



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

Commission of Architectural Review

**October 27, 2022
3:30 P.M.
FOURTH FLOOR CONFERENCE ROOM**

AGENDA

I. WELCOME AND CALL TO ORDER

II. ROLL CALL

III. NEW BUSINESS

Certificate of Appropriateness Request PZ22-00217 submitted by 776 Main Street, LLC to install new 1.5' by 2' plywood or PVC board hanging sign on an existing post in front of the building at 776 Main Street (Parcel ID#23907).

Certificate of Appropriateness Request PZ22-00221 submitted by Amy Whitehouse to whitewash and extend the existing cement block wall in the rear yard to 5' high and 36 ft long at 776 Main Street (Parcel ID#22706).

Certificates of Appropriateness Requests PZ22-00227 and PZ22-00228 submitted by Blair Construction for signs, rooftop additions, scuppers and downspout at 990 Main Street and 108 Holbrook Street (Parcel IDs#21382 & 21383).

IV. OTHER BUSINESS

VI. APPROVAL OF MINUTES FROM AUGUST 25, 2022

VII. ADJOURNMENT



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Commission of Architectural Review

STAFF REPORT

DATE: October 27, 2022
TO: Commission of Architectural Review
FROM: Shanika Williams, Associate Planner
RE: **CERTIFICATE OF APPROPRIATENESS REQUEST – 776 MAIN STREET**

APPLICANT'S REQUEST

Certificate of Appropriateness Request PZ22-00217 submitted by 776 Main Street, LLC to install new 1.5' by 2' plywood or PVC board hanging sign on an existing post in front of the building at 776 Main Street (Parcel ID#23907).

STAFF EVALUATION

7.0: SIGN DESIGN GUIDELINES

Small freestanding signs of 16 square feet or less and standing no more than 8 feet high are allowed for buildings set back from the right of way if the space in front of the building allows it without obscuring the architecture or dominating the space

The proposed signage meets both the zoning regulations and the requirements set forth in Section 7.0 of the Old West End Design Guidelines.

STAFF RECOMMENDATION AND MOTION

Staff recommends the Commission of Architectural Review approve Certificate of Appropriateness PZ22-00217.

ATTACHMENTS

✓ Application



City of Danville
Community Development
Planning Division

COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning Ordinance Article 3.R.C.1. No zoning, site plan, subdivision plat, or building permit shall be issued for the erection, reconstruction, exterior alteration, restoration, rehabilitation, razing, relocation or demolition of any building, structure, signs, fences, walls, light fixtures, accessory buildings, pavements, grading, site improvements, significant landscaping features or other appurtenant element in an HP-O District unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness by the Commission of Architectural Review for the City.

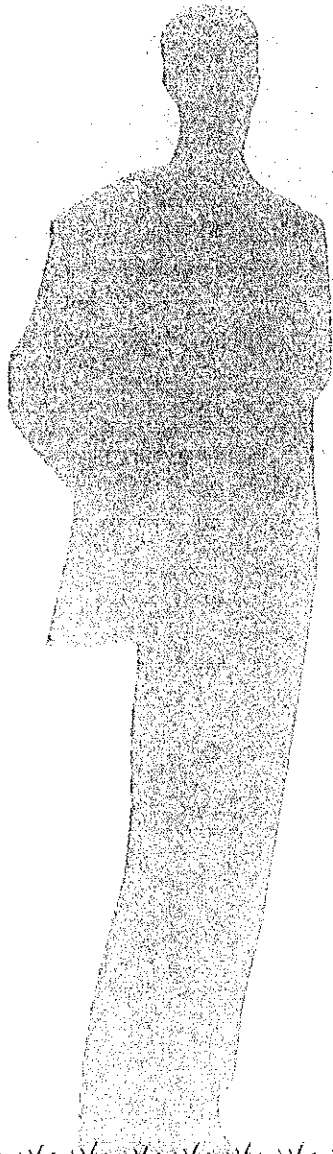
PLANNING DIVISION PROVIDED INFORMATION

Application #: P2-00217 CAR Meeting Date: 10-27-2022
Date Received: _____ Received By: _____
Parcel ID #: _____ Address: _____
Existing Zoning: _____

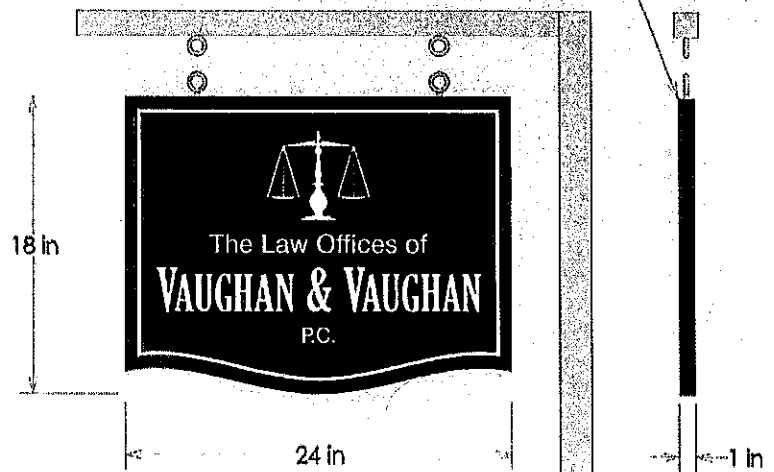
APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 776 Main Street
Applicant: 776 Main Street, LLC
Applicant's Address: 776 Main Street, Danville, VA 24541
Applicant's Phone Number: 434-792-5005
Applicant's E-mail: robert3@robertvaughan.net
Describe Proposed Improvements: New sign as described on attachment,
to be installed on existing post facing Main Street.

