



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
September 16, 2025
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 Chairwoman Glaser, members present were Joan Cooper and Patricia James. Ken Monarch arrived after roll call. Kathy Glaser was not in attendance. Also, in attendance were 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, and two viewers on Facebook Live.

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 James, to approve the agenda format and the minutes from the June 17, 2025, and the July 15, 2025 Historic District Review Board Regular Meetings as presented. The motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

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

- A. *108 Monroe Avenue: Elizabeth and James Sutphen – to replace the existing front and rear porch flooring and front steps.*

Ms. Outten summarized the staff report.

Ms. Sutphen was contacted by telephone but due to connection issues was unable to participate in the meeting.

The board discussions and questions were as follows: (i) Member James asked about the subflooring material that was the cause of the flooring issues. Jesse Philpot, a contractor that had completed some repairs on this porch, said the wood joists were the issue. (ii) Ms. Outten read Chairwoman Glaser's written comments into the record. (Please see attached.)

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Elizabeth and James Sutphen to replace the existing wood flooring with TimberTech tongue and groove composite decking on the following: (i) the 250 square feet front porch, (ii) 80 square feet front steps, and (iii) 100 square feet back porch on the single-family home as the alternate material does not have an effect on the architectural design of the porch and repairs to the existing wood have been done in the past and not an option now; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: American Foursquare, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Wall, Foundation, & Chimneys, Section 4.4 – Woodwork: Porches and Associated Features, Section 5.4.2 – Porches, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application

dated 6/26/2025, with the designated condition that the porch floor must be replaced per Section 5.4.2, Page 5-17 of the HDODG; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *552 Monroe Avenue: Edmund Pickup and Lynda Whitehead represented by Jesse Philpot dba Philpot Construction LLC – to replace the front and rear second-floor porch roofs.*

Ms. Outten presented the staff report.

Jesse Philpot, the applicant's representative, summarized the owner's explanation that a new material was being proposed because the existing flat lock tin was no longer available, and asked if the board had questions.

The board discussion and questions were as follows: (i) Member Cooper agreed with the use of architectural shingles since the existing material was no longer available. Mr. Philpot added that copper or metal would not work. (ii) Mr. Philpot added that neighboring houses have replaced the original slate roof material with shingles. Member James agreed that the existing material could not be saved, and the alternative material was the only option. (iii) Ms. Outten read Chairwoman Glaser's written comments into the record. (Please see attached.)

Motion made by Member Cooper, seconded by Member James to approve the application for a Certificate of Appropriateness at 552 Monroe Avenue on an application filed by Jesse Philpot on behalf of Edward Pickup and Lynda Whitehead, to replace the existing flat lock tin front porch and rear second-story porch with architectural shingles; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 3.1 – Architectural Character, Section 3.2 – Building Types & Associated Architectural Styles: Victorian Styles, Section 4.2 – Roofs, Section 5.2 – Roofs, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 7/21/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *216 Washington Avenue: Charlotte Whitney – to replace and increase the size of two windows and to install a driveway.*

Ms. Outten read the staff report and informed the board that, although zoning approval has not been obtained for the driveway, an updated site plan was required; the review of materials can still be done.

Charlotte Whitney, the applicant, was available to answer questions.

The board discussion and questions were as follows: (i) Member James asked the age of the home. Ms. Whitney answered in 2019. (ii) Vice-Chairwoman Wright thought the windows were consistent. (iii) Ms. Outten read Chairwoman Glaser's written comments into the record. (Please see attached.) Member James agreed with her comment that the HDODG Section 9.1.4 states a concrete driveway was appropriate, but the concrete should be scored or exposed aggregate.

Motion made by Member James, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 216 Washington Avenue on an application filed by Charlotte Whitney, (1) to replace two existing 2/2, 2'8" x 1'10" x 3" deep vinyl windows with two taller 2/2, 2'8" x 4'6" x 3" deep vinyl windows on the single-family home; and (2) to install a driveway per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.11 – Windows & Associated Features, and Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving; as stated in the application dated 8/5/2025, with the designated condition that the concrete driveway must be scored or exposed aggregate per the HDODG Section 9.1 (4); and per all zoning requirements. The motion was approved by a unanimous vote.

- D. *116 Pine Street: Martine Richardson dba Legacy Holds II LLC – to renovate the exterior of the existing single-family home and to construct a second-story rear deck.*

Ms. Outten summarized the staff report.

Martine Richardson, the applicant, participated via telephone to answer questions.

The board discussion and questions were as follows: (i) Member Cooper had the following comments and questions: (1) The proposed shutters need to follow the HDODG for shutters on page 5-21. (2) Is the rear roof line going from sloped to flat? Ms. Richardson answered yes, the roofline needed to accommodate the proposed new upper deck. (ii) Member James asked for more details on the proposed rear deck door that was replacing a window on the second floor of the house. Ms. Richardson explained that the window opening height would be enlarged to fit the new door. (iii) Ms. Outten read Chairwoman Glaser's written comments into the record. (Please see the attached.) (iv) Vice-Chairwoman Wright confirmed that the existing siding consisted of asbestos shingles. (v) There was some discussion on whether or not the existing enclosed porch had been an open front porch originally. Member James commented that the front porch should have turned spindle-style balustrades to fit the characteristics of the home per the HDODG Section 3.2, page 3-12.

