



## **COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA**

### **4<sup>TH</sup> FLOOR CONFERENCE ROOM**

**September 28, 2023**

**3:30 PM**

#### **A. CALL TO ORDER**

#### **B. ROLL CALL**

#### **C. NEW BUSINESS**

1. Certificate of Appropriateness request PZ23-00319 filed by Calm Source to install freestanding sign at 103 South Main Street.
2. Certificate of Appropriateness request PZ23-00341 filed by Keisha Corbett to install storm doors and a deck on accessory building at 864 Pine Street.

#### **D. APPROVAL OF MINUTES**

1. Approval of Minutes from August 24, 2023

#### **E. ADJOURN**



## Commission of Architectural Review

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# STAFF REPORT

DATE: September 28, 2023  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness request PZ23-00319 filed by Calm Source to install freestanding sign at 103 South Main Street.

### SUMMARY

The applicant, Calm Source, has requested a Certificate of Appropriateness to install a 15.9 square foot freestanding sign at 103 South Main Street.

The zoning ordinance allows signs up to 24 square feet in size and requires a setback of 10 feet from the right of way. Section 7 of the Design Guidelines states that freestanding signs up to 16 square feet are allowed but a maximum of 12 square feet is preferred if the building is not set back from the right of way. 103 South Main Street sits fairly close to the right of way, approximately 15 feet.

### RECOMMENDATION

The Planning staff recommends approval of Certificate of Appropriateness request PZ23-00319 with the condition that the sign size be limited to 12 square feet.

### ATTACHMENTS

1. Application
2. Sign plan
3. invoice



## 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 #: PZ23-00319 CAR Meeting Date: Sept 28  
Date Received: 8/30 Received By: williss  
Parcel ID: 26852 Zoning District: T0-C  
Additional Information: 103- S Main St

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APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 103 South Main Street, Danville Virginia, 24541

Applicant: Calm Source

Applicant's Address: 103 South Main Street, Danville, Virginia, 24541

Applicant's Phone Number: 434-835-2370 or 434-770-0949

Applicant's E-mail: Lzimmermann@calmsource.net

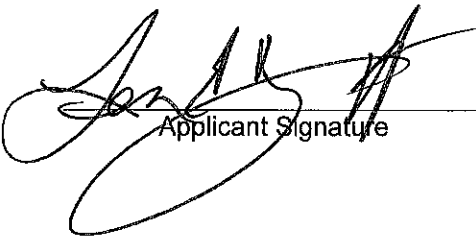
Describe Proposed Improvements: Adding signage to be displayed between the sidewalk and the  
building. The sign plan and gis is attached to the application.

