



City of Danville

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

Commission of Architectural Review

June 23, 2022

3:30 P.M.

FOURTH FLOOR CONFERENCE ROOM

AGENDA

- I. WELCOME AND CALL TO ORDER**
- II. ROLL CALL**
- III. NEW BUSINESS**
 - A. Certificate of Appropriateness request PZ22-119 for window replacement, painting the exterior of the building, and signs at 750 Main Street (Parcel ID # 26402).
 - B. Certificate of Appropriateness Request PZ22-126, to renovate the existing home and property at 503 Holbrook Avenue (Parcel ID # 21964).
- IV. OTHER BUSINESS**
- VI. APPROVAL OF MINUTES FROM MARCH 24, 2022**
- VII. ADJOURNMENT**



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Commission of Architectural Review

STAFF REPORT

DATE: JUNE 17, 2022
TO: Commission of Architectural Review
FROM: Doug Plachcinski, Planning Division Director
RE: CERTIFICATE OF APPROPRIATENESS REQUEST – 750 MAIN STREET

APPLICANT'S REQUEST

Certificate of Appropriateness Request PZ22-119 for window replacement, painting the exterior of the building, and signs at 750 Main Street (Parcel ID # 26402).

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.

The building at 750 Main is non-contributing and COA review follows Section 4.0 Non-Contributing Building Guidelines.

1. Window Replacement. Acceptable windows for this district would be single-hung or double-hung (except storefronts, see next section). Windows should be taller than they are wide. Additional configurations such as casement sash or fixed windows may be acceptable with review or if present in building. Windows may have further dividing members, but such divisions shall be either "true divided light" construction or exterior grilles. Interior grilles alone or grilles set between the panes of double glazing are not acceptable. Windows may be constructed of wood, wood clad in prefinished metal, or from aluminum or other appropriate materials.

The proposed replacement windows meet the guidelines.

2. Signs.

Building Mounted Flat signs: Building signs for commercial/retail buildings are to be mounted flat to the building or painted on the building and limited to 32 square feet per business.

Pin Mounted Signs. Pin-mounted letters and/or logos are allowed in the sign board area in place of and in the general area of the sign frieze area.

The proposed sign meet the guidelines.

3. Painting the Building Exterior.

The guidelines require COA approval but does not provide standards. Several adjacent homes on Main Street have painted brick exteriors.

The proposed exterior paint meet the guidelines.

Staff recommends the Commission of Architectural Review approve Certificate of Appropriateness PZ22-119.

ATTACHMENTS

✓ Application



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River District Design Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

The Danville City Council appoints the River District Design Commission (RDDC) to administer the River District Design Guidelines. The RDDC reviews building and site alterations within the District and issues a Certificate of Appropriateness (COA) if the alterations meet Design Guideline standards. Work on buildings and sites within the River District cannot begin until the RDDC issues a COA and the applicant receives all other required permits and approvals. Please reference Design Guidelines Section 1.3 for Commission information and Section 1.7 for COA procedures.

APPLICANT PROVIDED INFORMATION

1. Please completely answer all application questions.
2. The property owner(s) or an authorized representative must sign the application.
3. A complete application along with drawings, photos, plans or sketches of your proposed improvements, including dimensions, is important for the RDDC to quickly and accurately act on your application. Please attach all additional materials.

Property Location (address/ID#): 750 Main St.

Applicant: Woodruff Jo Ann Pyle

Applicant's Address: 3426 US Hwy 29 N

Applicant's Phone Number: 434 728-2789

Applicant's E-mail: Pylej@hotmail.com

Proposed Improvement: ☒ Alteration ☐ Addition ☐ Rehabilitation ☐ New Construction ☒ Sign

Improvement Description: New windows and signage

Have you read and understand Danville's River District Design Guidelines?: ☒ Yes ☐ No

Are you aware of the federal and state tax credits for potential reimbursement or credit of substantial rehabilitation project expenses? ☐ Yes ☒ No

Would you like more information about these programs? ☒ Yes ☐ No

[Signature]
Applicant Signature

[Signature]
Property Owner Signature
(if not applicant)

PLANNING DIVISION PROVIDED INFORMATION

Application #: _____ RDDC Meeting Date: _____

Date Received: _____ Received By: _____

Parcel ID: _____ Zoning District: _____

Additional Information: _____

All buildings, structures, or improvements visible from a public right-of-way and in the River District must not be located, constructed, reconstructed, altered, or repaired without a Certificate of Appropriateness. The RDDC meets on the second Thursday of each month at 4:00 PM in the Municipal Building's fourth floor City Council Conference Room. Submit questions or applications to the Planning Division, Municipal Building, 427 Patton Street, Room 207, Danville, VA 24541, call us at (434)-799-5260 or e-mail us at plachhd@danvilleva.gov.