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Martine Richardson dba Legacy Holds II LLC to renovate as follows: (1) Replace existing: (i) shingle roof with new shingles, (ii) aluminum gutters and downspouts with new aluminum, and (iii) wood trim with new hardie board; (2) Repair existing (i) asbestos siding, (ii) brick skirting, and (iii) windows; (3) Construct a new second story rear deck; and (4) Install wood shutters on the two-story 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, Section 4.2 – Roofs, Section 4.3 – Masonry – Exterior Wall, Foundation, & Chimneys, Section 4.4 – Woodwork: Exterior Walls, Decorative Trim, & Porches, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.2 – Roofs, Section 5.4 – Woodwork: Exterior Walls, Decorative Trim, & Porches, 5.5.1 – Windows, Section 5.5.2 – Doors, Section 5.5.4 – New Window & Door Openings, Section 5.6 – New Additions to Contributing Buildings, and Section 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 8/14/2025 with the following designated condition (1) the front porch must have turned spindle style balustrades to fit the characteristics of the home per HDODG Section 3.2, page 3-12 Folk Victorian and (2) the proposed fixed shutters must be installed in a manner which appears operable per HDODG Section 5.5.1, page 5-21; and per all zoning requirements. The motion was approved by a unanimous vote.

- E. *Tax Map #83A1-1-20 on Washington Avenue: Richard Sasso and Maria Aillon represented by Altruistic Design – to construct a new single-family home, rear patio, enclosed outdoor shower, an accessory structure, and install a fence.*

Ms. Outten read the staff report.

Richard Sasso, the owner, was available by phone to answer questions.

The board discussion and questions were as follows: (i) Ms. Outten read Chairwoman Glaser's comments into the record. (Please see the attached.) (ii) Vice-Chairwoman Wright confirmed that the steppingstone path would be a type of stone. (iii) Member James asked if the applicant understood the comment that the HDODG Section 9.1.4 states a concrete driveway was appropriate, but the concrete should be scored or exposed aggregate.

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-20 on Washington Avenue on an application filed by Altruistic Design on behalf of Richard Sasso and Maria Aillon to construct a new 1,050 square feet two-story single-family home, a 440 square feet rear raised patio, a 12 square feet enclosed rear outdoor shower, and a 150

square feet accessory structure; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, Section 6.3 – New Accessory Structures/ADUs Associated with New Construction, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 - Landscaping; as stated in the application dated 8/4/2025 with the following designated condition that the concrete driveway must be scored or exposed aggregate per the HDODG Section 9.1 (4); and per all zoning requirements. The motion was approved by a unanimous vote.

OTHER BUSINESS:

A. Report from Zoning Administrator Katie Nunez

Ms. Outten updated the board on (1) Administrative Approvals as follows: (i) Roof: 501 Jefferson Avenue; (ii) Other: 512 Madison Avenue; 541 Madison Avenue; 547 Mason Avenue; 115 Randolph Avenue; 409 Randolph 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.

B. Discussion Item: Board thoughts on the National Alliance of Preservation Summer Virtual Training.
The board decided to delay the discussion of the training until all members were present.

C. Staff to update Board on Town Council’s Proposed Amendments to Zoning Ordinance Article VIII and the Historic District Overlay Design Guidelines.
Ms. Outten informed the board that this was for informational purposes only.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the September 16, 2025 Historic District Review Board Regular Meeting at 5:53 p.m.

Vice-Chairwoman Elizabeth Wright

Planning/Zoning Assistant Preservation & Zoning Administrator

September 16, 2025 Written comments submitted by Chairwoman Glaser

Notes

Approve minutes from meeting 6/17/2025 and 7/15/2025

NEW BUSINESS

108 Monroe -

While Materials are approved based on section 7.1, 7.2, 7.3 of the Historic guidelines, it should be noted that no sample or picture of materials were provided.
Recommend approval of application for Certificate of Appropriateness.

552 Monroe Ave-

Since the existing roof is a historic material of flat lock tin, Section 5.2.1 states replacement of historic roofing should be in kind. Section 5.2.2 states if historic material is no longer available, alternative material should convey scale and texture that is similar and visually indistinguishable. Based on the photographs of the existing roof, Asphalt shingles do not meet the criteria. Therefore I cannot recommend approval of replacement with shingles. Suggest applicant look at other more appropriate materials and reapply.

216 Washington

Windows - based on Section 5.5.1 The replacement is more consistent with the style and character of the house. Do the windows have external munitions? (Not between the glass) Ifm so I recommend approval of replacements.

Driveway - Section 9.1.4 states concrete is appropriate but should be scored or exposed aggregate. The large amount of concrete near the front of the house combined with the concrete sidewalks on either side is not in keeping with the historic character and is unattractive. Would the owner be willing to substitute an alternative material?

116 Pine Street -

Roof - what kind of shingles? If Architectural Shingles I recommend approval based on guidelines Section 4.2.

Door - materials meet guidelines 5.5.2 . Recommend approval.

Windows - repair existing and replace 2 on deck with door. Approved per Section 5.5.1. Change to door acceptable because it is on rear and not visible by street.

Gutters, trim, approved per Section 5.4

Porch approved per Section Section 4.4 and Section 5.4

Rear deck approved per Section 5.6

Recommend approval for Certificate of Appropriateness.

Washington Ave

New construction. All material meet guideline Section 5.13. Siding design is different from traditional siding in Cape Charles but since this is new construction, per Section 5.13.2 it os compatible but differentiated from historic properties.
Recommend approval for Certificate of Appropriateness.