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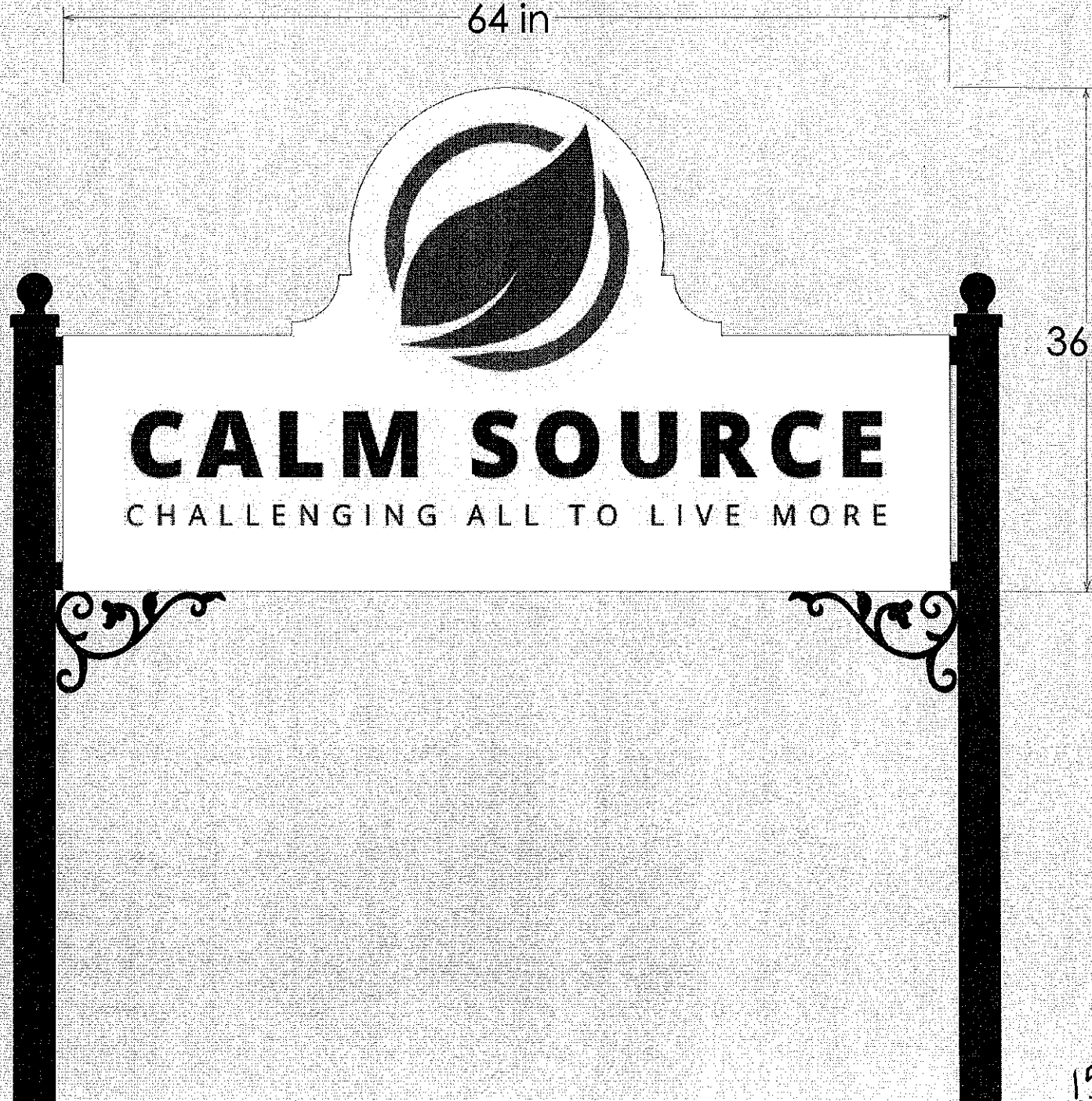
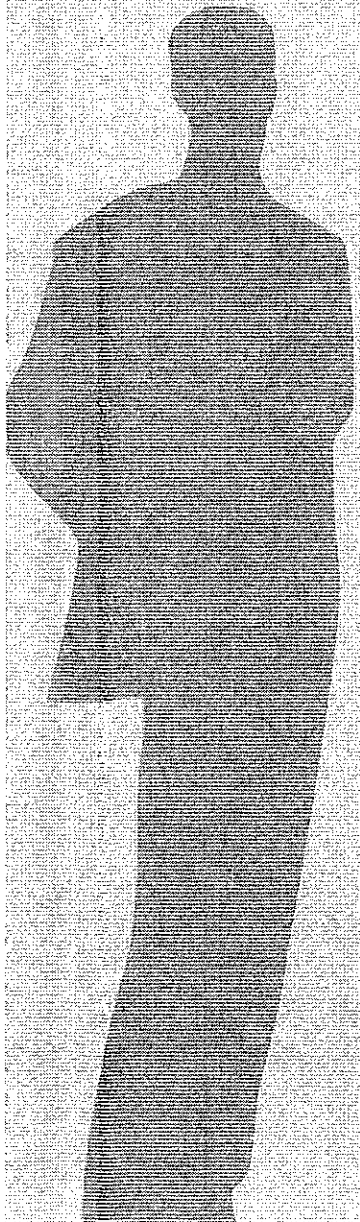
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 8/29/23  
Applicant Signature date

Cherie Melton 8/29/23  
Property Owner Signature date  
(if not applicant)



**CALM SOURCE**  
CHALLENGING ALL TO LIVE MORE

# Estimate

| DATE      | ESTIMATE # |
|-----------|------------|
| 8/29/2023 | 35345      |

| NAME / ADDRESS                                                  |
|-----------------------------------------------------------------|
| Leon Zimmermann III<br>103 South Main St<br>Danville, VA. 24541 |

| NOTES | REP |
|-------|-----|
| we    | SR  |

| CITY |
|------|
|      |

| DESCRIPTION                                                        | QTY | COST     | TOTAL     |
|--------------------------------------------------------------------|-----|----------|-----------|
| DOUBLE SIDED ALUMINUM SIGN<br>ON A STEEL FRAME                     | 2   | 400.00   | 800.00T   |
| STEEL FRAME SIGN - 3" SQUARE                                       | 1   | 1,350.00 | 1,350.00T |
| INSTALLATION                                                       | 1   | 800.00   | 800.00    |
| CITY OF DANVILLE SIGN PERMIT AT COST                               | 1   | 58.14    | 58.14     |
| STAFF TIME FOR SIGN PERMIT AND LANDLORD APPROVAL WHERE<br>REQUIRED | 1   | 100.00   | 100.00    |
| 6.3% SALES TAX                                                     |     | 6.30%    | 135.45    |

|              |                   |
|--------------|-------------------|
| <b>TOTAL</b> | <b>\$3,243.59</b> |
|--------------|-------------------|

**SIGNATURE**

**ESTIMATE IS GOOD FOR 30 DAYS**

**A 50% DEPOSIT IS REQUIRED TO START THIS PROJECT BALANCE DUE UPON COMPLETION**

Electronic Message Centers require 50% deposit of the EMC cost balance when EMC is ready to ship

Visa and MC accepted plus 3% fee

A late fee of 1.5% APR 18%, or the maximum by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fees will be imposed on all invoices past 30 days.

