



COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA

4TH FLOOR CONFERENCE ROOM

April 24, 2025

3:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

1. Certificate of Appropriateness application PZ25-00161 filed by Michael McNeely to allow a detached accessory structure in the rear yard at 426 Chestnut Street (Parcel 25560).
2. Certificate of Appropriateness PZ25-00207 filed by Kalibi Properties LLC to replace siding and windows at 148 Sutherlin Avenue (Parcel 20595).

D. APPROVAL OF MINUTES

1. Minutes from March 13, 2025

E. STAFF UPDATES

F. ADJOURN

STAFF REPORT

DATE: April 24, 2025
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness application PZ25-00161 filed by Michael McNeely to allow a detached accessory structure in the rear yard at 426 Chestnut Street (Parcel 25560).

SUMMARY

The applicant has resubmitted an application for a Certificate of Appropriateness to construct an accessory structure in the rear yard at 426 Chestnut Street with changes. The proposed structure is a ten (10) by twenty (20) foot barn-style storage shed. The shed will not require a building permit due to size.

Because of space and topographical challenges, the location of the proposed accessory structure cannot be changed. However, the applicant has proposed changing the roof from metal to shingle to match the roof of the primary structure. The orientation of the porch can also be changed to be less visible from the right of way.

DESIGN GUIDELINES

Section 6: Site Guidelines for Existing Residential Buildings encourages outbuildings that are complementary to the primary structure. The barn-style design is incompatible with the architecture of the property in style and color, and with the Old West End district as a whole.

RECOMMENDATION

The Planning division finds that the proposed accessory structure does not meet design guidelines and recommends denial of Certificate of Appropriateness PZ25-00161 to allow a detached accessory structure at 426 Chestnut Street.

ATTACHMENTS

1. Application
2. Shed



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

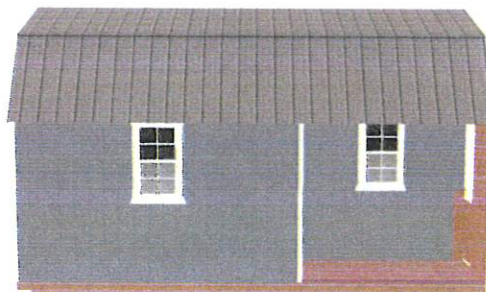
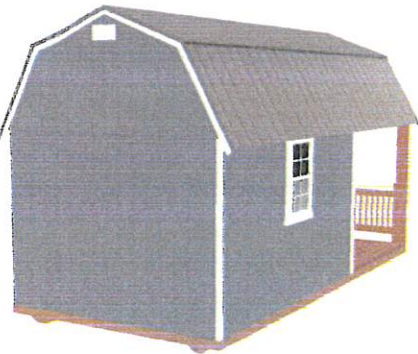
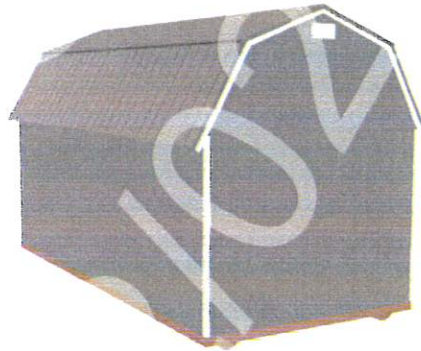
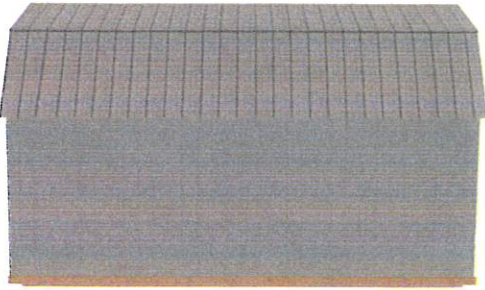
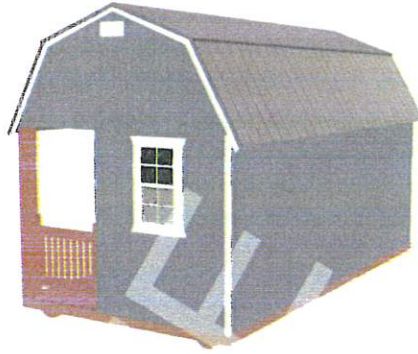
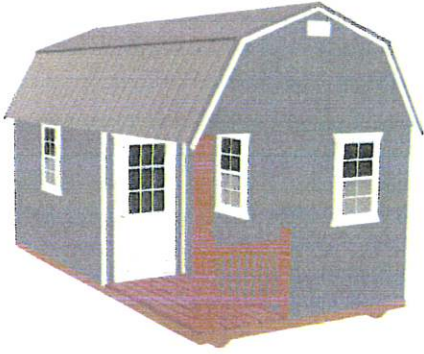
PLANNING DIVISION PROVIDED INFORMATION

