

# **Historic District Review Board**

## **Regular Session Agenda**

**July 19, 2011**

**4:30 P.M.**

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Consent Agenda
  - A. Approval of Agenda Format
  - B. Approval of Minutes
4. New Business
  - A. 627 Randolph – Repair and house addition.
  - B. 2 Plum – Municipal Building – window lenth repair/replacement
5. Old Business
  - A. None
6. Announcements
7. Adjourn



**DRAFT**  
**Historic District Review Board**  
**Regular Meeting**  
**Town Hall**  
**June 21, 2011**  
**4:30 p.m.**

At 4:34 p.m. in the Town Hall, Chairman Russ Dunton, having established a quorum, called to order the Historic District Review Board (HDRB) Meeting. In attendance were Board members Dianne Davis and Bob Sellers. Board member Jan Neville arrived at 4:49 p.m. Russ Dunton stated that there was still one vacancy on the board. Also present were Town Planner Tom Bonadeo and Town Clerk Libby Hume. There were no members of the public in attendance.

Dianne Davis offered the invocation and led the Pledge of Allegiance.

Tom Bonadeo stated that he had spoken to several people who might be interested in serving on the Historic District Review Board but the problem he was running into was that there weren't many people who live in Town full time. It would be beneficial to find someone living in the Historic District to join the Board.

**CONSENT AGENDA**

**Motion made by Dianne Davis, seconded by Bob Sellers and unanimously approved to accept the agenda format as presented.**

The Board members reviewed the minutes for the May 17, 2011 Regular Meeting. Dianne Davis noted a typographical error on page 4. Libby Hume stated that, after the meeting packets had been distributed, she noticed an error on page 3, ninth line, under "Town of Cape Charles – Public Utility Garage." The size of the building should show "30' x 80."

**Motion made by Bob Sellers, seconded by Dianne Davis, and unanimously approved to accept the minutes for the May 17, 2011 Regular Meeting as amended.**

**NEW BUSINESS**

*530 Tazewell Avenue – New Shed over 200 Square Feet*

Tom Bonadeo stated that an application had been received for the construction of a new shed over 200 Sqft in the rear of 530 Tazewell Avenue. The shed would be traditional in style and was a copy of an early Cape Charles rear yard shed as could be seen behind the Cassatt Cottages. The applicant planned to have barn doors facing the alley with a 5' alley setback and one window and personnel door facing the house. The narrow ends of the building would not have openings but would be landscaped. The siding would be horizontal siding such as Hardi Plank, the roof would be metal and it would be built on a concrete slab. The applicant also requested that an alternate siding of board and batten (real wood siding, not plywood) also be approved, if possible. There were numerous sheds in Cape Charles sided with board and batten siding, especially older sheds. Russ Dunton commented that he would not be opposed to board and batten as long as it wasn't plywood and added that typically, in the past, most sheds had board and batten. Dianne Davis asked about the difference in the two drawings which were included in the packet. Tom Bonadeo responded that the second drawing depicted the landscaping that the applicant planned to plant along the side of the shed.

Russ Dunton asked if there were any concerns regarding the style of shed. Dianne Davis stated that she did not like barn doors but as long as the shed met the guidelines, she was agreeable to approving the application.

**Motion made by Bob Sellers, seconded by Dianne Davis, to approve the application as presented with either horizontal or board and batten siding. The motion was unanimously approved.**

**OLD BUSINESS**

*Tabled Application – 631 Jefferson Avenue – New Garage*

Tom Bonadeo explained that the original application for this new garage was reviewed at the May meeting and tabled pending redesign of the roof line. The applicant submitted a new drawing of a garage with a gable roof with dormers. Tom Bonadeo advised the Board members to disregard the sliding door, balcony and dimensions depicted in the drawing. The applicant could not draw the roof line and found this design and submitted it for the style of the roof line only. The siding and roof covering would match the existing structure. Russ Dunton stated that as long as the garage met the height restriction, he was okay with the revised design. Tom Bonadeo stated that there would be overhead storage but no second floor. Dianne Davis asked if the applicant had enough room in the yard to get in and out of the garage. Tom Bonadeo explained that the applicant was hoping that the alley behind the property would be reopened at some point. Tom Bonadeo added that the applicant had room beside the house but the neighbor's propane tank was on this property and blocked the way. The applicant was looking more for storage space and had a small boat that could be wheeled to the back that would be stored in the garage.

