

# HISTORIC DISTRICT REVIEW BOARD

## Regular Session

December 20, 2005

4:30 P.M.

Chairman Russ Dunton called to order the Regular Session of the Cape Charles Historic District Review Board at approximately 4:30 p.m. In addition to Chairman Dunton, present were Dianne Davis, Greg Lohse and Jan Neville. Absent was Melvin Dudley. Also present were Town Planner Jason Pruitt, Building Official Doug Smith, Building Inspector Joe Matthews, Building Inspector Jeb Brady, Town Clerk Joy Pelletier and two members of the Public.

Dianne Davis Led the Invocation and all recited the Pledge of Allegiance.

**Motion made by Jan Neville, seconded by Greg Lohse and unanimously approved to modify the Agenda to move item 3B, 3E and 3F prior to Old Business.**

**Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved to accept the minutes of November 15, 2005, regular session as amended.**

**Motion made by Jan Neville, seconded by Greg Lohse and unanimously approved to accept the minutes of December 1, 2005 with necessary corrections.**

### Old Business

#### Accessory Buildings

Mr. Pruitt updated the Board members on the progress of this item. He reported no one had spoken for or against the revisions at the Planning Commission's public hearing held on December 6, 2005. The Planning Commission moved to forward the revisions to Council for approval. The Planning Commissioners did agree, however, to look into a further revision of the ordinance to include the regulation of "accessory apartments" perhaps allowing this use through a conditional use permitting process.

#### Trees in the Historic District

Chairman Russ Dunton reviewed with the Board his recommendations, on their behalf, to Town Council concerning tree issues, i.e. preservation and planting of trees on public land. He also reported a member of the Planning Commission would be drafting a tree preservation ordinance for review.

## **New Business**

- A. 645 Mason Ave. – Kevin Reading – Modifications to existing structure  
Chairman Dunton reminded the Board they had approved modifications to the foundation of this same structure on December 1, 2005. This current request was asking for additional modifications which included removing aluminum siding (trying to protect and preserve the original siding), a second story addition of hardiplank, and a foundation of brick.

**Motion made by Jan Neville, seconded by Greg Lohse and unanimously approved to accept the application with the following conditions: use original material where possible, or use wood or hardiplank to match the original material.**

- B. 718 Randolph Ave. – John Huchler – Modifications to existing structure  
Chairman Russ Dunton opened the discussion by reviewing a brief history of the deterioration of this contributing structure. He also indicated a portion of the building looked as if it had been torn down without the approval of the HDRB. Mr. Pruitt, however, confirmed that part of the building had collapsed. He then detailed, for the Board, the proposed modifications which included changes in the roof, front windows, and materials, and an addition to the rear of the building. This further led to a discussion of changing the entire look of a contributing structure and reference made to the Historical Overlay in the Zoning Ordinance.

**Motion made by Dianne Davis and seconded by Greg Lohse to table this application for 718 Randolph Ave. until the Planning Commission has met.**

- C. 114 Randolph Ave. – Rob Edmunds – New single family dwelling  
Chairman Dunton opened the discussion indicating that part of the house extended beyond the porch therefore the porch guideline of 80% was not met. Suggestions were made on how to adjust the plans to meet the Zoning requirements. Other concerns discussed were the aesthetics of the Pine Street side of the building, the chimney a second story window and the size of the accessory building.

**Motion made by Greg Lohse, seconded by Dianne Davis and unanimously approved to accept the accessory building plans as presented and the main structure plans subject to clarification on the chimney being exposed all the way up to the roof line, second story window to be compatible with other windows, and porch that extends across the entire front of the house.**

- D. 555 Mason Ave. – Filler Up Properties, LLC – Modifications to existing structure.

Chairman Dunton led the discussion of the proposed improvements clarifying for all the modifications would not increase the size of the building and stated the intended use of the renovated structure to be for office or retail space.

Windows, doors, siding and lighting were all discussed.

**Motion made by Greg Lohse, seconded by Dianne Davis and unanimously approved to accept the application as presented with the caveat the large door on Mason Ave is treated like other windows and approved by the Town Planner.**

- E. 618 Jefferson Ave. – Thomas Godwin – New commercial structure  
Russ opened this item by remarking that Grays Funeral Home has been continuously operated since 1895 making it the oldest continuously operating

business in Cape Charles. However, the building in the current location was built in 1946 so therefore was not a contributing structure. Chairman Dunton explained Mr. Godwin operates a business in what is now a residential district; however, he has a grandfathered right to continue business in the current building. Chairman Dunton explained that through the “hardship” process, the Board of Zoning Appeals had approved the construction of the building with the criteria the old building must be demolished. He went on to clarify that any new construction must conform to the existing architecture (roof pitches, porches, etc.) since the location of the proposed structure is an R-1 district. The new construction must look like it has belonged there all along.. Mr. Godwin indicated he was eager to work with the board to conform to the needs of the district. It was agreed Mr. Godwin would adjust his plans and consult with Planning Administrator, Jason Pruitt.

**Motion made by Dianne Davis, seconded by Greg Lohse and unanimously approved to table this application for 618 Jefferson Ave.**

Demolition by Neglect Cases in the Historic District  
Doug Smith, Building Official presented a proposed policy that ceases demolition by neglect. Mr. Smith explained that the Town would take necessary steps to reduce hazards and eliminate additional deterioration of the building if the Town was not able to get cooperation from property owners of deteriorating structures. This policy is not meant to make the building aesthetically pleasing, but to stop further penetration of water and to prevent r, birds and animals from entering the structure. The proposed policy would allow only minor repair to siding, roof and windows. The Board agreed to lend their full support to Mr. Smith’s intent to correct demolition by neglect. It was also announced a joint work session with Town Council and the Historic District Review Board would meet on January 25, 2006 at 4:30 p.m. in Council Chambers.

**Announcements**

- A. Holiday Party for Cape Charles’ elected and appointed officials  
December 22, 2005, 12:00pm – 2:00pm, in the Council Chambers
- B. Board Resignation - Greg Lohse had indicated his intent to resign; however, code indicates he may be chosen as an alternate when needed for a quorum upon written request from a current member.

**Motion made by Greg Lohse, seconded by Jan Neville and unanimously approved to adjourn the meeting.**

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Chairman

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Town Clerk