



COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

July 27, 2023

3:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Certificate of Appropriateness Request PZ22-00231 filed by Blair Construction to install two (2) freestanding signs and a wall sign at 990 Main Street.
2. Certificate of Appropriateness Request PZ22-00236 filed by Walter Sean Davis to replace rear window with door at 155 Sutherlin Avenue.

D. STAFF UPDATES

E. ADJOURN



Commission of Architectural Review

STAFF REPORT

DATE: July 27, 2023
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness Request PZ23-00231 filed by Blair Construction to install two (2) monument signs and a wall sign at 990 Main Street.

SUMMARY

The applicant, Blair Construction, has requested a Certificate of Appropriateness to install two (2) monument signs and one wall sign. The wall sign will be installed above the entrance to the 990 Main Street building, facing Holbrook Ave. The monument signs will be placed near the entrances on Main and Holbrook Streets. The two separate parcels will allow for a freestanding sign at each building.

The design guidelines recommend that freestanding signs from 12 up to 16 square feet be allowed for buildings set back from the right of way further than the norm. The sign code allows for up to 24 square feet for freestanding signs. The proposed signs are 8.9 square feet and 11.7 square feet.

The design guidelines and the sign code both limit building mounted signs to 32 square feet. The proposed wall sign is 11.54 square feet.

RECOMMENDATION

Staff recommends that the Commission of Architecture Review approve request PZ23-00231.

ATTACHMENTS

1. Application (19)
2. The Holbrook Signs
3. Plans



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.

ZONING ORDINANCE CAR 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.

PLANNING DIVISION PROVIDED INFORMATION

Application #: PZ23-00231 CAR Meeting Date: July 27, 2023

Date Received: 07-12-2023 Received By: RB

Parcel ID: _____ Zoning District: _____

Additional Information: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 990 Main Street Danville Va 24541

Applicant: Blair Construction

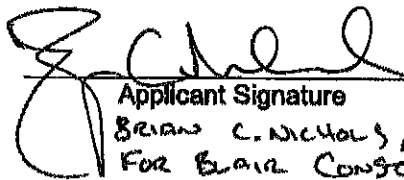
Applicant's
Address: 23020 US HWY Gretna Va 24557

Applicant's Phone
Number: (434) 426-0584

Applicant's E-mail: mgoodman@Blair-Construction.com BNichols@blair-construction.com

Describe Proposed Improvements: _____

Site signage per attached information packet.

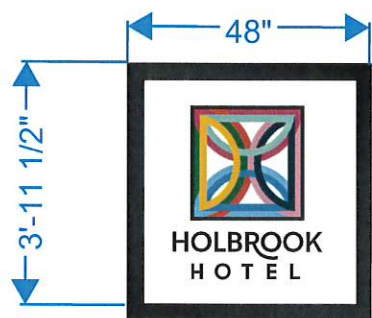
 7-12-23
Applicant Signature date
Brian C. Nichols, VP
For Blair Construction

 7-12-23
Property Owner Signature date
(if not applicant)



SIGN 1

MAIN STREET



SIGN 2

HOLBROOK STREET



**BALZER
& ASSOCIATES**

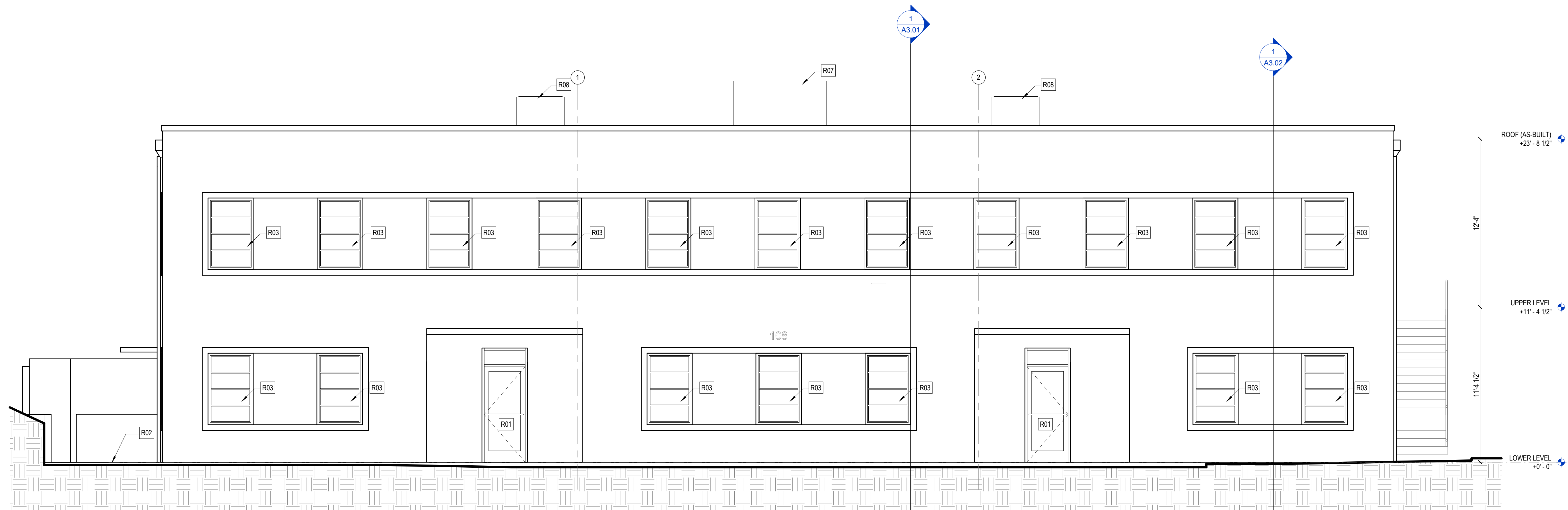
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley / Staunton
Harrisonburg / Lynchburg

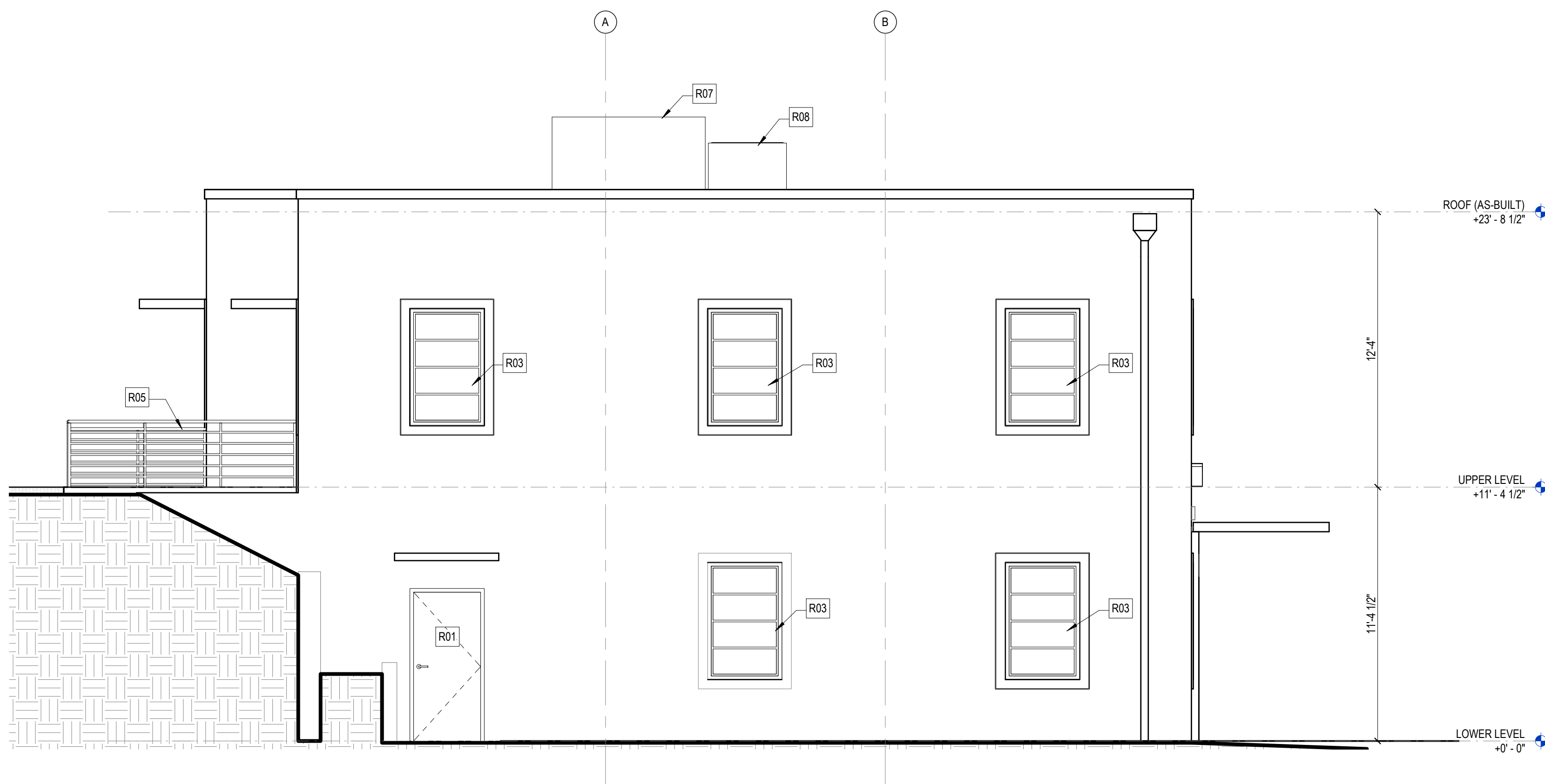
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1208 Corporate Circle
Roanoke, VA 24018
540.772.9580

PRELIMINARY
NOT FOR CONSTRUCTION
03/2022



**1
A2.01** **EXTERIOR RENOVATION ELEVATION**
1/4" = 1'-0"



**2
A2.01** **EXTERIOR RENOVATION ELEVATION**
1/4" = 1'-0"

RENOVATION KEYNOTES	
R01	NEW STOREFRONT DOOR. SEE DOOR SCHEDULE FOR ADDITIONAL INFORMATION, A1.07
R02	NEW CONCRETE SIDEWALK SLOPED TO DRAIN. SEE SITE DEVELOPMENT PLAN BY OTHERS
R03	NEW WINDOW TO MATCH EXISTING. EXTERIOR ELEVATIONS AND WINDOW DETAILS FOR ADDITIONAL INFORMATION, A2.01 AND A2.02
R04	NEW TERRACE. MATERIAL AND DESIGN TO BE SELECTED BY OWNER. MAX OF 2% SLOPE AWAY FROM BUILDING
R05	NEW 42" GUARDRAIL. MATERIAL AND DESIGN TO BE SELECTED BY OWNER
R06	NEW CONCRETE PAVERS. COLOR AND DESIGN TO BE SELECTED BY OWNER
R07	NEW ROOFTOP VENTILATION UNIT
R08	NEW ROOFTOP HEAT PUMP
R09	NEW EXTERIOR BUILDING SIGNAGE. MATERIAL, COLOR AND DESIGN TO BE SELECTED BY OWNER
R10	NEW CONCRETE PAVEMENT FRONT ENTRY PATIO. COLOR AND DESIGN TO BE SELECTED BY OWNER

GENERAL EXTERIOR ELEVATION NOTES

- COORDINATE ALL EXTERIOR WALL PENETRATIONS WITH OTHER TRADES.
- GRADING CONDITIONS AT THE BUILDING FACE MAY VARY AS SITE CONDITIONS AND BUILDING TECHNIQUES MAY DICTATE.
- EXTERIOR WALL PLUMBING AND VENTILATION PENETRATIONS ARE NOT SHOWN. COORDINATE PROPOSED LOCATIONS WITH OWNER PRIOR TO INSTALLATION.
- ALL EXTERIOR FINISHES/COLORS/TEXTURES AND/OR MANUFACTURERS SHOWN HEREIN SHALL BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.

