dunton asked the board members if they had concerns. Tom Bonadeo stated that it would be beneficial to get the property back in use. Considerable discussion continued regarding the urgency, and the approval process with the Planning Commission. Jan Neville recommended a color palette be considered to match the color of the stucco to the original. Mr. Parham suggested he would come back to the board for approval of a color. The color palette was discussed and Russ Dunton suggested the color be the same as the original façade. Further discussion continued regarding the design of the brick and the brick color.

**Motion made by Jan Neville, seconded by Bob Sellers and approved by a two to one vote, to review the plan and provide tentative approval for the second and third floor additions pending Planning Commission's approval of the Conditional Use Permit; the applicant to later return to the Historic District Review Board for review of the façade materials and colors, stucco, brick, etc.**

**Motion made by Dianne Davis, seconded by Bob Sellers and unanimously approved to adjourn the Historic District Review Board Meeting.**

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Linda Carola, Asst. Town Clerk

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Russ Dunton, Chairman

# Historic District Review Board Staff Report

**From:** Tom Bonadeo

**Date:** November 16, 2010

**Item:** 5A Document Review

**Attachments:** Zoning Ordinance Sections 3&8, National Historic Register Document. Please bring your Guidelines book

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## Application Specifics

At last month's meeting, numerous changes to the historic district guidelines and zoning ordinance were discussed. Most of the changes discussed were to adjust the ordinance to take advantage of new materials developed since the ordinance originated and to reflect the changes in the district over the last ten years.

## Discussion

Some of the items discussed were:

1. Exposed cement blocks (CMU) – Recommend requiring all document to read that no exposed block is allowed. This will require a change to both the documents.
2. Define Primary Porch and the front porch, the porch facing the street.
3. Define synthetic products such as:
  - a. Cement siding
  - b. Vinyl shingle siding with wind loads >100mph
  - c. Azek or other synthetic trim boards
  - d. Synthetic
4. Clarify the language for the 80% porch rule with emphasis on the architectural style component.
5. Take out aluminum siding and vinyl siding is all zones?

## Recommendation

Review Section 3 of the zoning ordinance and keep a running list of changes.