



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
April 21, 2026
5:00 p.m.

At approximately 5:00 p.m., Chairwoman Kathy Glaser, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Chairwoman Glaser, members present were Joan Cooper and Ken Monarch. Elizabeth Wright was not in attendance. Also in attendance were the Director of Planning and Zoning, Katie Nunez; Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten; Town Clerk Libby Hume; and the applicants. There were no members of the public in attendance.

Chairwoman Glaser started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

PUBLIC COMMENT:

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

CONSENT AGENDA:

Motion made by Member Monarch, seconded by Member Cooper, to approve the Consent Agenda. The motion was approved by a unanimous vote.

NEW BUSINESS:

Certificate of Appropriateness Renovations, Minor:

- A. *300 Strawberry Street – install vinyl soffit on the roof eaves and aluminum metal over the wood trim; and to install vinyl siding on the accessory structure.*

Ms. Outten read the staff report and informed the board that the applicant, Adriana Henao, may be unavailable to answer any questions due to a work commitment.

Adriana Henao, the applicant, could not be reached by phone.

The board discussion was as follows: (i) Member Cooper referred to the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) “Guidelines for Wood Siding & Trim”, which states “Avoid wrapping historic trim or ornamentation with another material.” (ii) Chairwoman Glaser wanted a better understanding of what was being proposed for the roof trim. (iii) Ms. Outten suggested that the board review and discuss each part of the application and either table or approve the proposal. (iv) After some discussion on wrapping the trim and installing vinyl soffit, the members decided to table those items until the applicant was available to answer questions. (v) Chairwoman Glaser thought the CCHDODG had a specific thickness required for vinyl siding. Ms. Outten explained that although there was a discussion about the thickness of vinyl siding during the updates to the guidelines, it was not included in the guidelines. She continued by reminding the board that the accessory structure was noncontributing and that they needed to follow Section 7.4: Noncontributing Considerations for Alternative Materials. Chairwoman Glaser said that most contractors have been using at least .042” thickness. Ms. Outten again reminded her that it was because the board suggested it to the contractors, not because the guidelines required it.

Motion made by Chairwoman Glaser, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 300 Strawberry Street on an application filed by Adriana Henao to install vinyl siding on the existing wood accessory structure; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 6.1 – Noncontributing Accessory Structures Associated with Contributing Primary Buildings, Section 7.1 – Alternative Materials, and Section 7.4 Noncontributing Considerations; as stated in the application dated 2/19/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

Motion made by Chairwoman Glaser, seconded by Member Monarch, to table the application for a Certificate of Appropriateness at 300 Strawberry Street on an application filed by Adriana Henao to install white vinyl soffit on the underside of the roof eaves and to wrap the existing wood trim with white aluminum metal, as the Historic District Overlay Design Guidelines said to avoid, until the applicant is available to answer questions. The motion was approved by a unanimous vote.

Certificate of Appropriateness for Renovations, Additions, and New Construction:

A. *619 Monroe Avenue – to replace the existing front steps.*

Ms. Outten presented the staff report.

Sean Ingram, the owner’s representative, was available to answer any questions. Mr. Ingram explained that the new step height would align with the new walkway, which would be slightly elevated to address puddling.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 619 Monroe Avenue on an application filed by QS, LLC on behalf of Jocelyn Blanchard to replace the existing front concrete steps with new Timbertech Azek tongue-and-groove steps on the single-family home; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Craftsman, Section 5.10 – Exterior Trim & Details, Section 7.1 – Alternative Materials, and Section 7.4 – Noncontributing Consideration; as stated in the application dated 2/24/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

B. *509 Harbor Avenue – to construct a new front porch.*

Ms. Outten summarized the staff report.

Sean Ingram, the owner’s representative, was available by phone to answer questions.

The board members did not have any questions.

Motion made by Member Monarch, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 509 Harbor Avenue on an application filed by QS, LLC on behalf of LouEllen Blackwelder to construct a new 6’ x 22’ (132 square feet) front porch on the single-family home; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Minimal Traditional, Section 5.10 – Exterior Trim & Details #2, Section 7.1 – Alternative Materials, and Section 7.4 – Noncontributing Consideration; as stated in the application dated 2/5/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

C. *Tax Map #83A4-B-47 on Stone Road – to construct a new mixed-use building and an accessory structure.*

Ms. Outten read the staff report.

Kelly Decker, the applicant, was available to answer questions.

The board members' discussion was as follows: (i) Member Cooper asked if Ms. Decker would consider using the same siding material on the turret that was being used on the rest of the building. Ms. Decker answered that the stone was picked as this building was located on Stone Road.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at Tax Map #83A4-B-47 on Stone Road on an application filed by Kelly Decker to construct a new 1,277 square feet two-story mixed-use building, a 294 square feet rear accessory structure, and to install a shell pavement parking area and a driveway; per the Cape Charles Historic

District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 6.3 – New Accessory Structure/Accessory Dwelling Units (ADUs) Associated with New Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.5 - Landscaping; as stated in the application dated 4/10/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Ms. Nunez updated the board on (1) Administrative Approvals as follows: (i) Roof: None; (ii) Other: 542 Monroe Avenue, 610 Pine Street, 512 Randolph Avenue, 520 Randolph Avenue; (2) Compliance Checks by Zoning Compliance Officer & P/Z Asst. Preservation & Zoning Administrator on Issued Certificate of Appropriateness: None; and (3) Notices of Violations Issued on Behalf of the HDRB: None.

Ms. Nunez updated the board on the progress of the amendments to Town Code Chapter 32, Article VIII, and the addition of Appendix G to the Cape Charles Historic District Overlay Design Guidelines.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Cooper, seconded by Member Monarch, to adjourn the April 21, 2026 Historic District Review Board Regular Meeting at 5:32 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator