



COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

June 27, 2024

3:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Certificate of Appropriateness application PZ24-00246 filed by Mary McGraw and Brandon Shellings for a fence in the front yard at 614 Holbrook Avenue (Parcel 20025).

D. MINUTES

1. Approve minutes from May 23, 2024 Meeting

E. ADJOURN

STAFF REPORT

DATE: June 27, 2024
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ24-00246 filed by Mary McGraw and Brandon Shellings for a fence in the front yard at 614 Holbrook Avenue (Parcel 20025).

SUMMARY

The applicants are requesting a Certificate of Appropriateness for an existing new fence at 614 Holbrook Avenue. In April of this year, a zoning violation letter and subsequent final notice was sent. The applicant then submitted an application for approval.

The fence, which encloses the front yard, is a wood picket fence that is less than four (4) feet in height.

DESIGN GUIDELINES

Section 6.B of the OWE Design Guidelines

Many front yards in the OWE do not have fences or hedges, perhaps because the front yards are often quite small. Where they are fences, there is a variety, from wooden pickets to elaborate wrought iron. Some pictures of these appear on the next page. Original wooden fences are likely not to have survived, but if a fence is desired there may be historic images of the property illustrating the original style. There are also many sources available illustrating historic picket fence styles, and a variety of styles might be appropriate.

Article 2.Q of the Zoning Code

Fences and walls in front and street side yards may not be taller than four (4) feet. No walls or fences or similar items other than landscaping within side and rear yards shall exceed a height of eight (8) feet.

RECOMMENDATION

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ24-00246 for a fence in the front yard at 614 Holbrook Avenue (Parcel 20025). The fence meets the regulations of the Zoning Code and OWE Design Guidelines.

ATTACHMENTS

1. CAR Application - 614 Holbrook Avenue
2. 614 Holbrook Ave
3. 614 Holbrook Ave2
4. Violation Letter - 614 Holbrook Avenue



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 #: P224-00246 CAR Meeting Date: June 27, 2024

Date Received: May 17, 2024 Received By: Lisa Jones

Parcel ID: 20025 Zoning District: OTR

Additional Information: _____

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 1014 Holbrook Avenue Danville Va 24541
Applicant: Mary E. McGraw / Brandon Shellings
Applicant's Address: Same as above
Applicant's Phone Number: 5408419511
Applicant's E-mail: mcgrawb26@icloud.com
Describe Proposed Improvements: White fence in front under 4 ft.

Mary E. McGraw 5/17/2024
Applicant Signature date

R

Property Owner Signature date
(if not applicant)







City of Danville
Community Development
Planning Division

April 16, 2024

BRANDON SNELLINGS & MARK HOWARD & MARY MCGRAW
614 HOLBROOK AVENUE
DANVILLE, VA 24541

RE: Zoning Violation at 614 HOLBROOK AVENUE

Dear Property Owner:

The purpose of this letter is to inform you of a violation of the Zoning Code at 614 Holbrook Avenue.

Please give me a call regarding this letter.

This violation involves the following:

Chapter 41 - ZONING ORDINANCE ARTICLE 2. – Q. Fences or walls up to four (4) feet tall may project into or enclose front and street side yards. Fences or walls up to eight (8) feet tall may project into or enclose interior side and rear yards. You, have Ten (10) DAYS from the date of this letter to comply with the provisions of the Code. If you have any questions, please contact me at (434) 799-5260.

Sincerely,

Lisa Jones
Planning Technician
434-799-526 Ext. 3783
joneslk@danvilleva.gov





COMMISSION OF ARCHITECTURAL REVIEW

MEETING OF

MAY 23, 2024

Members Present

Robert Weir
Jackson Weller
Robert Stowe
Kathryn Ware
Sonja Ingram

Members Absent

Paul Liepe
Karl Almquist

Staff

Cynthia Lester
Renee Burton
Ryan Dodson

ITEMS FOR PUBLIC HEARING

- 1. Certificate of Appropriateness application PZ24-00156 filed by Jeramy Nichols on behalf of Old Oak Wood & Stone LLC to install awning with outdoor seating, monument sign, and replace existing garage door at 807 Pine Street (Parcel 25704).***

Mr. Wier opened the Public Hearing.