GENERAL EXTERIOR PAINT NOTES

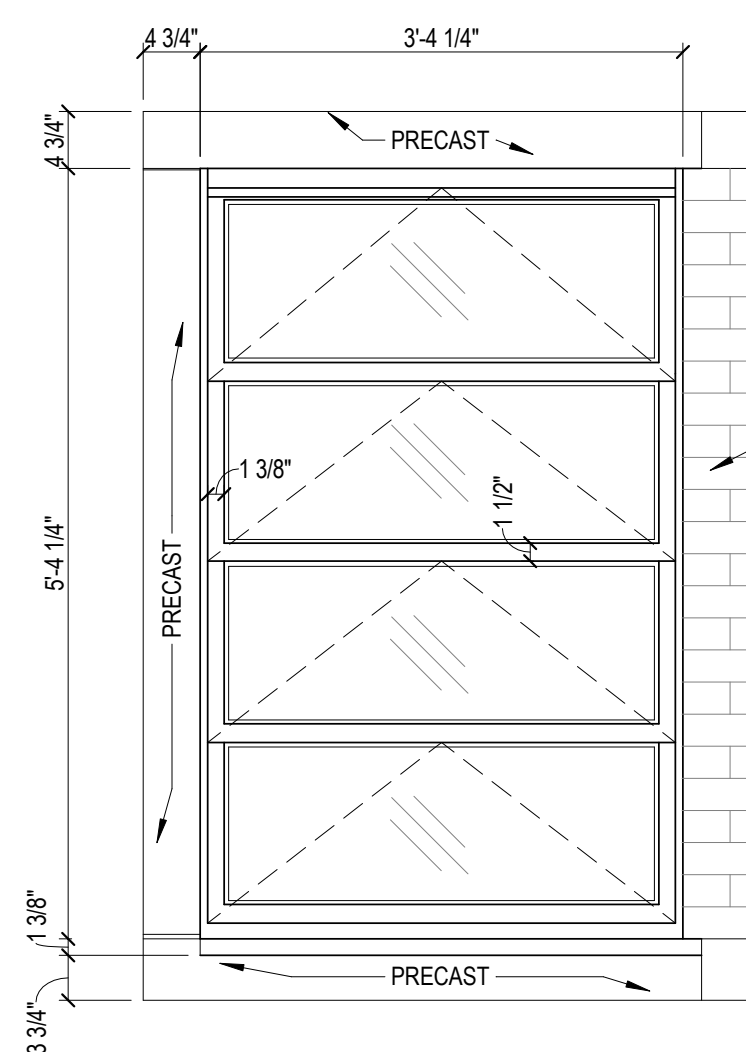
- ALL EXTERIOR FINISHES/COLORS/TEXTURES AND/OR MANUFACTURERS SHOWN HEREIN SHALL BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
- PAINTING SHALL BE LABELED FOR EXTERIOR APPLICATIONS. USE ONLY PAINT LISTED BY MANUFACTURER FOR INTENDED SUBSTRATES.
- PAINT ALL EXTERIOR SIDING, TRIM AND SOFFITS. CONSULT OWNER FOR ALL REQUIRED PAINT AND MATERIAL COLORS IF NOT SPECIFICALLY SHOWN HEREIN.
- MASK ANY EXTERIOR ELEMENTS (LIGHTS, WINDOWS, DOORS, AND SIMILAR OBJECTS) WHICH ARE NOT TO BE PAINTED PRIOR TO PAINTING. REMOVE ANY SPILLS OR EXCESS PAINT BEFORE PAINT DRIES.
- PAINT ALL EXPOSED UTILITY JUNCTION BOXES/METERS AND ASSOCIATED CONDUIT SHALL BE PAINTED TO MATCH IMMEDIATELY ADJACENT BUILDING COLOR.

GENERAL ROOFING & GUTTERING NOTES

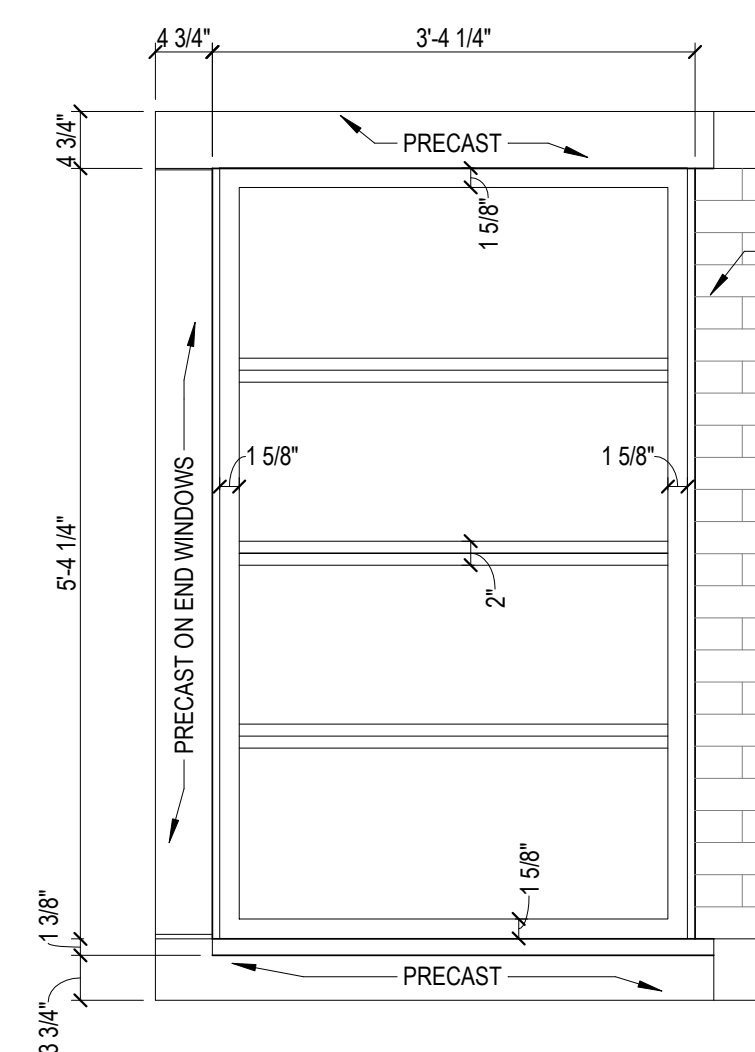
- ALL EXTERIOR FINISHES/COLORS/TEXTURES AND/OR MANUFACTURERS SHOWN HEREIN SHALL BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
- CONNECT TO BELOW GRADE PIPING. SEE SCHEMATIC ROOF PLAN FOR DOWNSPOUT LOCATIONS. COLOR TO BE SELECTED BY OWNER, TYPICAL.

GENERAL EXTERIOR BUILDING SIGNAGE NOTES

- ALL EXTERIOR BUILDING SIGNAGE SHALL BE UNDER A SEPARATE LOCALITY PERMIT. COORDINATE/VERIFY LOCATIONS WITH OWNER SPECIFICATIONS.
- PROVIDE ELECTRICITY TO ALL EXTERIOR SIGNAGE AS REQUESTED BY OWNER.



**3
A2.01** **EXISTING WINDOW ELEVATION**
3/4" = 1'-0"



**4
A2.01** **REPLACEMENT WINDOW ELEVATION**
3/4" = 1'-0"

108 DOCTORS BUILDING
RENOVATION OF MEDICAL BUILDING INTO HOTEL
EXTERIOR RENOVATION ELEVATIONS AND WINDOW DETAILS

108 HOLBROOK STREET
DANVILLE, VA 24041

DRAWN BY MEA, MFK, KMK
DESIGNED BY RWP, BS
CHECKED BY RWP
DATE 06/03/2022
SCALE As indicated
REVISIONS

A2.01
PROJECT NO 03190076.00



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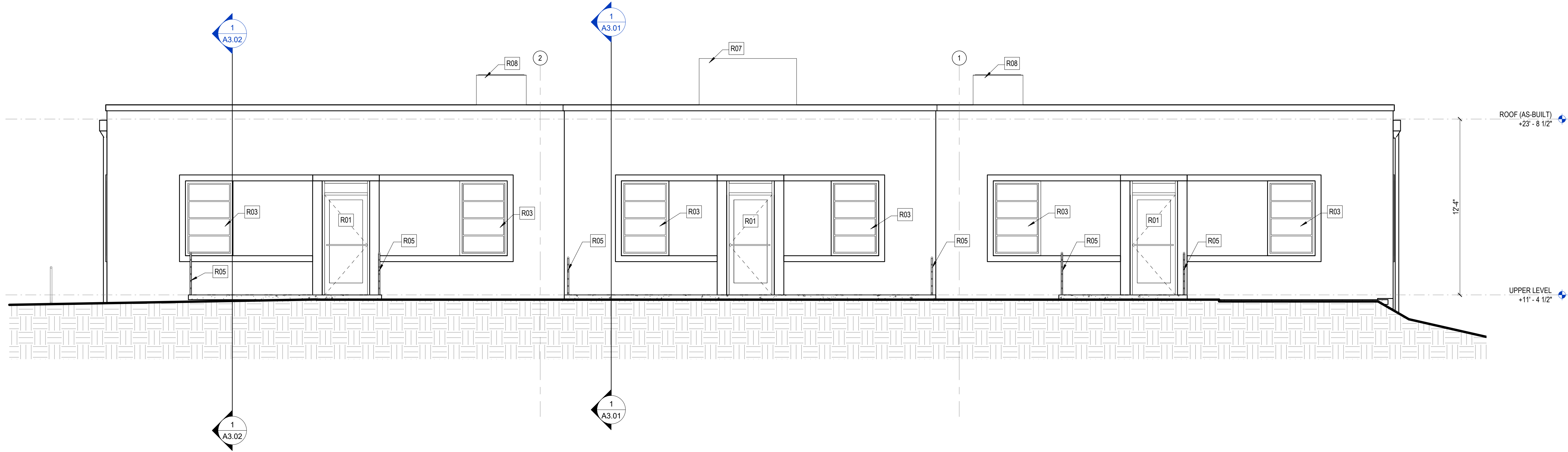
www.balzer.cc

1208 Corporate Circle

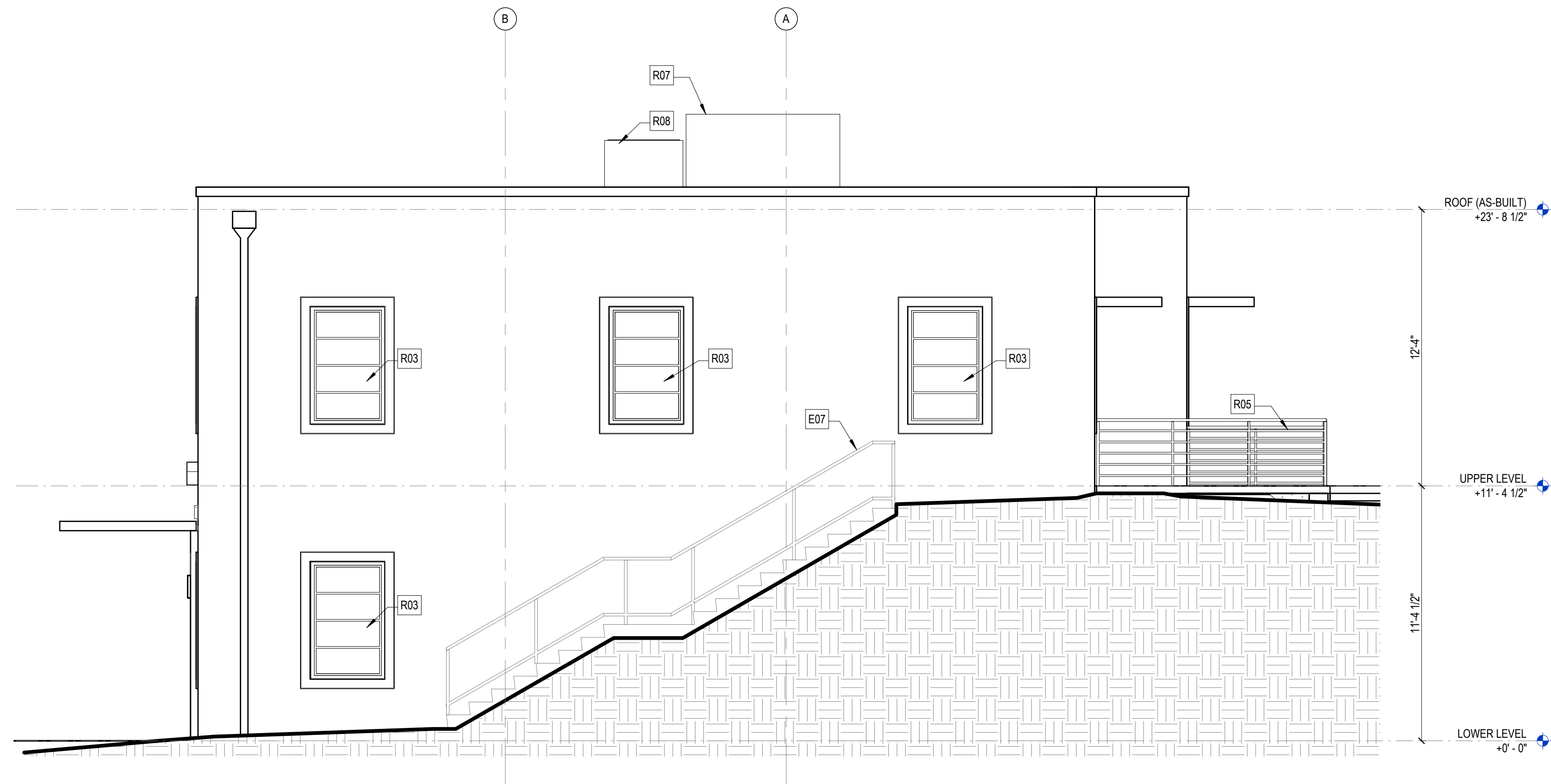
Roanoke, VA 24018

540.772.9580

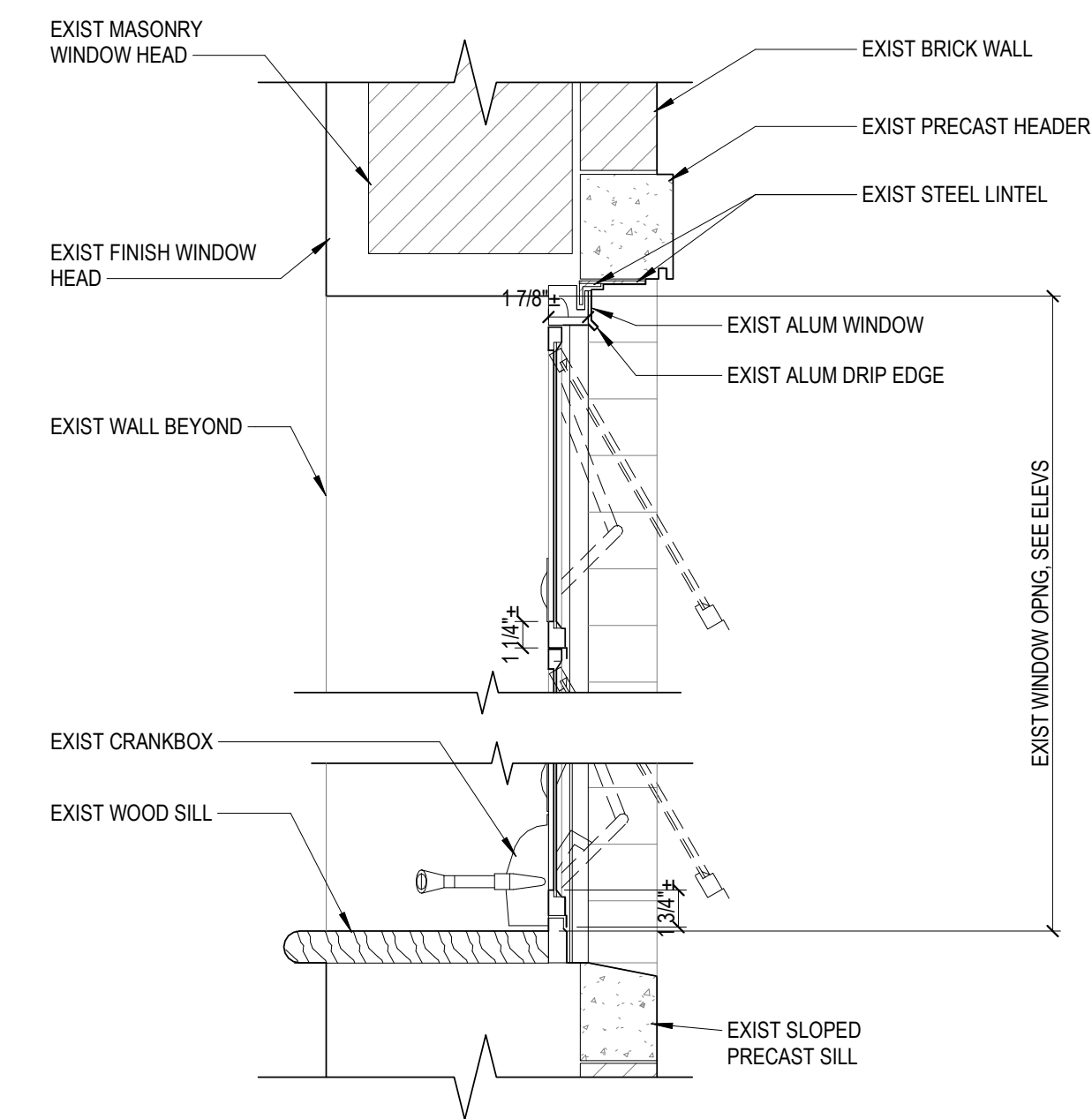
PRELIMINARY
NOT FOR CONSTRUCTION



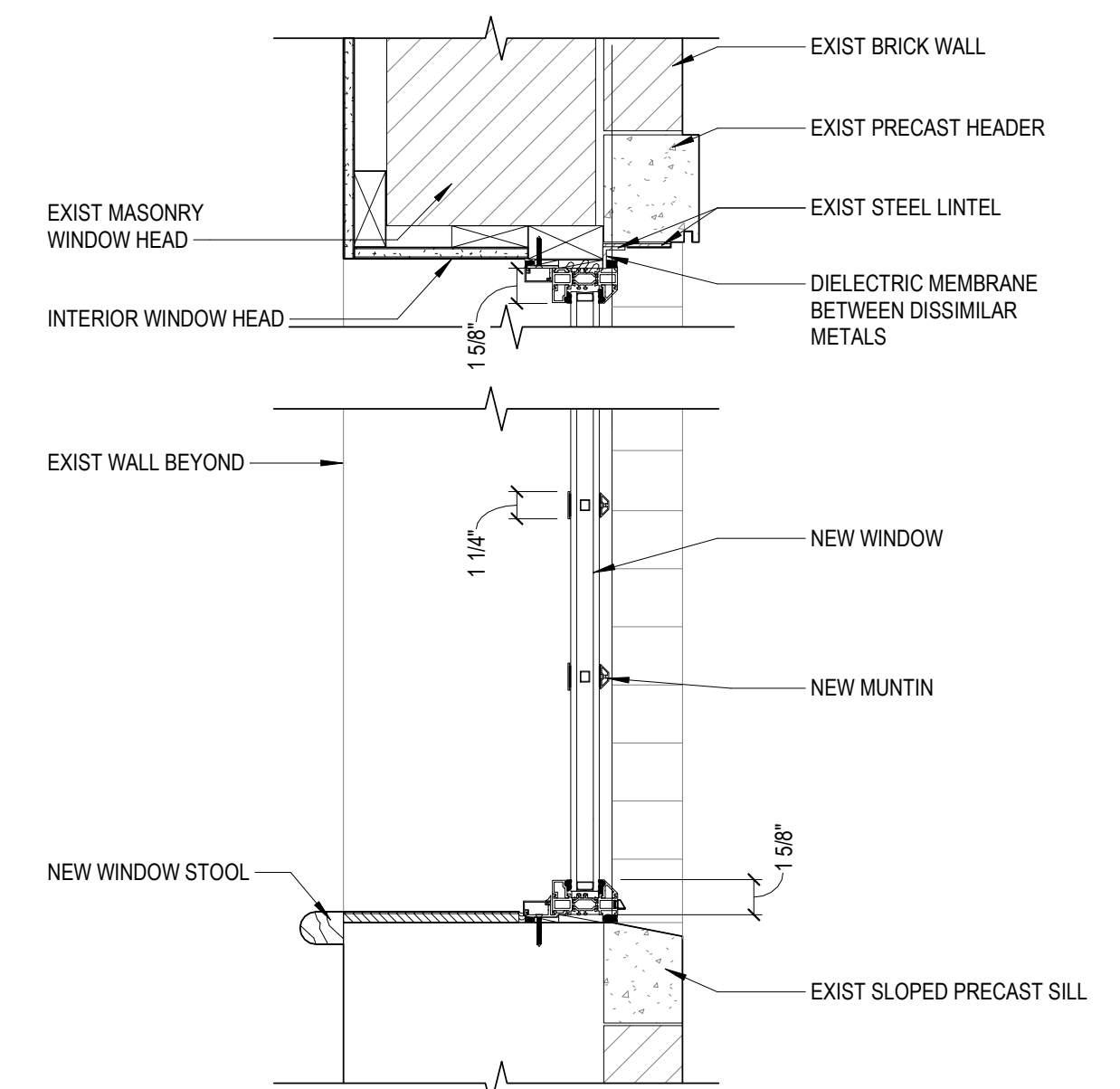
1 EXTERIOR RENOVATION ELEVATION
A2.02 1/4" = 1'-0"



2 EXTERIOR RENOVATION ELEVATION
A2.02 1/4" = 1'-0"



**3 EXISTING WINDOW
DETAILS**
A2.02 1 1/2" = 1'-0"



**4 REPLACEMENT WINDOW
DETAILS**
A2.02 1 1/2" = 1'-0"

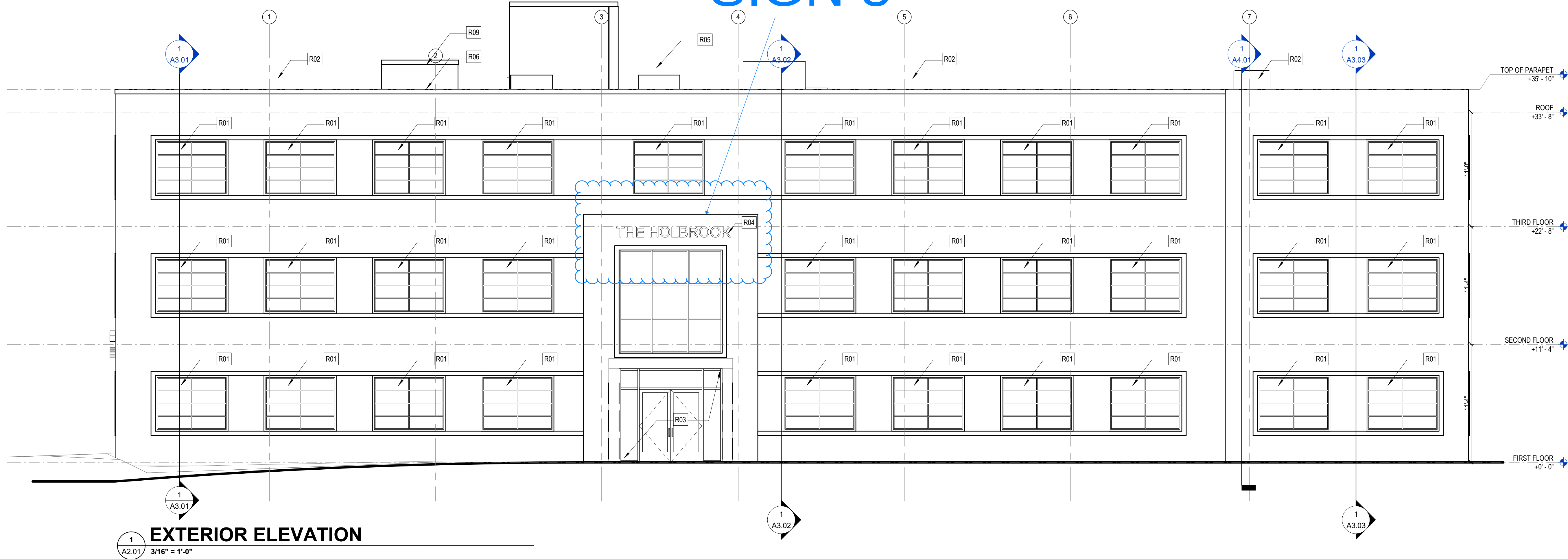
NOTE: SEE SHEET A2.01 FOR ELEVATION
NOTES AND KEYNOTES

108 DOCTORS BUILDING
RENOVATION OF MEDICAL BUILDING INTO HOTEL
EXTERIOR RENOVATION ELEVATIONS AND WINDOW DETAILS

DRAWN BY MEA, MFK, KMK
DESIGNED BY RWP, BS
CHECKED BY RWP
DATE 06/03/2022
SCALE As indicated
REVISIONS

A2.02
PROJECT NO 03190076.00

SIGN 3



GENERAL EXTERIOR ELEVATION NOTES

1. COORDINATE ALL EXTERIOR WALL PENETRATIONS WITH OTHER TRADES. GRADING CONDITIONS AT THE BUILDING FACE MAY VARY AS SITE CONDITIONS AND BUILDING TECHNIQUES MAY DICTATE.
2. EXTERIOR WALL PLUMBING AND VENTILATION PENETRATIONS ARE NOT SHOWN. COORDINATE PROPOSED LOCATIONS WITH OWNER PRIOR TO INSTALLATION.
3. ALL EXTERIOR FINISHES/COLORS/TEXTURES AND/OR MANUFACTURERS SHOWN HEREIN SHALL BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.

