

*Town of Cape Charles*

***HISTORIC DISTRICT REVIEW BOARD***

*November 15, 2005*

***4:30 p.m.***

At approximately 4:30 p.m. on November 15, 2005, Chairman Dunton called the Regular Session of the Historic District Review Board to order. In addition to Chairman Dunton, present were Melvin Dudley, Jan Neville, and Dianne Davis. Absent was Greg Lohse. Also present were Jason Pruitt Town Planner, Joy Pelletier Town Clerk, and 3 members of the public.

Dianne Davis led the invocation and all recited the Pledge of Allegiance.

**Motion made by Melvin Dudley, seconded by Jan Neville and unanimously approved to accept the agenda format with the following changes: Add item 2 C and move items 3 A, B and C (New Business) to follow Item 2 B (Old Business).**

**Motion made by Melvin Dudley, seconded by Jan Neville and unanimously approved to accept the minutes of October 17, 2005 and October 18, 2005 as amended.**

**Old Business**

- A. 223/225 Tazewell Ave. – Damon Paglia – Modifications to existing structure. Chairman Dunton briefly explained the proposed changes which included returning the structure to a single family residence from a duplex.

**Motion made by Melvin Dudley, seconded by Dianne Davis and unanimously approved to accept the changes to the original application as presented.**

- B. Accessory Buildings – Town Planner, Jason Pruitt reviewed the minor language changes made by the Planning Commission and indicated a Public Hearing had been scheduled for December 6, 2005. Chairman Dunton expressed concern over the usage issues and asked Mr. Pruitt to follow up with the Planning Commission to be certain they moved forward in creating usage language.

- C. 550 & 554 Madison Ave.- William Baines - Modification to previous application.

Town Planner, Jason Pruitt briefly described the changes to the original applications which included adding windows to both structures and changing the pitch of the rear roof line at 550 Madison Ave.

**Motion made by Dianne Davis, seconded by Melvin Dudley and unanimously approved to accept the application as presented relative to the approval of the Building Department and Zoning Ordinances.**

- D. Demolition of 551 Mason Ave

Jason Pruitt reviewed the steps towards demolition as followed by the property owner, Marvin Schaffer. He also described the process the Council had taken towards the possible purchase of the structure. Council members visited the site and determined the structure was in poor condition but not beyond repair. However, the funds required to purchase the property and make subsequent repairs were too costly for the Town to undertake at this time. Mr. Schaffer's application was approved for demolition; however, a letter to him was drafted by staff and the Mayor to inform him of a number of Zoning issues that could prove to be a challenge when replacing the structure.

- ~~E. Trees in the Historic District Jason described mitigate see notes letter from Mayor discussed. HDRB to review removal of "significant" no definition trees and come up with What is on Town property. What is on personal property should not have to be approved. Suggestion to remove the ordinance.~~ (revised 12/20/05) Mr. Pruitt opened the discussion by introducing a letter from the Mayor in which Town Council had asked the HDRB to propose a definition for "significant trees" to help guide the enforcement of the ordinance. The Board debated the issue and agreed they should not be involved in trees on private property. They suggested the term "significant trees" be removed from the Town Ordinance.

- F. Contributing Structure Criteria Update

Mr. Pruitt reviewed with the Board the progress made towards locating the original criteria which had been used to determine the Town's historic "contributing structures". He also provided a Survey obtained from the Virginia Department of Historic Resources and suggested the survey could be modified and used as a basis if the Town decided to update its inventory of historic buildings.

### **New Business**

- G. 612 Plum St. – SGJ Properties, LLC – New Single Family Dwelling  
Mr. Pruitt described the application as proposed.

**Motion made by Melvin Dudley, seconded by Dianne Davis and unanimously approved to accept the application as presented.**

- H. 646 Tazewell Ave. – R. Shane Parr – New Accessory Building

Mr. Pruitt explained that because Mr. Parr owns three lots and an accessory building can only be located on a lot where the main structure sits, Mr. Parr plans to apply to the county to have a lot line absolved in order to have more

flexibility in where he may place a new Dutch barn style accessory building.  
**Motion made by Melvin Dudley, seconded by Dianne Davis and unanimously approved to accept the accessory building plan as presented with the exact location to be determined after a survey is submitted to the Town Offices.**

**Announcements**

- A. Northampton County Land Use Public Input Session – November 29, 5:30 pm, at Northampton High School – (Date finalized, location and time are tentative)  
Mr. Pruitt described the purpose of the session and urged the Board members to attend to present their ideas of the type of development would like to see and where in the county the new development should be concentrated.

The Board members then held a short discussion on the IDA transferring the STIP back to the county.

**Motion to adjourn the regular session of the Historic District Review Board made by Dianne Davis, seconded by Melvin Dudley and unanimously approved.**

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**Chairman**

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**Town Clerk**