



**HISTORIC DISTRICT REVIEW BOARD
&
PLANNING COMMISSION
Joint Work Session
Cape Charles Civic Center
February 17, 2026
5:00 p.m.**

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Historic District Review Board (HDRB) Joint Work Session. In addition to Chairwoman Glaser, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright. Also in attendance were the Director of Planning and Zoning Administrator, Code Official Jeb Brady, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, and Town Clerk Libby Hume. There were three members of the public in attendance.

At approximately 5:00 p.m., Chairman Bill Stramm, having established a quorum, called to order the Planning Commission (PC) Joint Work Session. In addition to Chairman Stramm, commissioners present were Bill Ashworth, Allen Clark, and Elizabeth Wright. Jim Hollaway arrived after roll call. Clayton Newman and Ian McDonald were not in attendance.

Chairwoman Glaser started the HDRB and PC Joint Work Session with a moment of silence and the recitation of the Pledge of Allegiance.

ORGANIZATIONAL MEETING:

A. Election of Officers per Bylaws

Motion made by Member Cooper, seconded by Chairwoman Glaser, to update the regular meeting of the board time to 5:00 p.m. in Section 6-1 of the Historic District Review Board By-Laws. The motion was approved by a unanimous vote.

Kathy Glaser accepted the nomination for Chairwoman of the Historic District Review Board.

Motion made by Member Monarch, seconded by Member Cooper, to accept the nomination of Kathy Glaser for Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Elizabeth Wright accepted the nomination for Vice-Chairwoman of the Historic District Review Board.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to accept the nomination of Elizabeth Wright for Vice-Chairwoman of the Cape Charles Historic District Review Board. The motion was approved by a unanimous vote.

Tracy Outten will remain as Secretary to the Historic District Review Board.

CONSENT AGENDA:

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

OTHER BUSINESS:

- A. Review of Draft Zoning Text Amendments to Chapter 32, Article VIII – HD Overlay – and new Appendix G to Design Guidelines*
Ms. Nunez read the staff report.

Ms. Nunez read the proposed amendments to Town Code Chapter 32, Article VIII. There was no discussion.

Discussion and questions were as follows: (i) There were some questions about the definition of alterations, repair, or replacement. It was decided that definitions were needed. (Please see attached.) (ii) Members of the commission and board thought that repair and replacement were two different projects. (iii) Consistent language was necessary across all sections. (iv) Each line item was discussed. (Please see the attached Draft Appendix G with all changes in purple.) (v) Mr. Brady had reservations about checking whether or not a building permit was needed for each section because it always depends on the actual work being done. He added that most of the items were not clear-cut and would be on a case-by-case basis. Ms. Nunez did not think it was a good idea to co-mingle the Planning and Zoning and Building Departments, as each application could have different requirements. After some discussion, a statement would be added at the top of the page regarding the homeowner being responsible for contacting the building department. Mr. Brady did try to give some guidance in certain sections of Draft Appendix G. (vi) The review of Draft Appendix G would be continued at another Joint Work Session, scheduled for March 3, 2026.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the February 17, 2026 Historic District Review Board Joint Work Session with the Planning Commission at 7:06 p.m.

Motion made by Commissioner Holloway, seconded by Vice-Chairman Ashworth, to adjourn the February 17, 2026 Planning Commission Joint Work Session with the Historic District Review Board at 7:06 p.m.