GENERAL EXTERIOR PAINT NOTES

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2. PAINTING SHALL BE LABELED FOR EXTERIOR APPLICATIONS. USE ONLY PAINT LISTED BY MANUFACTURER FOR INTENDED SUBSTRATES.
3. PAINT ALL EXTERIOR SIDING, TRIM AND SOFFITS. CONSULT OWNER FOR ALL REQUIRED PAINT AND MATERIAL COLORS IF NOT SPECIFICALLY SHOWN HEREIN.
4. MASK ANY EXTERIOR ELEMENTS (LIGHTS, WINDOWS, DOORS, AND SIMILAR OBJECTS) WHICH ARE NOT TO BE PAINTED PRIOR TO PAINTING. REMOVE ANY SPILLS OR EXCESS PAINT BEFORE PAINT DRIES.
5. PAINT ALL EXPOSED UTILITY JUNCTION BOXES/METERS AND ASSOCIATED CONDUIT SHALL BE PAINTED TO MATCH IMMEDIATELY ADJACENT BUILDING COLOR.

GENERAL ROOFING & GUTTERING NOTES

1. ALL EXTERIOR FINISHES/COLORS/TEXTURES AND/OR MANUFACTURERS SHOWN HEREIN SHALL BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
2. CONNECT TO BELOW GRADE PIPING. SEE SCHEMATIC ROOF PLAN FOR DOWNSPOUT LOCATIONS. COLOR TO BE SELECTED BY OWNER, TYPICAL.

GENERAL EXTERIOR BUILDING SIGNAGE NOTES

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2. PROVIDE ELECTRICITY TO ALL EXTERIOR SIGNAGE AS REQUESTED BY OWNER.



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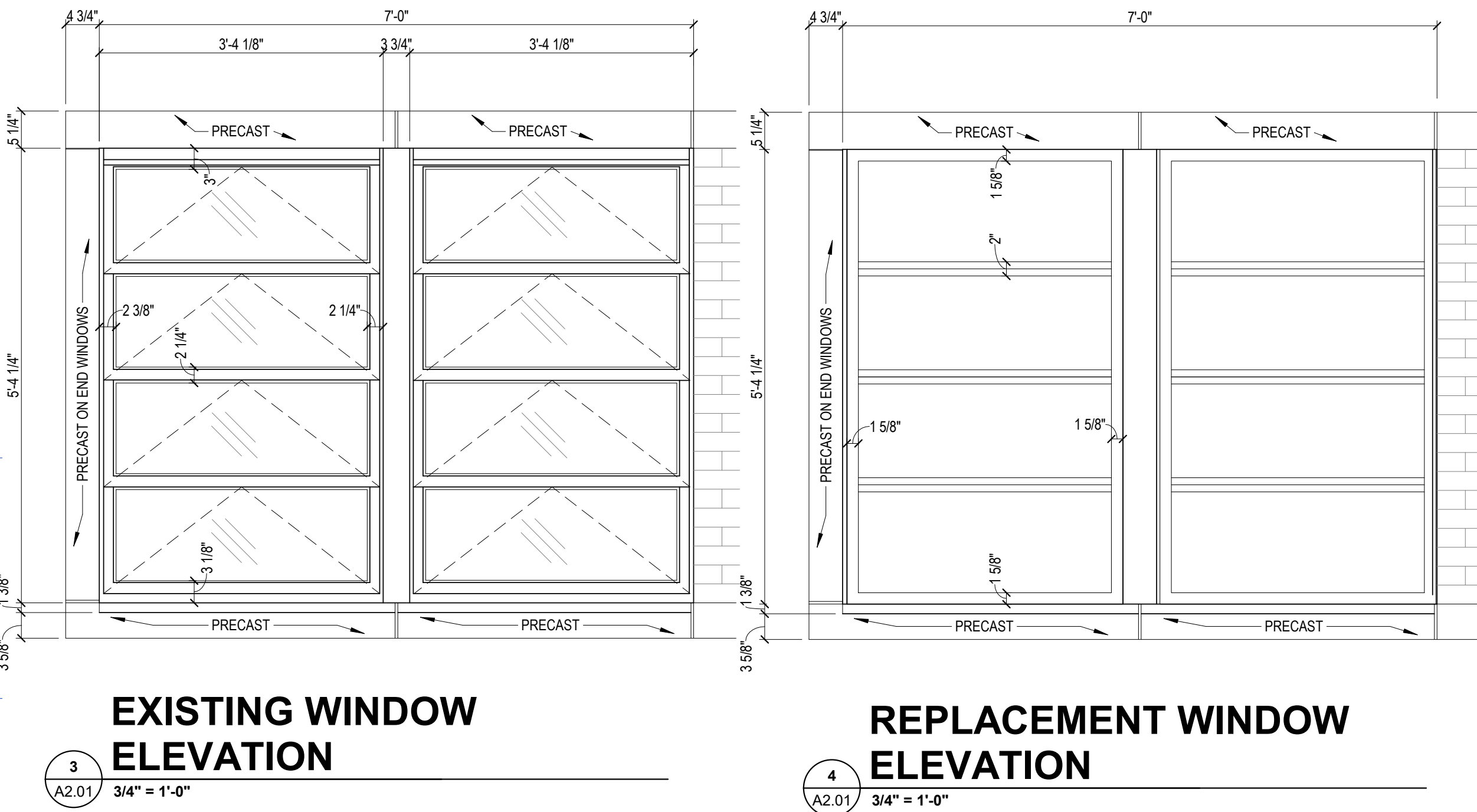
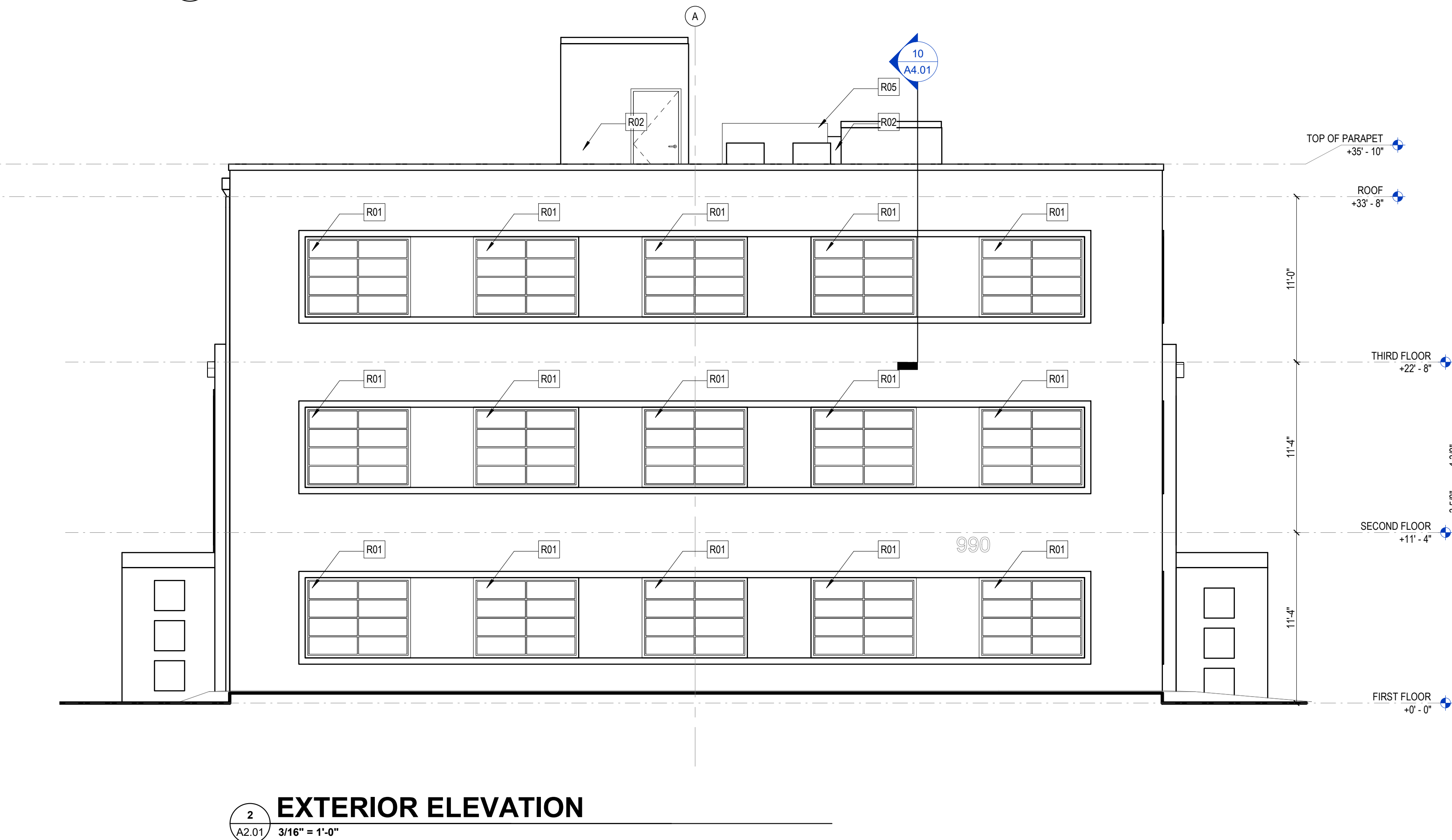
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EXISTING WINDOW ELEVATION

REPLACEMENT WINDOW ELEVATION

RENOVATION NOTES

R01	NEW WINDOW TO MATCH EXISTING
R02	NEW ROOFTOP HEAT PUMP
R03	NEW STOREFRONT TO MATCH EXISTING
R04	NEW SIGNAGE
R05	NEW ROOFTOP VENTILATION UNIT
R06	NEW ROOFTOP ROOF HATCH
R07	NEW RATED MASONRY WALL FILL IN EXIST. MASONRY WALL OPENING, MATCH EXISTING
R08	NEW CHASE WALL WITH 1-1/2\" RIGID INSULATION AT ALL EXTERIOR WALLS TO INCREASE R-VALUE
R09	NEW SPIRAL STAIR PENTHOUSE

GENERAL WINDOW NOTES

1. REFER TO OUTLINE SPECIFICATIONS FOR ADDITIONAL NOTES.
2. COORDINATE LOCATION AND DIMENSIONS WITH INFORMATION FOUND ON FLOOR PLANS AND ELEVATIONS.
3. ALL DIMENSIONS ARE SCHEMATIC NOMINAL SIZES ONLY. CONSULT WITH MANUFACTURER FOR EXACT WINDOW SELECTION AND ROUGH OPENING INFORMATION.
4. TEMPERED UNITS AS REQUIRED FOR HAZARDOUS LOCATIONS.
5. ALL GLAZING IN WINDOW UNITS WITHIN A 24\" ARC OF THE SIDES OF EGRESS DOORS AND ALONG SIDEWALKS OR WALKING SURFACES SHALL BE OF AN APPROVED SAFETY TYPE.