Electrical service to any lighted sign, awning, etc is not included unless written as an item above. Any electrical service existing or new must conform to the National Electrical Code in that it provides a proper ground to operate secondary protected transformers. Any correction to electrical service is at the buyers expense. Any under ground obstacles that would add cost to the digging of a foundation will be at the buyers expense, (rocks, utility lines, water etc).

**NEW ELECTRICAL SIGNS HAVE A FULL ONE YEAR WARRANTY, PARTS & LABOR, IF PAYMENT TERMS ARE MET.**



## Commission of Architectural Review

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# STAFF REPORT

DATE: September 28, 2023  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness request PZ23-00341 filed by Keisha Corbett to install storm doors and a deck on accessory building at 864 Pine Street.

### SUMMARY

The applicant, Keisha Corbett, has requested a Certificate of Appropriateness to install a 16.7 foot by 4.1 foot front deck and storm doors onto the front of the accessory building at 864 Pine Street.

The design guidelines allow for varying materials and styles of decks. The applicant proposes using cedar decking and railings with round aluminum ballusers. The addition of the porch is in compliance with zoning requirements. An additional building permit will be needed.

The design guidelines do not address storm doors, but storm window installation is considered routine maintenance and does not require approval. The applicant proposes white storm doors to match the existing trim on the building.

### RECOMMENDATION

The Planning staff recommends approval of Certificate of Appropriateness request PZ23-00341 to install storm doors and a deck on accessory building at 864 Pine Street.

### ATTACHMENTS

1. Application
2. Supporting Docs



## COMMISSION OF ARCHITECTURAL REVIEW

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- 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 #: PZ23-00341 CAR Meeting Date: 9/28

Date Received: 9/12 Received By: williss

Parcel ID: 22005 Zoning District: OT-R

Additional Information: \_\_\_\_\_

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 804 PINE ST DANVILLE VA 24541

Applicant: KEISHA CORBETT

Applicant's Address: 9440 NC HWY 62N MILTON NC 27305

Applicant's Phone Number: 704.614.6329

Applicant's E-mail: K1CORBETT01@gmail.com

Describe Proposed Improvements: #1 INSTALL FRONT ACCESS TO  
ANCILIARY BUILDING / SMALL BUILDING BACK PROPERTY  
[SEE INFO PROVIDED. #2 INSTALL LARSON STORM  
DOORS TO BILATERAL DOORS ON PROPERTY  
WOOD WILL BE CEDAR. STORM DOORS WILL BE  
WHITE TO MATCH TRIM ON THE BUILDING

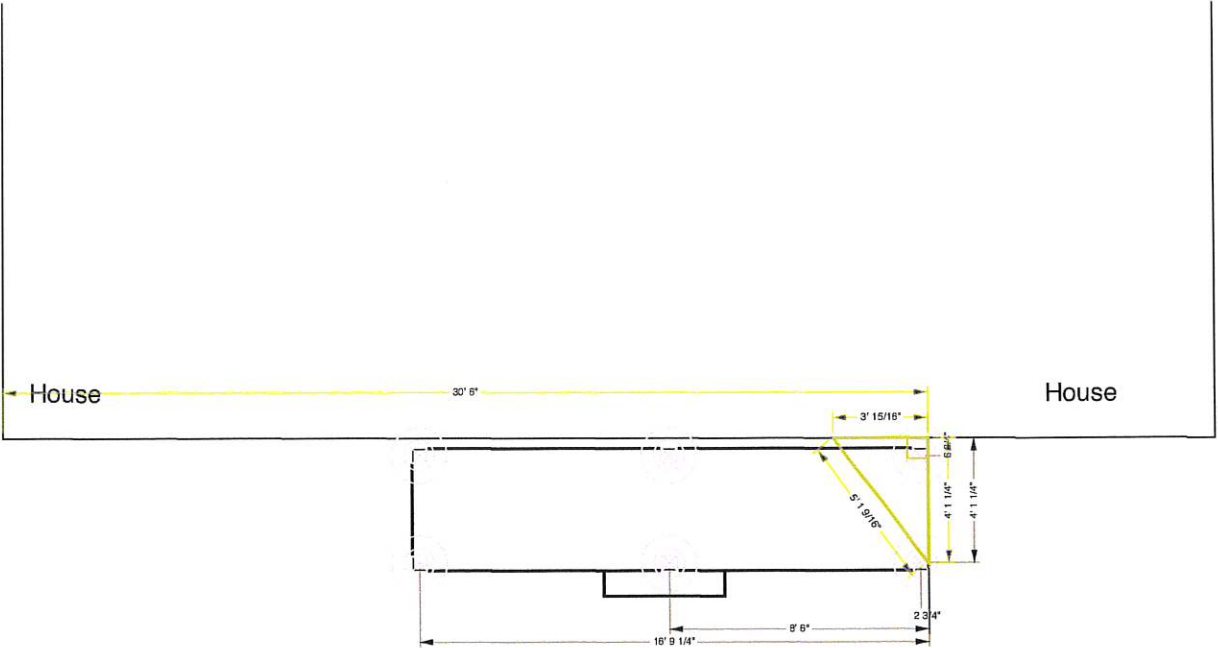
Keisha R Corbett 9/11/2023  
Applicant Signature date