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
- D. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
 - 1. Existing property boundaries, building placement and site configuration;
 - 2. Existing topography and proposed grading;
 - 3. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
 - 4. Relationship to adjacent land uses;
 - 5. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 - 6. Proposed building color and materials;
 - 7. Relationship of building and site elements to existing and planned corridor development;
 - 8. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
 - 9. Other site plans and subdivision plats as may be required by Danville for development approval
- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signing, lighting, and graphics, to include description of materials, colors, placement and means of physical support, lettering style and sign messages.
- H. Graphic exhibits depicting compliance with other design elements.



Sign Made From Two Pieces of
Medium Density Overlay Plywood
or Extruded PVC Boards
Glued & Screwed Together





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Commission of Architectural Review

STAFF REPORT

DATE: October 27, 2022
TO: Commission of Architectural Review
FROM: Shanika Williams, Associate Planner
RE: CERTIFICATE OF APPROPRIATENESS REQUEST – 936 MAIN STREET

APPLICANT'S REQUEST

Certificate of Appropriateness Request PZ22-00221 submitted by Amy Whitehouse to whitewash and extend the existing cement block wall in the rear yard to 5' high and 36 ft long at 936 Main Street (Parcel ID#22706).

STAFF EVALUATION

6.0 B: SITE GUIDELINES FOR EXISTING RESIDENTIAL BUILDINGS

Solid fencing such as the proposed wall extension is allowed in rear yards. The current height of 3 feet will be brought to 5 feet which is within the 6 foot height limit for rear yard fences.

The proposed wall extension meets zoning requirements.

STAFF RECOMMENDATION AND MOTION

Staff recommends the Commission of Architectural Review approve Certificate of Appropriateness PZ22-00221 to allow cement wall to be extended within property line.

ATTACHMENTS

✓ Application



City of Danville
Community Development
Planning Division

-22

COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

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PLANNING DIVISION PROVIDED INFORMATION

Application #: P222-00221 CAR Meeting Date: 10-27-2022
Date Received: _____ Received By: _____
Parcel ID #: _____ Address: _____
Existing Zoning: _____

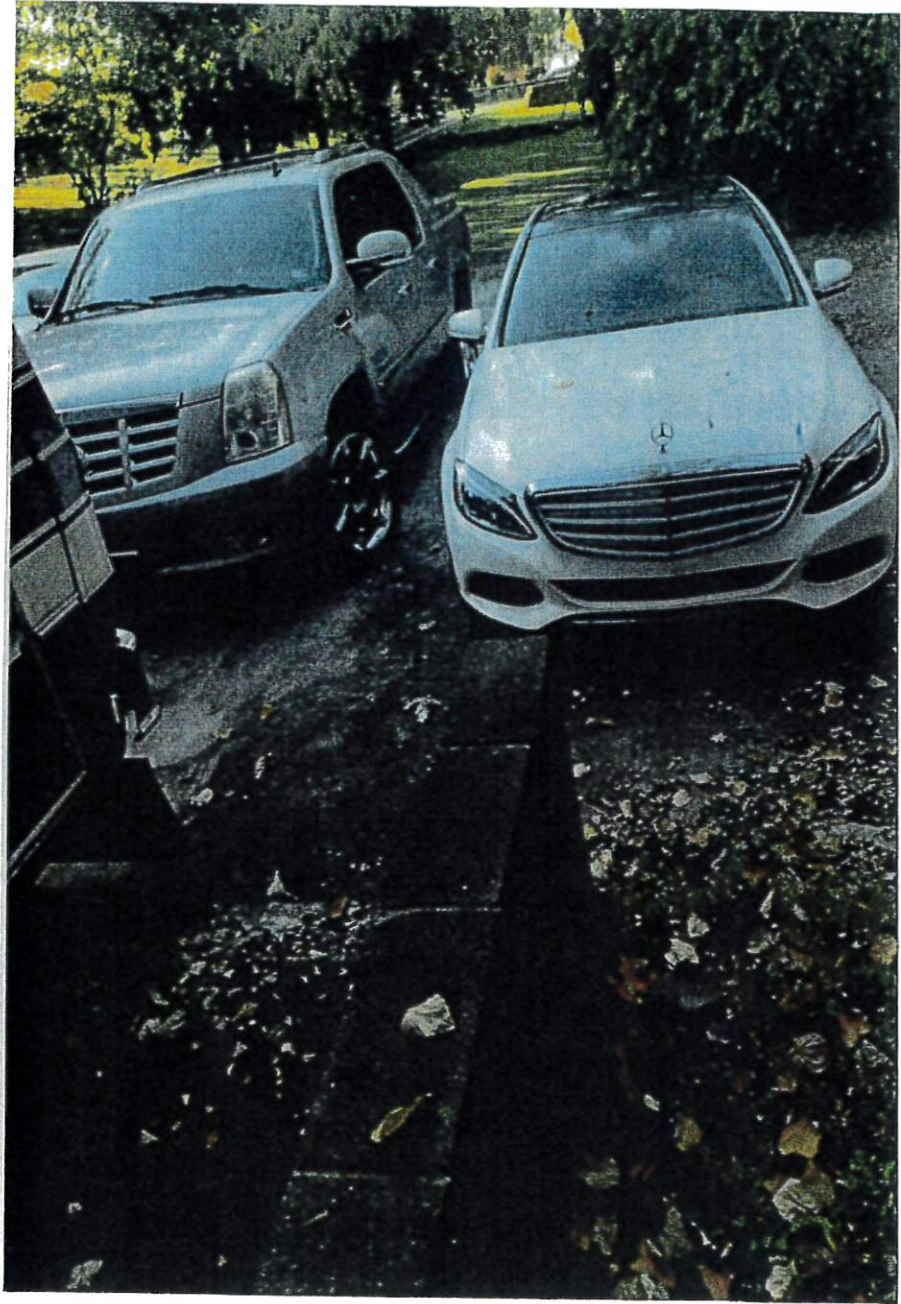
APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 936 Main Street, Danville, VA 24541
Applicant: Amy Whitehouse
Applicant's Address: 936 Main Street, Danville, VA 24541
Applicant's Phone Number: 434-203-1961
Applicant's E-mail: espresso.whitehouse20@gmail.com