990 - DOCTORS BUILDING
RENOVATION OF MEDICAL BUILDING INTO HOTEL
EXTERIOR ELEVATIONS

DRAWN BY MEA, MFK, TB, KMK
DESIGNED BY BS, RWP
CHECKED BY RWP
DATE 05/20/2022
SCALE As indicated
REVISIONS

A2.01

PROJECT NO 03190076.00



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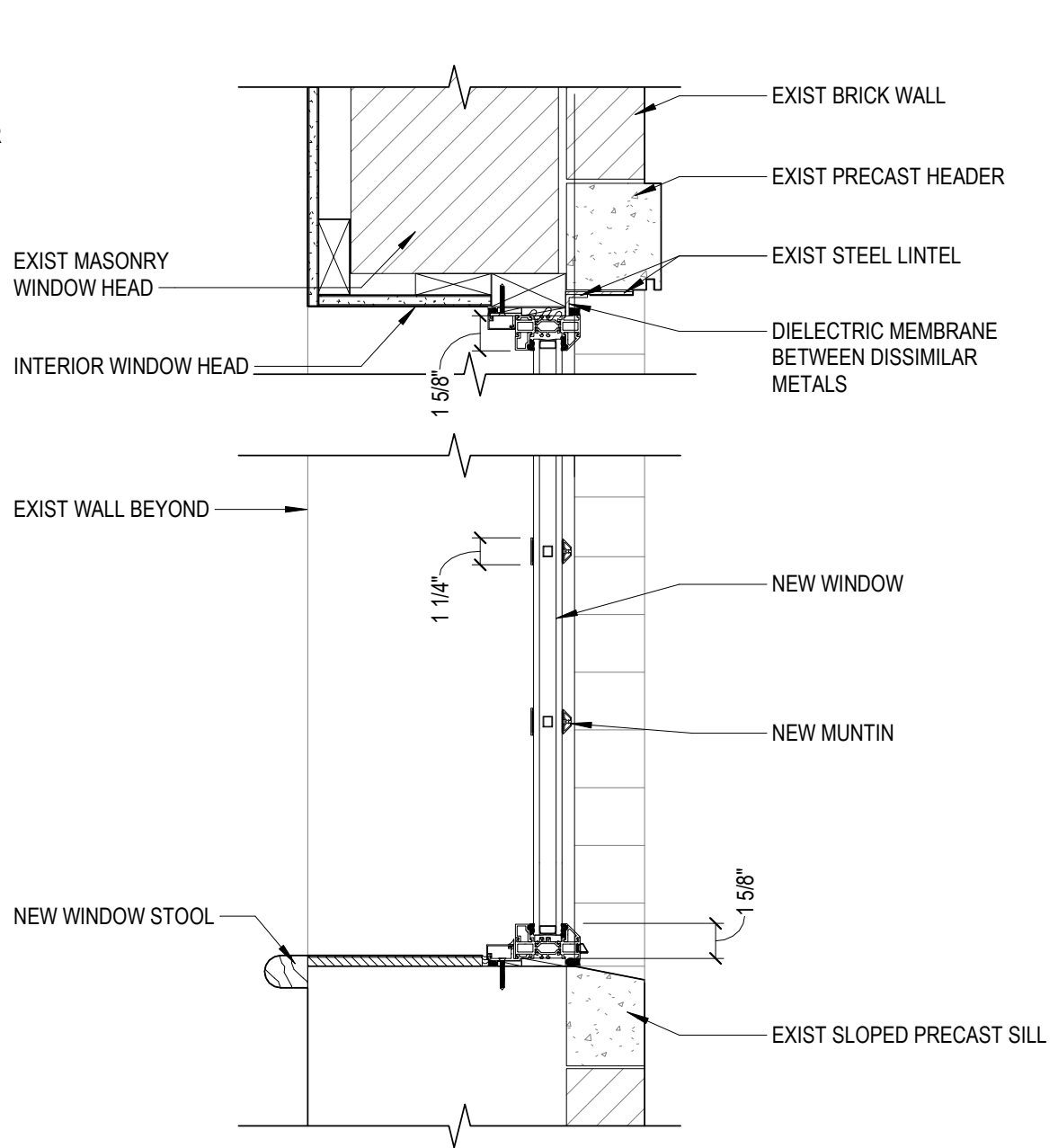
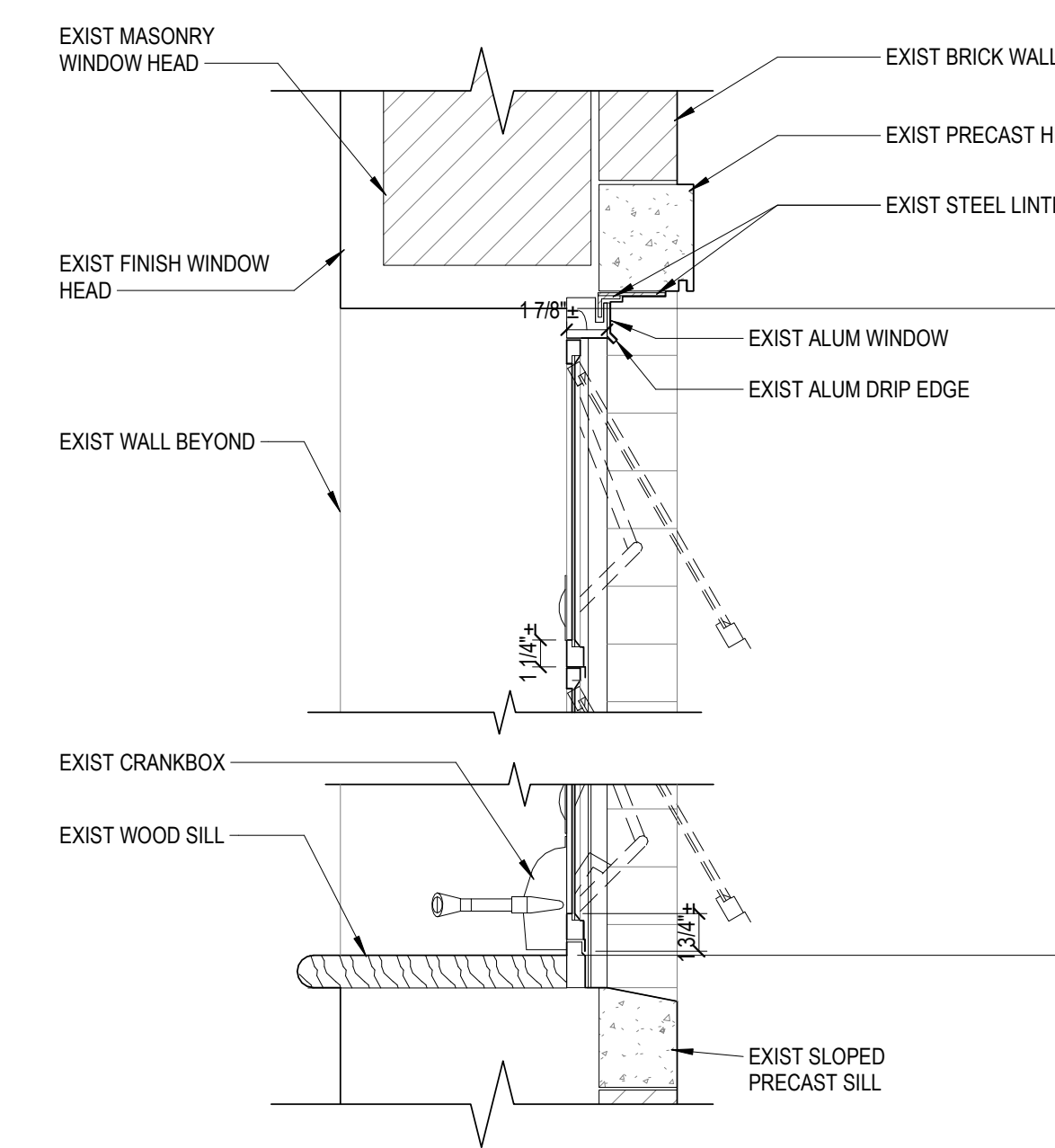
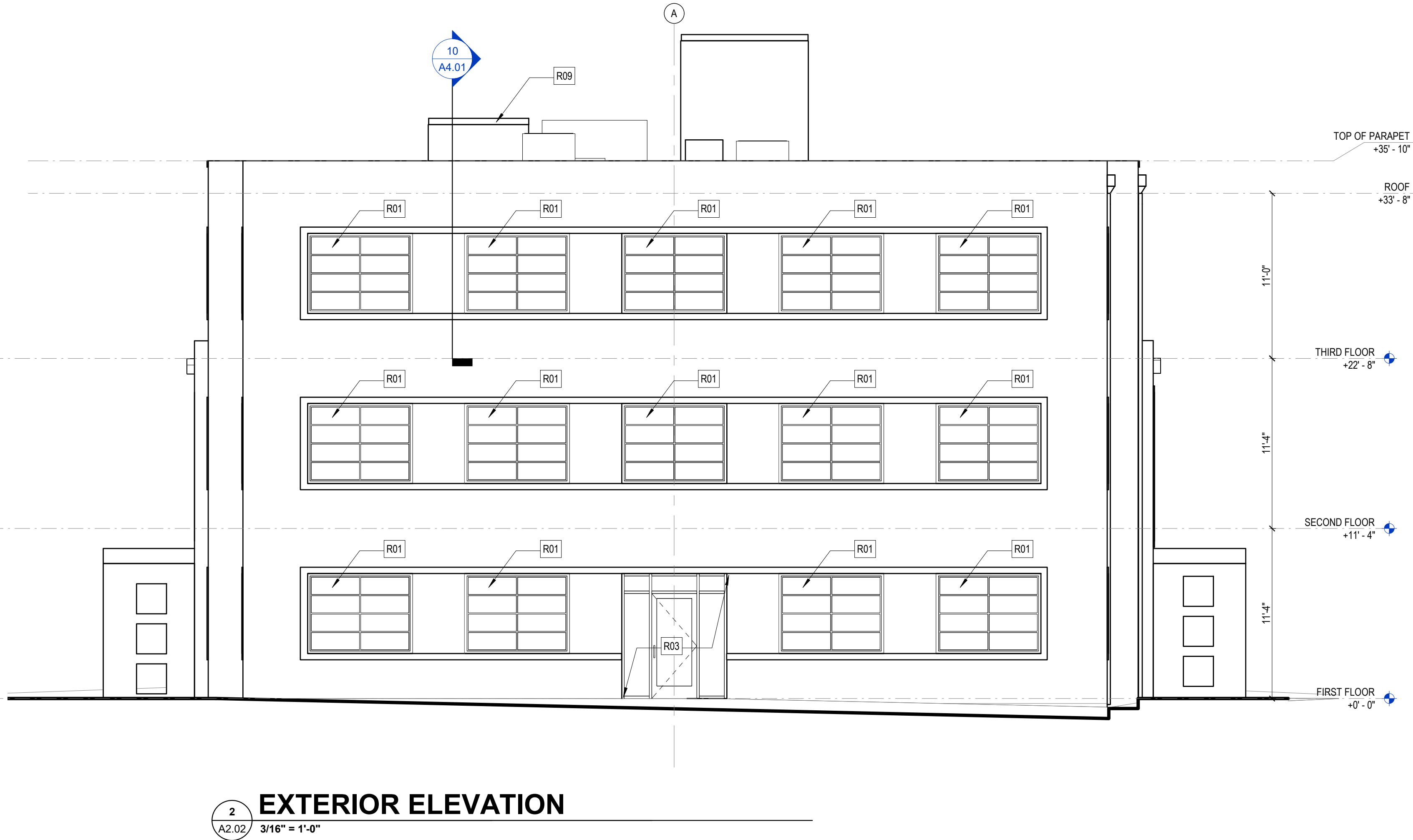
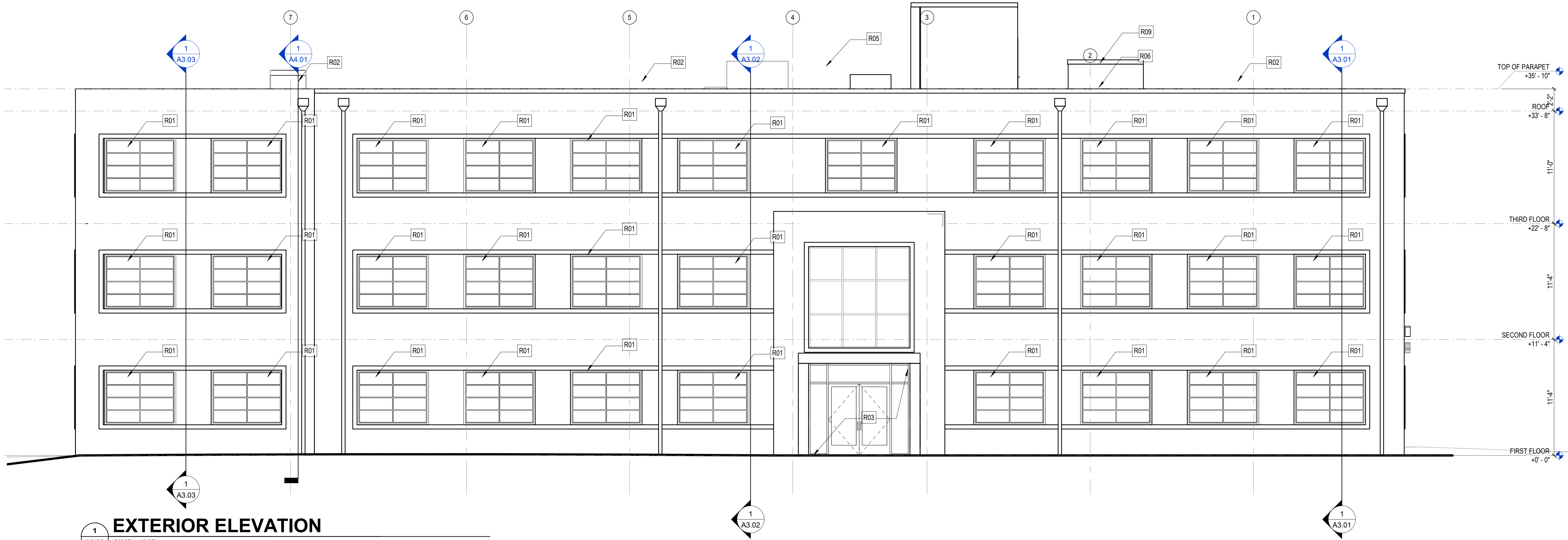
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Roanoke, VA 24018
540.772.9580