ZONING ORDINANCE RDDC APPLICATION STANDARDS

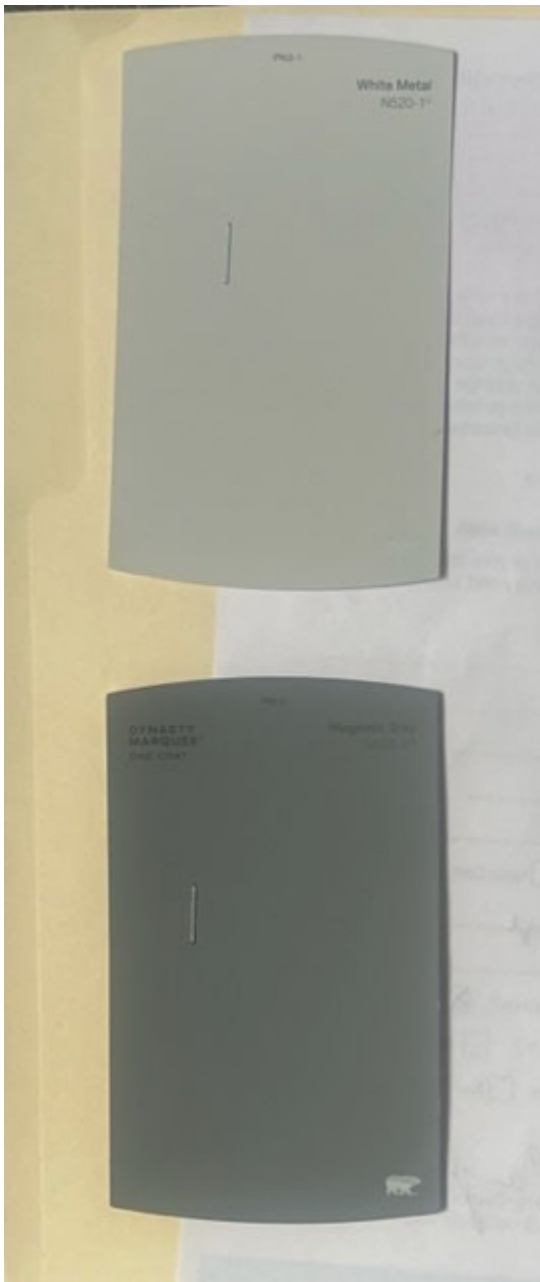
Article 3.R Section C.6: In consideration of a complete application, the Planning Director and the Review Commission may require any or all of the following information and any other materials as may be deemed necessary for its review:

- 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. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or
- D. 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;
 - (4.) Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
 - (5.) Proposed building color and materials;
 - (6.) Relationship of building and site elements to existing and planned corridor development;
 - (7.) Relationship of parking, pedestrian facilities, and vehicular access ways to existing and planned corridor development; and
 - (8.) 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 message to be placed on signs.
- H. Graphic exhibits depicting compliance with other design elements.

Plachcinski, Doug

From: Douglas Plachcinski <michiganplanner@gmail.com>
Sent: Friday, June 17, 2022 3:59 PM
To: Plachcinski, Doug

CAUTION: This email originated outside the City of Danville's email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.



Sent from my iPhone

Jones, Lisa K.

From: Joann Pyles <pyles3@me.com>
Sent: Wednesday, May 25, 2022 4:26 PM
To: Jones, Lisa K.
Subject: Windows and sign

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Sent from my iPhone



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427 Patton Street, Suite 208
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Phone: (434) 799-5260

Commission of Architectural Review

STAFF REPORT

DATE: JUNE 17, 2022
TO: Commission of Architectural Review
FROM: Doug Plachcinski, Planning Division Director
RE: CERTIFICATE OF APPROPRIATENESS REQUEST – 503 HOLBROOK

APPLICANT'S REQUEST

Certificate of Appropriateness Request PZ22-126, to renovate the existing home and property at 503 Holbrook Avenue (Parcel ID # 21964).

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. Walkway Replacement. Lawns, Gardens, Pathways. Most often there is no record of the layout of lawns, planting beds, and pathways. Given this, the review of such elements should be flexible and guided by use and context. For example, if a residential building has been converted to office use, a simpler layout with paved pathways is more appropriate than elaborate beds and pea gravel walks. If residential uses are on either side of a residential-to-office conversion, paving the entire front yard in brick (or any other solid surface) would not be appropriate, nor would parking in the front yard.

The proposed walkway replacement meets the guidelines.

2. Roof Replacement.

Roofing material, historic or modern, has a finite life span and is one of the few things that may need to be replaced on almost any building over the course of its lifetime. As roofs are replaced the original material installed is often changed to a more modern replacement material. Historic roofing materials included wood shingles, slate, terra-cotta tiles, asbestos, metal and asphaltic membrane.