Describe Proposed Improvements: Cement Block wall, 5 ft high + 36 feet long, white washed + 18 in thick. - 3 blocks cement thick.

This is in the Back of my house +
this wall will serve as an Extension of
a cement Block divider already in place. I
just want to extend it across the driveway.







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Commission of Architectural Review

STAFF REPORT

DATE: OCTOBER 27, 2022
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
**RE: CERTIFICATE OF APPROPRIATENESS REQUEST – 990 MAIN STREET
AND 108 HOLBROOK STREET**

APPLICANT'S REQUEST

Certificates of Appropriateness Requests PZ22-00227 and PZ22-00228 submitted by Blair Construction for signs, rooftop additions, scuppers and downspout at 990 Main Street and 108 Holbrook Street (Parcel IDs#21382 & 21383).

STAFF EVALUATION

The following information evaluation presents each aspect of the proposed remodeled building and provides citations for how the proposed improvements fit into the Design Guidelines.

1. Sign Installation.

Three (3) wall signs are proposed for 990 Main Street and one (1) wall sign for 108 Holbrook Street. The proposed signage is fabricated individual aluminum letters. The signs will not be illuminated.
The proposed signage meets the Zoning Code and OWE Design Guidelines.

2. Rooftop Additions.

Rooftop additions include the replacement of mechanical equipment and rooftop spiral penthouse. The equipment proposed will replace outdated models and provide new equipment for modern comforts. The penthouse will be a small structure enclosed with E.I.F.S.
The proposed rooftop additions meet the OWE Design Guidelines.

3. Scupper and downspout additions.

New scupper and downspouts will be added to each structure.
The proposed scupper and downspout addition meet the OWE Design Guidelines.

Staff recommends the Commission of Architectural Review approve Certificate of Appropriateness PZ22-00227 and PZ22-00228.

ATTACHMENTS

✓ Application



City of Danville
Community Development
Planning Division

COMMISSION OF ARCHITECTURAL REVIEW
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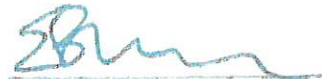
PLANNING DIVISION PROVIDED INFORMATION

Application #: P222-00228 CAR Meeting Date: 10/27
Date Received: 10/13 Received By: _____
Parcel ID #: 21383 Address: 108 Holbrook
Existing Zoning: TU-C

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 108 Holbrook , Danville VA
Applicant: Blair Construction
Applicant's Address: 23020 US HWY 29 Gretna VA 24557
Applicant's Phone Number: 4346563292
Applicant's E-mail: cdavis@blair-construction.com
Describe Proposed Improvements: _____

 10-13-22
Applicant Signature date
Brian Nichols, VP
Oliver Construction

 10-13-2022
Property Owner Signature date
(if not applicant)

Zoning Ordinance Article 3 R.C.6 Application Submission Requirements:

In consideration of a complete application, the Planning Director and the Review Commission may require any or all the following information and any other

materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
- D. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
 1. Existing property boundaries, building placement and site configuration;
 2. Existing topography and proposed grading;
 3. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
 4. Relationship to adjacent land uses;
 5. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 6. Proposed building color and materials;
 7. Relationship of building and site elements to existing and planned corridor development;
 8. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
 9. Other site plans and subdivision plats as may be required by Danville for development approval
- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signing, lighting, and graphics, to include description of materials, colors, placement and means of physical support, lettering style and sign messages.
- H. Graphic exhibits depicting compliance with other design elements.



Blair Construction, Inc.

Route 29 South
Gretna, Virginia 24557
Phone: (434) 656-6243
Fax: (434) 656-3290

www.blairbuildsbetter.com
Mailing:
P.O. Box 612
Gretna, Virginia 24557

October 10, 2022

Certificate of Appropriateness Application

Site:

The Holbrook
108 Holbrook Street
Danville, VA

DHR #108-5703 / NPS Project # 2021-067 ; 44704

Proposed Improvements

The intent of this project is to provide a 11-room luxury boutique hotel through renovation of the existing building. Intent is to maintain the Construction duration is ten months for the entire project including sitework.

Exterior building modifications include the following:

All exterior windows will be replaced with historically correct windows as manufactured by St Cloud Window. The material used will be clear anodized aluminum and sizes of members will be consistent with the existing windows. Please see drawing attached and the St Cloud Window shop drawing here with in.

Exterior building mounted signage will be consistent with the existing signage in material, size, depth and color. Please see drawing attached and the signage shop drawing from Signage Industries.

Additionally, please review the included elevation plans, site plan and pictures included as part of this application.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Nichols", written over a horizontal line.

Brian C. Nichols
Vice President of Construction



City of Danville
Community Development
Planning Division

COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning Ordinance Article 3.R.C.1. No zoning, site plan, subdivision plat, or building permit shall be issued for the erection, reconstruction, exterior alteration, restoration, rehabilitation, razing, relocation or demolition of any building, structure, signs, fences, walls, light fixtures, accessory buildings, pavements, grading, site improvements, significant landscaping features or other appurtenant element in an HP-O District unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness by the Commission of Architectural Review for the City.

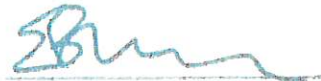
PLANNING DIVISION PROVIDED INFORMATION

Application #: P222-00227 CAR Meeting Date: 10/27
Date Received: 10/13 Received By: _____
Parcel ID #: 21382 Address: 990 Main
Existing Zoning: TOC

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 990 Main St, Danville VA
Applicant: Blair Construction
Applicant's Address: 23020 US HWY 29 Gretna VA 24557
Applicant's Phone Number: 4346563292
Applicant's E-mail: cdavis@blair-construction.com
Describe Proposed Improvements: _____

 10-13-22
Applicant Signature date
Brian Nicholas, VP

 10-13-2022
Property Owner Signature date
(if not applicant)

Blair Construction
Zoning Ordinance Article 3 R.C. 6 Application Submission Requirements:

In consideration of a complete application, the Planning Director and the Review Commission may require any or all the following information and any other

materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
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 - 4. Relationship to adjacent land uses;
 - 5. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
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P.O. Box 612
Gretna, Virginia 24557

October 10, 2022

Certificate of Appropriateness Application

Site:

The Holbrook
990 Main Street
Danville, VA

DHR #108-5703 / NPS Project # 2021-067 ; 44704

Proposed Improvements

The intent of this project is to provide a 35-room luxury boutique hotel through renovation of the existing building. Intent is to maintain the Construction duration is ten months for the entire project including sitework.

Exterior building modifications include the following:

All exterior windows will be replaced with historically correct windows as manufactured by St Cloud Window. The material used will be clear anodized aluminum and sizes of members will be consistent with the existing windows. Please see drawing attached and the St Cloud Window shop drawing here with in.

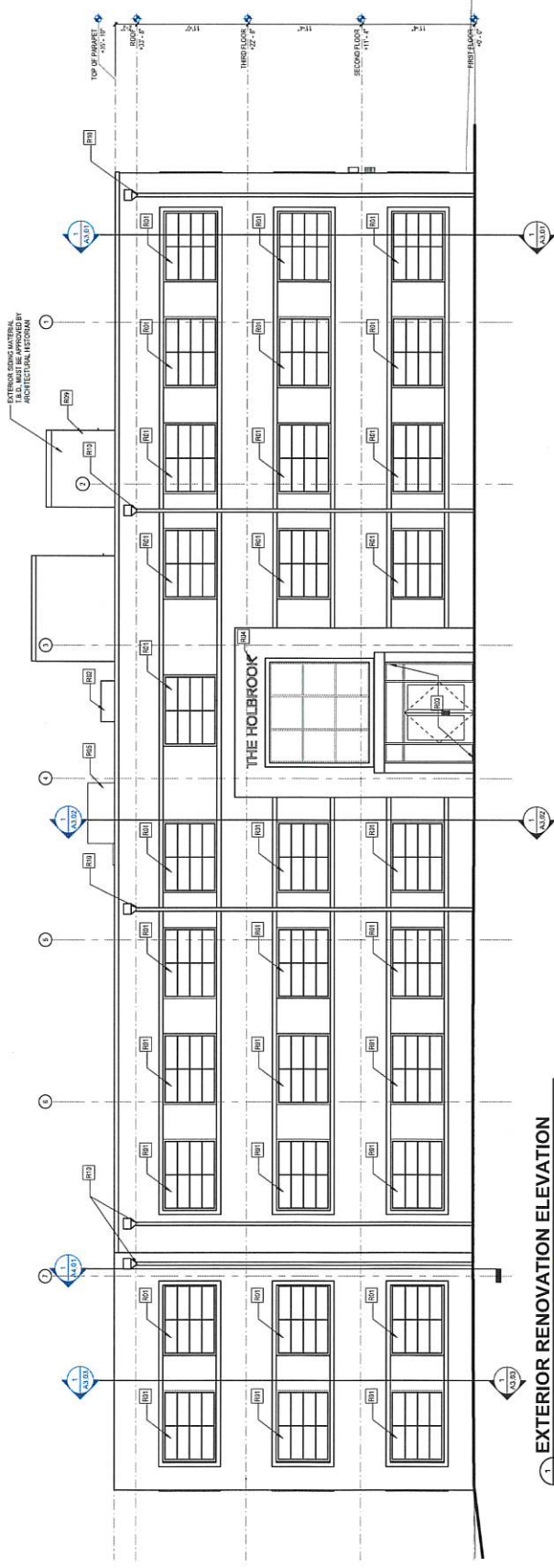
Exterior building mounted signage will be consistent with the existing signage in material, size, depth and color. Please see drawing attached and the signage shop drawing from Signage Industries.

Additionally, please review the included elevation plans, site plan and pictures included as part of this application.

