



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
May 17, 2016  
6:00 p.m.

At approximately 6:00 p.m. Chairman Joe Fehrer, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Joe Fehrer, present were John Caton, Sandra Salopek and Terry Strub. Member David Gay was not in attendance. Also in attendance were Town Planner Larry DiRe, Town Clerk Libby Hume and Assistant Town Clerk Tracy Outten.

### CONSENT AGENDA:

**Motion made by Sandra Salopek, seconded by John Caton, to accept the agenda as presented. The motion was unanimously approved.**

The HDRB reviewed the minutes of the April 19, 2016 Regular Meeting.

**Motion made by John Caton, seconded by Sandra Salopek, to accept the minutes of the April 19, 2016 Regular Meeting as presented. The motion was unanimously approved.**

### NEW BUSINESS:

A. *Staff report: update on June 18<sup>th</sup> "Historic Cape Charles Old House Fair"; administrative approval of two projects.*

Town Planner Larry DiRe gave an overview of the Historic Cape Charles Old House Fair and there was discussion as follows: i) Larry DiRe received an email from the event coordinator offering the town a booth. He believed this would be a good opportunity to correct some misinformation and offered to man the booth. Other employees expressed their interest but had other obligations. Joe Fehrer asked Larry DiRe to send out an email regarding manning the booth as some HDRB members could be interested as well; ii) The event would be held at Trinity United Methodist Church; iii) Recreational Coordinator Jen Lewis was working with the organizers; iv) Tickets were \$25 for a self-guided tour. The organizers could not locate a speaker to give a presentation on the Sears Kit homes. The individual homeowners would be there to talk about their houses; v) A press release was sent to Virginia Living, Tidewater Women's Living, Cape Charles Happenings, the area historical societies, various other papers, emails and social media. Larry DiRe would provide information for the Cape Charles Gazette, the town's website and Cape Charles by the Bay; vi) Two workshops would be offered for \$40 and a lecture for \$20; and vii) The Town would benefit from the exposure, houses could be sold, and contractors could get jobs.

Larry DiRe summarized the administrative approvals as follows: i) Mosher Physical Therapy was installing plastic covering over the window for patient privacy. People could look out but not in. The integrity of the building would be maintained; and ii) 629 Tazewell for window glass replacement. Larry DiRe expressed his concern regarding three parties involved in the project – the property owners, contractor and summer rental agent. He did not want this approval to open the door for additional work to be done without prior approval. This project did not require a permit and verbal approval was given over the phone. Larry DiRe added that he had spoken with the contractor, sales person from Lowe's and the property manager on numerous occasions and felt comfortable that everyone understood what had to be done.

## OLD BUSINESS:

### A. *Historic District Guidelines revision review*

Chairman Joe Fehrer gave an overview of revisions that were made. i) Larry DiRe said all revisions were made except placement of Solar Panels. He will work on this and bring back to Board for discussion. ii) Joe Fehrer asked if they ever reached an agreement or came to a conclusion to what can be approved as modern features. Larry DiRe said no but, whatever is put in guidelines must support planning. iii) John Caton wanted to know where public could get ordinances; Larry DiRe answered town website. Town Clerk Libby Hume added they are organized by departments.

Revised guidelines as discussed below (revisions in red):

Page 27 – Modern Features: 11

*Place site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae including satellite dishes, exterior mechanical units, and trash containers, where they are least likely to detract from the character of the site. Screen with landscaping or fences.*

Page 27 – Modern Features: 11

Place site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae including satellite dishes, exterior mechanical units, and trash containers, where they are least likely to detract from the character of the site. The size and location of satellite dishes shall conform to the regulations of the Town Zoning Ordinance. Screen with landscaping or fences.

Page 33 new element 1

*Repair deteriorated foundations, matching existing historic materials as closely as possible. Consider appropriate coverall coverage for incompatible treatments.*

Page 33 new element 1

1. Raising foundations is sometimes necessary or desirable. In those cases when the foundation is raised above the original height please remember the following: respect the height, contrast of material, and texture of foundations on surrounding historic buildings in the district; distinguish the foundation from the rest of the building through the change of material; consider the treatment of the junction between the foundation and the wall cladding material seen on surrounding historic buildings.

Page 38 Composite windows

**Composite windows** are groupings of different types of windows. They typically occur on Victorian-era, Colonial Revival, and bungalow houses.

Page 38

Combination groupings of different window types are found on structures throughout the district. They typically occur on Victorian-era, Colonial Revival, and bungalow houses.

Page 40 element 8

*Use shutters only on windows that show evidence of their use in the past. Shutters should be wood (rather than metal or vinyl) and should be mounted hinges. Shutters are generally inappropriate on composite or bay windows.*

Page 40 element 8

Use shutters only on windows that show evidence of their use in the past. Shutters should be wood (rather than metal or vinyl) and should be mounted on hinges. Shutters are generally inappropriate on bay windows and buildings with a combination of window type.