The proposed replacement roof meets the guidelines.

3. Siding Replacement as Needed.

Wood siding and trim shall be repaired and then repainted in lieu of installing new siding and/or trim. Patching areas of deterioration with materials to match the existing materials is recommended rather than re-siding or replacing the entire wall surface unless the extent of deterioration requires that more than 50% of the siding be replaced. In these cases, non-vinyl replacements such as HardiePlank will be allowed if the profile of the siding matches the existing siding.

The proposed replacement cedar lap siding in the same profile meets the guidelines.

Staff recommends the Commission of Architectural Review approve Certificate of Appropriateness PZ22-126.

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 #: _____ CAR Meeting Date: _____
Date Received: _____ Received By: _____
Parcel ID #: _____ Address: _____
Existing Zoning: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 503 Holbrook Ave
Applicant: Steve Ryder
Applicant's Address: 503 Holbrook Ave
Applicant's Phone Number: 360-771-7851
Applicant's E-mail: steve@rydergroupnw.com

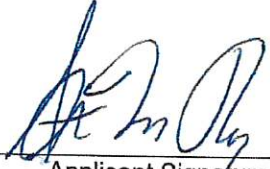
Describe Proposed Improvements: 1) Paint exterior to match the existing color 2) Repair windows
and add storm windows (keep existing) 3) Replace front concrete walkway with brick pavers

4) Replace decking materials on back deck (changing deck materials from wood to TREX like materials)

5) Add a hot tub on the back deck (place where is cannot be seen from the streets)

6) Replace deteriorated roof with standing seam metal roofing (color red to replace the existing red roof)

7) Repair siding and/or replace with similar siding (bevel lap cedar siding).


Applicant Signature

6/9/2022
date

Property Owner Signature (if not applicant) date

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.

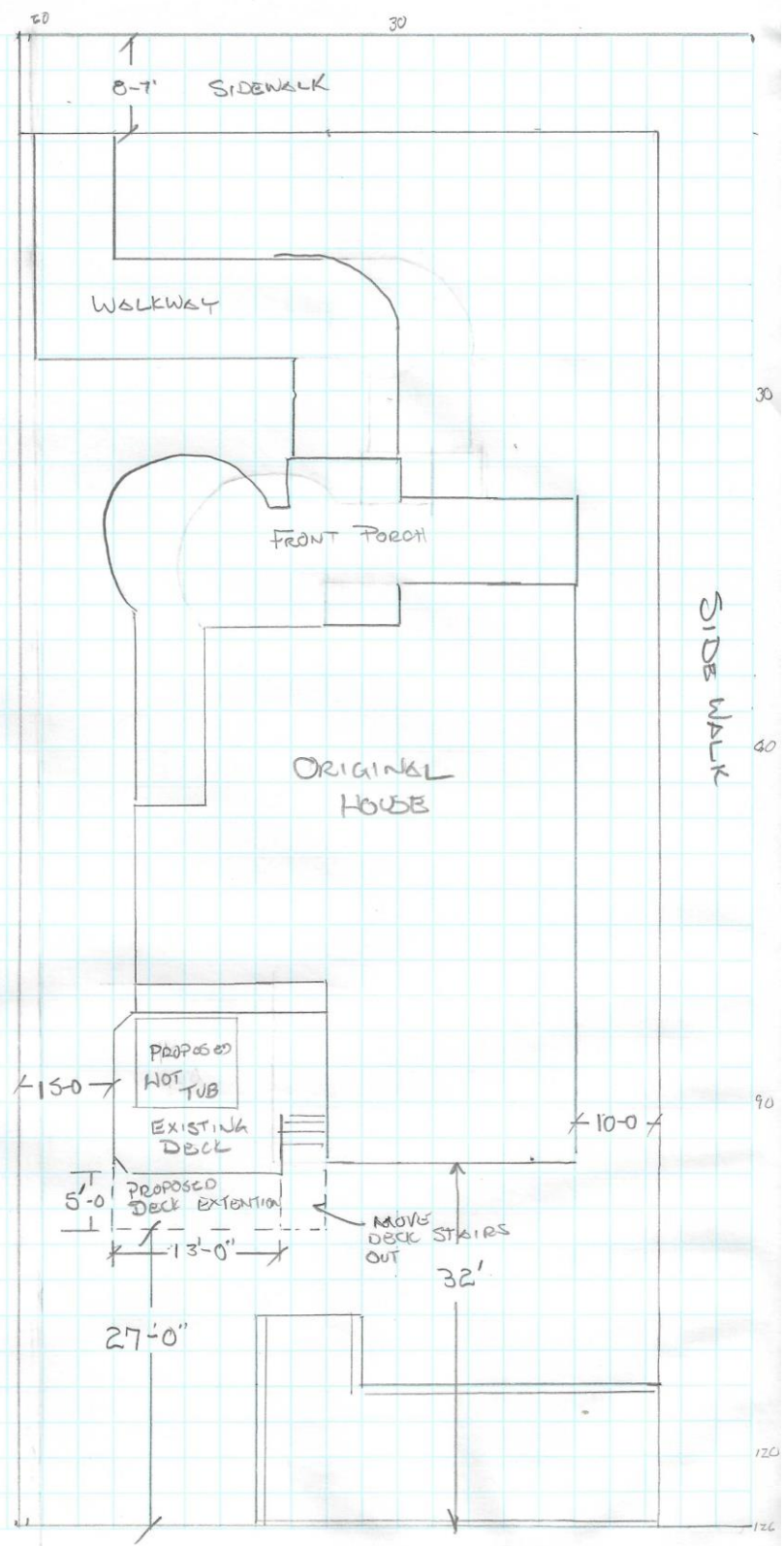
Commission of Architectural Review
Certificate of Appropriateness Application