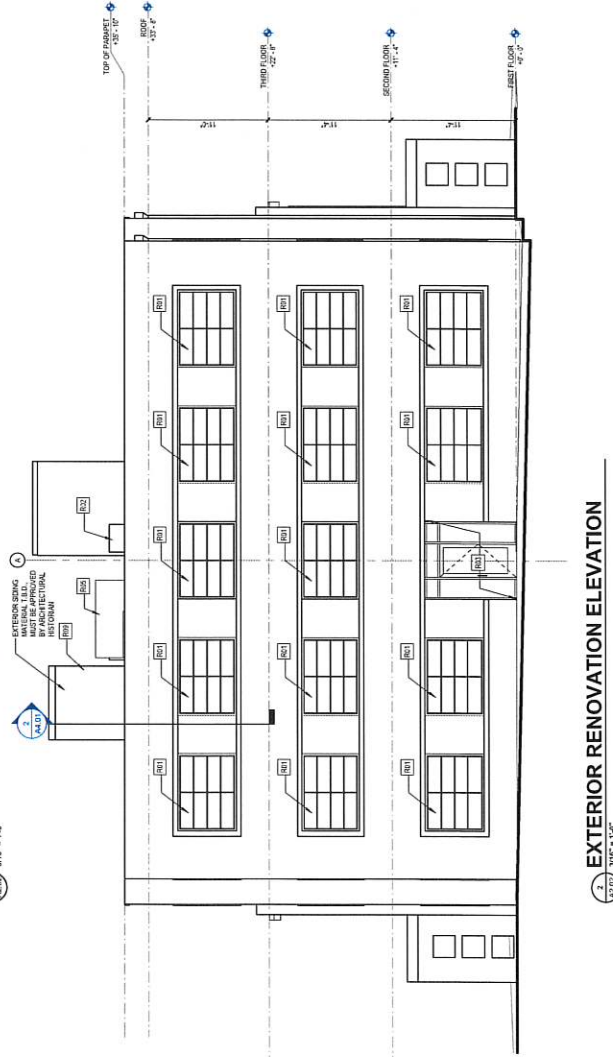
Sincerely,

A handwritten signature in black ink, appearing to read "Brian C. Nichols". The signature is stylized with a large, looping "B" and "N".

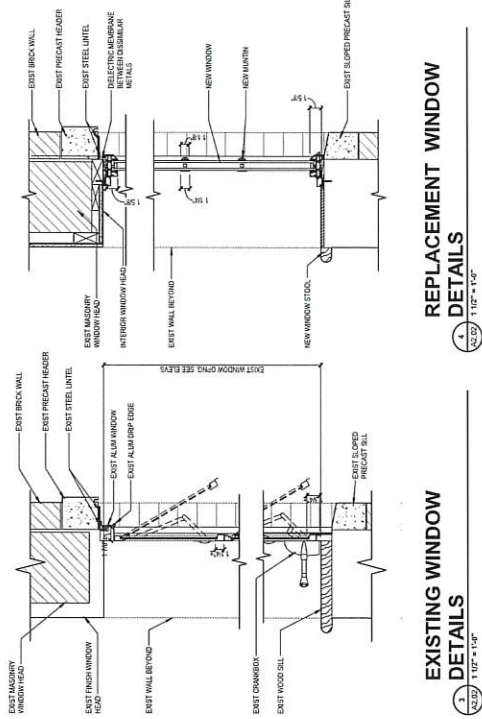
Brian C. Nichols
Vice President of Construction



EXTERIOR RENOVATION ELEVATION



2
42.02 3/16" x 1/2"



REPLACEMENT WINDOW DETAILS

EXISTING WINDOW
DETAILS

NOTE: SEE SHEET A2.01 FOR ELEVATION
NOTES AND KEYNOTES



"You Imagine It. We Build It."
Manufacturing signs nationwide since 1979
www.signageindustries.com
P.O. BOX 4879 ARCHDALE, NC 27263
TEL 336-434-4126 FAX 336-434-3616

SIGN TYPE: 1.0 SCALE: 1/2" = 1'-0" REFERENCE #: 10-07-22 REVISION: 10-04-22 DATE: 22490-D DRAWING #:

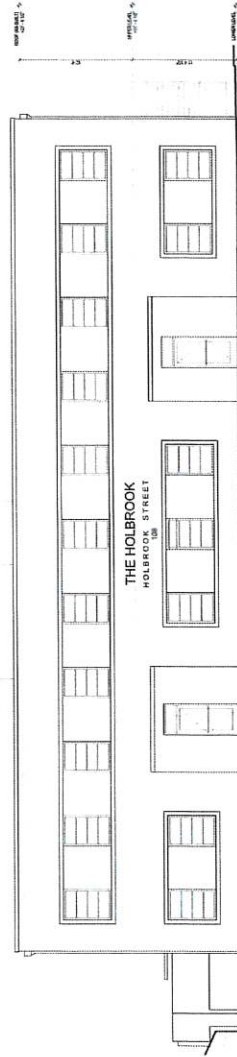
CUSTOMER: Blair Construction - The Holbrook

LOCATION: Danville, VA

138 1/2"

THE HOLBROOK
HOLBROOK STREET
108

12"
11"
7"
4"
7"



PROPOSED SIGNAGE SCALE: 1/16" = 1'-0"

SPECIFICATIONS

Quantity: 1
Size: 41" x 138 1/2"
Square Feet: 39.43
Letter Construction: FABRICATED
Material: ALUMINUM
Thickness: .090
Depth: 1"
Letter Height: 12" & 7"
Logo Height: N/A
Letter Style: ARIAL
Letter Color: MATH. BR. ALUMINUM
Logo Color: N/A
Return Color: SAME AS FACE
Digital Print: NO
Mount Surface: BRICK
Installation Method: PROJECTION

NOTES

FIELD VERIFY EXISTING LETTERS TO
DETERMINE DEPTH, COLOR, MATERIAL
AND PROJECTION.

