



**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