The Board members went on to discuss the alleys and the Town's plans to reopen several areas that had been closed off. Tom Bonadeo stated that the Town had been working on easement issues and upon Linda Carola's return another set of letters would be sent to property owners to continue this work. During this year's budget process, Council did not want to raise taxes, so this project was one of the projects where funding was cut. The Town could continue with the process in obtaining permission from the property owners for easements with no cost. The Town was committed to reopening the alleys in an effort to keep vehicles, boats, trash receptacles, etc. off the street. Russ Dunton added that alleys could help in case of fires or other emergencies.

Russ Dunton asked the Board members whether they had any questions or concerns regarding the new garage as proposed. There were no additional questions or comments.

**Motion made by Dianne Davis, seconded by Bob Sellers, to approve the application for a new garage with the new roof line as presented. The motion was unanimously approved.**

**OTHER BUSINESS**

Tom Bonadeo stated the Board that the small lot on the corner of Strawberry Street and Randolph Avenue had been purchased. Tom Bonadeo added that he advised the new owners that the specimen tree on the lot was to be protected. There was some discussion that this was a non-standard lot and it would be difficult to build a house around the tree on the lot.

**ANNOUNCEMENTS**

There were no announcements.

**Motion made by Dianne Davis, seconded by Jan Neville and unanimously approved to adjourn the Historic District Review Board meeting.**

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Chairman Russ Dunton

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Town Clerk

# Historic District Review Board Staff Report

**From:** Tom Bonadeo  
**Date:** July 19, 2011  
**Item:** 4A – 627 Randolph Avenue – Repair and addition  
**Attachments:** Drawing and photos

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## Application Specifics

An application has been received for the repair and addition to the rear of 627 Randolph. The diagram and photos show the existing conditions. The structure consists of the main part of the house facing Randolph and the rear ell. The rear wall of the ell and a portion of the rear wall of the house have been open to the weather for some time. The project was started in 2002.

## Discussion

The attached drawing is an attempt to show the original house and proposed addition. This drawing will not be sufficient to make the repairs and it does not detail the material types.

The concept of the project is to complete the original project as the house is under Code Enforcement. The structure will need stabilization and structural repairs but these are not part of the historic review.

The following items should be addressed:

