



COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

August 22, 2024

3:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Certificate of Appropriateness request PZ24-00403 filed by Tina Cornely to plant privacy hedge at Parcel 24234.
2. Certificate of Appropriateness request PZ24-00409 filed by Steve Ryder to renovate the front porch at 830 Pine Street (Parcel 20199).

D. APPROVAL OF MINUTES

1. Minutes from July 25, 2024 CAR Meeting

E. STAFF UPDATES

F. ADJOURN

STAFF REPORT

DATE: August 22, 2024
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness request PZ24-00403 filed by Tina Cornely to plant privacy hedge at Parcel 24234.

SUMMARY

The applicant, who resides at 225 Jefferson Avenue, is requesting to install a privacy hedge on the adjoining Parcel 24234, which she also owns. The applicant proposes to use privet shrubs to create a privacy hedge from the right-of-way down the east side property line approximately eighty (80) feet.

DESIGN GUIDELINES

Section 6. 3. Porches and Entries

Fencing should not exceed 30-48" in front yards, and 6' in side and rear yards... The same height guidelines apply to hedges.

RECOMMENDATION

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ24-00403 to plant privacy hedge at Parcel 24234.

ATTACHMENTS

1. CAR Application for 24234



CITY OF DANVILLE

Community Development

Division of Planning and Zoning

COMMISSION OF ARCHITECTURAL REVIEW CERTIFICATE OF APPROPRIATENESS APPLICATION

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

PLANNING DIVISION PROVIDED INFORMATION

Applicant #: CAR Meeting Date: August 22, 2024
Date Received: Received By:
Parcel ID #: Address:
Existing Zoning:

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 24234

Applicant: Applicant's Address: 225 Jefferson Avenue (PID 25247)

Applicant's Phone Number: 786-942-6704

Applicant's E-mail: tinacornely@yahoo.com

Describe Proposed Improvements: I would like to plant a privacy hedge along the east side of lot PID 24234 which is the lot adjacent to my house and owned by me. The hedge I would like to plant is a privet plant which is the same as my neighbor Adam Jones.

Applicant's Name (Print) Tina Cornely
Date August 5, 2024

Applicant's Signature

DANVILLE, VA

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

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

materials as may be deemed necessary for its review:

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

STAFF REPORT

DATE: August 22, 2024
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness request PZ24-00409 filed by Steve Ryder to renovate the front porch at 830 Pine Street (Parcel 20199).

SUMMARY

The applicant is requesting a Certificate of Appropriateness to renovate the existing front porch, replacing the wooden floorboards with Trex. The boards will be clamshell, a dark gray color.

DESIGN GUIDELINES

Section 3.C 3. Porches and Entries

Because these porches are essential to the overall character of the structure, every effort should be made to restore or reproduce porch and entry features rather than simplifying, changing, or modifying them. If the original porch is missing, study of similar homes or historical records can assist with reproduction of the original details.

The use of composite decking materials has been approved previously by CAR for renovations.

RECOMMENDATION

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ24-00409 to renovate front porch at 830 Pine Street (Parcel 20199).

ATTACHMENTS

1. CAR Application - 830 Pine Street



CITY OF DANVILLE
Community Development
Division of Planning and Zoning

COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

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

PLANNING DIVISION PROVIDED INFORMATION

Applicant #: P24-00409 CAR Meeting Date: Aug 22, 2024
Date Received: 8-7-24 Received By: LISA JONES
Parcel ID #: 20199 Address: 830 Pine Street
Existing Zoning: OTR

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 830 PINE ST
Applicant: Applicant's Address: 830 PINE ST 503 HOLBROOK AVE
Applicant's Phone Number: 360-771-7851
Applicant's E-mail: STEVER@RYDERGROUPNW.COM

Describe Proposed Improvements: REPLACE WOOD PORCH DECKING
w/ TREX CLAMSHELL (DARK GRAY) DECKING
30 DAY CONSTRUCTION TIME

STEVE RYDER Applicant's Name (Print)
[Signature] Applicant's Signature
8/7/2024 Date

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

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

materials as may be deemed necessary for its review:

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





COMMISSION OF ARCHITECTURAL REVIEW

MEETING OF

JULY 25, 2024

Members Present

Robert Weir
Jackson Weller
Kathryn Ware
Robert Stowe
Paul Liepe

Members Absent

Karl Almquist
Sonja Ingram

Staff

Cynthia Lester
Shanika Williams
Ryan Dodson

ITEMS FOR PUBLIC HEARING

- 1. Certificate of Appropriateness application PZ24-00322 filed by Maurie Van Buren for a fence in the front and side yard at 125 Chestnut Street (Parcel 23257).***

Mr. Weir opened the Public Hearing.

Ms. Van Buren stated. I live at 125 Chestnut Street, the main thing I would like to speak to is this concept that the CAB review everything on the exterior of the property based on zoning ordinances 3.R C.1, and I would like to prove that's wrong. I am here because I don't need a building permit therefore, I do not need to go in front of CAB review

Mr. Weir stated. This is not the environment for that you will have to go before City Council and bring that up.

