



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
March 17, 2026
5:00 p.m.

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

Vice-Chairwoman Wright 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 comments received in writing 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.

NEW BUSINESS:

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

- A. 519 Mason Avenue – to renovate and construct a covered deck on the accessory structure.

Ms. Outten read the staff report.

Kimberly Allen Szogas, the applicant, was available to answer any questions.

The board members did not have any questions.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 519 Mason Avenue on an application filed by Kimberly Allen Szogas on behalf of Norman and Margaret Allen to do as follows: (1) renovate the existing accessory structure as follows: (i) Front: (a) Remove the existing garage door and replace it with a paneled door and siding where needed, (b) construct a 160 square feet covered deck; (ii) East Side: (a) Add a new door opening for the existing door to be relocated, (b) install a 66 square feet concrete side landing, (c) add new window opening to install existing west side window relocation; and (iii) West Side: (a) Relocate one of the existing 36” double hung windows to the east side, (b) add one new 1/1 transom window; and (iv) Install siding on all areas as needed on the accessory structure; (2) install a privacy fence; (3) replace the existing side and rear walkway with permeable material; and (4) remove an existing 36 square feet accessory structure; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Folk Victorian, Section 5.6 – New Additions to Contributing Buildings, Section 9.1 – Hardscaping (Driveway, Walkways, & Other Paving), Section 9.2 – Fences & Freestanding Walls, and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 3/17/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *115 Randolph Avenue – to construct a rear addition, rear walkway, and rear parking area.*
Ms. Outten summarized the staff report.

Sean Tarter, the applicant, was available by phone to answer questions.

Member Cooper confirmed that the front roof line was not being modified.

Motion made by Member Monarch, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 115 Randolph Avenue on an application filed by Madison Sean Tarter to (1) remove the existing rear deck and construct the following: (i) a 512.9 square feet two-and-a-half-story addition, (ii) a 106.4 square feet deck, and to install gutters on the single-family home; and (2) install: (i) a 100 square feet rear concrete walkway, (ii) a 540 square feet permeable stone-gravel rear parking area, and (iii) a wooden fence; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Folk Victorian, Section 5.2.1 – Roof Features: Gutters and Downspouts, Section 5.6 – New Additions to Contributing Buildings, Section 9.1 – Hardscaping (Driveway, Walkways, & Other Paving), Section 9.2 – Fences & Freestanding Walls, Section 9.3 – Decks, Ramps, & Patios, and Section 9.4 – Appurtenances; as stated in the application dated 2/3/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *Tax Map #83A1-2-11-9 on Bay Avenue – to construct a new single-family home, rear outdoor shower, and two driveways.*
Ms. Outten presented the staff report.

Zach Smith, the owner's representative, was available to answer questions.

The board members' discussion was as follows: (i) Member Monarch did not think the proposed winged front steps were compatible with the neighborhood. (ii) Mr. Smith confirmed that all railings would be the same material.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-2-11-9 on Bay Avenue on an application filed by Shoreline Homes Inc. on behalf of Francis and Deborah Palya to construct a new 1,407 square feet two-and-a-half-story single-family home, a 24 square feet rear outdoor shower, and to install sidewalks and two driveways; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 1/29/2026; 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: 11 Peach Street, 2140 Stone Road; (ii) Other: 509 Harbor Avenue, 534 Jefferson Avenue, 603 Jefferson Avenue, 615 Strawberry 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 informed the board of an upcoming Commercial-3 District application.

- B. *2025 Annual Report*

Ms. Nunez summarized the annual report, thanked the board members, and said the HDRB was the hardest-working board she staffed.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Cooper, seconded by Member Monarch, to adjourn the March 17, 2026 Historic District Review Board Regular Meeting at 5:28 p.m.

Vice-Chairwoman Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

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