



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
July 15, 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, Ken Monarch, and Elizabeth Wright. Also, in attendance were Director of Planning/Zoning Administrator Katie Nunez, Planning/Zoning Assistant Preservation and Zoning Administrator Tracy Outten, Town Clerk Libby Hume, Assistant to the Town Manager and Events Coordinator, and the applicants. There was one member of the public in attendance, and no viewers on Facebook Live as the Civic Center internet was not working; the meeting could not be live-streamed.

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 and the minutes from the May 20, 2025 Historic District Review Board Regular Meeting 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. *115 Mason Avenue Unit 201: Cindy and Sam Slate – to replace the existing 9/9 and 6/6 wood windows with 9/9 and 6/6 vinyl windows on the three-story commercial building.*

Ms. Outten summarized the staff report.

Cindy and Sam Slate, the applicants, were available to answer questions.

The board discussions and questions were as follows: (i) Member Cooper referenced Section 5.4.1, page 5-14 of the Cape Charles Historic District Overlay Design Guidelines (CCHDODG), detailing the requirements for replacing windowsills. (ii) Member Monarch asked if the remaining windows on the building would be replaced for consistency. Mr. Slate answered hopefully, but they were not the owners.

(MOTION ON PAGE 2)

Motion made by Member Cooper, seconded by Member James, to approve the application for a Certificate of Appropriateness at 115 Mason Avenue Unit 201 on an application filed by Cindy and Sam Slate to replace: (i) 9 = 9/9 – 38” x 74” x 6” and (ii) 2 = 6/6 – 28” x 54” x 6” wood windows with Atrium Series 8900 double-hung vinyl windows; and (iii) the wood window sills with vinyl of the same depth and dimension per the Cape Charles Historic District Overlay Design Guidelines Section 3.1 – Architectural Character, Section 3.2 – Building Types, & Associated Architectural Styles: Commercial, Section 4.5 – Openings & Associated Features – Windows, Doors, & Storefronts, Section 5.11 – Windows & Associated Features, and Section 7.4 – Noncontributing Considerations; as stated in the application dated 5/8/2025 with the condition that window sills must be replaced per Section 5.4.1 of the design guidelines; and per all zoning requirements. The motion was approved by a unanimous vote.

2. *629 Jefferson Avenue: Edward and Stephanie Barham – to construct a covered patio addition to the existing rear accessory structure with a fireplace and install a rear patio.*

Ms. Outten presented the staff report.

Edward Barham, the applicant, and Ashleigh Wilson, the applicant’s representative, were available to answer questions.

The board discussion and questions were as follows: (i) Chairwoman Glaser clarified that the roof was a rubber membrane, and any drainage would be away from the structure. Ms. Nunez confirmed the roof pitch and material. (ii) Member Monarch asked if a fence was being proposed. Mr. Barham answered no. Ms. Wilson explained that the section on the application was completed for the knee wall of the structure.

Motion made by Member James, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 629 Jefferson Avenue on an application filed by Edward and Stephanie Barham, to construct a 418.77 square feet covered patio addition with a fireplace to the existing rear accessory structure and a 265.75 square feet rear natural stone uncovered patio per the Cape Charles Historic District Overlay Design Guidelines Section 6.2 – Accessory Structures Associated with Non-Contributing Structures, Section 9.1 – Hardscaping (Driveways, Walkways, & Other Paving), and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 5/10/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

3. *647 Madison Avenue: Jay and Jordan Schlosser represented by Eric Adams dba Adams Home Renovations – to do the following: (i) add screening to the front porch; (ii) construct a rear accessory structure; and (iii) install a fence.*

Ms. Outten read the staff report and informed the board that the front porch screening would be fiberglass, and an aluminum storm door was proposed.

After multiple attempts, Eric Adams, the owner’s representative, was reached by telephone to clarify details of the proposed front porch screening, storm door, and new accessory structure. Mr. Adams informed the board that the steps on the accessory structure would be composite material.

The board discussion and questions were as follows: (i) Chairwoman Glaser asked if a new screen door would be installed on the front porch once screening was added. Mr. Adams said yes, and it would be weather-treated wood. (ii) Member Cooper confirmed that the screening would be installed per the Cape Charles Zoning Ordinance Section 3.1 (F) (2) which states that “*Front porches may be enclosed by insect screening, preferably placed on the inside (house side) of the architectural elements such as railings and columns.*”. (iii) Member Cooper and Member James asked Mr. Adams if the proposed aluminum storm door would be shiny. Mr. Adams said the door would be white. (iv) Chairwoman Glaser questioned the orientation of the steps on the accessory structure, as they were facing different directions on the site plan and elevation drawings. Mr. Adams confirmed that the elevation drawings were done quickly, and they would be updated to correspond with the step location on the side plan. Chairwoman Glaser would like new elevation drawings to be submitted to the Planning and Zoning Department. (v) Member James confirmed

that the garage door would face the back of the house. (vi) Mr. Adams clarified that the outdoor shower would have a cypress door and a stone foot pad. He added that it was not visible from the street.

Motion made by Member Cooper, seconded by Chairwoman Glaser, to approve the application for a Certificate of Appropriateness at 647 Madison Avenue on an application filed by Eric Adams dba Adams Home Renovations on behalf of Jay and Jordan Schlosser, (1) to install screening, a weathered-treated wood door and a storm door to the front porch; (2) to construct a new 384 square feet accessory structure with an enclosed outdoor shower under the landing, (3) to install a 256 square feet rear paver patio; and to install new 6' fencing on the rear of the property 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 5.4.2 – Porches – Screening, Section 5.5.2 – Screen and Storm Doors, Section 6.1 – Contributing Accessory Structures with a Contributing Primary Building, Section 9.2 – Fences & Freestanding Walls, and Section 9.3 – Decks, Ramps, & Patios; as stated in the application dated 6/15/2025, with the following designated conditions: (1) the front porch screening would be installed per the Cape Charles Zoning Ordinance Section 3.1 (F) (2); (2) the new screen door and storm door should be wood or pre-finished metal, and should not have a metallic finish per the HDODG Section 5.5.2 page 5-25; and (3) new elevation drawings need to be submitted to the Zoning Administrator that have the correct depiction of the accessory structure; 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: 325 Madison Avenue; 645 Tazewell Avenue; 652 & 654 Tazewell Avenue; (2) Compliance Checks by Zoning Compliance Officer & P/Z Asst. Preservation & Zoning Administrator on Issued Certificate of Appropriateness: 542 Jefferson Avenue; 327 Madison Avenue; 623 Madison Avenue; 215 Mason Avenue; 301 Mason Avenue; 619 Mason Avenue; 224 Monroe Avenue; 500 Monroe Avenue; 520 Monroe Avenue; 538 Monroe Avenue; 10A Peach Street; 610 & 612 Peach Street; 114 Pine Street; 527 Plum Street; 214 Randolph Avenue; 501 Randolph Avenue; 517 & 519 Randolph Avenue; 607 Randolph Avenue; 616 Randolph Avenue; 551 Tazewell Avenue; 646 Tazewell Avenue 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 Wright, to adjourn the July 15, 2025 Historic District Review Board Regular Meeting at 5:46 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator