



HISTORIC DISTRICT REVIEW BOARD

Work Session & Regular Meeting

Cape Charles Town Hall

February 18, 2020

5:00 p.m.

At 5:00 p.m., Chairman Kerry Shackelford, having established a quorum, called to order the Work Session and Regular Meeting of the Historic District Review Board (HDRB). In addition to Kerry Shackelford, present were Herb Thom and Edward Wells. There were two vacancies on the board. Also, in attendance were Edward Eichman, Town Planner Zach Ponds, Deputy Clerk Tracy Outten, and the applicants. There were two members of the public in attendance.

ORDER OF BUSINESS:

A. *Historic District Guidelines update.*

After Edward Eichman, former board member, presented the board with a draft of the New Single Family Residential Infill Construction and Residential Additions or Accessory Buildings section of the Cape Charles Historic District Guidelines (CCHDG) (Please see attached.), discussion was as follows: (i) Edward Wells asked what was the vinyl siding conclusion. Kerry Shackelford responded that during his presentation to the Town Council the updates would not be allowing vinyl siding but if there was a lot of kick back, another option was available. Herb Thom would go along with this plan with reservations; (ii) There was some discussion on what was considered a contributing structure; (iii) Zach Ponds suggested including a definition for the word historic; and (iv) Members needed to send their availability to town staff.

Kerry Shackelford said in order to keep the update process on track edits or additions needed to be given to Tracy Outten as soon as possible.

Motion made by Herb Thom, seconded by Edward Wells, to close the February 18, 2020 Historic District Review Board Work Session and move to the Regular Meeting. The motion was unanimously approved.

Kerry Shackelford started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Edward Wells, seconded by Herb Thom, to accept the Consent Agenda as presented. The motion was approved by unanimous vote.

PUBLIC COMMENT:

There were no public comments to be heard nor any written comments submitted prior to the meeting.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

A. *Application for a Certificate of Appropriateness at 312 Washington Avenue – to replace windows on a church building.*

Dianne Davis, member of the congregation, briefly described the proposed work to be done on the church.

Kerry Shackelford understood this was a hardship but was worried about future applicants wanting to replace wood windows with vinyl windows and would like to contact the Virginia Department of

Historic Resources.

Motion made by Herb Thom, seconded by Edward Wells, to defer the application for the Certificate of Appropriateness at 312 Washington Avenue until the March 17, 2020 Historic District Review Board Regular Meeting. The motion was approved by unanimous vote.

B. *Application for a Certificate of Appropriateness at 325 Mason Avenue – to renovate on a commercial building.*

Meredith Lusk, applicant, described the proposed alterations and added that Bill and Ann Hayward Walker, the owners, and Wayne Anderson, the architect, were available for questions.

Discussion on removal of the awning was as follows: (i) Edward Wells said the awning covered two buildings and wanted to know if it would be removed from the other building. Ann Hayward Walker said no and the ladies who occupied that space were on vacation. Kerry Shackelford would like to know how they were finishing off the awning. Meredith Lusk did not know because the occupants were out of town; (ii) Kerry Shackelford said the awning did have some age to it and if removed it needed to be replaced. He asked if the building was going to be restored to the photograph provided with the application packet. Wayne Anderson stated that the awning was undesirable aesthetically and practically and added that he disagreed with what the board was discussing. Mr. Anderson said the picture was not the look they were going for; and (iii) Wayne Anderson said they were trying to create a period piece. Kerry Shackelford responded that the Cape Charles Historic District Guidelines were very clear on not replicating history or giving a false sense of history. Wayne Anderson disagreed and said it would have a sense of history. Kerry Shackelford responded that you could not add something that was not there.

Additional discussion was as follows: (i) Edward Wells asked about the panels that would go underneath the door. Wayne Anderson answered that the panels were not raised and would be applied to the molding without tearing the brick out; and (ii) Kerry Shackelford had the following issues: the door was not indicative of any in town, creating panels that were not there, the faux gas lights were not original and could not be found around town, and the design being described was going to make the building very different than it was.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 325 Mason Avenue to renovate the commercial building with the conditions as follows: (i) the existing lighting was to be eliminated and replaced with lighting consistent with other lighting in the town; (ii) the awning as drawn would be eliminated; (iii) the front door needed to be changed to one that fit in with the town; and (iv) the panel effect below the glass would be eliminated. The motion was approved by unanimous vote.