Mr. Nichols stated. Basically what we are doing, we're opening a wood fire pizza grill. The work we're wanting to do is putting an awning over the front of the building, seating under it, and the garage door on the right replace it with a glass garage door. And then we submitted pictures of where we wanted to place the sign, someone said that most of the Old West End preferred signs on the ground, wherever you guys decide it needs to go.

Mr. Weir stated. You are aware of the zoning issue with the sign?

Mr. Nichols stated. No, I'm not.

Mr. Weir stated. That is out of our purview as the sign goes. Am I not right Ms. Burton?

Ms. Burton stated. Right, you will have to have a zoning approval, I believe the last rendition, you reduced it. I think we're fine now.

Mr. Nichols stated. Sent in the specs. We don't want a huge, out there on that corner.

Ms. Burton stated. Yes, I think we're fine.

Mr. Weir closed the Public Hearing.

Ms. Ware stated. I wanted to ask a question about the glass, what you're replacing the door? What is going to be behind that?

Mr. Nichols stated. Across the backside of that door will be the bar height. It will be removable. So we can move it in and out so its not steady you can put the door up. You can see the space is pretty tight in there, so we had to change it a couple of times. I like the idea of having a bar there where you can sit on nice days have it open.

Ms. Ware stated. It's a vinyl door now?

Mr. Nichols stated. It's basically the same type like Crema and Vine has on theirs. It's just an insulated door that has glass on it.

Ms. Ware stated. Are you going to leave the old sign?

Mr. Nichols stated. Yes we are I wanna change the color of it but I wanna leave it exactly were it was. We painted the trim on the windows black and we wanted to make it black as well. The name of the restaurant, we kinda changed that, but what we settled on we decided we wanted to have Five Forks in it so we figured we would just leave the Five Forks on the building, since it's been there forever. I think it looks kinda neat.

Mr. Weller made a motion to approve application PZ24-00156.

Mr. Stowe seconded the motion. Motion was approved by a 4-0-1 vote.

2. *Certificate of Appropriateness application PZ24-00202 filed by Charles and Celena Adams for exterior update to the accessory building at 622 Holbrook Avenue (Parcel 23599).*

Mr. Weir opened the Public Hearing.

Ms. Adams stated. My name is Celena and this is my husband Charles and we are the owners if 622 Holbrook.

Mr. Weir stated. Is this where the lamps are going to go?

Ms. Adams stated. Correct. That's where the gas lanterns on the carriage house.

Mr. Weir closed the Public Hearing.

Ms. Ware stated. I had a question about the wood railings?

Ms. Adams stated. The balcony? That balcony is in pretty rough shape, there's a lot of wood rot. A lot of the porch is weathered and twisted so we are going to replace those.

We are not changing the length of the balcony, the only thing that might change is the railings that are not up to code, so we're going to bring those up to code, probably change those slats. And then paint it to match the roof trim on the main house which is that darker brown.

Ms. Ingram stated. I wonder if there was originally a post that came down.

Ms. Adams stated. I believe so, and we have added two posts to stabilize the structure of the balcony itself, at some point we are going to come back and ask to work around those, just kind of solidify those. We've got two four by fours.

Ms. Ingram stated. Because all that back part's gone. Because I live a couple of houses down. I wish those pickets, is there anybody that makes those?

Ms. Adams stated. There is a company that makes Victorian era pickets, and they're up to code. They're replicated from that era.

Ms. Ingram stated. I think the detail is so unique, if you could, it would be good to replicate. I know you have to replace all that.

Ms. Adams stated. There is sort of an ornate design from that time period, and I'd rather do that to match the ironwork.

Ms. Burton stated. If you decide to change that design, it would have to be approved. At this point you would have to come back.

Mr. Weller made a motion to approve application PZ24-00202.

Mr. Stowe seconded the motion. Motion was approved by a 5-0 vote.

3. *Certificate of Appropriateness application PZ24-00234 filed by Adam Vaught for exterior updates at 215 Jefferson Avenue (Parcel 23622).*

Mr. Weir opened the Public Hearing.