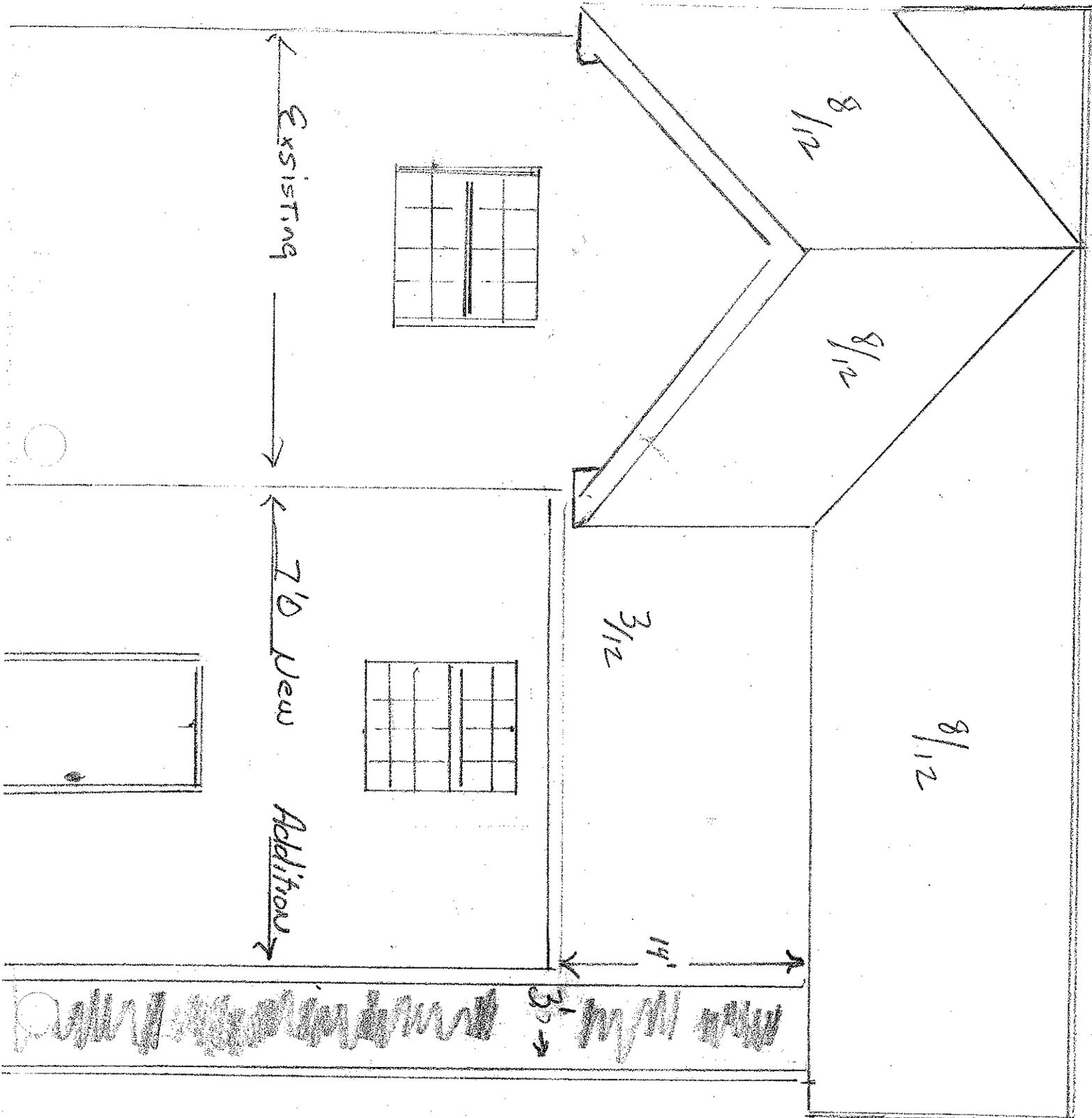
1. The original roof has been replaced and an addition like this should use the same material.
2. The addition shows a door and a window located directly over each other. This is in keeping with the architectural style of the original house and should be required.
3. The door is shown smooth but should be a panel door in accordance with the ordinance.
4. The siding of the addition should be different from the original so that the addition is easily recognizable as an addition.
5. While no plan for a front porch was received, it should be noted that the original porch was removed and none exists today. A new porch should be required at 80% of the front of the building.
6. While the plan shows the addition set 3' from the edge of the building, it does not show the property line. Staff was unable to determine if this would meet the required setback.

The structure is a contributing structure to the Historic District and the building is under Code Enforcement to be repaired.

## Recommendation

Staff recommends the approval of the repairs and addition to include at a minimum, the six items listed above.

627 Randolph Ave  
REAR of house Addition





Tyvek HomeWrap

Tyvek HomeWrap

DUPONT Tyvek HomeWrap

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Two

MISSISSIPPI



Two

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# Historic District Review Board Staff Report

**From:** Tom Bonadeo  
**Date:** July 19, 2011  
**Item:** 4B – 2 Plum Street – Municipal Building- Window lintel repair  
**Attachments:** Photos

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## Application Specifics

The Department of Public Works has received bids for the repair and/or replacement of the lintels over all the windows in the Municipal Building. These have deteriorated over the last 70 years and the rusting metal has caused numerous problems. The windows were replaced some years ago and new wood was added but the original metal was never removed.

## Discussion

The attached photos show the recommended replacement of the old steel lintels with precast concrete lintels to match the sills. The photos have been retouched to show the new lintels in place. The photo of the front of the building show the lower window “as is” so you can compare the look of the old and new windows.

The rusting has caused the parapet wall (wall above the windows) to crack and cause structural problems. This needs to be repaired quickly.

The contractor specializes in historic restoration and will also do some brick cleaning and pointing. The pointing will be concentrated on the limestone portions of the building where mortar is falling out.

The windows will not be replaced at this time. The front window on the first floor may require closure and bricks from the lintel replacement to fill or repair if necessary. This window has the main beam of the building over it and it carries the entire load of that end of the beam. An alternative would be to leave the window and support the end of the beam with a steel post directly inside the window. No plan for change yet.

## Recommendation

Staff recommends the approval of the repairs and addition of the new lintels in the Municipal Building per the attached drawings and the pointing and cleaning of the brick in the most gentle way possible (secretary’s guidelines).

