



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
May 19, 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, Ken Monarch, and Elizabeth Wright. Also in attendance were the 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 Cooper, seconded by Member Monarch, to approve the Consent Agenda. The motion was approved by a unanimous vote.

OLD BUSINESS:

- A. *300 Strawberry Street – install vinyl soffit on the roof eaves and aluminum metal over the wood trim.*
Ms. Outten read the staff report.

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

Motion made by Member Cooper, seconded by Chairwoman Glaser, to deny 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, per the Historic District Overlay Design Guidelines Section 5.4.1 (2) (d) states ‘Avoid wrapping historic trim or ornamentation with another material’. The motion was approved by a unanimous vote.

NEW BUSINESS:

Modification to Approved Certificate of Appropriateness:

- A. *520 Strawberry Street – to modify previously approved siding and chimney.*
Ms. Outten presented the staff report.

Although the board members had no questions, Vice-Chairwoman Wright commented that the work had been completed.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Modification to an Approved Certificate of Appropriateness at 520 Strawberry Street on an application filed by Coastal Craftsman Builders, LLC on behalf of Andy and Jacqueline Sears to install Certainteed Restoration Classic Double 4-1/2” vinyl siding instead of Certainteed Vinyl Lap siding; and to construct a stucco frame chimney instead of leaving the metal pipe exposed; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 7.1 – Alternative Materials, and Section 7.4 Non-contributing Considerations; as stated in the application dated 4/20/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

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

- A. *614 Peach Street – to renovate the existing single-family dwelling and to construct additions.*

Ms. Outten read the staff report.

Sean Ingram, the owner's representative, was available to answer questions.

The board confirmed that the existing front porch would be rebuilt, and the windows would be 1/1.

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 614 Peach Street on an application filed by QS, LLC on behalf of LoeLynn Restorations, LLC (1) to renovate the existing single-family home as follows: (a) replace the existing windows with new vinyl 1/1 windows; (b) replace the existing metal doors with new fiberglass doors; and (c) rebuild the existing enclosed front porch to be open; (2) to construct the following: (a) a 16.25' x 10' (162.5 sq. ft.) rear porch on the existing structure, (b) an 8' x 22.2' (137.5 sq. ft.) side addition, and (c) a 13.75' x 10' (137.5 sq. ft.) rear porch on the new side addition on the single-family home. Also, included in this application is the installation of concrete to finish the existing driveway; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.12 – Additions, Section 7.1 – Alternative Materials, and Section 7.4 – Non-contributing Consideration; as stated in the application dated 2/24/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *Tax Map #83A3-1-563A on Mason Avenue – to install two accessory structures.*

Ms. Outten summarized the staff report.

Arnold Fuog, the applicant, was available 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 Tax Map #83A3-1-563A on Mason Avenue on an application filed by Arnold Fuog and Maureen Welch (1) to construct two accessory structures, 8' x 12' (96 sq. ft.) and 16' x 24' (384 sq. ft.) for commercial use; and (2) to install shells on half of the property.; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 6.2 – Accessory Structures Associated with Non-contributing Primary Buildings, Section 7.1 – Alternative Materials, and Section 7.4 – Non-contributing Consideration; as stated in the application dated 3/18/2026; 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: 101 Madison Avenue; (ii) Other: 522 Tazewell 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.

ANNOUNCEMENTS:

There were no announcements.

Hearing no objections, Chairwoman Glaser adjourned the May 19, 2026 Historic District Review Board Regular Meeting at 5:23 p.m.