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NOT FOR CONSTRUCTION

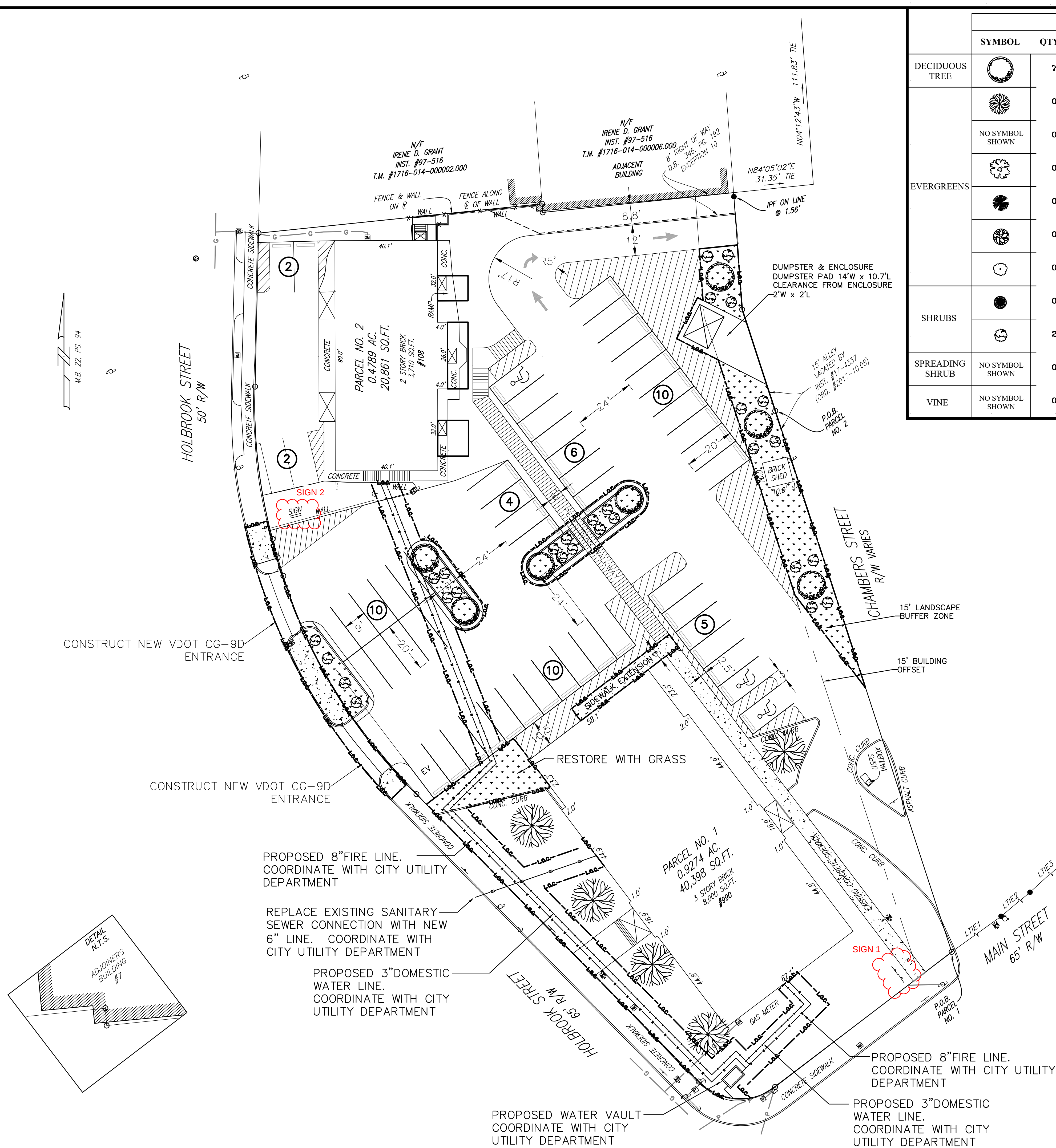
990 - DOCTORS BUILDING
RENOVATION OF MEDICAL BUILDING INTO HOTEL
EXTERIOR ELEVATIONS

DRAWN BY MEA, MFK, TB, KMK
DESIGNED BY BS, RWP
CHECKED BY RWP
DATE 05/20/2022
SCALE As indicated
REVISIONS

A2.02
PROJECT NO 03190076.00



Time Printed: 6/2/2022 4:48:50 PM Last Saved: 6/2/2022 4:48:50 PM Layout Title: C3 Parking
Drawing Name: 112 South Main Street - Parcel 1 & 2 - Landscaping Plan
Drawing Number: 112 South Main Street - Parcel 1 & 2 - Landscaping Plan

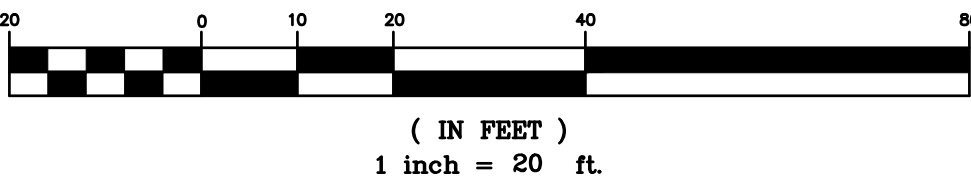


LANDSCAPE LEGEND							
	SYMBOL	QTY.	BOTANIC NAME	COMMON NAME	SIZE AT TIME OF PLANTING	ULT. SIZE (Height)	ULT. SIZE (Width)
DECIDUOUS TREE		7	Tilia tomentosa	Silver Linden	2.5" Caliper	50' - 70'	30' - 50'
		0	Magnolia 'Alta'	Alta Magnolia	10 Gallon	10' - 20'	10' - 20'
EVERGREENS	NO SYMBOL SHOWN	0	Thuja occidentalis 'DeGroots Spire'	DeGroots Spire Arborvitae	10 Gallon	20' - 30'	4' - 6'
		0	Viburnum awabuki 'Chindo'	Chindo Viburnum	15 Gallon	12' - 18'	12' - 18'
		0	Cephalotaxus harringtonia 'Fastigiata'	Upright Plum Yew	7 Gallon	8' - 10'	3' - 5'
		0	Cephalotaxus harringtonia 'Duke Gardens'	Duke Gardens Plum Yew	3 Gallon	2' - 3'	6' - 7'
		0	Buxus Microphylla 'Green Beauty'	Green Beatuy - Boxwood	3 Gallon	3' - 4'	3' - 4'
		0	Distylium hybrida 'Blue Cascade'	Blue Cascade Distylium	3 Gallon	2' - 3'	7' - 8'
SHRUBS		24	Distylium hybrida 'Vintage Jade'	Vintage Jade Distylium	3 Gallon	2' - 3'	5' - 6'
	NO SYMBOL SHOWN	0	Cotoneaster salicifolius 'Repens'	Willowleaf Cotoneaster	1 Quart	8" - 24"	72" - 96"
VINE	NO SYMBOL SHOWN	0	Hedera helix 'Mint Kolibri'	Mint Kolibri English Ivy	1 Quart	20' - 80'	3' - 50'

LANDSCAPING NOTES:

- EXACT LOCATIONS OF TREES AND SHRUBS ARE TO BE VERIFIED IN THE FIELD.
- ALL LANDSCAPING USED TO SATISFY THE REQUIREMENTS OF THE LANDSCAPING ORDINANCE SHALL MEET THE SPECIFICATIONS AND STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN.
- REQUIRED LANDSCAPING SHALL BE INSTALLED IN ACCORDANCE WITH THE APPROVED SITE PLAN.
- THE OWNER SHALL BE RESPONSIBLE FOR THE ONGOING PROTECTION AND MAINTENANCE OF ALL REQUIRED LANDSCAPING IN A MANNER CONSISTENT WITH THE APPROVED SITE PLAN.
- THE OWNER SHALL BE RESPONSIBLE FOR REPLACING ANY DEAD OR DAMAGED REQUIRED LANDSCAPING AS SHOWN ON THE APPROVED SITE PLAN. 100% SURVIVABILITY IS REQUIRED FOR A PERIOD OF FIVE (5) YEARS.
- ALL REQUIRED TREES AND SHRUBS AS SHOWN ON THE APPROVED SITE PLAN SHALL BE ALLOWED TO GROW TO MATURITY AND SHALL NOT BE REMOVED, UNLESS A SUITABLE REPLACEMENT IS PROVIDED THAT SATISFIES THE REQUIREMENTS OF THE APPROVED SITE PLAN.
- TREES SHALL BE NURSERY GROWN SPECIMENS WHICH MEET THE REQUIREMENTS SET FORTH IN THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60 - AND SHALL BE TYPICAL OF THEIR SPECIES, HAVING FULLY DEVELOPED CROWNS AND SINGLE LEADERS. THEY SHALL BE BRANCHED TO 1/3 OF THEIR HEIGHT AT THE TIME OF PLANTING.
- ALL NURSERY STOCK SHALL BE VIGOROUS, AND FREE OF DISEASE AND INFESTATION. ALL PLANTS SHALL BE INSPECTED AT THE NURSERY AND SHIPMENTS SHALL BEAR THE APPROPRIATE INSPECTION PROVIDED BY THE STATE OF ORIGIN FOR PLANTING MATERIALS.
- SPRING AND FALL PLANTED TREES AND SHRUBS SHALL BE THOROUGHLY WATERED THE DAY OF PLANTING AND THEN SHALL BE WATERED EVERY SEVEN (7) DAYS THROUGHOUT THE FIRST GROWING YEAR. WHEN SIGNIFICANT RAINFALLS MAINTAIN MOISTURE IN THE SOIL, WATERING FOR THAT PERIOD CAN BE DELAYED UNTIL THE NEXT SEVEN (7) DAY CYCLE.
- THE INSTALLER IS TO AMEND THE SOIL AS REQUIRED BY ON-SITE CONDITIONS AND THE NEEDS OF THE PLANTED TREES AND SHRUBS. FERTILIZATION SHOULD BE DONE IN THE EARLY SPRING OR LATE FALL, AND A WATER INSOLUBLE NITROGEN (WIN) IS RECOMMENDED AS THE PLANTS WILL USE IT AS NEEDED AND IT WILL NOT WASH OFF OR LEACH INTO THE GROUND WATER. THE INSTALLER SHALL HAVE THE SOIL TESTED FOR PH PRIOR TO INSTALLATION AND DETERMINE THE CORRECT FERTILIZERS FOR THE SPECIFIED PLANTS.
- UNDER GROUND ELECTRIC LINE BETWEEN EXISTING LIGHT POLES SHOULD BE MARKED & FLAGGED PRIOR TO LANDSCAPING.
- GENERAL CONTRACTOR TO LEAVE ALL LANDSCAPE BEDS ONE (1) FOOT BELOW FINISHED GRADE, TO ALLOW THE LANDSCAPE CONTRACTOR TO ADD TOPSOIL.
- ALL BEDS WILL BE MULCHED WITH A 2" - 3" DEPTH OF DOUBLE SHREDDED HARDWOOD.
- CONTRACTOR SHALL CONSULT WITH OWNER ON BENCH FOR LANDSCAPE BED PRIOR TO ORDERING.
- PROVIDE 3/4" WATER TAP AND SLEEVE FOR IRRIGATION (WITH METER).
- PROVIDE WATER PIPING TO EACH LANDSCAPING BED FROM 3/4" TAP FOR DRIP IRRIGATION. INSTALL DRIP LINES IN ALL LANDSCAPING BEDS.

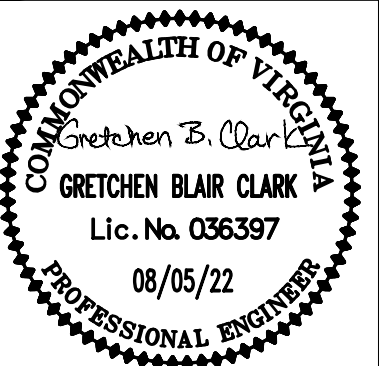
GRAPHIC SCALE



THE HOLBROOK
CITY OF DANVILLE, VIRGINIA



PROPOSED PARKING,
ENTRANCES, UTILITIES
& LANDSCAPING



Revisions:

1. _____
2. _____
3. _____
4. _____

Date: 05/26/22	Drawing Number
Project #:	C3
GBC	
Scale: AS NOTED	



12 South Main Street - Post Office Box 556 - Gretna, Virginia 24657
Phone: 434 656 8961 - Fax: 434 656 8995
Web: www.reynoldsdark.com

COMMONWEALTH OF VIRGINIA
Gretchen B. Clark
GRETCHEN BLAIR CLARK
Lic. No. 036397
06/02/22
PROFESSIONAL ENGINEER

Date: 05/26/22	Drawing Number C2
Project #:	
GBC	
Scale: AS NOTED	



Commission of Architectural Review

STAFF REPORT

DATE: July 27, 2023
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness Request PZ22-00236 filed by Walter Sean Davis to replace rear window with door at 155 Sutherlin Avenue.