C. *Application for Certificate of Appropriateness at 503 Jefferson Avenue – to construct a new single-family detached home.*

David Charlton, contractor, said he intended to build the home as submitted.

Discussion was as follows: (i) Edward Wells recommended smooth hardi plank. Dave Charlton responded that photographs were taken of other homes throughout the town with wood grain hardi plank and he had paid attention to current homes being built. Herb Thom respectfully disagreed with Edward Wells. Kerry Shackelford agreed with Edward Wells and the board was working on updating siding. (ii) Kerry Shackelford asked about the proposed windows. Dave Charlton offered to use Fibrex Marvin which was fiberglass over wood on the exterior; and (ii) Kerry Shackelford wanted to know the roof material; metal.

Motion made by Herb Thom, seconded by Edward Wells, to approve the application for the Certificate of Appropriateness at 503 Jefferson Avenue to construct a new single-family dwelling

with the following conditions: (i) the roof would be standing seam metal; and (ii) the windows would be fiberglass. The motion was approved by unanimous vote.

D. *Application for a Certificate of Appropriateness at 600 Washington Avenue – to construct a new single-family detached home.*

Martha Donovan, applicant, described the proposed project and informed the board that Gerry Blankenship, the contractor, was available to answer any questions.

Discussion was as follows: (i) Kerry Shackelford asked if the fireplace was going to be the same brick as the chimney; yes; (ii) Kerry Shackelford said in the drawings provided there were not any muntins in the windows or on the door. Gerry Blankenship said that was correct; they would be left clear; (iii) Edward Wells asked what size the tongue and groove porch flooring was. Gerry Blankenship responded that it would be 2-3/4"; and (iv) Kerry Shackelford asked if the picture window and transoms on the back of the house was going to be a clear sheet of glass; yes.

Motion made by Edward Wells, seconded by Herb Thom, to approve the application for the Certificate of Appropriateness at 600 Washington Avenue to construct a new single-family detached home as presented. The motion was approved by unanimous vote.

OTHER BUSINESS:

A. *Election of Officers*

Motion made by Herb Thom, seconded by Edward Wells, to postpone the election of officers until after the vacancy on the Historic District Review Board had been filled. The motion was unanimously approved.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Herb Thom, seconded by Edward Wells, to adjourn the February 18, 2020 Historic District Review Board Work Session and Regular Meeting at 7:03 p.m. The motion was unanimously approved.

Chairman Kerry Shackelford

Deputy Clerk

CAPE CHARLES HISTORIC DISTRICT GUIDELINES
 Cape Charles, Virginia

APPENDIX ONE
 New Single Family Residential Infill Construction
 on an Undeveloped Site
 AND
 Residential Additions or Accessory Buildings
 on a Developed Site

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PARK ROW – looking northeast

RANDOLPH AVENUE – 200 block – looking northwest



PINE STREET – 100 block – looking northwest

TAZEWELL AVENUE – 200 block – looking northeast



ACKNOWLEDGEMENTS

TOWN of
CAPE CHARLES
 Municipal Building
 2 Plum Street
 Cape Charles
 Virginia 23310

TOWN COUNCIL
 William "Smitty" Dize, Mayor
 Steve Bennett, Vice Mayor
 Chris Bannon
 Andy Buchholz
 Celia Burge
 Paul Grossman
 Tammy Holloway

HISTORIC DISTRICT REVIEW BOARD
 Kerry Shackelford, Chairman
 Edward Wells, Vice Chairman
 Herb Thom
 (Vacant)
 Michael Strub, Planning
 Commission Representative

APPENDIX ONE
HISTORIC DISTRICT GUIDELINES
 ADOPTED Month – Day – 2020

A) GENERAL:

1) The Historic District includes existing Single-Family or Multi-Family Residential Buildings and Sites.

2) Certain Buildings and Sites are designated as "Contributing" by the Virginia Department of Historic Resources (VDHR) based on Age <> or Historic Architectural Style <> or Both.

3) Other Buildings and Sites are designated as "Non-Contributing" if they do not meet the VDHR Guidelines.

4) This Section provides separate information and requirements for Additions to each of the Designations indicated in Items 2 and 3 above.

5) This Section also provides separate information and requirements for Accessory Buildings.

6) Additions and Accessory Buildings must be located within the Site's "Buildable Area" which is inside the Front, Side, and Rear Yard set-backs established by the Zoning Ordinance.