- A. Statement of Use and User – This is a personal residence of the owner (Steve and Diva Ryder and Mike and Angela Ryder)
- B. Estimated construction Time – Construction has started on the inside and we hope to be completed by the end of August.
- C. Photos – See Attached
- D. Site Drawings and improvements
 - 1. Existing boundaries – See Site drawing
 - 2. Existing topography and proposed grading – No changes to topography.
 - 3. Parking is on the street (Green Street to the north) and in the driveway
Fence will be repaired to match existing white picket fence
No signage
No additional out buildings
 - 4. The adjacent land is residential. This property will be residential also.
 - 5. Only change to exterior is repairing dryrotted wall (using like materials, cedar beveled siding), extending existing deck 5 ' to the east and changing the decking materials to Trex Decking material (Winchester Gray) with a white handrail around the deck.
 - 6. The color of the siding and trim will remain the same as existing (Dark Blue siding and White trim)
 - 7. No changes in use from residential
 - 8. No changes in parking, pedestrian Facilities and Vehicular accessways.

The pictures attached below show the views from the street for the back deck.

The hot tube will be set down through the deck so that the access will be stepping down from the deck into the hot tub. (This will conceal the tub from any street vantage point.

SITE PLAN
NTS
503 HOLBROOK AVE

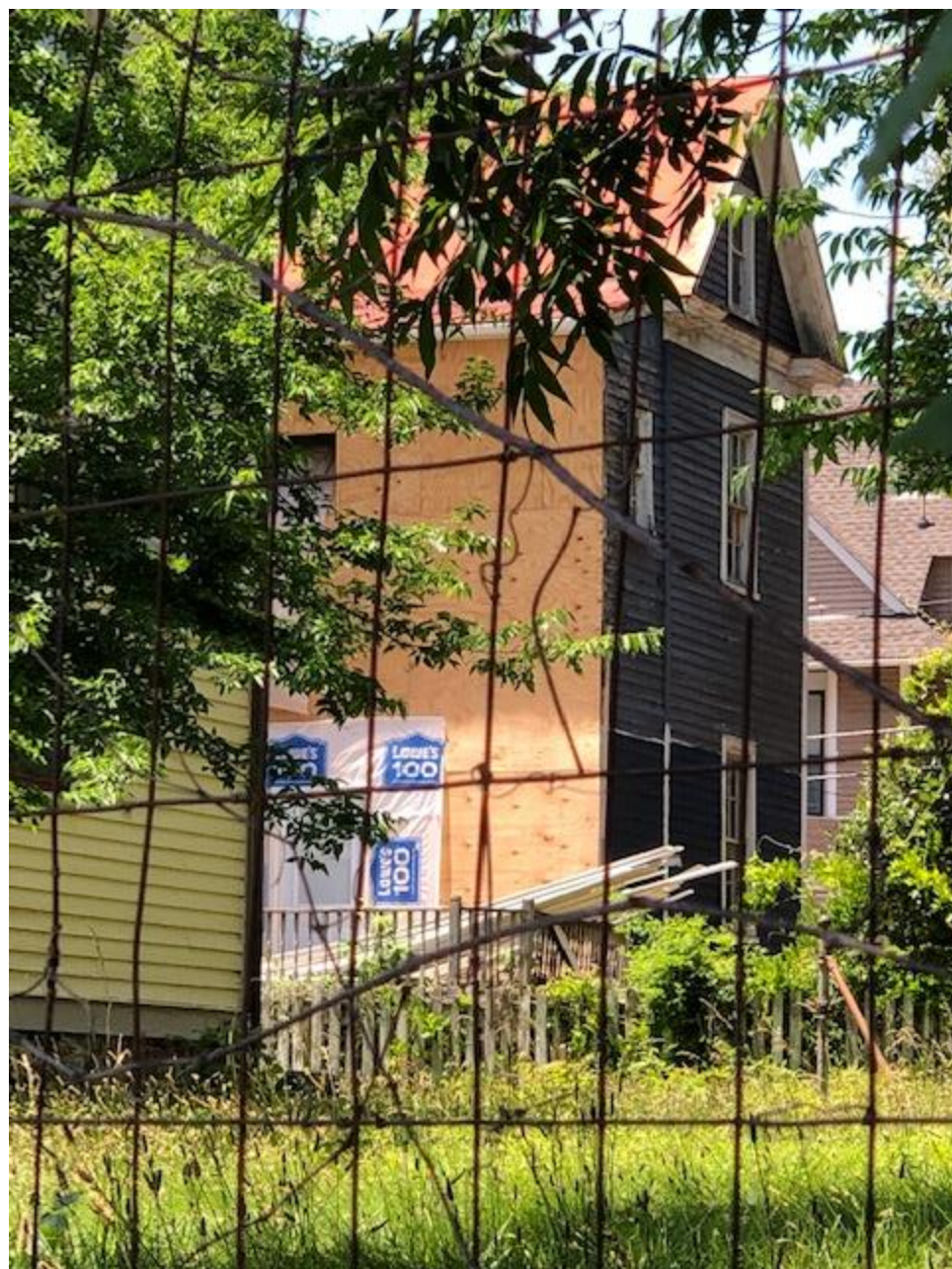




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COMMISSION OF ARCHITECTURAL REVIEW

MARCH 24, 2022

Members Present

Robin Crews
Kathryn Waters
Robert Weir
Jackson Weller

Members Absent

Sonja Ingram
Susan Stilwell
Robert Stowe

Staff

Doug Plachcinski
Lisa Jones
Ryan Dodson

Ms. Crews called the meeting to order at 3:30 p.m.

ITEMS FOR PUBLIC HEARING

- a. *Certificate of Appropriateness Request PZ22-31, to remodel an existing building including front porch reconstruction, demolish rear of structure, install new windows, and build rear wrap around porch at 820 Pine Street (Parcel ID#23604).*

Present to speak on behalf of this request was Renee Burton, who stated I am the Project Manager for the City of Danville. This is 820 Pine Street, and the intent is for a complete interior/exterior remodel on this particular property. The front we will do a demolition on the existing porch, reduce its size to the same size that you have on the Sanborn map there, which is 1899 I think, as well as demolish multiple poor quality rear additions, and bring it back to that same footprint of about 1899. We need a new roof, and we also have itemized for new windows in specific areas. We intend to use as many of the original windows that we can back into this property and certainly take care of the front elevations to insure that has original windows. The issue that we are running into on most of these is that prior to construction we have to do an asbestos abatement, and by federal law we have to remove any and all asbestos that we know on the property. That is in the window glazing within our projects, this