SUMMARY

The applicant, Sean Davis, has requested a Certificate of Appropriateness to replace a rear window with a door at 155 Sutherlin Avenue. The proposed door is a 9 lite over two-paneled wooden door and would complement the front entry.

The design guidelines state that all additions and renovations to existing structures should as much as possible complement the original elements in terms of material, size, shape, texture and color.

RECOMMENDATION

Staff recommends that the Commission of Architecture Review approve request PZ23-00236.

ATTACHMENTS

1. Application (20)
2. 155 Sutherlin Door
3. 155 Sutherlin Door 2

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.

ZONING ORDINANCE CAR 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.

PLANNING DIVISION PROVIDED INFORMATION

Application #: P223-00234 CAR Meeting Date: 7/27/23
Date Received: 7/14/23 Received By: Burton
Parcel ID: 22931 Zoning District: OTR
Additional Information: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 135 Sutherland Ave

Applicant: Walter "Sean" Davis

Applicant's Address: 1066 Fox Hollow Lane, Palmyra VA 22963

Applicant's Phone Number: 434-489-3984

Applicant's E-mail: davisean@gmail.com

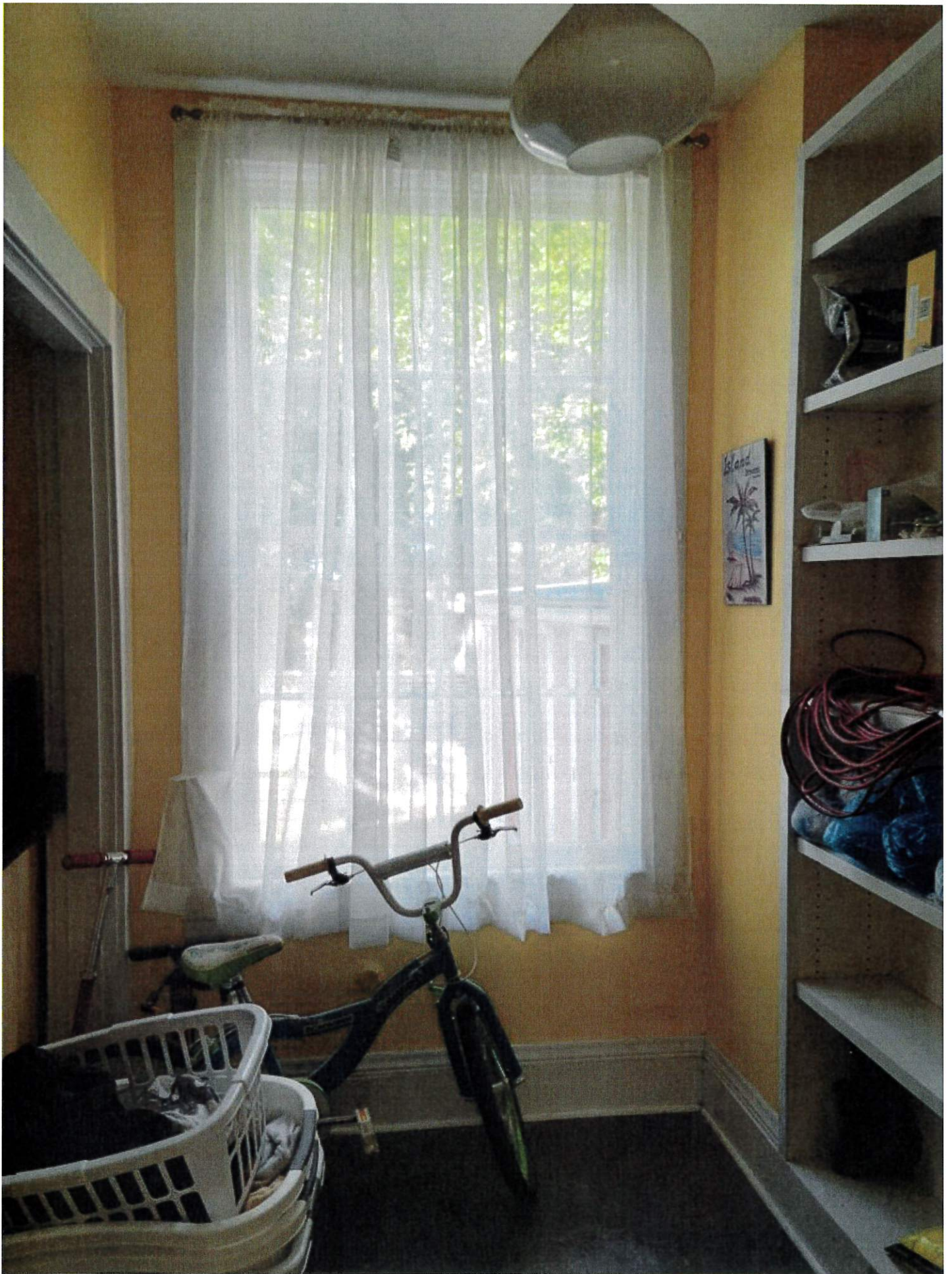
Describe Proposed Improvements: Remove Back window

install a door to allow egress.

Will use period time frame door.

Walter S Davis 10 June 2023
Applicant Signature date Property Owner Signature date
(if not applicant)









COMMISSION OF ARCHITECTURAL REVIEW

JUNE 22, 2023

Members Present

Robert Stowe
Kathryn Waters
Robert Weir
Jackson Weller
Robin Crews

Members Absent

Sonja Ingram
Karl Almquist

Staff

Renee Burton
Cynthia Lester
Ryan Dodson

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

ITEMS FOR PUBLIC HEARING

1. *Certificate of Appropriateness Request PZ23-00190, filed by Bob Newman on behalf of First Presbyterian Church, to install four (4) new mini-split systems on the Sutherlin Avenue side of the church located at 937 Main Street.*

Ms. Crews opened the Public Hearing.

Mr. Newman stated. We are planning to represent the First Presbyterian Church. These will be seen from the other street.

Mr. Weir stated. Main Street and Sutherlin.

Mr. Newman stated. Well, we need these four units, this building was built in the early 50s. And it was built so that the offices were on the left side. We have the boiler in the basement under the floor after 35 years pipe broken under floor at the point. At that point we then did the individual offices. We then put in what I will call an old hotel unit in the wall. In the past 20 years, the efficiency of those and the main ones sprung a leak. The next thing is the higher efficiency mini split system, that will require a small unit outside, which is smaller than an air conditioning unit. Basically, heating and cooling. That will sit right in front of where the motel units are sitting. What we are requesting is four, we see in the future on the left hand and right side of the building. So, what gets approved here we are assuming approve additional two in the future. We had a meeting with the property committee, they recommended we put shrubbery around, so they are not seen.

Ms. Crews closed the Public Hearing.

Mr. Weir made a motion to approve COA request PZ23-00190 at 937 Main Street as submitted. With the exception. I think there needs to be fences to hide those units from the public view. Ms. Waters seconded the motion. The motion was approved by a 4-0-1 vote.

Mr. Weir stated. You say the offices are on the opposite side of the building.

Mr. Newman stated. That's right and that's where the problem is, there's offices on both sides of the building.

Mr. Weir stated. The Chestnut Street side of the building need to be service too?

Mr. Newman stated. That correct, eventually as those unit fail, and we need to replace them with the mini split, which is more efficient each one will have their own temperature. It will be about four more with a maximum of six.

Mr. Weir stated. The ones that you need right now, where are they serving?

Mr. Newman stated. The one on Sutherlin Street is serving one and, on the opposite, will be two on the Chestnut side. There will not be any more on the Sutherlin side, because the sanctuary is on that side and they have a big heating system in the basement.

Ms. Crews stated. You are screening all of these or not.

Mr. Newman stated. There's currently three one on the Sutherlin side and two on the Chestnut side.

Ms. Crew stated. You say you're putting shrubbery.

Mr. Weir stated. I'm a little concerned the shrubbery going to take a while to grow enough to hide the units.

Mr. Newman stated. Units aren't that high we just need to get something tall enough to hide it.

Mr. Stowe stated. Have you all talked about doing fences.

Mr. Newman stated. That's what I presented originally to staff and told them it we would build it out of cedar where it wouldn't rot and last long, when we got in our property

meeting, they said they didn't want that another something to maintain. Whereas the shrubbery is being maintain automatically.

2. *Certificate of Appropriateness Request PZ23-00194 filed by Adam Vaught, to complete exterior improvements, including the construction of a ramp access, at 205 Jefferson Avenue.*

Ms. Crews opened the Public Hearing.

Mr. Vaught stated. I plan to make a full renovation of the property as far as the walls, purpose, the exterior walls, gutters, and downspouts, the Sovern, any work, porches and balconies, exterior doors, windows, HVAC system. The list elevation there will be repairs as needed. There are a lot of different parts of the building, anything that's intact and not unsafe will stay and get power washed. This is a Historic Test Project which we have already received conditional approval from the state level, today we got the National Park Service Federal approval. It will be cleaned using the gentlest means as possible repairs in accordance with preservation of historic items. We will be restoring windows as is the existing and that will be the only impact. There not going to be gutter downspout impact on the elevation. The doors will be retained and restored. There is only one or two doors missing total for the porches and balconies. When I say conditional Proof HER, we must submit all of this to them, and these are the doors they recommended for the second-floor balcony on the front would get one of these doors. There is no fire escape which is not needed for code and building anymore. We are to infill each floor and make bedrooms for the units right there only for the top two floors. First, we applied to put aluminum clad, because they are so old, they said no to that, they wanted it to be differentiated.

There are three buildings they are not interconnected, there will be two units in the basement area, one of them will be an access through the bottom door, on the far left is a little studio efficiency unit. The next unit will be access through the second door. The doors are deteriorating bad. We going to try to save them it would be the same concept

that the door I showed before for the front it would be consistent replacement, exterior door.

Ms. Crews stated. Glass front.

Mr. Vaught stated. They had these wood storm doors. I don't think DHS care about this because they probably weren't historic. The downspout and gutter its box gutters around downspouts.

There may need to be some HVAC units that need to go in that corner.

Mr. Weir stated. What happen to the fire escape?

Mr. Vaught stated. It had to be taken down for insurance purposes and safety, it was falling through, it had separated from the building. So, it was going to come down. It wasn't historically it wasn't original to the building. There will also be a unit going into C building, see the plywood that's the door and the historic window and the center section will get a new window there will be two windows there It would not be visible from the street. So, we will be putting many units there restricting visibility as we can, we have to be conscious of the walkways. In our application we asked that we put additional units along the side along the wall.

Ms. Crews stated. Will it be hidden by Shrubs?

Ms. Burton stated. They will have to be screen if they are on the Patton side.

Mr. Weller stated. One question so we are restoring windows.

Mr. Vaught stated Yes, we put black plywood on the inside.

Ms. Burton stated. We did that on Pine Street we have the same situation.

Mr. Vaught stated. It mostly the three small windows, there is a few in the B building, we tried to paint colors that match the historic character. In the application the left side of the porch is identical along the right side, for disability that being the ADA unit.

Handicap wheelchair access and what we have proposed is a concrete ramp that will be in building A, and because of the height difference we do not need handrails.

Ms. Burton stated. In the staff report, they are broken down into nine different items, when you make your motion, you can do it a s all or if you want to delete some you can refer to the number item to simplify it for you.

Ms. Crews closed the Public Hearing

Mr. Weir stated. I do know if it falls in our purview. My previous job before I retired, I was a certified safety professional. Now we've talked about taking down, fire escapes, which scares the hell out of me. And I'm a little concerned on the ramp, and there's no railing. If someone is in a wheelchair an lose control, they're going to fall off to the side, that bothers me. I don't know if that's in our purview if it's not I need to know that. I am concern about that. Then the three buildings are they connected in any way. So, then each one of the second and third floor need some escape route since the primary one is blocked. I don't see that in our guidelines. That's a concern I would go on record for saying it's not real safe. I'm thrilled that this unit is getting work done. It absolute need to be done, we need the apartment. Those are my concerns. I think we addressed the air conditioning units not being seen on the right side.

Ms. Burton stated. When this is submitted for development, because you haven't submitted this at all, the safety concerns will be reviewed by our building code official.