7) If a proposed Addition or Accessory Building would extend into a Yard, a Zoning Variance must be obtained before application to the Historic District Review Board (HDRB).

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 1**

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) Maintain the existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street.

2) Attempt to locate Additions on the sides of the Residence that are least visible from an Avenue or a Street.

3) Additions located on the side of the Residence that is facing an Avenue or a Street shall be reviewed by the HDRB.

4) Limit the size of an Addition so it is visually subordinate to the existing Residence.

5) Attach an Addition so the essential form and integrity of the Residence is maintained should the Addition be removed in the future.

"CONTRIBUTING"
ADDITION

**B) ADDITIONS FOR "CONTRIBUTING"
BUILDINGS AND SITES (continued):**

6) An Addition should not be an exact copy of the Design of the existing Residence <> but it should be visually compatible with the Form - Size - Scale - and Architectural Features to protect the visual integrity of the Property and its Environment.

7) An Addition should include a Foundation or Crawl Space height similar to the existing Residence <> New Walls that are offset in Plan from the existing Residence Corners <> similar or new Roof Forms that are consistent with existing Forms in the District <> and new Cornices that are either offset or at different heights than existing ones.

8) An Addition should also include <> Porch Elements - Windows - Doors - Trim - Detailing - Decorations - and Colors that are compatible with the existing Residence.

9) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

10) See other Appendix Sections for additional New Construction information and requirements.

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 2**

"NON-CONTRIBUTING"
ADDITION
OPTION ONE

**C) ADDITIONS FOR "NON-CONTRIBUTING"
RESIDENTIAL BUILDINGS AND SITES:**

1) The existing orientation of the Residence with the Primary Entrance facing an Avenue or a Street should be maintained for an Interior Site.

2) Proposed changes in the orientation of the Residence and the location of the Primary Entrance for a Corner Site should include justification for such modifications and shall be reviewed by the HDRB.

3) One Design Option limits the size of the Addition so it is visually subordinate to the existing Residence <> and the Addition may either visually match or be visually compatible with the existing Residence.

4) A second Design Option integrates the Addition with the existing Residence so both appear to have been created at the same time <> and the Addition visually matches the existing Residence.

5) An Addition should be visually compatible with the Form - Size - Scale - and Architectural Features of the existing Residence to protect the visual integrity of the Property and its Environment.

"NON-CONTRIBUTING"
ADDITION
OPTION TWO

"CONTRIBUTING"
ACCESSORY
BUILDING

"NON-CONTRIBUTING"
ACCESSORY
BUILDING

**ADDITIONS
AND
ACCESSORY BUILDINGS
A - 3**

C) ADDITIONS FOR "NON-CONTRIBUTING" BUILDINGS AND SITES (continued):

6) An Addition may include <> a Foundation or Crawl Space height similar to (or greater than) that at the existing Residence <> Wall heights consistent with those on the existing Residence or in the District <> Roof and/or Dormer forms similar to those on the existing Residence or in the District <> and Porches similar to those on the existing Residence or in the District.

7) An Addition may also include <> Cornices - Porch Elements - Windows - Doors - Trim - Details - Decorations - and Colors that are similar to those on the existing residence or in the District.

8) Open Porches and elevated Decks are considered "Additions" if they are visible from an Avenue or a Street and shall be reviewed by the HDRB.

9) See other Appendix Sections for additional New Construction information and requirements.

D) ACCESSORY BUILDINGS:

1) An Accessory Building is a "New Construction Detached Structure" on an existing or new developed Site.

2) Accessory Building functions may include <> General Storage - Vehicle Storage (Garage) - Residential - Home Office - Work Space - and/or other uses permitted by the Zoning Ordinance.

3) Attempt to locate an Accessory Building so it's visibility from an Avenue or a Street is limited <> but if the Site includes an Alley adjacent to the Rear Yard the Accessory Building may be visible from the Alley.

4) An Accessory Building should not be located in a Front Yard <> and a location that faces an Avenue or a Street shall be reviewed by the HDRB.

5) Limit the size of an Accessory Building so it is subordinate to the Residence.

6) An Accessory Building should not be an exact copy of the Residence Design <> but it should be visually compatible with the Form and the Architectural Features to protect the integrity of the Property and its Environment.

7) See other Appendix Sections for additional New Construction information and requirements.