one and 844 which we will get to. The windows have to be dismantled and the glazing removed and then put back together. So, fingers crossed we are going to salvage as many as possible but as I we know that is a daunting process and anything can happen. The intent would certainly be for the front elevation as we have spoke about in the staff report and staff has recognized that are we are looking at front elevation to remain. Then as many as possible will remain original as well and we will bring them as close to the front.

Ms. Crews opened the Public Hearing.

Ms. Crews closed the Public Hearing.

Mr. Weir stated I am going to go back to the windows again Renee. The ones that you can not repair are you going to put the 400's in again?

Ms. Burton stated that will be our want, to put in the 400's Anderson's series and they are wood clad windows and painted. From the street I do not believe that you would know the difference. They will have the same profile and they will be STL's, and they will not be true divided lights, I believe.

Mr. Weir stated the application says there are five of those?

Ms. Burton stated there will be five new ones and we don't know exactly how many we will have to replace. That is going to depend on how careful the contractors are and/or the quality of what we have existing. We know that we will have to put in 5 new ones based on the new floor plan and those are in the rear and the rear right.

Ms. Waters stated Anderson 400 is the aluminum clad, right?

Ms. Burton stated yes, and they will be pre painted before we get them for stability.

Mr. Weir stated I am going to ask the staff on this one according to the rules this doesn't fit, do we need to go through the two-step process if we want to approve?

Mr. Plachcinski stated no, I don't believe so. I believe what is being proposed will fit. As we get further into the guidelines and then the additional guidance and materials, and support from the National Parks Service, which administers the Secretary of the Interior's recommendations and programs. Particularly in this case, 844 is a little bit more complicated, but 820 we are primarily looking at abating any asbestos in the existing windows. We think most of these at 820 are in good shape. Some may need to be replaced or reworked but they will need to have the window glass taken out and put back in and resealed to remove asbestos but because the new windows that we are aware will be in the rear of the building. It is a nonprimary building elevation and even if there were existing windows there, and there aren't because where the windows are going is where the rear addition will be demolished, and it is acceptable to use clad materials as long as they are finished to match the historic window materials. If any of the windows on the front of either of these two projects are complete losses then the city has agreed to relocate historic window materials from other building elevations to the front window spaces so that the front windows on the primary building elevation do all use historic window materials and are not the replacement Anderson series 400's.

