



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
July 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 Planning and Zoning Deputy 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 for Renovations, Additions, and New Construction:

- A. 536 Randolph Avenue – to renovate the existing front porch on the single-family dwelling.

Ms. Outten read the staff report.

Alyce McCoy, the owner, was available to answer questions by telephone.

The board informed the applicant that per the Cape Charles Historic District Overlay Design Guidelines (CCHDODG) Section 5.4.2 Handrails (2), the balustrades and handrails must be replicated based on pictorial or physical evidence. Member Cooper said that a picture of the original turned design was submitted in the packet, so the proposed square was not an in-kind design. The board agreed composite was an approved material.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 536 Randolph Avenue on an application filed by Alyce and Andrew McCoy to renovate the front porch as follows: (1) to replace the existing wood tongue and groove flooring with new TimberTech Advanced PVC decking; (2) to replace the existing wood beadboard ceiling with a new beadboard ceiling; (3) to reinstall turned TimberTech balustrades; (4) to replace the existing wood railings with new square TimberTech Classic Composite railings; and (5) to replace the existing brick steps with new brick 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, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 5.4.2 – Woodwork – Porches, Section 7.1 – Alternative Materials, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 7.3 – Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials; as stated in the application dated 6/3/2026 with the designated condition that the front porch balusters must be turned per CCHDODG Section 5.4.2 Handrails (2); and per all zoning requirements. The motion was approved by a unanimous vote.

B. 11 Park Row – to replace the front porch balustrades and windows in Unit D.

Ms. Outten summarized the staff report.

Lee Sisson, owner and Park Place Condominium Association, Inc.’s representative, was available by phone to answer questions. Mr. Sisson clarified that the grills were not between the glass in the proposed windows and the trim would not be wrapped.

The board confirmed that the windowsills would remain intact.

Motion made by Chairwoman Glsaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 11 Park Row on an application filed by Lee Sission on behalf of the Park Place Condominium Association, Inc. (1) to replace the existing front porch and rear wood balustrades with composite balustrades of the same design; and (2) to replace the existing sixteen windows in Unit D with composite windows of the same configuration and two side-by-side windows with one double-hung composite window on the multi-family building; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types, Forms, & Associated Architectural Styles, Section 4.4 – Woodwork – Exterior Wall, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.4.2 – Woodwork – Porches, Section 5.5.1 – Windows, Section 7.1 – Alternative Materials, Section 7.2 – Flowchart for Consideration of Historic Material Replacement, and Section 7.3 – Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials; as stated in the application dated 5/21/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

C. 640 Washington Avenue – to remove an existing accessory structure and construct a new accessory structure.

Ms. Outten presented the staff report.

Bill Doughty, the owner’s representative, was available to answer questions.

The board members did not have any questions.

Motion made by Member Cooper, seconded by Chairwoman Glsaser, to approve the application for a Certificate of Appropriateness at 640 Washington Avenue on an application filed by Bill Doughty dba Village builders on the Bay, Inc. on behalf of Michael May to remove the 222 square feet one-story existing accessory structure and construct a new 520 square feet one-and-a-half accessory structure with side steps and a landing; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – New Accessory Structures Associated with a Non-contributing Primary Buildings; as stated in the application dated 5/25/2026; and per all zoning requirements. The motion was approved by a unanimous vote.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to adjourn the May 19, 2026 Historic District Review Board Regular Meeting at 5:19 p.m.

Chairwoman Kathy Glaser

Planning & Zoning Deputy