Ms. Van Buren stated. Okay, this violation is that I didn't come before this committee, so I am just explaining.

Mr. Weir stated. A lot of people don't realize they have to come before us.

Ms. Van Buren stated. The city staff said I didn't have to come before the committee.

Mr. Weir stated. Who?

Ms. Van Buren stated. Mr. Willis?

Ms. Williams stated. One of our building inspectors, who let you know you didn't need a building permit, is that correct?

Ms. Van Buren stated. He said I didn't need a building permit and I furthermore asked him is there anything I need to go in front of and he said no, and he was right. I didn't, and legally it says the only time these kicks in is when there is a zoning change, site change, subdivision plat or a building permit those are the four criteria. And I didn't need any of those, so I really don't need to be up here.

Mr. Weir stated. You probably need to read the guidelines for the Old West End, because you are viewed from anywhere on public property external changes.

Mr. Weller stated. It's within zoning ordinance Article 3.R C.1 in the Commission of Architecture Review Certification of Appropriateness it is there on the top of the application fences, walls, light fixtures, accessory buildings and significant landscaping reconstructing, exterior alteration and demolition of any building.

Ms. Van Buren stated. Yes, that the second part.

Mr. Weller stated. That is the zoning ordinance Article 3.R C.1.

Ms. Van Buren stated. Exactly. If you need a building permit you go through this. If you are doing a zoning change you go through this. If you don't need a building permit, for example, everyday maintenance.

Mr. Weller stated. Ms. Van Buren, it lists fencing in the zoning ordinance.

Ms. Van Buren stated. I didn't need a building permit legally and therefore I shouldn't be reviewed. I called the city and asked if I need a building permit and they said no you do not, and I turn around and get a violation. I don't need to be in front of this committee because I didn't need a building permit for the fence.

Mr. Weir stated. You do need to be in front of us to maintain in the Old West End.

Ms. Van Buren stated. The city staff said I didn't, and I would like to talk to the City Attorney about it.

Mr. Weir stated. I'm surprise the Attorney is not here.

Ms. Van Buren stated. For forty years my full-time career was restored preservation, I understand the certificate of appropriateness is not a building permit. It leads to a building permit, and it doesn't stand on it own legally. If this maintains the way it is, there is no protection against a lawsuit. Because some people do picket fences and don't go in front of you and other people do so it not legally sustainable.

Mr. Weir stated. In the Old West End there are a lot of situations where you don't need a building permit, but you do need a certificate of appropriateness.

Ms. Van Buren stated. But it is not legal. Certificate of appropriateness is part of the building permit process it doesn't stand alone. I will talk to the attorney about it.

Mr. Weir stated. The attorney is here just in time for the excitement.

Mr. Dodson stated. Oh boy.

Mr. Weir stated. The controversy is because a building permit was not required to put the fence, she does not need a certificate of appropriateness.

Mr. Weir closed the Public Hearing.

Mr. Liepe made a motion to approve application PZ24-00322.

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

2. Certificate of Appropriateness application PZ24-00305 filed by Steven Korzekwa to renovate enclosed rear porch at 162 Sutherlin Avenue (Parcel 25675).

Mr. Weir opened the Public Hearing.

Mr. Korzekwa stated. We purchased the property a few weeks ago, first thing we are going to do is to bring the porch close to what it was.

Mr. Weir closed the Public Hearing

Mr. Stowe made a motion to approve application PZ24-00305.

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

APPROVAL OF MINUTES

The JUNE 27, 2024, minutes were approved by a unanimous vote.

Mr. Weir stated. We will need to clarify the issue Ms. Van Buren brought up. And if she is in fact correct legally then we need to get that changed in the city so that they can put up anything they want to.

Mr. Liepe stated. Looks like this is the second time we have had this situation recently, Building Inspector tells you that's ok you don't need to do anything, this is a recurrent problem that the building inspectors don't seem to understand that everything in the Old West End interns to CAR.

Ms. Williams stated. I will say that is a conversation that we have had recently, we are working on better communication between the two departments. Yes, I do agree we need to be catching them ahead of time.

Mr. Weir stated. I think a letter from legal to them stating they have to come through here if it requires CAR approval. They do not have to issue a building permit, but they have to get the certificate of appropriateness.

Mr. Dodson stated. We can have that flow through the Director of Community Development since he's over planning, zoning and inspection.

Mr. Weir stated. if the law is wrong...

Mr. Dodson stated. Looks like she seethes upon one reading of this, where it says no permit can be issued. It doesn't mean you only go here if you need permits.

Mr. Weir stated. I think she just misinterpreted it otherwise they don't need us.

Mr. Dodson stated. Any fence that 6ft or below you don't need a building permit, like fences, light fixtures, you don't need a permit for. It would be listing things you needed a permit for that would be a prerequisite for coming here.

Mr. Weir stated. Yes, they'd be putting out junk at 3ft high level and we wouldn't have any say so.

With no further business, the meeting adjourned at 3:49 p.m.

Approved By: s/Cynthia Lester