



HISTORIC DISTRICT REVIEW BOARD

Regular Meeting
Cape Charles Civic Center
December 16, 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, and Elizabeth Wright. Ken Monarch was not in attendance. Also in attendance were the Director of Planning and Zoning Administrator, Planning/Zoning Assistant, and Preservation and Zoning Administrator Tracy Outten, and Town Clerk Libby Hume. 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.

PUBLIC COMMENT:

There were no public comments to be heard, nor any comments received in writing prior to the meeting.

CONSENT AGENDA:

Hearing no objections, Chairwoman Glaser approved the agenda as written and the minutes from the September 16, 2025 Historic District Review Board Regular Meeting as amended. The motion was approved by a unanimous vote.

Motion made by

NEW BUSINESS:

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

- A. *618 Monroe Avenue – to replace the siding and twelve existing windows on the single-family home.*
Ms. Outten summarized the staff report.

Susie Bumann, the applicant, was available by phone to answer any questions.

The board members confirmed the following: (i) the existing brick on the front of the building would not be touched; (ii) the new Anderson windows would fit the current window opening, so the existing frame would not be removed; and (iii) the existing windowsills would stay the same.

Motion made by Chairwoman Glaser, seconded by Member Cooper, to approve the application for a Certificate of Appropriateness at 618 Monroe Avenue on an application filed by Susie Bumann to replace the following: (1) existing twelve 6/6 vinyl windows with 1/1 vinyl windows and (2) existing aluminum plank siding (0.19" D x 6" W) on the front gable, sides, and rear with new vinyl siding (.040" D x 5" W) 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 5.11 – Windows & Associated Features, and Sections 7.1, 7.2, and 7.3 – Alternative Materials; as stated in the application dated 11/3/2025; and per all zoning requirements. The motion was approved by a unanimous vote.

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: 208 Bay Avenue, 555 Monroe Avenue, 10 Randolph Avenue, 634 Randolph Avenue, 300 Strawberry Street, 645 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:

There were no announcements.

Motion made by Member Cooper, seconded by Vice-Chairwoman Wright, to adjourn the December 16, 2025 Historic District Review Board Regular Meeting at 5:14 p.m.

Chairwoman Kathy Glaser

Planning/Zoning Assistant Preservation & Zoning Administrator

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