



Town of Cape Charles
Historic District Review Board

2025 Annual Report

(January 1, 2025 - December 31, 2025)

Kathy Glaser
Chairwoman

Elizabeth Wright
Vice Chairman

2025 Historic Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Kathy Glaser	Member Chairwoman	1/8/2026	
Martin Mayer	Member	1/8/2025	Term Ended
Patricia James	Member	1/8/2027	Resigned 10/2025, position still vacant
Elizabeth Wright	PC Rep Vice-Chairwoman	10/31/2027	Appointed by PC 2/6/2024
Joan Cooper	Member	1/8/2028	Appointed 12/19/2024
Kenneth Monarch	Member	1/8/2029	Appointed 1/8/2025 – filled Martin Mayer’s vacancy

2025 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
Jack Steinmayer, Zoning Compliance Officer & Planning & Zoning Administrative Assistant

I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full public record of its proceedings, and the Historic Area Review Board qualifies. As part of that requirement, the Historic Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

The “Town Council-prepared” Annual Report is meant to provide a detailed report on the departmental staffing, ongoing education of both staff and Board members, and breakdown of the types of applications and activities occurring in the Historic District.

Additionally, the Town was designated as a Certified Local Government (CLG) Community on March 12, 2007, pursuant to the National Historic Preservation Act of 1960 and further amended in 1980. This designation establishes a partnership between the Town, the National Parks Service and the Virginia Department of Historic Resources (DHR). A requirement of this designation is for the Town to complete an annual survey or report on forms provided by DHR. The intent of this survey is to verify activity level within the Historic District, compliance of Board appointments with the minimum criteria of background/education of said Board members, continuing education compliance for Board members and staff, update on any zoning ordinance revisions or historic district guidance documents and an audit of Historic District Review Board minutes.

The CLG Annual Report was done for the time period of October 1, 2024 thru September 30, 2025 (EXHIBIT A).

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2025:

Member Martin Mayer’s term ended on 1/8/2025, and he no longer wanted to serve on the Historic District Review Board. The Town Council appointed two new members to the Historic District Review Board, Joan Cooper on 12/19/2024 and Kenneth Monarch on 1/8/2025. Patricia James resigned from the Board in October 2025. This appointment is still vacant.

B. STAFF CHANGES 2025:

No staff changes occurred in the Planning and Zoning Department this year.

III. EDUCATION

The CLG designation requires that continuing education must occur annually for both the staff and Board members, which is relevant to the Historic District Overlay. To that end, the following training, education and seminars were attended as noted:

<u>Name of Class/ Training/ Seminar</u>	<u>Duration of Training</u>	<u>Provider of Training</u>	<u>DATE</u>	<u>Participants</u>
Historic Resource Surveys: Unlocking the Foundation of Preservation - Webinar	1.5 hours	NAPC	1/30/2025	Tracy Outten
Deconstruction vs Demolition: Protecting Heritage & the Environment – Webinar	1.5 hours	NAPC	3/27/2025	Tracy Outten Joan Cooper Kathy Glaser Elizabeth Wright
Through the Pane Pt. 1: Understanding Historic Windows: Evolution, Assessment & Repair – Webinar	1.5 hours	NAPC	4/17/2025	Katie Nunez Tracy Outten
Through the Pane Pt. 2: Managing Window Replacement: Lessons from Local Preservation Programs – Webinar	1.5 hours	NAPC	4/29/2025	Katie Nunez
Engaging Local Decision-Makers to Support Historic Preservation – Webinar	1.5 hours	NAPC	5/29/2025	Tracy Outten Joan Cooper
Creating & Updating Historic Design Guidelines – Webinar	1.5 hours	NAPC	6/26/2025	Tracy Outten Kenneth Monarch
1. Understanding & Updating Local Preservation Ordinances – Webinar 2. Tough Cases in the Application of the Secretary of the Interior’s Standards for Rehabilitation – Webinar 3. Selecting your Preservation Priorities? What is Essential & Where can you be more Flexible? – Webinar	4.75 hours	NAPC	8/20/2025	Katie Nunez Tracy Outten Kathy Glaser Patricia James Elizabeth Wright
1. Best Practices for Meeting Procedures, COAs & Staff Reports – Webinar 2. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – Webinar 3. Community Outreach Strategies – Webinar	4.5	NAPC	8/21/2025	Katie Nunez Tracy Outten Kathy Glaser Patricia James Elizabeth Wright