CUSTOMER WANTS TO MATCH EXISTING
LETTERS AS CLOSE AS POSSIBLE.

EXISTING FONT ON BUILDING IS DIFFERENT
THAN FONT ON ELEVATION DRAWINGS THAT
WERE PROVIDED BY CUSTOMER

☐ APPROVED AS DRAWN ☐ APPROVED AS NOTED
☐ REJECTED-REVISE AND RESUBMIT
BY: _____
DATE: _____



SIGNAGE
INDUSTRIES CORPORATION

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P.O. BOX 4879 ARCHDALE, NC 27269

TEL 336-434-4126 FAX 336-434-3616

SIGN TYPE:

2.0

SCALE:

1/2" = 1'-0"

REFERENCE #:

10-07-22

DATE:

10-04-22

DRAWING #:

22490-D

CUSTOMER: Blair Construction - The Holbrook

LOCATION: Danville, VA

SPECIFICATIONS

Quantity: 1

Size: 12" x 138 1/2"

Square Feet: 11.54

Letter Construction: FABRICATED

Material: ALUMINUM

Thickness: .090

Depth: 1"

Letter Height: 12"

Logo Height: N/A

Letter Style: ARIAL

Letter Color: MATTH. BR. ALUMINUM

Logo Color: N/A

Return Color: SAME AS FACE

Digital Print: NO

Mount Surface: BRICK

Installation Method: PROJECTION

NOTES

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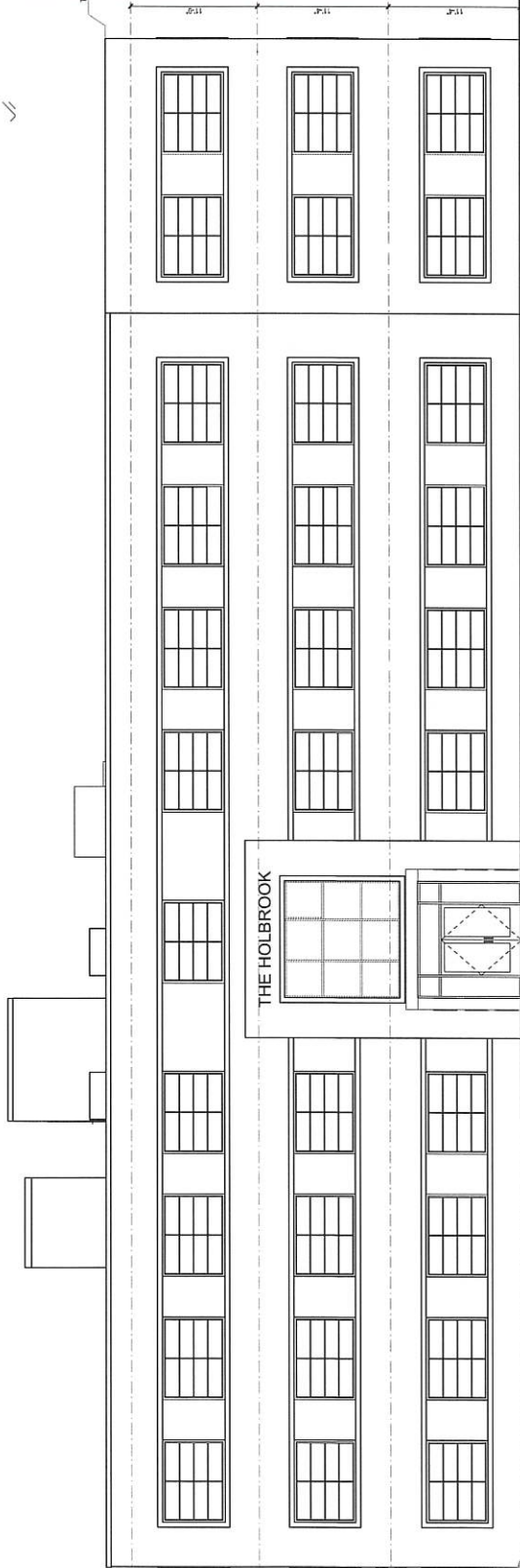
☐ APPROVED AS DRAWN ☐ APPROVED AS NOTED
☐ REJECTED-REVISE AND RESUBMIT

BY: _____

DATE: _____

138 1/2"

12" THE HOLBROOK



PROPOSED SIGNAGE SCALE: 1/16" = 1'-0"



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INDUSTRIES CORPORATION

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TEL 336-434-4126 FAX 336-434-3616

CUSTOMER: Blair Construction - The Holbrook

LOCATION: Danville, VA

SIGN TYPE: 3.0 **SCALE:** 1/2" = 1'-0" **REFERENCE #:** 10-10-22 **DATE:** 10-04-22 **DRAWING #:** 22490-D

12" 138 1/2"

THE HOLBROOK

SPECIFICATIONS

Quantity: 1
Size: 12" x 138 1/2"
Square Feet: 11.54
Letter Construction: FABRICATED
Material: ALUMINUM
Thickness: .090
Depth: 1"
Letter Height: 12"
Logo Height: N/A
Letter Style: ARIAL
Letter Color: MATTH. BR. ALUMINUM
Logo Color: N/A
Return Color: SAME AS FACE
Digital Print: NO
Mount Surface: BRICK
Installation Method: PROJECTION

