



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
October 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, members present were Joan Cooper, Ken Monarch, and Elizabeth Wright. Also in attendance were Town Manager Rick Keuroglian, Director of Planning and Zoning Administrator, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, Assistant to the Town Manager & Events Coordinator Pam Endlein, 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.

Ms. Nunez stated that a phishing scam was occurring in the community to applicants who were appearing before any of the Boards staffed by the Planning and Zoning Department. She also informed everyone that the Town Hall was relocated to 412 Tazewell Avenue, and the Town Hall Offices would be closed for three days during the move. Sean Ingram asked if any business would be conducted during the closure; no. Mr. Ingram was specifically asking if Code Inspector Jeb Brady would be doing inspections since he would be out of town for many days after the move. Ms. Nunez answered no, all staff would be helping to move the town hall. Mr. Ingram confirmed that no inspections would be done for those three days, even though Mr. Brady was going out of town right after the relocation. Ms. Nunez reiterated that he could email Mr. Brady.

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 Vice-Chairwoman Wright, seconded by Member Cooper, to approve the agenda format as presented. The motion was approved by a unanimous vote.

Ms. Outten informed the members that Patricia James resigned and encouraged anyone interested in serving on the HDRB to contact the Town Clerk.

NEW BUSINESS:

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

- A. *439 Mason Avenue – to replace the siding, windows, trim, and fascia on the single-family home.*

Ms. Outten summarized the staff report.

Sean Ingram, the owner's representative and contractor, was available to answer any questions. He informed the board that the fascia would not be replaced, and the cornerstone was remaining intact.

The board members asked if the mixed window grill patterns on the house were being kept. Mr. Ingram answered yes, the window grills would be replaced with the same patterns. He added that the oversize window being replaced would have a sill that conformed with the Historic District Overlay Design Guidelines (HDODG).

Motion made by Member Cooper, seconded by Member Monarch, to approve the application for a Certificate of Appropriateness at 439 Mason Avenue on an application filed by QS, LLC on behalf of Bruce and Joan Gittinger to replace the following: (1) existing vinyl windows with new Fibrex windows of the same grill configuration as follows: 1 = 4/4 sides and 16-lite middle, and 1 = 6/6, 5 = 1/1; (2) existing vinyl sills, trim,

and fascia with new AZEK; and (3) existing vinyl siding with new Hardie siding 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 & Associated Architectural Styles: Ranch, Section 5.9 – Exterior Wall Materials & Finishes, Section 5.10 – Exterior Trim & Details, Section 5.11 – Windows & Associated Features, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 9/1/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- B. *115 Mason Avenue, Unit 202 – to replace the existing windows on the commercial building.*
Ms. Outten presented the staff report.

Debbie Blackburn, the applicant, could not be reached via telephone.

The board thought this application could be voted on without the applicant being available, as the neighboring unit had previously been approved for the same windows.

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 155 Mason Avenue, Unit 202 on an application filed by Debbie and Lee Blackburn, to replace the twelve existing wood windows with twelve new vinyl windows and to replace the existing wood sills with new vinyl sill of the same dimensions on the commercial building; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) 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 Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 4/25/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- C. *550 Madison Avenue – to replace the existing front porch columns, balustrades, and step railing on the single-family home.*
Ms. Outten read the staff report.

Richard Burger, the applicant, was available to answer questions.

Member Cooper stated that the specific architectural style of a Folk Victorian front porch had a mix of turned and square balustrades and columns, not just all turned or square per the HDODG Section 3, page 3-12. Chairwoman Glaser asked Mr. Burger if the spindles were original. He answered that it was unknown. The board would like the new columns, balustrades, and step railing to conform to the HDODG, specifically the Folk Victorian front porch style.