1. Best Practices for Meeting Procedures, COAs & Staff Reports – Webinar 2. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – Webinar	3.0	NAPC	8/21/2025	Joan Cooper
1. Selecting your Preservation Priorities? What is Essential & Where can you be more Flexible – On-Demand Webinar 2. Best Practices for Meeting Procedures, COAs & Staff Reports – On-Demand Webinar 3. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – On-Demand Webinar	4.5	NAPC	8/22/2025	Kenneth Monarch
Integrating Preservation into Municipal and Planning Processes	1.5	NAPC	10/30/2025	Tracy Outten Kenneth Monarch
Design Review Roundtable – Additions	1.5	NAPC	11/13/2025	Tracy Outten

IV. MEETINGS

HISTORIC DISTRICT REVIEW BOARD MEETING 2025

	<u>2025 Attendance Record</u>									
	P = Present			A = Absent				V= Vacant		
	1/31/2025	2/18/2025	3/18/2025	4/15/2025	5/20/2025	6/17/2025	7/15/2025	9/16/2025	10/15/2025	12/16/2025
Joan Cooper	P	P	P	A	P	P	P	P	P	P
Kathy Glaser	P	P	A	P	P	P	P	A	P	P
Patricia James	A	P	P	P	A	P	P	P	V	V
Ken Monarch	P	P	P	P	P	P	P	P	P	A
Elizabeth Wright	P	P	P	P	P	A	P	A	P	P

The Historic District Review Board reviewed and reached decisions on individual property applications for some level of renovation or rehabilitation or other improvements to their property as well as application for new single-family residences on the infill lots. The types of applications received and acted upon by the HDRB are broken out below and finally followed by a summary table for the calendar year.

The last table for the calendar year is the listing of applications that could and were reviewed administratively by the Zoning Administrator.

PUBLIC HEARINGS AND DECISIONS HISTORIC DISTRICT AREA REVIEW BOARD 2025			
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>FENCE INSTALLATION</u>	2/18/2025	113 Mason Avenue	Approved
	5/20/2025	201 Tazewell Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>RENOVATION, MINOR</u>	NO Applications Filed in 2025		

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>MODIFICATION OF APPROVED CERTIFICATE OF APPROPRIATENESS (COA)</u>	NO Applications Filed in 2025		

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
RENOVATIONS, ADDITIONS & NEW CONSTRUCTIONS	1/31/2025	215 Monroe Avenue	Approved
	2/18/2025	603 Monroe Avenue	Approved
	3/18/2025	1 Monroe Avenue 1 Monroe Avenue 208 Bay Avenue 509 Harbor Avenue 509 Madison Avenue	Approved (renovations) Denied (staining masonry) Approved Approved After the Fact Approval
	4/15/2025	505 Harbor Avenue 502 Plum Street 314 Tazewell Avenue Lot 547 on Mason Avenue	Approved Approved Approved Approved
	5/20/2025	201 Tazewell Avenue 201 Mason Avenue Unit B	Approved Approved
	6/17/2025	209 Monroe Avenue 601 Tazewell Avenue 425 Randolph Avenue Lot 104 on Washington Avenue	Denied Approved Approved Approved
	7/15/2025	115 Mason Avenue 629 Jefferson Avenue 607 Madison Avenue	Approved Approved Approved
	9/16/2025	108 Monroe Avenue 552 Monroe Avenue 216 Washington Avenue 116 Pine Street Lot 20 on Washington Avenue	Approved Approved Approved Approved Approved
	10/15/2025	439 Mason Avenue 115 Unit 202 Mason Avenue 550 Madison Avenue 537 Mason Avenue 600 Monroe Avenue 114 Fig Street Lot F on Strawberry Street	Approved Approved Approved Approved Approved Approved Approved
	12/16/2025	618 Monroe Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
OTHER	3/18/2025	Lot X on Mason Avenue	Approved