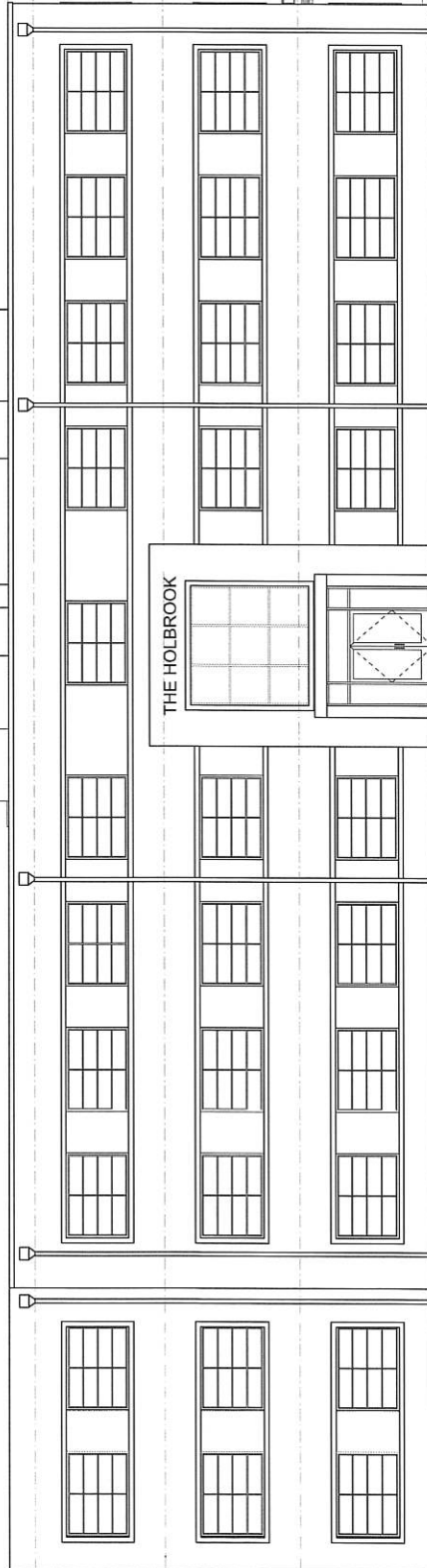
NOTES

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CUSTOMER WANTS TO MATCH EXISTING LETTERS AS CLOSE AS POSSIBLE.
EXISTING FONT ON BUILDING IS DIFFERENT THAN FONT ON ELEVATION DRAWINGS THAT WERE PROVIDED BY CUSTOMER

☐ APPROVED AS DRAWN ☐ APPROVED AS NOTED
☐ REJECTED REVISE AND RESUBMIT

BY: [Signature]

DATE: [Signature]



PROPOSED SIGNAGE SCALE: 1/16" = 1'-0"



**P.O. BOX 4879 ARCHDALE, NC 27263
TEL 336-434-4126 FAX 336-434-3616**

LOCATION: Danville, VA

SIGN TYPE:	SCALE:	REFERENCE #:	REVISION:	DATE:	DRAWING #:
4.0	1/2" = 1'-0"		10-10-22	10-04-22	22490-D

SPECIFICATIONS

Quantity: 1

Size: 30 3/4" x 138 1/2"

Square Feet: 29.57

Letter Construction: FABRICATED

Material: ALUMINUM

Thickness: .090

Depth: 1"

Letter Height: 12"

Logo Height: N/A

Letter Style: ARIAL

Letter Color: MATTH. BR. ALUMINUM

Logo Color: N/A

Return Color: SAME AS FACE

Digital Print: NO

Mount Surface: BRICK

Installation Method: PROJECTION

NOTES

**FIELD VERIFY EXISTING LETTERS TO
DETERMINE DEPTH, COLOR, MATERIAL
AND PROJECTION.**

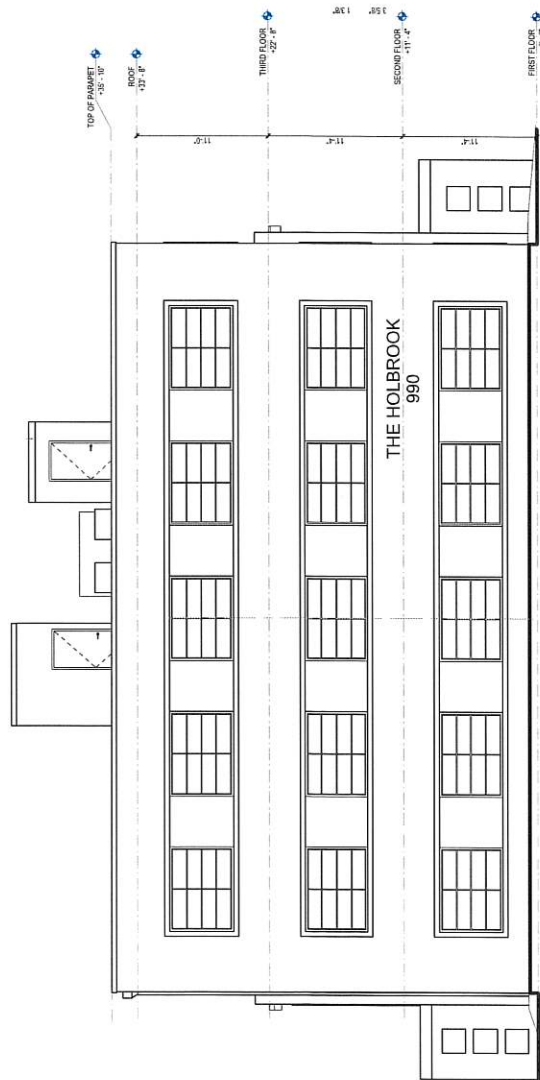
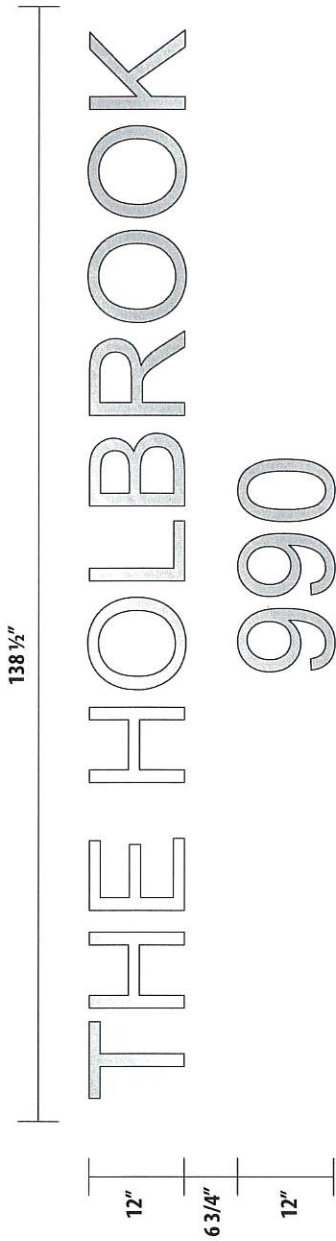
CUSTOMER WANTS TO MATCH EXISTING LETTERS AS CLOSE AS POSSIBLE.