HDRB Chairwoman Kathy Glaser

Planning Commission Chairman Bill Stramm

Planning/Zoning Assistant Preservation & Zoning Administrator

APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|----|--|---------------------|------------|------------|---------------------|----------------------|
| 1) | Painting or repainting of a non-masonry structure does not require approval. | | | | | |
| 2) | Accessory Structures* or Buildings , Additions to existing that can be seen from the public right-of-way | | | X | X | Case-by-Case basis |
| | a) Repairs or Replacement to existing when there is no change in dimensions, design, materials, or general appearance. | X | | | Case-by-Case basis | |
| | b) Repairs or Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c) Additions to existing that cannot be seen from the public right-of-way | | X | | X | |
| | d) Alterations to existing that can be seen from the public right-of-way | | | X | X | |
| | c) Additions or Alterations to existing, or New Construction that cannot be seen from the public right-of-way | | X | | X | |
| | d) Alterations to existing that cannot be seen from the public right-of-way | | X | | X | |
| | e) New Construction that can be seen from the public right-of-way | | | X | X | |
| | f) New Construction that cannot be seen from the public right-of-way | | X | | X | |
| | d) Additions or Alterations to existing, or New Construction that can be seen from the public right-of-way | | | X | X | |
| | Accessory Structures* or Buildings, Replacement of existing | | X | | X | |
| 3) | Architectural Details Style (define architectural details) are the characteristics and features that make a building or other structure notable or historically identifiable. | | | | | Case-by-Case basis |
| | a) Repair/Replacement to existing when there is no change in dimension, design, materials, or appearance | X | | | Case-by-case basis | |
| | b) Repair/Replacement to existing when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|--|---------------------|------------|------------|---------------------|----------------------|
| | c) New/ Alteration/Addition/Removal of existing | | | X | X | |
| 4) | Awnings and Canopies and Shutters | | | | | |
| | a) Repair/ Replacement when there is no change in dimensions, design, materials, or appearance | X | | | Case-by-case basis | Case-by-Case basis |
| | b) Installation of new/ Additions/Removal of Existing | | | X | X | X |
| | Alterations/Removal when there is no change in design or materials | | X | | X | |
| 5) | Buildings, Relocation | | | X | X | X |
| 6) | Carpports | | | | | |
| | Alteration/Addition/Removal | | X | | X | |
| | a) Repairs or Replacement to existing when there is no change in dimensions, design, materials, or general appearance | X | | | | X |
| | b) Repair/ Replacement to existing /Alteration/Addition/Removal when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | X |
| | c) New Construction that cannot be seen from the public right-of-way | | X | | X | X |
| | d) New Construction that can be seen from the public right-of-way | | X | X | X | X |
| 7) | Certificate of Appropriateness | | | | | |
| | a) Modification to previously approved CoA (could require HDRB approval) | | X | | Case-by-Case | |
| | b) Renewal of Expiring | | X | | | |
| 8) | Chimneys | | | | | |
| | a) Reflash existing caps, stucco, caulking when there is no change in dimensions, design, materials, or general appearance | X | X | | | |
| | b) Reflash existing caps, stucco, caulking where there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c) New Construction/Alteration/Removal | | | X | X | X |
| 9) | Decks | | | | | |
| | a) Repair/Replace of existing when there is no change in dimensions, design, materials, dimensions , general appearance | X | X | | X | Case-by-Case basis |
| | b) Repair/Replacement to existing when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | Case-by-Case basis |
| | c) New Construction/Alteration/Addition/Removal | | X | X | X | Case-by-Case basis |
| 10) | Doors (Exterior) | | | | | |
| | a) Replacement – when there is no change in dimensions, design, materials, or general appearance | X | | | | Case-by- |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|---|---------------------|--------------|--------------|---------------------|----------------------|
| | | | | | | Case basis |