Property Owner Signature date  
(if not applicant)

SCALE: 1/4" = 1' WHEN PRINTED ON 11X17 PAPER

BASED ON THE INTERNATIONAL RESIDENTIAL CODE

STAIR FOOTING REQUIREMENTS  
WHERE THE STAIRWAY MEETS GRADE, ATTACH THE STAIR  
STRINGERS TO THE STAIR GUARD RAIL POSTS. POSTS SHALL  
BEAR ON FOOTINGS



Total Depth: 48  
Base Diameter: 22  
Pier Diameter: 12

Footings to be installed to 48"  
depth as is required by your  
local building ordinance.  
Frost footing sizes based on 55  
lbs per square foot tributary  
loads applied to 1500 psi soil  
compression capacity (assumed  
clay soil).  
See footing detail in deck  
construction guide.

DISCLAIMER: USE ONLY 2,500 PSI CONCRETE FOR FROST FOOTING  
FOUNDATIONS.

Footings to be installed to 48" depth as is required by your local building ordinance.  
Frost footing sizes based on 55 lbs per square foot tributary loads applied to 1500 psi soil compression capacity (assumed clay  
soil).  
See footing detail in deck construction guide.



DISCLAIMER: THIS PLAN IS NOT CONSIDERED COMPLETE UNLESS APPROVED BY YOUR BUILDING INSPECTOR OR STRUCTURAL ENGINEER. BUILDER ACCEPTS ALL RESPONSIBILITY AND LIABILITY. DECKS.COM LLC AND ASSOCIATED SPONSORS ACCEPT NO LIABILITY FOR THE USE OF THIS PLAN. © DECKS.COM LLC

**STAIRWAY ILLUMINATION:** ALL EXTERIOR STAIRWAYS SHALL BE ILLUMINATED AT THE TOP LANDING TO THE STAIRWAY. ILLUMINATION SHALL BE CONTROLLED FROM INSIDE THE DWELLING OR AUTOMATICALLY ACTIVATED.

This diagram shows the elevation of the bridge deck. It features a railing with vertical balusters and a horizontal top rail. The railing is supported by a series of vertical posts. The deck is supported by three main vertical supports. The dimensions for the railing and deck are as follows:

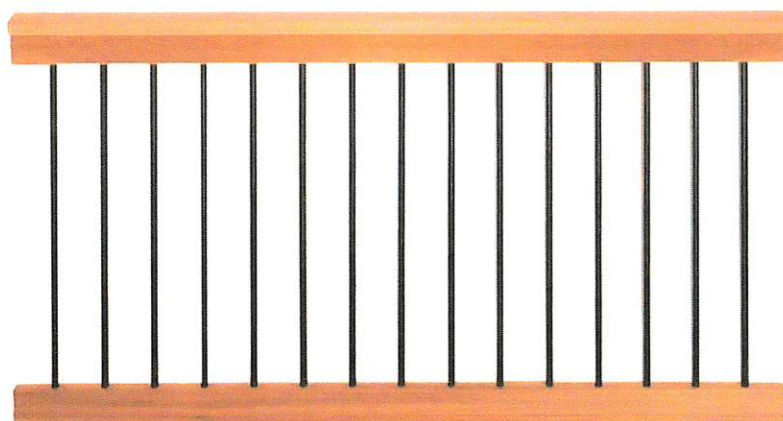
- Railing height: 1' 10"
- Deck height: 1' 10"
- Support height: 1' 10"

2x10 Ledge Board to be flashed and bolted (2) 1/2" bolts with washers or equivalent every 16" on center. (See ledger detail in deck construction guide)  
Joists to be 2x10 pressure treated southern yellow pine nailed.  
Beams to be 2x10 pressure treated southern yellow pine nailed.  
Guard Rails to be 3x6" high with less than 4" openings per IRC code. (See rail detail in deck construction guide)  
Stairs to be built max rise 7-3/4" min rise 4" in run 10" per IRC code. (See stair detail in deck construction guide)  
Decking to be 5/4x6 Pressure Treated Pine. (Follow manufacturers' installation instructions)  
All hardware to be corrosion resistant and installed per manufacturers' instructions.