Page 43 element 7

*Do not enclose porches on primary elevations; avoid enclosing porches on secondary elevations in a way that radically changes the historic appearance.*

Page 43 element 7

**Do not enclose porches on primary elevations; avoid enclosing porches on secondary elevations in a way that radically changes the historic appearance. When restoring a front porch, retain original porch features such as columns, porch floor and steps, and decorative trim details.**

Page 51 element 1

*Retain wood as the dominant framing, cladding, and decorative material for Cape Charles' historic buildings.*

Page 51 element 1 - Wood

**Unless rotted beyond repair always retain wood as the dominant framing, cladding, and decorative material for Cape Charles' historic buildings.**

Page 52 element 4

*Replace wood elements only when they are rotted beyond repair. Match the original in material and design or use substitute materials than convey the same visual appearance. Base design of reconstructed elements on pictorial or physical evidence from the actual building rather than from similar building in the area.*

Page 52 element 4

**In order to retain the architectural integrity of both the individual building and the district replace wood elements only when they are rotted beyond repair and such condition is documented by a licensed architect or engineer.**

Page 53

Hard page break and heading for "Architectural Metals" section

Joe Fehrer page 53 not included in packet; element 1 needs to be under "Architectural Metals" on page 54.

Page 54

*Clean cast iron and iron alloys (hard metals) with a low-pressure, dry-grit blasting (80 to 100 pounds per square inch) if gentle means do not remove old paint properly. Protect adjacent wood or masonry surfaces from the grit. Copper, lead, and tin can be cleaned with chemicals or heat.*

Page 54

**Clean cast iron and iron alloys (hard metals) with a low-pressure, dry-grit blasting (80 to 100 pounds per square inch) if gentle means do not remove old paint properly. Protect adjacent wood or masonry surfaces from the grit. Copper, lead, and tin can be cleaned.**

Page 55 element 3

*If synthetic siding is used, it should match the size, type, style, and surface appearance of the original material as closely as possible. Insure that any moisture, rot, or infestation problems are corrected before covering up these areas with synthetic materials. Decorative elements, trim, features, and special surfaces should be retained when adding synthetic siding. Consideration should be given to retaining the original materials on the primary elevations of the building and using synthetic siding on secondary elevation of the building.*

Page 55 element 3

If synthetic siding is used, it should match the size, type, style, and surface appearance of the original material as closely as possible. Insure that any moisture, rot, or infestation problems are corrected before covering up these areas with synthetic materials. **Decorative elements, trim, features, and special surfaces should be retained when adding synthetic siding.** Consideration should be given to retaining the original materials on the primary elevations of the building and using synthetic siding on secondary elevation of the building.

Page 55 element 5

*Synthetic siding that simulates wood may be used on new construction only if real wood trim is used for windows, doors, cornices, corner-boards, soffits and other decorative features and if the depth of the boards relates to the depth of traditional siding.*

Page 55 element 5

Synthetic siding that simulates wood may be used on new construction if the depth of the siding (boards) conforms to the typical depth of traditional siding.

Page 56 element 2

*Prepare the surface properly before painting. Use the gentlest means possible to remove all dirt and loose paint. Do not use sandblasting or high-pressure water wash to remove paint from masonry, soft metal, or wood. Do not use open flame torches to remove paint. They are a fire hazard.*

Page 56 element 2

Prepare the surface properly before painting. Use the gentlest means possible to remove all dirt and loose paint. **Do not use sandblasting or high-pressure water wash to remove paint from masonry, soft metal, or wood.** Do not use open flame torches to remove paint. They are a fire hazard.

Discussion began about paint colors of houses. The Board has decided to assemble a paint pallet of suggested colors.

Page 57

*For **residential buildings** (see pages 10-13 for description of various architectural styles), the color palette can differ according to architectural styles.*

Larry DiRe asked if other sections could be narrowed down; referred to Gothic style house. The historic guidelines were taken from Smithfield, Virginia, need to make guidelines for this section more centric to Cape Charles style houses. Larry DiRe revising and bringing recommendations back to the Board.

**Motion made by Terry Strub, seconded by John Caton, to approve the revisions to the guidelines as reviewed by the Board and captured in the minutes. The motion was unanimously approved.**

Joe Fehrer read an email he received from David Gay, as follows: Joe I will not be able to attend the meeting tonight due to out of town guests. I have reviewed the packet and don't see any problems with the meeting minutes or the guidelines. Look forward to the next meeting. Thank you.

**ANNOUNCEMENTS:**

Larry DiRe updated the Board on June 21<sup>st</sup> meeting date location changed from Civic Center to Town Hall, application closing date is June 10<sup>th</sup> end of business day; also, HDRB has been named by Town Council review board for Commercial 3 District. Sandra Salopek asked for a map, Larry DiRe getting it to her.

Decision followed on different ideas to utilize the Meatland building.

**Motion made by Sandra Salopek, seconded by Terry Strub, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.**

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Chairman Joe Fehrer

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Assistant Town Clerk