



## HISTORIC DISTRICT REVIEW BOARD

Regular Meeting  
Cape Charles Civic Center  
December 13, 2016  
5:00 p.m.

At approximately 5:00 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 and Terry Strub. David Gay and Sandra Salopek arrived after roll call. Also in attendance were Assistant Town Manager Bob Panek, Town Planner Larry DiRe and Assistant Town Clerk Tracy Outten. Mr. Marcus Pollard, the applicants and one member of the public were in attendance.

Chairman Joe Fehrer started the HDRB Regular meeting with a moment of silence and the recitation of the Pledge of Allegiance.

### CONSENT AGENDA:

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

The HDRB reviewed the minutes from the November 15, 2016 Regular Meeting.

**Motion made by John Caton, seconded by Terry Strub, to defer the minutes of the November 15, 2016 Regular Meeting until the December meeting. The motion was unanimously approved.**

### NEW BUSINESS:

- A. *Application for Certificate of Appropriateness for 535 Plum Street – contributing structure single-family dwelling: replace roof, siding, windows, doors, back step, repair front porch.*  
Applicant, James Wood, gave an overview of the proposed plans. Joe Fehrer briefly discussed materials being used with the applicant.

**Motion made by Terry Strub, seconded by John Caton, to approve the Application for the Certificate of Appropriateness for 535 Plum Street as proposed. The motion was approved by unanimous vote.**

- B. *Application for Certificate of Appropriateness for 401 Mason Avenue – contributing structure commercial building: roof, masonry repair, exterior painting, garage door replacement, Brise soleil wooden louvers installation, accessibility ramps and platforms.*

Applicant Beth Ann Sabo gave a brief history of the purchase of the store and an overview of the proposed renovations.

**Motion made by David Gay, seconded by Terry Strub, to approve the Application for the Certificate of Appropriateness for 401 Mason Avenue as proposed. The motion was approved by unanimous vote.**

**OLD BUSINESS:**

- A. *Review of 204 Washington Avenue application for chimney cladding on new construction of single-family dwelling*

The board discussed the application, again.

**Motion made by Joe Fehrer, seconded by David Gay, to allow round decorative window as shown in applicants building plans and stand by the Historic District review Board's decision for proposed chimney to be masonry or masonry clad. The motion was unanimously approved.**

- B. *Set date for CAMP follow-up work session*

The board discussed to tow dates; January 18<sup>th</sup> or January 20<sup>th</sup>. Town staff will check the availability of the Cape Charles Civic Center to determine the date.

**ANNOUNCEMENTS:**

There were no announcements.

**PRESENTATION:**

*Mr. Marcus Pollard on updated Historic District Register Survey project*

Mr. Pollard explained the process of updating the Historic District Register for Cape Charles.

**Motion made by Joe Fehrer, 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