Close X

## Vista 36 in. x 6 ft. Traditional Cedar Level Rail Kit with Round Aluminum Ballusters

by **Vista Rail**



### Product Images



# COMMISSION OF ARCHITECTURAL REVIEW

## MEETING OF

AUGUST 24, 2023

### Members Present

Sonja Ingram  
Karl Almquist  
Robert Weir  
Jackson Weller  
Robert Stowe

### Members Absent

Kathryn Waters

### Staff

Cynthia Lester  
Shanika Williams  
Renee Burton

## ITEMS FOR PUBLIC HEARING

Mr. Weir opened the Public Hearing.

- 1. Certificate of Appropriateness Request PZ23-00240 filed by John and Mary Kent to install three (3) mini-split HVAC units at 903 Main Street (Parcel 21847).**

*Mr. Kent stated. We originally requested a permit to get this done through the city, we got permits for all the AC work. And when the inspector came out a while ago, he asked if we had met with CAR, I said as our contractor, he said no. He said you probably need to do this. While literally across the street the Presbyterian church has 2 spit units parked on the side of the building, so we didn't think anything of this. So, we are here today to ask for the certificate to allow us to do this. Full transparency, the work with the installed piece of the AC units was completed earlier this week or late last week, we started the process. And what we really like to understand is, if there's any issues with that, what's the recommendation going to be favorable, but also about the screening and make sure they're extremely good neighbors in the process of doing this.*

*One piece of clarification, I noted in the conversation there's some discussion amongst you all about fencing versus shrubbery or vegetation. I wasn't sure whether fencing is sufficient, or shrubbery and fencing is required or how you avoid that because for us. It would certainly be easier just to erect the fence, getting the right height of shrubbery and getting it grown. Our thoughts were to put up sort of a cedar picket fence that was required to hide all the things and then stain it with color most closely to the brick of the building.*

Mr. Weir closed the Public Hearing.

Ms. Ingram stated. You said this will allow for the removal of 13 window units.

Mr. Kent stated. Yes, they have already been removed, because the last time window that fold in like that is really the kind of problem and has some bugs to work out, but they were probably about half of the windows on that side of the building and half of the windows on the other side of the building. The ones that were still working the less fortunate folks who needed help for one reason or the other can use them in their homes.

Mr. Weir stated. They actually in place now?

Mr. Kent stated. What's that?

Mr. Weir stated. The units.

Mr. Kent stated. Yes, there are 2 unit there. The other thing we've been trying to do is clean the building about 300 miles of cable, old phone wire and a couple of things on the buildings outside. We are doing what we can to bring it back to the basics. So, we don't have a bunch of stuff hanging off the building.

Ms. Ingram stated. Is there an image of what it looks like?

Mr. Kent stated. No.

Mr. Weller stated. They're nice because they are attached to the building and is well done.

Mr. Kent stated. There is a bracket that was basically affixed to the side of the building to keep it up off the ground.

Ms. Ingram stated. What about the fencing?

Mr. Stowe stated. Guidelines said they need to be screened.

Mr. Kent stated. I don't know if there's any specific requirements that says it right about 60 inches to the top of this electrical devices. So, I thought it was a 60-inch-tall cedar picket fence that was around so the service people could get in and out and revisable security as well as screening.

***Ms. Ingram made a motion to approve the amended landscaping and picket fence at 903 Main Street (Parcel 21847) as submitted. Mr. Weller second the motion. The motion was approved by a 5-0 vote.***

Mr. Weir Open the Public Hearing.

**2. Certificate of Appropriateness Application PZ23-00244, filed by Robert Tuthill to install a solar energy system at 830 Green Street (Parcel 24236).**

Mr. Weir stated. No one is here to speak on this issue.

Ms. Burton stated. That would be up to the Commission if you want to hear the case, or table it so that the applicant or someone representing them can be here.

Mr. Weir stated. Commissioners has everyone had a chance to see the facility?

Mr. Stowe stated. I think the recommendation from staff is we do not approve this. I tend to agree with that, it feels like we will see a lot of this from the street.

