



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
January 20, 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 and Zoning Administrative Assistant and Zoning Compliance Officer Jack Steinmayer, 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 Monarch, seconded by Member Cooper, 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. *645 Monroe Avenue – to remove the existing rear enclosed porch and construct a new rear addition on the single-family home.*

Ms. Nunez read the staff report.

Donna Wilkins, the applicant, was available to answer any questions.

The board members confirmed the following: (i) Member Monarch confirmed the size of the proposed rear porch. (ii) Vice-Chairwoman Wright thought the submitted drawings were not clear and confusing. (iii) Member Monarch asked if siding was going to be used on the additions. Ms. Wilkins answered yes.

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 654 Monroe Avenue on an application filed by Michael Ryan and Donna Wilkins to replace the following: remove the existing rear enclosed porch and construct a 264.2 square foot rear addition and a 50.4 square foot rear 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: Folk Victorian, and Section 5.6 – New Additions to Contributing Buildings; as stated in the application dated 11/10/2025; 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: 224 Monroe Avenue, 745 Randolph Avenue, 606 Washington 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.

Motion made by Member Monarch, seconded by Member Cooper, to adjourn the January 20, 2026 Historic District Review Board Regular Meeting at 5:10 p.m.

Vice-Chairwoman Elizabeth Wright

Director of Planning, Zoning Administrator, & Subdivision Agent

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