**EXISTING FONT ON BUILDING IS DIFFERENT
THAN FONT ON ELEVATION DRAWINGS THAT
WERE PROVIDED BY CUSTOMER**

☐ APPROVED AS DRAWN ☐ APPROVED AS NOTED
☐ REJECTED-REVISE AND RESUBMIT

BY: _____

DATE: _____



PROPOSED SIGNAGE SCALE: 1/16" = 1'-0"

COMMISSION OF ARCHITECTURAL REVIEW

August 25, 2022

Members Present

Robert Stowe
Kathryn Waters
Robert Weir
Jackson Weller
Sonja Ingram

Members Absent

Robin Crews

Staff

Bart Nuckols
Lisa Jones
Shanika Williams
Clarke Whitfield

Mr. Weir called the meeting to order at 3:30 p.m.

ITEMS FOR PUBLIC HEARING

Certificate of Appropriateness request PZ22-169 to cover hidden gutters, install Half-moon gutters and round downspout, and replace shingle roof with metal roof at 968 Main Street (Parcel ID # 25810).

Mr. Weir opened the Public Hearing.

Present to speak on behalf of this request was Oadie Keen, who stated I am with O & K Construction.

Mr. Weir stated would you explain to us what you are trying to do.

Mr. Keen stated what we would like to do is remove the shingle roof, install raised metal, and cover the hidden gutters and overlayed gutters. We would like to install the six-inch galvanized half-moon gutters with four-inch galvanized round downspouts, and they would be white to match the existing.

Mr. Weir stated you want to cover the hidden gutters on the existing roof and install the half-moon gutters and round downspouts.

Mr. Keen stated correct. It has round downspouts now, so that would not really be a change.

Mr. Weir closed the Public Hearing.

Ms. Waters stated I guess reading the staff report on this and it says that it meets our Certificate of Appropriateness as long as the existing gutters system is not possible to be repaired. Is it the downspout or the gutter that is causing the issue?

Mr. Keen stated both, the hidden gutters are all bad.

Ms. Ingram stated I drove by there on the way here and I noticed that all of that brick had been taken down. Is that because of this?

Mr. Keen stated yes, the hidden gutters had leaked and went down behind the wall, and I guess all the freezing and thawing it pushed the veneer away from the house. So, that is why it needs to be replaced too.

Ms. Ingram stated is that just the veneer?

Mr. Keen stated the wall is actually four brick thick.

Ms. Ingram stated a full brick thick.

Mr. Keen stated four sets of brick thick wall all the wall up. So, it just got between the three walls and the outside veneer and that pushed the outside out.

Ms. Ingram stated then what is on the outside? Is that real brick?

Mr. Keen stated yes, it is real brick.

Mr. Weller stated it is just one layer and three layers behind that.

Ms. Ingram stated when you said covering the gutters. What do you mean by that?

Mr. Keen stated we are just going to overlay the hidden gutters so the roof will come right out to the wall and dump out into the half-moon gutters.

Ms. Ingram stated will that change the way the eaves look at all?

Mr. Keen stated no, from the ground the only difference that you will see is the half-moon gutters.

Ms. Ingram stated I just feel like this is an unfortunate situation and I don't see how we cannot approve. The front of the house is coming down and it is an emergency situation. I don't see where it is going to really change anything. I know these boxed gutters are really hard to deal with and I don't know if they have ever come before the CAR before?

Mr. Stowe stated we have had a couple over the years.

Ms. Ingram stated were people just repairing them and was it anything like this?

Mr. Stowe stated I think we did have one to replace with external gutters and it was a similar situation.

Mr. Weller made a motion to approve COA request PZ-22-169 at 968 Main Street as submitted. Mr. Stowe seconded the motion. The motion was approved by a 5-0 vote.

APPROVAL OF THE MINTUES

The June 23, 2022, minutes were approved by a unanimous vote.

With no further business, the meeting adjourned at 3:36 p.m.

Approved