| | b) Replacement – when there is no change in dimensions, design, or general appearance but a change in materials, using in-kind (like replaced with equivalent) | | X | | | Case-by-Case basis |
| | c) Alterations/Addition/Removal – when there is change in style or opening size | | | X | X | X |
| | d) New Installation or New opening (example: window to door) | | | X | X | X |
| 11) | Doors (Storm), Installation (Front of House only) | | | | | |
| | a) Repair/Replace of existing when there is no change in dimensions, design, materials, dimensions , general appearance | X | | | | |
| | b) Repair/Replacement to existing when there is no change in dimensions, design or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c) New Installation (front of house only)/Removal | | X | X | X | |
| 12) | Driveways | | | | | |
| | a) Alteration/Addition/Removal/ Repair/Replacement of existing when there is no change in dimensions, design, materials, or general appearance | X | | X | X | |
| | b) New Construction/Alteration/Additional/Removal of existing when there is a change in dimensions, design, materials, or appearance | | | X | X | |
| 13) | Features not specifically listed – some examples are arches, corbels, historic signage, vestibules etc. (For example: An architectural feature is a distinct, prominent element of a building that contributes to its overall design, function, or aesthetic appeal, whether functional or decorative. These elements which can include structural components like columns and arches or decorative features like molding and windows, help define a structure's character, style, and purpose, often reflecting the cultural and technological context of their creation). | | | | | |
| | a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | X | | Case-by-case basis | Case-by-case basis |
| | b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | Case-by-case basis |
| | c) New Construction/Addition/Alteration/Removal | | | X | X | Case-by-case basis |
| 14) | Fences | | | | | |
| | a) Repair/ Replacement with approved materials from guidelines and Zoning Approval in compliance with the Town Code | X | X | | X | |
| | b) New Construction/ Replacement /Alteration of Placement | | X | | X | |
| 15) | Foundations | | | | | |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|--|---|------------|------------|---------------------|----------------------|
| | a) Repair of exposed existing when there is no change in dimensions, design, materials, or general appearance | X | | | ✗ | Case-by-case basis |
| | b) Addition/Alteration/Replacement of exposed existing | ✗ | | X | X | Case-by-case basis |
| 16) | Foundation Vents and Ventilators | | | | | |
| | a) Repair/Replacement of existing when there is no change in dimensions, design, materials, or general appearance | X | | | | Case-by-case basis |
| | b) Repair /Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | Case-by-case basis |
| | c) Alteration/Installation/Removal | | X | | Case-by-case basis | |
| 17) | Fuel Tanks Addition/Removal – Screening is required to limit visibility if placed in view of the public right-of-way | Not historic, but requires zoning administrator approval and building code review | | | | X |
| 18) | Gutters and Downspouts | | | | | |
| | a) Repair/Minor Replacement when there is no change in design, materials, or appearance | X | | | | |
| | b) Change in Material/ Replacement/Installation/Addition/Removal | | X | | | |
| 19) | Hand Rails/Stair Rails/Porch Rails | | | | | |
| | a) Repairs/Replacement – no change in dimensions, design, materials, or appearance | X | | | | |
| | b) Repairs /Replacement – no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c) Alterations/Removal/New Construction | | | X | X | X |
| 20) | Lighting Fixtures (Exterior) | | | | | |
| | a) Repair/Replacement when there is no change in dimensions, design, materials, or appearance | X | | | | |
| | b) Alteration/Installation/Removal | | X | | ✗ | |
| 21) | Masonry | | | | | |
| | a) Repainting only when there is no change to the existing color or composition. only when using existing color. Painting to another color or treatment and (Painting of unpainted masonry not allowed.) | X | ✗ | | ✗ | |
| | b) Repointing | X | ✗ | | | |
| | c) Alterations (Utility penetrations, hose bibs, vents) | X | | | | Case-by-case basis |
| | d) Repairs/Replacement when the color and composition of the | X | | | | Case- |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|--|---------------------|------------|------------|---------------------|----------------------|
