



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
June 17, 2025  
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, present were, Joan Cooper, Patricia James, and Ken Monarch. Elizabeth Wright was not in attendance. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, and the applicants. There were eight members of the public in attendance, and seven viewers on Facebook Live.

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 comments received in writing prior to the meeting.

### **CONSENT AGENDA:**

**Motion made by Member Cooper, seconded by Member James, to approve the agenda as presented. The motion was approved by a unanimous vote.**

### **UNFINISHED BUSINESS:**

There was no unfinished business.

### **NEW BUSINESS:**

*A. Certificate of Appropriateness to Install a Fence:*

There were no applications filed.

*B. Modification to Approved Certificate of Appropriateness:*

There were no applications filed.

*C. Certificate of Appropriateness for Minor Renovations:*

There were no applications filed.

*D. Certificate of Appropriateness for Renovations, Additions, and New Construction:*

*1. 209 Monroe Avenue: Leonel and Wendy Laguarda – to remove an unused flue.*

Ms. Outten summarized the staff report.

Leonel Laguarda, the applicant, participated in the meeting by telephone. He did not agree that the masonry surrounding the flue was a chimney.

The board discussions and questions were as follows: (i) Member Cooper referenced Sections 4.3 and 5.2 of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG), which states chimneys were meant to be preserved even if non-functional. There was much discussion about removing the inner flue and parts and retaining the masonry. (ii) Chairwoman Glaser said the flue and other inside parts of could be removed and then installing a cap on the chimney would prevent things from getting inside the house, which would allow for the chimney structure to be retained.

**Motion made by Chairwoman Glaser, seconded by Member Cooper, to deny the application for a Certificate of Appropriateness at 209 Monroe Avenue on an application filed by Leonel and Wendy Laguarda to remove**

a chimney, but the flue and other interior components can be removed, along with the installation of a chimney cap per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Craftsman, Section 4.3.1 (2) – Other Masonry Features – Chimneys, Section 5.2.1 – Roof Features, and Section 5.3.2 (Page 5-12) - Chimneys; as stated in the application dated 3/10/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

2. *601 Tazewell Avenue: Cathy Fox for Emmanuel Episcopal Church represented by George Proto, Senior Warden – to construct a side addition and ramp on the one-story building.*

Ms. Outten presented the staff report.

George Proto, the applicant’s representative, explained that the addition would improve the bathroom facilities and make the church handicapped accessible. Mr. Proto added that he was available to clarify any details or answer questions.

The board discussion and questions were as follows: (i) Member Cooper asked if the existing roof was primarily slate. Mr. Proto answered yes, but the new addition would be architectural shingles. Member Joan then said that a compatible look would be needed between the two roof lines. (ii) Member James wanted to know more about the stained-glass window being removed. Mr. Proto said that the window may work in the new addition, but if not, a vinyl window would be used. (iii) Member James asked how the ramp would be anchored to the building. Mr. Proto answered that the ramp would be anchored onto the new addition, not the existing building.

**Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 601 Tazewell Avenue on an application filed by George Proto, Senior Warden on behalf of Cathy Fox for Emmanuel Episcopal Church, to construct an 190.89 square feet side addition and a 168.4 square feet front and side handicap ramp on the one-story building per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Gothic Revival, Section 5.2.1 – Gutters and Downspouts, Section 5.6 – New Additions to Contributing Structures, and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 4/10/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

3. *425 Randolph Avenue: Brad Jobmann represented by Claudine Pierce dba Peacock Cottage LLC – to construct an addition to and renovate the existing rear accessory structure, and to replace the existing wooden fence.*

Ms. Outten read the staff report and informed the board that the fence will be installed per the zoning ordinance.

Brad Jobmann, the owner, was available to answer questions.

The board discussion and questions were as follows: (i) Member James did not think there was sufficient space for a shell driveway. Staff confirmed that a shell driveway pad could be installed in the side rear yard. (ii) Member James questioned the footprint calculations. Ms. Outten explained that lot coverage was calculated in two different ways: one was for the Chesapeake Bay Preservation Act, which was the total lot coverage of all impervious surfaces, and the second was the building lot coverage. Ms. Nunez confirmed the calculations.

**Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 425 Randolph Avenue on an application filed by Claudine Pierce dba Peacock Cottage LLC on behalf of Brad Jobmann, to construct an 126.9 square feet addition on and renovate the existing accessory structure, and to install new fencing and an oyster driveway pad per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Folk Victorian, Section 6.1 – Contributing Accessory Structures**

with a Contributing Primary Building, and Section 9.2 – Fences & Freestanding Walls; as stated in the application dated 4/15/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

4. *Tax Map #83A1-1-104 on Washington Avenue – Christine Holmes dba 3 Sons & Co. LLC represented by William Doughty dba Village Builders on the Bay, Inc. – to construct a new 1-1/2 story single-family dwelling and rear outdoor shower.*

Ms. Outten summarized the application for the proposed new home.

Bill Doughty, owner’s representative and applicant, was available to clarify any details and answer questions. An attempt was made to contact Christy Holmes of 3 Suns and Co. LLC by telephone, but we were unable to reach her. Mr. Doughty confirmed that the proposed outdoor shower location was behind the structure and not visible from the street.

**Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-1-104 on Washington Avenue on an application filed by Christy Holmes on behalf of 3 Suns and Co. LLC, to construct a new 1,003.75 square feet single-family dwelling, a 16 square feet rear enclosed outdoor shower, a 200 square feet rear accessory structure, and install a fence per the Cape Charles Historic District Overlay Design Guidelines 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 9.2 – Fences & Freestanding Walls, Section 9.3 – Decks, Ramps, & Patios, Section 9.4 – Appurtenances, and Section 9.5 – Landscaping; as stated in the application dated 4/8/2025; and per all zoning requirements. The motion was approved by a unanimous vote.**

*E. Other:*

There were no applications filed.

**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: 616 Monroe Avenue; 520 Randolph Avenue; 618 Randolph Avenue. (2) Compliance Checks by Zoning Compliance Officer 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 Cooper, seconded by Vice-Chairman Glaser, to adjourn the June 17, 2025 Historic District Review Board Regular Meeting at 5:45 p.m.**

---

Chairwoman Kathy Glaser

---

Planning/Zoning Assistant Preservation & Zoning Administrator