Mr. Weir stated. You can see it even with the HP. That's not what bothers me so much because the technology is here and as you continue, we have approved it twice before it was black and white, it wasn't in your face. I don't know what the answer is or what the alternatives are. Because it's all installed now.

Ms. Ingram stated. It is all installed.

Ms. Burton stated. Did they put the panels up?

Mr. Weir stated. The panels are up.

Ms. Ingram stated. Will they damage the roof, if they have to take them off?

Ms. Burton stated. Yes, I think it's in the staff report that there was a miscommunication. I drove by and saw them prepping, they just had the rails on. So, I made calls to make them stop work, The company called me and said they had stopped work. They had moved off the job site cleaned up; they would not return till they heard back from me. Apparently, that's not really what happened.

Mr. Weir stated. The panels are in place and the wire and the conduit system coming down the outside wall is visible.

Ms. Burton stated. I haven't been back down Green Street I've been working on Pine Street, but I haven't been on Green Street.

Ms. Ingram stated. You saw the panels in place?

Ms. Burton stated. They were putting the rails to put the panels on when I saw them. I called them to cease work. They said they did so. They were gone that afternoon after work I drove by that day to make sure they were gone. The only thing was the rails themselves no I didn't go back and check but apparently, they decided to return.

Mr. Stowe stated. Can I ask what the process is when we deny something that's already in place, and the person who thought with it, because I can tell you there are a couple of things, we denied some time ago that are still in place. What process is that.

Ms. Burton stated. It becomes a zoning violation, and it will be to our department to then enforce it to make sure that they become in compliance. So, at this point, if there is a denial, they will have 30-day time period to appeal that decision. We sit and wait ultimately to allow them their time for due process. After those 30 days if that not corrected, then we will begin the violation.

Mr. Weir state. If they challenge, will it come back to us or go to City Council?

Ms. Burton stated. City Council.

Ms. Ingram stated. I think it's pretty clear in our guidelines you would be able to see these extremely visible, I think if they had come to us there may be some way to work with them. I know that this is the south facing, you know when I looked at this, I thought maybe there is somewhere in the back we could do this. I feel like we need to be able to talk to them and work with them. Because I'm for solar but it is just so visible. That's why I have to agree to deny.

Mr. Weir stated. So that's a yes.

Ms. Ingram stated. Yes.

Mr. Weir closed the Public Hearing.

**Stowe made a motion to deny Certificate of Appropriateness for PZ22-00244 to complete exterior work to the rear of the structure at 860 Green Street. Mr. Weller seconded. The motion failed. Vote 5-0**

**3. Review Special Use Permit request filed by MADS Holbrook LLC for a Short-Term Rental at 503 Holbrook Ave.**

Mr. Weir opened the Public Hearing.

Mr. Ryder stated. Looking to apply for a special use permit for an Airbnb.

Ms. Burton stated. In this particular situation, a special use permit is necessary to operate a short-term rental as the principal use of the structure. That will be something that is reviewed from the planning commission on September 11. However, it also states in the guidelines of the Commission of Architecture Review, there's no zone piece until it has been reviewed, you would not receive a certificate of appropriateness from them. Simply on this piece would be a review and recommendation body, because it is land use. So, your recommendation will then go to Planning Commission. And then their recommendation then goes to City Council, and they make the final determination. So, because he is located on the Old West End it's a tribe.

Mr. Weir closed the Public Hearing

Mr. Stowe stated. Renee are there any others in the area?

Ms. Burton stated. You do have other short-term rentals in the Old West. And they did not go through this process. We have one on Chestnut, I know it's been operated by Mr. Meter. And then there another on Main I believe. So, I know of 2 that we have within the Old West End

Mr. Weir stated. Did we go through this process with those?

Mr. Stowe stated. I'm assuming since it has already been approved by City Council, they have their permits there is nothing we can do with those 2.

Ms. Burton stated. There is nothing we can do retro.

Mr. Stowe stated. Is there a way to find out or place to go somewhere to ask if there are other properties that have been granted this. I'm under the impression there are others that are operating without a permit.

Ms. Burton stated. We are currently in the process of putting in a new software program. I'm in the testing phase of that software right now. I would anticipate at least another month or so. The software called Granicus does data mining to determine which ones are in operation who is advertising. The latest data that I have received stated that 105 are operating in the City of Danville, I have 23 on record. So, Shanika is getting ready to put in her resignation letter. No, I'm just kidding. We have some catching up to do, it's a lot, we are working on it diligently, we do have new short term rental code amendments that will happen I will be presenting the planning commission on September 11, trying to tighten it up a little more it is a process. I know that you have the two that are legally operating in the old west end, there may be more and when I say legally operating at this point it means that they do have licenses and were granted licenses to do that.

Mr. Weir stated. How many bedrooms?