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 550 Madison Avenue on an application filed by Richard and Susan Burger, to replace the existing front porch features as follows: (1) Columns: 8’ 11” x 5-1/2” x 16” turned wood with 8’ 11” x 5-1/2” x 22” vinyl, (2) 39” x 3-1/2” Balustrades: vinyl with vinyl, and (3) 39” x 3-1/2” Step Railing: vinyl with vinyl 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 & Associated Architectural Styles: Folk Victorian, Section 4.4 – Woodwork: Porches & Associated Features, Section 5.4.2 – Porches, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 8/26/2025, with the designated condition that the new front porch columns and balustrades must be a combination of turned and square design to conform with the architectural style of the Folk Victorian per the HDODG Section 3.2, page 3-12; and per all zoning requirements. The motion was approved by a unanimous vote.

- D. *537 Mason Avenue – to demolish the existing front porch and construct a new front porch on the single-family home.*

Ms. Outten summarized the staff report.

Dorothy Butler, the applicant, was available to answer questions.

The board members did not have any questions.

Motion made by Vice-Chairwoman Wright, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 108 Monroe Avenue on an application filed by Dorothy M. Butler to demolish the existing front porch and construct a new front porch of the same dimensions as follows: 15:12 asphalt shingle roof, wood ceiling, wood corbels, 8-1/2" x 4" x 1-1/2" wood flooring, 8' x 21-1/2" turned wood columns, 3' 5" x 7' 7" x 1-1/2" square wood balustrades and step railing, and wood lattice skirting 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 & Associated Architectural Styles: Folk Victorian, Section 4.2 & 5.2 – Roofs, Section 4.4 – Woodwork: Porches & Associated Features, and Section 5.4.2 – Porches; as stated in the application dated 9/12/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- E. *600 Monroe Avenue – to enclose the existing 64 square feet rear portico and replace the existing wood step railing.*

Ms. Outten presented the staff report.

Jesse Philpot, the owner's representative and contractor, was available to answer any questions.

The board members did not have any questions.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at 600 Monroe Avenue on an application filed by Philpot Construction, LLC on behalf of Marc Callinton and Sofia Shea to enclose the existing 64 square feet rear portico with materials that matches the existing materials, and to replace the existing 30" x 4" rear wood step railing with a new 36" x 4" wood railing system 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 & Associated Architectural Styles: Colonial Revival, Section 5.4.1 – Wood Siding & Trim, Section 5.4.2 – Handrails, and Section 5.5.4 – New Window & Door Openings; as stated in the application dated 9/24/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

- F. *114 Fig Street – to screen-in 267.8 square feet of the existing rear deck.*

Ms. Outten summarized the staff report.

Eric Adams, the owner's representative and contractor, was available to answer questions.

Chairwoman Glaser confirmed that the steps were being screened in.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 114 Fig Street on an application filed by Eric Adams on behalf of Donald and Mary Bickley to screen-in 267.8 square feet of the existing rear deck including the rear 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 & Associated Architectural Styles: Colonial Revival, Section 5.4.2 – Screening, Section 5.5.2 – Screen & Storm Doors, and Section 5.9 – Decks, Ramps, & Patios; as stated in the application dated 9/24/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

G. *Tax Map #83A1-8-F on Strawberry Street – to construct a new single-family home, rear covered deck, and enclosed outdoor shower.*

Ms. Outten read the staff report.

Scott and Robin Simms, the owner’s representatives, were to answer questions.

The board members agreed that the exposed area of the shiny pipe would need to be painted matte color.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to approve the application for a Certificate of Appropriateness at Tax Map #83A1-8-F on Strawberry Street on an application filed by Coastal Craftsman Builders, LLC on behalf of Andrew and Jacqueline Sears to construct a new 1,020.25 square feet two-story single-family home, a rear enclosed deck, a 27 square feet enclosed rear outdoor shower, and to install a sidewalk; per the Cape Charles Historic District Overlay Design Guidelines (HDODG) Section 5.13 – New Construction of Primary Buildings, 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 8/28/2025 with the following designated condition that the exposed steel chimney flue must be painted/treated with a matte finish to be more compatible with the neighborhood; 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: None; (ii) Other: 2140 Stone Road, 4 Tazewell 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.

ANNOUNCEMENTS:

Ms. Nunez informed the board that the November HDRB Regular Meeting was cancelled as no applications had been filed.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the October 15, 2025 Historic District Review Board Regular Meeting at 5:33 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator