



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting

Town Hall

July 17, 2012

4:30 p.m.

At 4:30 p.m. Chairman Russ Dunton, having established a quorum, called to order the Regular Meeting of the Historic District Review Board. In addition to Chairman Dunton, present were Dianne Davis, Jan Neville and Bob Sellers. Russ Dunton stated that there was one vacancy on the Board. Also in attendance were Town Manager Heather Arcos, Assistant Town Manager Bob Panek, Code Official Jeb Brady, Town Clerk Libby Hume and Assistant Town Clerk Amanda Hurley as well as Councilwoman Natali and one (1) member of the public.

Dianne Davis gave the invocation followed by the recitation of the Pledge of Allegiance.

Russ Dunton explained that Town Planner Tom Bonadeo was not able to attend this meeting but Town Manager Heather Arcos, Assistant Town Manager Bob Panek and Code Official Jeb Brady would be providing information regarding the various agenda items.

### **CONSENT AGENDA:**

Russ Dunton informed the Board of two new items to be reviewed as follows: i) A side entrance addition for 102 Tazewell Avenue; and ii) A side porch alteration for 607 Randolph Avenue.

**Motion made by Dianne Davis, seconded by Bob Sellers, to approve the agenda as amended. The motion was unanimously approved.**

The Board reviewed the minutes of the May 15, 2012 Regular Meeting.

Russ Dunton questioned language in the minutes regarding the proposed repairs to the property and stated that he thought the discussion regarded the proposed states of construction vs. repairs. Russ Dunton polled the Board and they were in agreement. The minutes would be amended to read "Dianne Davis asked for further clarification on the proposed stages of construction and questioned the 2012 timeframe."

Dianne Davis noted that a comma needed to be added after "Tom Bonadeo" in the first sentence under New Business.

**Motion made by Jan Neville, seconded by Dianne Davis, to approve the minutes of the May 15, 2012 Regular Meeting as amended. The motion was unanimously approved.**

### **NEW BUSINESS:**

A. *Historic Rehabilitation of the Old Cape Charles High School Building:*

Town Manager Heather Arcos informed the Board that the Town Council adopted a resolution to refer the proposed amendment of the zoning map for consideration of rezoning of the former school property from Open Space to R-1 to the Planning Commission. The resolution also required the Planning Commission to consider whether, in the event the rezoning was approved by the Town Council, a conditional use permit should be granted for the adaptive reuse of the former school building to convert it to 17 residential apartment units. The historic restoration would be in accordance with the Secretary of the Interior's Guidelines for Historic Tax Credits and would be supervised by the Virginia Department of Historic Resources.

A Planning Commission public hearing was scheduled for July 26<sup>th</sup> at 6:00p.m.

Section 8.5.B. of the Zoning Ordinance stated that conditional use permits were “subject in all cases to report by the Historic District Review Board in accordance with the purposes and standards of the Historic District.” The Board had the duty to assist the Town Council, Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites at buildings or other properties in the historic district such as appropriate land usage, parking facilities and signs.

The Board was here tonight to discuss the conditional use permit application for rehabilitation of the school building into 17 apartments. More detailed plans would be brought back to the Board at a later date. The rezoning must be done before the project could move forward.

Russ Dunton asked what the Board was supposed to do. Assistant Town Manager Bob Panek stated that the Board was limited to providing a report to the Planning Commission and Town Council on the appropriateness of the applied use relative to the Historic District.

Dianne Davis stated that this review was for apartments but asked whether this process was still necessary if the building were to be used as a community center. Heather Arcos responded that this process was necessary for either use.

Dianne Davis referred to language in Resolution 20120628 and asked if the resolution was stating that this was a necessity. Bob Panek stated that the language referred to the rezoning being necessary for anything to be done to the old school property.

Russ Dunton summarized that this was a required step to be taken, not an actual application for historic review at this time. There were no plans to be reviewed as yet. This was only a conditional use permit application to which the Board was only to make a report. The Board had no approval authority for the conditional use permit application.

Heather Arcos stated that typically, the Board did not provide comments to the Planning Commission or Town Council on projects. Bob Panek added that in this case, the Board needed to provide a report on the applied use relative to the Historic District.

Russ Dunton stated that restoring the building was a no-brainer, but gifting it to a private party so the public no longer has access to it was the issue. Previously, the Town government sold the old Cape Charles Elementary School and regretted it afterwards. There was also a reverse proffer where the Town was giving concessions to the developer to take the school property. Russ Dunton continued to state that this would change the park and the issues needed to be considered. The Town spent a lot of money on the park. The basketball court and parking area would go away.

Dianne Davis expressed her concern with the Kids Park staying in place with all the traffic. Heather Arcos stated that the Kids Park would be closed off from the school area and two new entrances would be added. Bob Panek added that the developer would fence off the parking lot as well.

