

Historic District Review Board

Regular Session

September 19, 2006

4:30 P.M.

At approximately 4:30 p.m. in the Town Council Chambers, Chairman Dunton called to order the Regular Session of the Historic District Review Board. In addition to Chairman Dunton, present were Jan Neville, Melvin Dudley, Dianne Davis and Bob Sellers. Also present were Town Planner Jason Pruitt Town Clerk Joy Pelletier 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 as presented.

Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved to accept the minutes as amended presented.

New Applications

- A. 237 Randolph Ave. – Bruce Evans – New accessory building.
Jason Pruitt briefly described the application assuring the Board the height of the structure would not exceed the 24 foot maximum height requirement. Discussion included shingles and cut trim to match the main structure. The applicant also indicated a modification might be made to the plans by placing the staircase inside the building.

Motion made by Melvin Dudley seconded by Bob Sellers and approved with one abstention to accept the application as submitted with the provision of adding a dormer on the north side of the structure if desired and move the staircase to the inside of the building.

Other Business

- A. Review of Previously Approved Applications
Chairman Dunton opened discussion to encompass past approvals and the learning curve that accompanied the approval process. He asked the Board for input on approved items where the end product did not match the Board's desired objective. He also asked for examples of items that surpassed the desired results.

One item broached of historical significance was chimney flues enclosed in product other than brick. It was suggested these no longer should be approved. Also examined was the penthouse concept. It was determined the siding material and

color should match the main structure so the penthouse blends with the structure rather than look like an after-thought.

Second story balconies with a separate porch roof (not a roof as the extension of the house) were discussed as a positive “period” feature. It was suggested, going forward, applicants should be led in that direction unless cost prohibitive.

Ms. Davis brought up how the look of Cape Charles was changing. The change was coming about due to the Board allowing period characteristics to be added to structures in areas of Town that previously did not reflect that particular style. She also mentioned often, applicants change their plans mid construction without the approval of the Board and are not made to adhere to the original approval.

The Board discussed the ordinance and its empowerment of the Town Planner, Jason Pruitt, to turn down applications that might be inappropriate. The process for the applicant would be then to appeal to the HDRB, then to the Town Council.

B. Historic District Review Board Membership

It was recommended rather than having two separate Boards to cover the Historic District and the newly developed Harbor District, the Historic District Review Board should expand to a seven member board to cover both districts. It was further recommended that at least five of the seven employees should be residents of the Historic District and that one member of the Historic District Review Board serve also as a member of the Planning Commission.

Motion made by Melvin Dudley, seconded by Dianne Davis and unanimously approved to recommend to both Planning Commission and Town Council that the Historic District Review Board be expanded to a seven member board with five members living in the Historic District and one member also serving as a member of the Planning Commission.

C. Virginia Department of Historic Resources Certified Local Government Program
Jason Pruitt described the program which offers grant opportunities, educational programs and technical assistance. Mr. Pruitt explained a new survey of the Historic District must be completed as a qualifier to join the program. It was decided that Mr. Pruitt would do additional research and report back to the HDRB prior to any recommendations being made to Council.

D. Accessory Apartments

Jason Pruitt provided a draft of the regulations for accessory apartments the Planning Commission had been composing. They had based their guidelines on ordinances in place in Williamsburg and Smithfield.

Discussion revolved around not being able to “police” who and how many were living in an accessory apartment and whether the accessory apartment was being rented on a weekly, monthly, or annual basis. Parking and affordable housing were also discussed.

E. Historic District Demolition Regulations

Mr. Pruitt announced the modification to the regulations had been passed. He provided the newly revised documents for the Historic District Review Board to supplement their copies of the Zoning Ordinance.

Announcements

Chairman Dunton reminded the Board of the Comprehensive Plan Kick-Off meeting with Renaissance Planning Group which was scheduled to be held at the Palace Theatre beginning at 7:00 p.m. on September 19, 2006.

Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved to adjourn the meeting.

Chairman

Town Clerk