Mr. Weir stated the Anderson windows are probably the best ones on the market, I understand that but it's just that the rules that we are tied to.

Mr. Plachcinski stated I think that I am presenting a more nuanced reading of the rules. It is something definitely that we need to consider. In all cases I would strongly suggest to CAR unless historic window materials were completely nonexistent on a property to use the original material on the front as much as possible and any replacement materials on the sides and rear of the buildings.

Mr. Weir stated okay.

Ms. Waters stated I mean we have used Anderson's 400 or a similar aluminum clad window on numerous historic projects downtown that DHR has approved. I mean the building that Cotton is in and you can't tell.

Mr. Weir stated River District rules are different from our rules.

Ms. Waters stated I'm just saying that I never noticed that they aren't wood windows from the façade. I don't see an issue.

Mr. Weir stated I think Renee was on staff when we approved windows on the third floor of a house and there is no way that anybody can determine those. I don't have a problem. I don't want to get us crossroaded into our own rules.

Mr. Plachcinski stated perfectly understandable.

Mr. Weir made a motion to approve COA request PZ-22-31 at 820 Pine Street for the remodeling plan for restoring the front porch, removing asbestos siding plus restoring wood siding and trim, demolishing the rear additions, adding new windows to the rear secondary building elevation, and building a new rear covered porch as meeting The Guidelines for Property Improvement. Mr. Weller seconded the motion. The motion was approved by a 4-0 vote.

- b. Certificate of Appropriateness Request PZ22-32, to remodel an existing building including front porch reconstruction, demolish rear of structure, install new windows, and build a two (2) car garage at 844 Pine Street (Parcel ID#20668).*

Present to speak on behalf of this request was Renee Burton, who stated I am Project Manager for the City of Danville. This one is a little similar and then also very different from 820. For 844 we are looking to do some work on the front porch. It currently has metal columns, and we are looking to put door columns back which would certainly be more appropriate for this style of this home. Those will be synthetic material and they will be painted to match the rest of the home, but we do propose that they are an alternative material. We believe right in the center of this second story there was once a window and once we remove the aluminum cladding, we hope to discover that opening. We will put a window back in its place and our intention is if we get lucky enough and it is the same size as one of the other windows in the less prominent elevations that we can just relocate, but probably not my luck. Either way, it is our intent to expose that window and if it is not, we will purchase a wood window to match on that front. The same thing for the elevation. We plan to keep as original as possible in the window scenario. It has aluminum siding now, so we do intend to remove that. We believe there is German lap siding underneath that would be primed and painted. The rear, we will remove some of the additions that are on the back of that property now that are in poor condition, and we will construct a two-car garage. The proposal for the two-car garage has the same windows; it will be the 400 Anderson series or something equivalent with non-shipping estimates and we would look at doing a LP Smart Siding. LP Smart Siding, we chose that verses Hardi plank because it has a smaller profile. So, it is a similar profile to German lap siding, and it is made from a wood composite material and not cement composite material. So, it has a longer life span. It can also be painted and primed so it would match the main structure. The reason for the garage and I don't know how many of you know, but we do propose a park at some point in the future. So, our thoughts are with the addition of the garage that would allow the individuals here that are adjacent to that to be able to use their driveway and park in their garage. So, they are guaranteed parking with the massive amount of people that we will be having in the park. There will be guaranteed parking and security because there will be an internal entrance into their home from this garage. Those were the thoughts about the garage, and it is not typical I know in the Old West End, but that was the reason that we decided to propose it on this because of their proximately to a public space. We wanted

to make sure that they have as much security and amenity as possible to ensure their quality of life as well. There are additional windows, about eleven, and a lot of those are going to be in that rear section, and they will not be on the front.

Ms. Crews opened the Public Hearing.

Ms. Crews closed the Public Hearing.

Mr. Weir stated the back porch has that been added on from the original do you think?

Ms. Burton stated the existing back porch on this? Yes.

Mr. Weir stated it is not original to the house?

Ms. Burton stated no, in the interior you can see where the original porch was. We will be keeping that footprint.

Mr. Weir stated what did you say that the columns were made out of?

Ms. Burton stated they're synthetic materials and I think they are cement composites. I do believe because they have to have that added strength.

Mr. Weir stated staff do you have any concerns?

Mr. Plachcinski stated no, not at all. Any replacement materials will be finished to match and blend in. So, they won't be perceived as being any different than what is there now.

Ms. Crews stated some of the new windows will be on the front of this one?