Mr. Ryder stated. 5 bedrooms and 4 bathrooms, we can have up to 10 people.

Mr. Weir stated. You only have one driveway or one spot for parking.

Mr. Ryder stated. Technically you could get 2 cars into the driveway just not side by side, and there is plenty of parking on the street.

Ms. Ingram stated. So, you would be living in the resident.

Mr. Ryder stated. Right now, yes.

Ms. Ingram stated. You are planning on moving somewhere else.

Mr. Ryder stated. Yes, we brought another house.

Ms. Ingram stated. Who will be looking over the place?

Mr. Stowe stated. So, you are going to self-monitor the property?

Mr. Ryder stated. Yes.

Ms. Burton stated. Current code states there have to be a manager within 50 miles.

Ms. Ingram stated. Ok. I don't have a problem with this.

Mr. Weller stated. The mechanic, this is a new process. What is it you want from us.

Ms. Burton stated. You are to make a motion whether you would recommend approval or denial.

Mr. Weir stated. Go through the normal process.

Ms. Burton stated. Same process yes. Like I said it is a recommendation it not whichever way you go is not the final say, you're the star.

Mr. Weller stated. Do we know what the positive negative impact is on the short-term rentals to a neighborhood or district.

Ms. Burton stated. They're on both sides. We've seen the short-term rentals come meaning that they are coming up so that they are being rehabbed, they are maintained. Here they have a little greater care and upkeep. We also have some that we have a lot of complaints on from noise, late night activity, traffic and parking. So, it's a balance, I can give you both sides in this particular situation.

Mr. Weller stated. What kind of inspection process happens from the city side for the short-term rentals.

Ms. Burton stated. Currently, it's a certificate of occupancy, and then they're issued if they received a special use permit, they are issued a zoning clearance and then a business license.

Mr. Weir stated. Is there an inspection by the city to make sure they are maintained.

Ms. Burton stated. It is not in general this particular property being in the Old West End is in a rental housing district. So, we'll have additional inspections for that. We also discussing a renewal process for special use permits. So, say that you've got it, and you've had it for one year. And when you go to city council, the neighbors have that opportunity to speak, so if you've had it for one year, we might do it where you come back for renewal. If it's not going well, then the neighbors can say such and then we would deal with it that way. But that is not in the code. Currently, it's just something that we've talked about.

Mr. Almquist stated. The parking on Holbrook itself becomes an issue quite often, as I'm a few houses up.

Mr. Weir stated. A lot of these old houses, they don't have any place to park except on the street. And this is just concerns and it's going to end saying we already have two in the Old West End.

Mr. Weir stated, Your thoughts? Recommendation? Motion.

Ms. Ingram stated. I don't have any problem with it. I live right down the street from it, I think because the house was rehab, really to me shows the benefits of this. If you say that I've made the renewal process, that would be something that I think we really benefit from. Because right now if this gets approved and for whatever reason for ever.

Ms. Burton stated. Yes, perpetuity, well I say that it transfers per ownership, If it was to lack use, saying all of a sudden someone did use it as a short-term rental it can lose that right if it's not used in that manner for more than two years. But if it continues to transfer, it will, continue. We would see that from records. Potentially either utility records or transfer real estate records, things of that nature, we will be able to watch.

Mr. Weller stated. Out of curiosity, you said that you live her in Danville, but the applicant address is Washington State.

Mr. Ryder stated. That is the business address. That where we are from originally.

Ms. Ingram stated. Can we approve with recommendation.

Ms. Burton stated. With conditional approval

Ms. Ingram stated. Or should we say we recommend this and then we also recommend additional approval process and we come back.

Ms. Burton stated. It would have to be two separate motions, one motion be specific to this particular use of 503 Holbrook Street and then afterwards, you may make a motion stating that you recommend that we research that renewal process when it comes to short-term rental for code amendments.

Mr. Weller stated. Would that hold up if it gets approved further up the line.

Ms. Burton stated. This particular case up,

Mr. Weller stated. Would that affect this.

Ms. Burton state. No, because the code amendments are going before planning commission on September 11, regardless, it could be added as another item that could be looked at.

Mr. Stowe stated. Yeah, I park there al lot, it is not always empty, I think it depends on who's occupying at the time. And there's currently no one in the apartment, but I guess theoretically once again be occupied.

Mr. Ryder stated. From what I'm told, until they can guarantee parking. We are asking people off the street, my self-included, we would sell them some property in the back.

Mr. Stowe stated. The past people lived there had off the street parking.so certainly could be street parking as it was before.

Mr. Ryder stated. From what I was told not in the conditions that were for the people that wanted to open it up to X number of parcels.

Mr. Stowe stated. Definitely a preference.