| | mortar match the original, and the new brick or stone matches the original | | | | | by-case basis |
| | e) Alteration/Construction/Removal | | | X | X | X |
| 22) | Outdoor Features: Outdoor kitchens, outdoor firepits, built-in BBQs, – Screening is required to limit visibility if placed in view of the public right-of-way saunas, hot tubs, etc. (Needs additional definition – exempt from HDRB) *saunas, hot tubs, plunge or spa pools will be treated as swimming pools | | X | | Exempt from HDRB | Case-by-case basis |
| 23) | Painting or repainting of a non-masonry structure does not require approval. | X | | | | |
| 24) | Patios – under 16” above grade | | | | | |
| | a) Repair/Replacement of existing when there is no change in dimensions, design (including dimensions), materials, or general appearance | X | | | | |
| | b) Repair/Replacement to existing when there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c) Alteration/Addition/Removal of existing | | X | | Case-by-case basis | |
| | d) New Construction | | X | | X | |
| 25) | Porches | | | | | |
| | a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | | | | Case-by-case basis |
| | b) Repair/Replacement when there is no change in design or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | Case-by-case basis |
| | c) New Construction /Addition/Expansion/Removal of existing | | | X | X | Case-by-case basis |
| | Alteration of existing | | | X | X | |
| 26) | Primary Buildings Main Building What is the definition of Primary Buildings? – Zoning only mentions relative to solar panels | | | | | |
| | a) Repair/Replacement when there is no change in design, materials, or appearance | X | | | | |
| | b) Repair/Replacement when there is no change in design or general appearance but a change in materials (like replaced with equivalent) | | X | | X | |
| | c) New Construction of Commercial or Residential | | | X | X | X |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|---|---------------------|------------|------------|---------------------|----------------------|
| | d) Additions of Commercial or Residential that cannot be seen from the public right-of-way | | X | | X | X |
| | e) Additions of Commercial or Residential that can be seen from the public right-of-way | | | X | X | X |
| | Repainting non-masonry | X | | | | |
| 27) | Roof Forms & Covering | | | | | |
| | c) Alteration/Replacement of existing when there is a change in dimensions, design, materials, or general appearance | | | X | X | Case-by-case basis |
| | a) Repair/Replacement when there is no change in dimensions, design, materials, or general appearance (excluding color) | X | X | | X | X |
| | b) Alteration Repair/Replacement when there is no change in dimensions, design, or general appearance (excluding color) but a change in materials, using in-kind (like replaced with equivalent) | | X | X | X | X |
| 28) | Satellite Dishes and/or Television Antennas | | | | | |
| | a) Removal/Replacement of existing when there is no change in dimensions, design, materials, or general appearance | X | | | | |
| | b) Removal/Replacement of existing when there is no change in design or materials, but a change in general appearance | | X | | Case-by-case basis | |
| | c) New Installation | | X | | Case-by-case basis | |
| 29) | *Screening like (hedges, plants, or other visual buffers) is required to limit visibility if an appurtenance is placed in view of the public right-of-way that is utilized to mitigate the public viewpoint of an Accessory Structure. This may be a designated condition for an approved Certificate of Appropriateness (needs additional clarification) | | X | | X | |
| 30) | Showers (Outdoor) | | | | | |
| | a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repairs/Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c. Alterations/Removal/New Construction (Minor Work/Case by Case) | | X | | Case-by-case basis | X |
| 31) | Shutters | | | | | |
| | a. Repairs/Replacement – no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repairs/Replacement – there is no change in dimensions, design, or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | X | | X | |
| | c. Alterations/Removal/New Construction | | | X | X | |
| 32) | Siding | | | | | |
| | a. Repairs/Replacement – no change in design, materials, or general appearance | X | | | | |
| | b. Repairs/Replacement – there is no change in dimensions, | | X | | | |