Mr. Plachcinski stated potentially not. It depends. This home, it is my understanding is has not held up as well as some of the others. There may be more necessary materials for replacement materials.

Ms. Waters stated the garage isn't visible from the street, is it? I mean from the elevation it seems like it is kind of sunk down even.

Ms. Burton stated right, the only way that you will see it is coming off Chestnut, but it would be very limited and that's only because there are two empty lots, and you would not see the entire structure.

Mr. Plachcinski stated it sits lightly from the corners too and it stands back.

Mr. Weller stated that wouldn't be the side with the doors though, that would be the back of the garage from Chestnut?

Ms. Burton stated the garage doors will be on the right side and the personal doors on the very back and you would not see them.

Mr. Weir mad a motion to approve COA request PZ22-32 at 844 Pine Street because the remodeling plan for restoring the front porch will include paintable columns, remove aluminum siding plus restoring wood siding and trim, add a new window with historic window material to the second story front primary building elevation, repair all wood windows on the primary elevation or replace them with historic window materials, restore historic window materials or replacing windows on all secondary elevations with modern windows, demolish

the rear addition, and build a new rear addition including a 2-car garage meets the Guidelines for Property Improvement, with the following conditions:

- 1. Historic window materials are restored as much as possible and moved to the front elevation of the home or along the side elevations of the home towards the street; and**
- 2. That all replacement materials are painted to match the historic building materials.**

Mr. Weller seconded the motion. The motion was approved by a 5-0 vote.

- a. Rules of Procedure. The CAR, in accordance with Article 3.R. Section F.3.g, "shall adopt rules of procedure."*

Mr. Plachcinski stated I am completely fine that we can answer questions and talk about this, but it may be beneficial to have more commissioners here when they are adopted to answer any of their questions too.

Ms. Crews stated do you wish to postpone then?

Mr. Plachcinski stated we can talk about anything now if there are any questions. These proposed rules of procedure other than the name of the body almost exactly match the rules the Planning Commission just adopted. One subtle difference is that it explains just under actions during 6C, so review meetings and then actions that kind of explain the two-step process, which is taking out a language in the guidelines. It is the same language that we already have, it is just spelled out here.

Ms. Crews stated this is no different from what we are currently practicing?

Mr. Plachcinski stated no, it should not be, and it is what is in our language now.

COMMISSION OF ARCHITECTURAL REVIEW

Rules of Procedure DRAFT FEBRUARY 2022

1. OBJECTIVES

The City of Danville Commission of Architectural Review (CAR) adopted the following Rules of Procedure to implement its powers and duties in accordance with the Virginia and Danville City Codes, as amended.

This Commission's official title is the "City of Danville Commission of Architectural Review".

2. OFFICERS

- A. Election of Officers. CAR officers consist of a Chair, Vice-Chair, and Secretary. Officers must be elected at the first regular meeting of each calendar year according to the following steps:

1. The City Attorney requests nominations from the membership.
2. Any Commissioner, after being recognized by the City Attorney, may nominate one or more Commissioner, and discuss their qualifications.
3. The City Attorney will close the nominating process when all nominations have been made and call for the vote.
4. The City Attorney must call a vote for each nominee in the order nominated and tally the

respective votes.

5. Each Commissioner may cast one (1) vote for any nominee.
6. A majority of those voting is required to elect the officer.
7. A candidate receiving a majority vote is declared elected.
8. A newly elected Chair will take office immediately and serve for a year or until a successor takes office.
9. Vacancies in offices are filled immediately by regular election procedures.

B. Duties

The duties of any officer outside of meeting participation may be assigned to the City of Danville Community Development Department.

1. Chair.

- a. Preside at all meetings of the CAR.
- b. Appoint committees.
- c. Rule on all procedural questions with the advice of the parliamentarian as necessary. Procedural rulings may be reversed by a vote of at least a two-thirds majority of the members present.
- d. Carry out other duties as assigned by the CAR.

2. Vice-Chair

- a. Act in absence or inability of the Chair to act.
- b. Have the powers to function in the same capacity as the Chair when the Chair is absent or unable to act.

3. Secretary

- a. Act in absence or inability of the Chair and Vice-Chair to act.
- b. Supervise the preparation and storage of CAR minutes in the Community Development Department.
- c. Notify all members of all meetings.
- d. Keep a file of official CAR records and reports.
- e. Certify CAR maps, records, and reports.
- f. Provide notice of all meetings in accordance with the Virginia Freedom of Information Act requirements and publicize CAR public hearing notices in accordance with Virginia Code and City Ordinances.
- g. Attend to CAR correspondence.

3. PARLIAMENTARIAN

The City Attorney, or their designee, is the parliamentarian at all CAR meetings.

4. COMMITTEES

The Chair may appoint committees for purposes and terms as necessary.