Ms. Waters stated. If the ramp does need railing, we just come back for corrections.

Mr. Weir stated According to the recommendations, they do meet all the guidelines, except for number nine, and that's the ramp. So are we in the process of having if we want to approve items one through eight, disapprove nine and come back with our secondary, it does not affect the community or the significance of the building and approve it that way.

Ms. Burton stated. You can do it that way.

Mr. Weller stated. This is mechanic right.

Ms. Burton stated. Yes.

Mr. Weller stated. Because it not addressed in the guidelines. Do we have to do it that way.

Ms. Burton stated. It's not required, you could state that it's addressed probably under porches or something of that nature. If you feel that covers this particular application., you can review it in that nature or you can do it in the two step. It can be done either way.

Mr. Weir stated Because it's an ADA requirement. We have to comply with that. Even though it's not in our guidelines.

Ms. Burton stated. Correct.

Mr. Weir made a motion to approve COA request PZ23-00194, as submitted and approve the ADA requirement for the ramp. Mr. Weller seconded the motion. The motion was approved by a 5-0 vote.

Ms. Crews opened the Public Hearing.

3. *Certification of Appropriateness Request, PZ23-00197, filed by Keisha Corbett, to complete exterior renovations to both structures and the installation of a fence at 864 Pine Street.*

Ms. Corbett stated. I have four requests, starting with an aluminum fence around the property, I sent a map of the area that will cover, the aluminum fence will have the spiking on the top part of the fence between me and my neighbor on the left side. From the front house, I'm saying the top square is the front house. The second square is the structure accessory building on the back. Starting at the front house on that wall, it will

be a four-foot fence that will separate my property from my neighbor. Starting right at the edge of the back, accessory building it will go to six feet, the fence will have an opening on the backend at the left end and then it will have a 10-foot opening.

Mr. Weir stated. Where is Pine Street on picture.

Ms. Corbett stated. That's kind of a sketch of my property. The top box is a house that sit on Pine Street.

Mr. Weller stated. There's a slope coming back from the yard to the street does the yard slope back.

Ms. Corbett stated. No, I had it graded In September and it all flows to the street now. My front yard I think maybe that's what you're asking.

Mr. Weller stated. I was thinking it was a hill from the front to the back of the property, like it drops off, but it doesn't.

Ms. Corbett stated. No, only kind of a hill is my driveway it drops down to a flat area. The driveway goes down and a retaining wall has been put on that side, built with you guys' approval.

Mr. Weller stated. That wall to the left of the house, that's not a drop off?

Ms. Corbett stated. It absolutely is.

Mr. Weller stated. That's what I thought, and that's where that fence would come out.

Ms. Corbett stated. No, the fence will start behind the house, none of the fence will be in the front yard. I'm only fencing starting at that wall probably 10 feet down.

Mr. Weir stated. I'm totally confused.

Ms. Burton stated. You won't see this part from the street, but you will see the common area in the back you will be able to see the fence that's public space.

Ms. Corbett stated. You can see my backyard the opening in Jefferson that's why I started here.

Mr. Weir stated. Which way does the fence go from here.

Ms. Corbett stated. It will go straight back in between the two properties and once it gets to the back left corner of the second building, it will go to six foot and make a box and go all the way around the back straight across to connect. I've had some issues with my neighbor because our property line is extremely tight.

Mr. Weir stated. Your house sets back behind.

Ms. Corbett stated. The larger house sets on the street, the smaller building is in the back yard.

Mr. Weir stated. That's the fence you are talking about.

Ms. Corbett stated. Yes, it's mainly because our property lines are extremely close.

Mr. Weller stated. The only public access is the common area in the back there.

Ms. Burton stated. As far as access right, but you can't see it from Jefferson. Yes, we're still in the process. Right, we should have construction drawings ready in July. So, you guys will see them soon.

Mr. Weller stated. That where the big gates are?

Mr. Weir stated. So, the way you get into your house you have an old driveway there.

Ms. Corbett stated, yes, but it's not usable, my sewage line runs right at the middle of my driveway. We're working on that. I would like to be able to get issue resolved, because I've had issues with when I do have workers, it's a real challenge, because the properties are super-duper tight, example in the back building if I put my hand out the window, the length of my arms is going over my neighbor's property. It's like super tight. Even like weeding in between it tight.

Ms. Corbett stated. The ancillary building in the back was being made into a one bedroom, one bath for me to live in while working on the front house. So, there's no access to get into it as far as steps or porch, the building has two doors the left side will have two steps to get in and the right will need three steps. I also asking for a covering to be able to walk in and out without getting wet. I have a picture of two choices of awning will only chose one for protection, and then the wooden steps would be to complete the entryway to the house.

Ms. Crews stated. You are giving us two choices of the awnings.

Ms. Corbett stated. Yes, they will match.

The main house I'm getting a new roof put on this house this summer, trying to figure out the chimney situation. I had someone come look at the chimneys, they are extremely tall, and there is no mortar. It looks like the bricks are just sitting on top of each other. I know I need to keep something if you say it looks so bad, we can just take it down that will be fine. But if I have to rebuild it, I'm asking that it not have to be that tall, its two chimneys. It's at this point where I have to get a new roof. So, I need to figure this out before I get the new roof. I would be more than thankful if you wouldn't allow them back up. I know that's a real strong pull. If I have to put them back, can we just make them not so tall. The picture is within the last two weeks probably a strong windstorm would probably take it down. The hidden gutters which aren't hidden gutters anymore, and as for the troughs which aren't really troughs anymore, they are more like oval in the inside that doesn't fall right. I google the house to look back at what you guys the work on the roof and troughs back in 2016 or 2017 and they have not lasted at all. I have sop page coming down my backside and on the left and right which means the troughs aren't working properly. I had some seal put on it which you can see the black and it still has leaked through. I looked around on my street and some people have traditional gutters and I'm just trying to make a decision on these gutters, brick and trough before the roof goes on. It's a complete mess the sop page on the backside of my house, I don't know if I fix it, if it a long-term fix or it's something I'm going to have to deal with again less than 10 years.

Ms. Crews closed the Public Hearing

Mr. Weir state. I have a question for staff the chimney requirement has changed over the years, like my house the chimney is much taller, and today they don't have to be quite that tall because for whatever reason, is there a compelling reason on this particular structure that they need to be this tall.

Ms. Burton stated. Not for function but for style and for the age of the structure. Yes.

Ms. Waters stated. For a wood burning chimney it is still a requirement. I don't know how to call that, what the slope of the roof is. But there's basically a height to run to get that it has to be above the roof it still tall for a standard chimney as opposed to a flute.

Mr. Weir stated. My particular house it must be 4 feet 5 and above peak.

Ms. Waters stated. It's not about the peak, but it's four or five feet is like. It has to be four feet away, or four feet above. It has to do with the projection to where it would fit the slope.

Mr. Weir stated. To rebuild that a major job understanding. Obviously, somebody has tried to patch it, look like they patch it with the current mortar when the original was alkaline mortar. It does need to be rebuilt, It's a very unique style. I love that style. It does look like in the particular picture. That is the height that it must be. Do you have a fireplace that will feed into those.

Ms. Corbett stated. Yes, but they will be just for show.

Mr. Stowe stated. I think any changes to the chimneys are big changes to the architecture of the house.

Ms. Crews stated. The staff has stated, for the permission that was proposed with the exception of the fencing does not meet the guidelines, the renovation, restoration and contributing historic structure, section 3.0 of the Old West End design guidelines, therefore the commission would need to review each item independently to determine

the if the construction would have an adverse effect on the structure or the district and vote according.

Ms. Waters stated. Do we need to go number by number.

Ms. Burton stated. If you so, choose.

Ms. Crews stated. Motion on item one.

Mr. Stowe stated. In the conversation around material, I think is the only question.

Mr. Weller stated. Will there be any kind of fencing in the park.

Ms. Burton stated. We believe so.

Mr. Weller stated. Do we know what it going to look like? Or will it be complimentary to something like this.

Ms. Burton stated. I think so. I think it's going to be similar. We've not made a specific determination. But I think similar.

Mr. Weir stated. With the aluminum fencing itself, driving down Pine Street, nobody felt that I could see right.

Mr. Weller stated. You can't see it at all there is a drop off after that wall and it goes straight back from the park, they going to put something similar in that park I can't see what's that going to be a big issue.

Ms. Corbett stated. I chose aluminum because I was looking at the things the opening to the park that's like a house down from where I live. I know the white fence isn't going to look good, the wooden fence next to me doesn't look good. So, I just went with that because I kind of got to have this property line appearance for my yard if possible.

Mr. Stowe made a motion to approve item one.

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

Ms. Crews stated. Motion on item two.

Mr. Weir stated. Having read the objection of our missing Commissioner, I wished this wording had been front door cap or anything, but the word awnings set her off and seeing the picture, I don't have a bit of a problem with either one. I like the copper one. I'm going to make a recommendation that we approve item two for the front door coverings for both doors.

Ms. Crews stated Because this is a two-step process according to guidelines is that what I understood?

Ms. Burton stated. You can make a motion that states it does not meet the design guidelines. However, if you do not find that it has an adverse effect on the structure of the building or the district or you could do and a two step and say that it does not meet the guidelines, vote on that one, then do a second motion and vote to say whether or not it has an adverse effect.

Mr. Weir made a motion to approve item two as it does not affect the neighborhood nor the district. Ms. Waters seconded the motion. The motion was approved by a 5-0 vote.

Ms. Crews stated. Motion on item three. The wooden steps and railings installed to enter the bilateral front doors on the accessory building.

Ms. Waters stated. Do we know what that's going to look like?

Ms. Corbett state. Wooden steps with railing to get into the two doors.

Ms. Burton stated. Square pickets.

Ms. Corbett stated. Yeah.

Mr. Weir stated. How many steps

Ms. Corbett stated. Two steps that will be on the left door and three steps on the right. It's not a large jump but if you are not a kid, you can't get in there without the step.

Ms. Waters stated. Just like a stoop.

Ms. Corbett stated Yes because there's nothing currently there to get into the house.

Mr. Weller made a motion that it does not meet the guidelines but does not affect the integrity of the district or neighborhood. Mr. Weir seconded the motion. The motion was approved by a 5-0 vote.

Ms. Crew stated. Chimney on the main house we will be building the chimney to a shorter height.

Mr. Weir stated. I hate doing this, but I recommend that we do not approve item four. Mr. Stowe seconded the motion. The motion was not approved with a 5-0 vote.

Ms. Crews stated. Item five been attached to traditional gutter system, the home with new metal roof installed.

Mr. Stowe stated. I don't like the ideal of adding hanging gutters, I feel it will change the house.

Mr. Weller stated. They did the halfmoon gutters on the house across the street around the corner of Chambers and Main where water was coming down in between the façade, and brick wall we did approve to remove the hidden gutters and to put in a halfmoon.

Ms. Burton stated. They built a box and put the gutters inside the box, and you had brown down spout which is visible, and they built the faux box around the gutters so that they weren't prominent.

Mr. Weller stated. To get rid of that gutter system

Ms. Burton stated. Yes'

Mr. Weller stated. Because they're terrible, they are awful. I would prefer to see something like that.

Ms. Corbett stated. Who did the work Renee just curious.

Ms. Burton stated. OK Construction.

Ms. Waters stated. I would be fine with it if it mimics the hidden gutters, very few people would notice the difference.

Ms. Corbett stated. The gutter would be where the trough is now.

Ms. Burton stated. The gutter fits inside the trough, it's a faux facial border box, and the gutters inside of that halfmoon, then they did round downspouts coming down to keep the historical.

Mr. Stowe stated. They put a new metal roof on that house and extended over the hidden gutter and built the box you really can't tell.

Ms. Burton stated. It's right on the corner.

Ms. Corbett stated. So just being curious my socket box is already there. I wouldn't need another box. So put another box on the outside?

Ms. Burton stated. You would need to repair the wood that you have. And then the system would fit down inside.

Ms. Corbett stated. I want it to be wider.

Ms. Burton stated. I think it will fit.

Ms. Crews stated. Two step motion.

Ms. Waters step one we don't approve the request as written. Mr. Stowe seconded the motion. The motion was not approved with a 5-0 vote.

Ms. Waters step two we make a motion that we approve the replacement of the hidden gutter system with a faux with an incline system and round historically accurate downspouts. The motion was approved with a 5-0 vote.

Ms. Burton stated Is there a metal choice color, or is that open to the applicant?

Ms. Waters stated. White.

Ms. Crews closed the Public Hearing.

The Preservation Plan Draft was reviewed and discussed.

APPROVAL OF THE MINTUES

The MAY 25, 2023, minutes you will receive at the next meeting.

With no further business, the meeting adjourned at 4:50 p.m.

Approved