Staff Developed Proposed Guideline – **BLACK FONT**
Civic League Committee Amendments – **GREEN FONT**
& **strikethroughs**
HDRB & PC Work Session Changes – **PURPLE FONT & Strikethroughs**

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|---|---------------------|--------------|--------------|---------------------|----------------------|
| | design or general appearance, but a change in materials, using in-kind (like replaced with equivalent) | | | | | |
| | c. Alterations/Removal | | | X | X | |
| 33) | Significant Features, Alteration/Removal (need additional clarification for the definition of significant features) | | | X | X | |
| 34) | Signs | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design (including dimensions), materials, or general appearance | X | | | | |
| | b. Alteration/Installation/Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) (Excludes historic markers and signs signed excluded by the sign ordinance) | | X | | X | |
| 35 | Solar Panels | | | | | |
| | a. Repair/replacement when there is no change in dimensions, design, materials, or general appearance | X | X | | X | |
| | b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance | | X | | X | |
| | c. Installation of new that cannot be seen from the public right-of-way | | X | | X | |
| | d. Installation of new that can be seen from the public right-of-way | | | X | X | |
| 36. | Stairs and Steps (Exterior – Street View) | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | | | X | |
| | b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance | | X | | X | |
| | Alteration/Addition/Removal | | | X | X | |
| | c. New Construction/Alteration/Addition/ Removal | | | X | X | |
| 37) | Stairs and Steps (Exterior – Non-Street View) | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repair/replacement when there is a change in dimensions, design, materials, or general appearance | | X | | X | |
| | c. New Construction/Alteration/Addition/ Removal | | | X | Case-by-case basis | |
| 38) | Surfaces (Exterior) not specifically listed (define surfaces and provide examples) | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design, materials, or appearance | X | X | | X | |
| | b. Repair/replacement when there is a change in design, materials or general appearance | | X | | X | |
| | c. Addition/Alteration/Removal | | | X | X | |
| 39) | Structure, Demolition of Contributing in whole or part | | | X | X | |
| 40) | Structure, Demolition of Non-Contributing in whole or part | | X | | X | |

| | Type of Work | Routine Maintenance | Minor Work | Major Work | Inspection Required | Code Official Review |
|-----|---|---------------------|------------|------------|---------------------|----------------------|
| 41) | Structure, Emergency Stabilization (not historic but requires zoning administrator approval and building code official review) | | ✗ | | ✗ | |
| 42) | Swimming Pools, Spa Pools, Saunas, Plunge Pool, Hot Tubs, etc. | | | | | |
| | a. Repairs to existing | X | | | | |
| | b. Addition/Alteration/New Construction. A fence is required to be placed around the perimeter of the pool. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code. Not historic but requires zoning administrator approval and building code official review. | | ✗ | | Case-by-case basis | |
| | c. Removal Not historic but requires zoning administrator approval and building code official review. | | ✗ | | Case-by-case basis | |
| 43) | Temporary Features, Emergency Installation/Emergency Stabilization to protect a historic property that do not alter the resource Not historic but requires zoning administrator approval and building code official review. | | ✗ | | ✗ | |
| 44) | Temporary Family Health Care Structures, Installation/Alteration/Removal that are necessary due to a medical condition per VA Code Sec. 15.2-2292.1. Not historic but requires zoning administrator approval and building code official review. | | ✗ | | Case-by-case basis | |
| 45) | Walkways | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repair/replacement when there is no change in design but a change in materials or general appearance | | X | | X | |
| | c. New Construction/Addition/Alteration/Removal/Repair/Replacement | | ✗ | ✗ | X | |
| 46) | Walls (for example: garden or retaining walls) | | | | | |
| | b. New Construction/Alteration of Placement | | X | | X | |
| | a. Repair/Replacement of existing when there is no change in dimensions, design, or general appearance with approved materials from guidelines. | X | ✗ | | ✗ | |
| 47) | Windows (includes casings and sills) | | | | | |
| | a. Caulking and weatherstripping when there is no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | ✗ | | ✗ | |
| | c. Repair/replacement when there is no change in design but a change in materials or general appearance | | X | | X | |
| | d) Installation of new/Alteration of Style or Opening Size/Removal of Existing | | | X | X | |
| | Alteration/Removal of existing | | | ✗ | ✗ | |
| 48) | Windows (Storm) | | | | | |
| | a. Repair/Replacement when there is no change in dimensions, design, materials, or general appearance | X | | | | |
| | b. Repair/replacement when there is no change in design but a change in materials or general appearance | | X | | X | |
| | Installation/Alteration/Removal | | X | | Case-by-case basis | |

DRAFT DOCUMENT ~~July 31, 2025, November 11, 2026,~~
February 17, 2026

Staff Developed Proposed Guideline – **BLACK FONT**
Civic League Committee Amendments – **GREEN FONT**
& **strikethroughs**

HDRB & PC Work Session Changes – **PURPLE FONT &**
Strikethroughs

NOTES:

- 1. Although not all sections were reviewed, they have been updated to reflect the discussion on the consistency of wording.**
- 2. The chart will be alphabetized and formatted as necessary once all edits have been made.**