5. CORRESPONDENCE

- A. The Chair must sign all official papers and plans involving the authority of the CAR.
- B. Written comments from citizens are encouraged, particularly those about applications pending before the CAR.
- C. Commissioners must not discuss business outside of CAR meetings in a manner that violates the Virginia Freedom of Information Act.

6. COMMISSION OF ARCHITECTURAL REVIEW MEETINGS

A. Meeting Time, Location, Cancelations

- 1. Regular meetings of the CAR are held on the fourth Thursday at 3:30 p.m. in the City Council Conference Room, 4th Floor, of the Danville Municipal Building, 427 Patton Street, Danville, Virginia 24541.
- 2. The CAR Chair or two (2) members upon written request to the Secretary may call work sessions or special meetings. Notice of such meeting times and locations must be given to each member and to those requesting notice of meetings under the Virginia Freedom of Information Act at least five (5) days before.
- 3. All meetings, hearings, records, and accounts are open to the public; provided, however, that the CAR may adjourn into a closed session under the Virginia Freedom of Information Act.
- 4. The Planning Division Director may cancel a scheduled meeting of the CAR if there are no business items.
- 5. The Planning Division Director may cancel a scheduled meeting of the CAR due to inclement weather or other unforeseen circumstances.

B. Parliamentary Procedure and Meeting Minutes

- 1. All CAR meetings are governed by Robert's Rules of Order, except as modified by these bylaws.
- 2. If the Chair Vice-Chair, and Secretary are all absent from a meeting, the CAR will follow Robert's Rules of Order for electing a Chair pro-tem.
- 3. Minutes of all meetings, except any executive sessions, are kept by the Secretary and are a part of the public record.
- 4. A record of the voting, including each individual Commissioner's vote, will be indicated in the minutes.

C. Actions

- 1. The CAR may vote on applications as a whole or on specific items within applications separately.
- 2. The CAR must determine if the proposed action meets the Old West End Design Guidelines, if there are any conditions necessary to meet the Guidelines, and whether to issue a Certificate of Appropriateness.
- 3. If the CAR determines that the action does not meet the Guidelines, then it may determine that the action will not have an adverse effect on the building AND District, if there are any conditions necessary to meet the Guidelines, and whether to issue a Certificate of

Appropriateness.

D. Quorum and Voting

1. A majority of the CAR membership constitutes a quorum. The CAR must have a quorum to meet and conduct business.
2. The names of Commissioners making and supporting motions will be recorded.
3. Business item voting is by roll call; all other items are by voice vote.
4. A record of the voting, including each individual commissioner's vote on any matter shall be kept as a part of the minutes.
5. When the CAR holds a public hearing, voting may take place on the day of the public hearing or at a subsequent meeting no later than 60 days after the public hearing is closed.

E. Agenda

1. CAR meeting agendas are set by the Planning Division Director. In addition to other matters, only those public hearings properly advertised by law will be on the agenda.
2. All matters for which public hearings have been held and for which no vote has been taken must be placed on the agenda for action at the next regular meeting.
3. The order of business for a meeting shall be as follows, unless modified by the Chair or Planning Division Director to facilitate CAR business:
 - I. Welcome and Call to Order
 - II. Roll Call
 - III. Public Hearings
 - IV. Unfinished Business
 - V. New Business
 - VI. Correspondence
 - VII. Approval of Minutes
 - VIII. Adjournment.

F. Public Hearings

1. In addition to those public hearings required by law, the CAR may hold public hearings on any items it determines are in the public interest.
2. The order of public hearings shall be as follows:
 - a. An applicant or their representative will present their application within a ten (10) minute time limit.
 - b. The Chair will open the public hearing.
 - c. The Chair will request public comment from anyone in attendance. Each speaker must state their name and address. There is a three (3) minute limit for each individual speaker. There is a five (5) minute limit for each speaker representing a group. The CAR, by unanimous consent, may extend a speaker's time.

- d. The applicant or their representative may respond to the public comments within a five (5) minute time limit.
 - e. The Chairman must close the public hearing unless the CAR votes to continue the public hearing at a subsequent meeting.
 - f. CAR minutes must include the names of all people that speak at public hearings and a summary of their comments.
3. There will be a ten (10) minute recess after every two (2) hours.
7. AMENDMENTS
- 1. These bylaws may be amended by a majority vote of the entire CAR membership.
 - 2. These bylaws may be suspended with a majority vote of the entire CAR membership except provisions superseded by Virginia or City of Danville Code.

APPROVAL OF THE MINTUES

Mr. Weller stated to make one amendment or correction that Mr. Weir was present but not recognized in the minutes as being present.

The February 24, 2022, minutes were approved as amended by a unanimous vote.

With no further business, the meeting adjourned at 3:50 p.m.

Approved