Dianne Davis asked what would happen to the basketball court and where it would be relocated. Heather Arcos stated that it could be relocated but a location had not been discussed.

Dianne Davis stated that she understood what they were doing for rezoning but expressed her concern that the Board did not have anything to look at regarding the plans for the building. Heather Arcos stated that if the rezoning and conditional use permit were approved, the developer would submit more detailed plans which would be presented to the Board for review.

Russ Dunton stated that the decision today was whether the Board felt it was appropriate to convert the school building into apartments in the Historic District. The Board was only involved in the exterior of the building and the plans to be submitted later would provide the details. Russ Dunton added that the bottom line was that if the conditional use permit was not approved, there would be no project.

Bob Panek explained that this was the first time that the Town had received a request for adaptive reuse. Russ Dunton stated that the Town had received requests for adaptive reuse on commercial buildings typically for residential over commercial which were not reviewed by the Historic District Review Board.

Dianne Davis stated that she wanted to see the school building restored but had an issue regarding apartments. Bob Sellers and Jan Neville stated their agreement.

Jan Neville stated that it would change the nature of the park, but it could be okay. The Board could not tell without plans. Bob Sellers agreed.

Jan Neville added that he did not feel that apartments were an appropriate use.

Russ Dunton stated that the Historic District Review Board was an advisory group and the Town Council did not have to take their advice. Russ Dunton asked that if there were no more comments, could he have a motion.

**Motion made by Dianne Davis, seconded by Bob Sellers, to report that the Historic District Review Board did not feel that conversion of the old school building to apartments was an appropriate use. The motion was approved by unanimous vote.**

**B. *102 Tazewell Avenue – Side Entrance Addition:***

Code Official Jeb Brady stated that this property had just sold and the new owners submitted an application to remove a window from the east side of the house to create a door opening. A stairway with a landing would be added along the side of the house.

Russ Dunton stated that this was a big house which was a duplex and added that he did not see where this modification would change the look of the house and was a perfect location for a doorway.

Jan Neville remarked that from the street, only the deck portion of the landing would be visible.

Dianne Davis stated that the addition of a side entrance would be convenient.

Russ Dunton asked the Board if they had any further questions or comments.

**Motion made by Bob Sellers, seconded by Jan Neville, to approve the application to add a side entrance to the house at 102 Tazewell Avenue as presented. The motion was unanimously approved.**

**C. *607 Randolph Avenue – Side Porch Alteration:***

Jeb Brady explained that the contractor was performing some repairs to this property and discovered that this section of the house was in such bad condition that it could not be repaired and had to be torn down. The contractor came in to see Tom Bonadeo who told him to hold off on any further work until the project was reviewed by the Historic District Review Board. The Board reviewed several photographs showing the area of the house and plans submitted by the contractor. Jeb Brady went on to explain that this part of the house was originally two stories, but the applicant was proposing a one-story porch in this area. It appeared that there was a

bathroom upstairs which could not be repaired due to the amount of damage. This area was on the west side of the house facing the parking lot for the St. Charles Catholic Church. Jeb Brady stated that the covered porch area would match the existing roof line and the contractor had enough siding to match the house.

Bob Sellers stated that this section of the house looked like an addition.

Russ Dunton summarized that this corner of the house was two stories but had to be removed due to the amount of damage and the applicant was proposing a one-story porch to be built in the same footprint. It appeared that the porch would be open on two sides. Jeb Brady corrected that the porch would only be open on one side since the house juts back out on the other side.

Russ Dunton asked the Board if they could visualize what had been proposed. Unfortunately, the Board did not have information on this application prior to the meeting so could not drive by the property to look at the house and proposed project, but it would help the applicant if a decision could be made today.

Dianne Davis stated that in looking at the photographs, she could see that there were some needs regarding this project.

Russ Dunton stated that if the owner only wanted a porch, he did not see a need for the Board to require anything more. He did not want to create a hardship for the owners.

Jan Neville asked how long this project would take and whether the Board could look at this application next month to allow them the opportunity to go look at the property before making a decision. Jeb Brady stated that the contractor had already started the project and should not take very long to complete, unless the Board wanted him to stop work until after the next month's meeting.

Russ Dunton asked the Board for their thoughts and whether they had any other questions or comments.

**Motion made by Jan Neville, seconded by Bob Sellers, to approve the application for the side porch with Tom Bonadeo's oversight of the construction. The motion was approved by majority vote with Dianne Davis abstaining stating that she was not familiar with the property.**

**OLD BUSINESS:**

There was no old business to review.

**ANNOUNCEMENTS:**

There were no announcements.

**Motion made by Dianne Davis, seconded by Jan Neville, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.**

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Chairman Russ Dunton

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Town Clerk