SUMMARY of HDRB MEETINGS FOR 2025					
MEETING DATE	Fence Installation	Renovation, Minor	Modification to Approved COA	Renovations, Additions & New Construction	Other
1/31/2025	-	-	-	1	-
2/18/2025	1	-	-	1	-
3/18/2025	-	-	-	5	1
4/15/2025	-	-	-	4	-
5/20/2025	1	-	-	2	-
6/17/2025	-	-	-	4	-
7/15/2025	-	-	-	3	-
9/16/2025	-	-	-	5	-
10/15/2025	-	-	-	7	-
12/16/2025	-	-	-	1	-
TOTAL APPROVED	2	-	-	30	1
APPROVED AFTER THE FACT	-	-	-	1	-
DENIED	-	-	-	2	-
HDRB TOTAL APPLICATION	2	0	0	33	1
HDRB OVERALL TOTAL APPLICATION 2025	36 Applications				

ADMINISTRATIVE APPROVAL 2025		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
1/31/2025	504 Bay Avenue 627 Jefferson Avenue 214 Washington Avenue	Roof Replacement Roof and Siding Replacement Pergola Installation
2/18/2025	555 Monroe Avenue 332 Randolph Avenue	One Wood Windowsill Repair or Replacement Siding and Gutter Removal, Repair, and Replacement
3/18/2025	504 Jefferson Avenue 534 Jefferson Avenue 512 Monroe Avenue 603 Monroe Avenue 217 Randolph Avenue 219 Randolph Avenue 550 Randolph Avenue 111 Tazewell Avenue 621 Tazewell Avenue 645 Tazewell Avenue	Wood Fence Installation Wood Fence Installation Construct a new Rear Addition Existing Accessory Structure size increase Roof Replacement and Chimney Flashing Replacement Construct a new Rear Addition Roof Replacement Same material Front Walkway and Step Replacement Accessory Structure Installation Widows Walk Wood Railing and Rear Balcony Wood Flooring and Balustrades Replacement

ADMINISTRATIVE APPROVAL 2025

MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
4/15/2025	537 Jefferson Avenue 3 Madison Avenue 411 Madison Avenue 3 Randolph Avenue 234 Tazewell Avenue 415 & 417 Tazewell Avenue	Rear Wood Fence Installation Wood Fence Installation River Rock and Paver Installation Roof Replacement and Chimney Flashing Replacement Wood Fence Installation Existing Accessory Structure Renovation
5/20/2025	525 Jefferson Avenue 535 Jefferson Avenue 500 Monroe Avenue 217 Randolph Avenue 541 Randolph Avenue 814 Randolph Avenue 652 & 654 Tazewell Avenue	Same Material Front Porch and Side Stoop Replacement Rear Roof Replacement Front Porch Roof Replacement Two-Vinyl Window Replacement Existing Accessory Structure Removal and New Replacement Front Brick Paver Walkway Installation Wood Front Porch Flooring Repair or Replacement Wood Siding Repair or Replacement
6/17/2025	616 Monroe Avenue 520 Randolph Avenue 618 Randolph Avenue	Front Step Replacement Rear Outdoor Shower Installation Wood Fence Installation
7/15/2025	325 Madison Avenue 645 Tazewell Avenue 652 & 654 Tazewell Avenue	Existing Accessory Structure Renovation Front Porch, Steps, Fascia Board, and Chimney Repairs Same Material Wood Siding Replacement
9/16/2025	501 Jefferson Avenue 512 Madison Avenue 541 Madison Avenue 547 Mason Avenue 115 Randolph Avenue 409 Randolph Avenue	Roof Replacement Modifying an Approved CoA After the Fact removal of the side chimney & wall Fence Installation Install Railing on the front steps Front and Side Porch Wood Flooring Replacement
10/15/2025	2140 Stone Road 4 Tazewell Avenue	Accessory Structure Installation Wood Fence Installation
12/16/2025	208 Bay Avenue 555 Monroe Avenue 10 Randolph Avenue 634 Randolph Avenue 300 Strawberry Street 645 Tazewell Avenue	Approved COA Modification front walkway material Wood Fence Installation Fence Screening Install around HVAC unit Construct a rear deck and Accessory Structure After the Fact Driveway Right Rear Chimney Repair and Install Chimney Cap
TOTAL APPROVED = 48		