Ms. Ingram stated. You can park on the north side of Holbrook people don't realize that, yes, all that is parking once you get past the intersection.

Mr. Weller stated. I am not in favor of these Airbnb, particularly in neighborhoods. Having the thought of wanting my neighborhood people coming and going, I don't know who they are. And they are not residents. I just do not like that. And this is obviously not my neighborhood, but it 's not far from where my in-laws live and their grandkids, my children are. You don't want my recommendations.

Mr. Stowe stated. I'll be honest, I'm having similar reservations and readiness as I was just at city council for the war on college, because that's where I live. Talking about it's a neighborhood, parking is limited that sort of things.

Mr. Weir stated. Not saying we're not applying for a certificate of appropriateness here. We're basically saying we either agree with the process or not. So, we can make a motion not to approve that doesn't change what happens to planning commission.

Ms. Burton stated. It will be added.

Mr. Weller stated. I do like Sonya addendum with the yearly renewal. At least it gives you the option to see if maybe it works out maybe it doesn't work out, but you get an opportunity to review another year.

Ms. Ingram stated. I understand the conversations and the neighborhood because there are so many, and parking is worst there. In this neighborhood we don't have many so that's fine. I don't have a problem yet. But if there is an explosion there might be I think you guys are getting in at the right time.

Mr. Ryder stated. The other thing is we've set out to be one way as opposed to raising the bar which we could have done with a little planning. Our thoughts on this were we fix it up very nice.

Put a lot of money into it to make it what it is. The place that we're going to be coaches without having the party in the short-term, if there are parties bound, they're immediately asked to vacate. We have two other ones in the United States, where we've never had an issue with a lot of parties, we try to do a little bit higher in clientele and try and make them a little bit nicer. Somewhere where families come together.

Ms. Ingram stated. I make a recommendation that this be approved with the stipulation or bought or whatever that it would be appropriate. Having the yearly or whatever the timeframe is renewable. And some of my thoughts would be that there aren't many of these rental properties in this neighborhood, that the house was rehabbed, they did a beautiful job. And like you said it's a house it not divided into different units.

Ms. Burton stated. So, your recommendation of annual renewal is specifically for this property.

Ms. Ingram stated. No, I think it a good ideal for all.

Mr. Stowe stated. Just to clarify, if planning commission were to add that stipulation, in general would not affect this property because of the fact and this would still be in.

Ms. Burton stated. So, you are saying in general for short-term rental. Okay I just want to clarify.

Mr. Stowe stated. I think a person will be more comfortable with approving it. And where that stipulation in place that says it's not currently, I think that is part of my reservation initiative with 10 people, or so like I said. I was talking earlier for years, where the streets are jam packed. But we're just at a point in time now where it's not.

Ms. Burton stated. You can look at those two ways. So, we can look at code amendments that can be placed in as a change. That would be an annual renewal, while you're making a recommendation to Planning Commission, you can state that you would recommend that they put a condition on his special use permit that it is an annual renewal. I've not seen it done. But it can be done. It's legal to do that. That's why I wanted to make sure that is something that legally planning commission and the city council can do without a general code stating that for city wide.

Mr. Weir stated. We want to do this in two separate votes, one is up or down on this issue alone, then to make a motion that the planning commission consider the process of any renewal or annual inspections separate from this.

Mr. Almquist stated. We do exactly the way Sonya said and second the motion. So that's with this one for now. Plus, we asked at the renewal in perpetuity for all future so that this motion has that ID attached to it. And then the other one is for everything else. If you attach it to this one, as Sonya said, and then we make the next motion that they consider it for all.

Ms. Burton stated. Yes, you can do that. And to clarify that because their annual renewal is not in the code now for special use permits. That doesn't mean that in the code amendment it can't say for all when it comes to a registry or in general. So, I can't say that this one will not be subject to that. Just because it's happening prior to that code amendment, other code amendments can happen. They can retro all operating short-term rules. So, I just wanted to

make it clear that it may still be subject to depending on what kind of code amendments are passed. Right now, your motion is approval recommendation sent to planning commission as approval. Correct.

Ms. Ingram stated. Yes. Have the text in there of some reasons why.

Ms. Burton stated. Yes, absolutely. But the renewal you do not want specifically attached to 503 Holbrook Street.

Ms. Ingram stated. No, you don't have to do that.

Ms. Burton stated. That's in general? Okay

***Ms. Ingram made a motion that we recommend some sort of renewal whether it be a year or whatever time frame be release on short-term rentals. Mr. Weller seconded the motion. The motion was approved by 3-0-1.***

## **APPROVAL OF MINUTES**

**The JULY 27, 2023, minutes were approved by a unanimous vote.**

With no further business, the meeting adjourned at 4:10 p.m.

Approved By: \_\_\_\_\_