



HISTORIC DISTRICT REVIEW BOARD

**Regular Meeting
Cape Charles Civic Center
August 14, 2018
6:00 p.m.**

At 6:00 p.m., Vice Chairman John Caton, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to John Caton, present were Sandra Salopek and Terry Strub. Joe Fehrer and David Gay were not in attendance. Also in attendance were Town Planner Larry DiRe, Assistant Town Clerk Tracy Outten and the applicants. There was one member of the public in attendance.

Vice Chairman John Caton started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

CONSENT AGENDA:

Motion made by Sandra Salopek, seconded by Terry Strub, to accept the agenda as presented. The motion was unanimously approved.

The HDRB reviewed the minutes from the July 17, 2018 Regular Meeting.

Motion made by Terry Strub, seconded by Sandra Salopek, to accept the minutes from the July 17, 2018 Regular Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. *Application for Certificate of Appropriateness for 238 Monroe Avenue – windows and doors, chimney removal, and new back landing on a single-family dwelling.*

Michelle Cross, applicant, summarized the work being proposed and asked the board if they had any questions. Sandra Salopek asked if the chimney could be seen from the front of the house; not really. After some discussion about the shutters, the board agreed the applicant needed to follow the guidelines. Michelle Cross asked approval for two door types because of the unique size of the current door. The board said either door would work.

Motion made by Sandra Salopek, seconded by John Caton, to approve the Application for the Certificate of Appropriateness at 238 Monroe Avenue for replacement windows and doors and a new back landing on the single-family dwelling as submitted. The chimney removal request was denied. The motion was approved by unanimous vote.

B. *Application for Certificate of Appropriateness for 637 Jefferson Avenue – construction of a new garage.*

Michael Davis, applicant, briefly described the work being proposed. John Caton asked if the second floor would be a living area; no, storage and man cave.

Motion made by John Caton, seconded by Terry Strub, to approve the Application for the Certificate of Appropriateness at 637 Jefferson Avenue for construction of a new garage as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

OTHER BUSINESS:

There was no other business to discuss.

ANNOUNCEMENTS:

There were no announcements.

Motion made by John Caton, seconded by Terry Strub, to adjourn the August 14, 2018 Historic District Review Board Regular Meeting at 6:32 p.m. The motion was unanimously approved.

Vice Chairman John Caton

Assistant Town Clerk