Mr. Vought stated. I am Adam Voight, the applicant. The drawing, the sketch I did, I didn't see it on the email. Basically, what I'm asking to do is take this old, peeling-paint house and make it fresh. So, redo all the paint, windows are actually in pretty good shape, there were storm windows. The interior of the house is in great shape. So, we really just want to take the outside, as it is, especially on the front, and scrape the paint, repaint it. The storm windows that are on there are in pretty decent shape, but I might have to replace them, if I do then I'll do ones that match the design. The roof is currently asphalt shingles I'd like to replace it with asphalt shingles. And then on the back, there is the enclosed part of the back, its not visible from the street anywhere, but I just want to enclose that porch with the same type of materials. Because it would be a really nice

primary back off of what's going to be a bedroom and the deck is in pretty rough shape, so I'll have to rebuild all of the support structure under that anyway. But I would keep that the same I wouldn't add any windows, it would be wood siding like the rest of the house. And by changing the interior layout, closing that, and so basically the door would come out right there, it wouldn't be enlarging the footprint, and the deck would match to the drawing. And there would be a stair off the back of it. And then it would match the front porch. And then the driveway, there is currently a cut out in the sidewalk, historically. I'd just like to go back with the driveway. And I'd like to do a fence in the back, just a privacy fence, I hear there's going to be apartments next door, just to create some privacy. And it would be on the same line, it wouldn't go all the way to the back of the lot, it kind of drops off, I could paint the fence if you want.

Ms. Burton stated. Are you putting the fence on the existing property line or are you looking to come out?

Mr. Vought stated. It would go probably the existing. That line will change. I own both lots, so I'm going to create enough room for a driveway. There's some other factors as to what Jason needs at 205, but if you would prefer it to be further out. There would be a walkway inside the fence, down. Let's go with the lot line.

Mr. Weir closed the Public Hearing.

Mr. Stowe stated. There are a number of things here, the porch and stairs probably need some discussion.

Ms. Ingram stated: The only question that I had was when you said façade are you talking about the back addition there or are you talking about the front of the house?

Mr. Vought stated. The overall items talked about the whole thing but then the item where I'm talking about adding façade, I'm proposing to match the rest of the house.

Ms. Ingram stated. So you're doing a brick foundation wall?

Mr. Vought stated: Yes I confirmed that I need to build a foundation wall there. And because of the finished space inside I can do brick, that's fine.

Mr. Stowe stated. I don't know if you mentioned the material for the fence. Is it going to be wood?

Mr. Vought stated. Yeah its wood.

Ms. Ingram stated: I'm glad you're repairing those windows.

Mr. Stowe made a motion to approve application PZ24-00234.

Ms. Ware seconded the motion. Motion was approved by a 5-0 vote.

4. *Certificate of Appropriateness application PZ24-00236 filed by Sonja Ingram to install a rear deck at 608 Holbrook Avenue (Parcel 21208).*

Mr. Weir opened the Public Hearing.

Ms. Ingram stated. So the back of our house doesn't have a deck, it just has a stairway that's in poor condition. So we want to remove that stairway and build a wood deck on the back, with stairs that will come out to the yard. Originally I just wanted on the right there, but we do have the air conditioning units there and we can't have the deck over top the air conditioning units. So we just extended over to the two doors on the left there. The only thing I didn't mention was the pickets in the railings will be the traditional style but not the type that you're tacking on.

Ms. Burton stated. So they're square pickets?

Ms. Ingram stated. Whatever people traditionally use.

Ms. Burton stated. That's typical.

Mr. Weir closed the Public Hearing.

Mr. Weir stated. So you're going to add the deck and then add stairs to that deck. Wood?

Ms. Ingram stated. Yes all wood.

Mr. Weller made a motion to approve application PZ24-00236.

Ms. Waters seconded the motion. Motion was approved by a 4-1 vote.

APPROVAL OF MINUTES

The MARCH 28, 2024, minutes with corrections were approved by a unanimous vote.

With no further business, the meeting adjourned at 4:02 p.m.

Approved By: _____