Applicant #: P225-00161 CAR Meeting Date: Feb 27, 2025
Date Received: 2-10-24 Received By: LISA JONES
Parcel ID #: 25560 Address: 426 Chestnut Street
Existing Zoning: OTR

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 426 Chestnut St. / # 25560
Applicant: Applicant's Address: 426 Chestnut St.
Applicant's Phone Number: 434-429-3654
Applicant's E-mail: mmcneely@uscl.edu
Describe Proposed Improvements: 10x20 shed in rear of property

Michael McNeely Applicant's Name (Print)
[Signature] Applicant's Signature
2-10-25 Date



QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

Prepared by: Tahnee Lovell : 02/02/2025 23:09pm (CST)

Old Hickory Buildings, LLC - DRAWING SHEET

Please send along with work order and order sheet on all custom orders - Reference #: 2612558

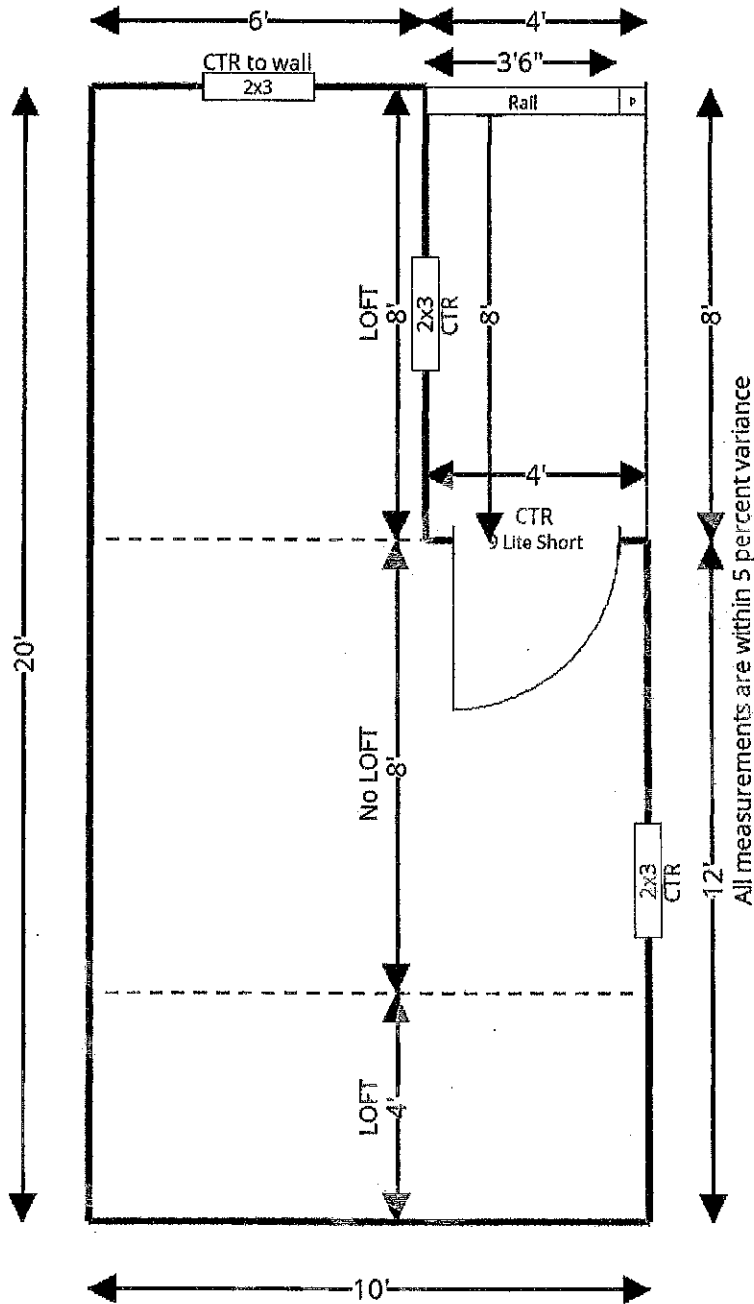
Sales Lot	JRL Anything & More LLC	Date	02/02/2025
Customer Name	Michael McNeely	Bldg Type/Size	6'3" Lofted Barn 10x20

FRONT

RIGHT

LEFT

PAINTED



All measurements are within 5 percent variance

BACK

Roof ridge runs from FRONT to BACK

QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

STAFF REPORT

DATE: April 24, 2025
TO: Commission of Architectural Review
FROM: Renee Burton, Division Director of Planning
RE: Certificate of Appropriateness PZ25-00207 filed by Kalibi Properties LLC to replace siding and windows at 148 Sutherlin Avenue (Parcel 20595).

SUMMARY

The applicant is seeking a Certificate of Appropriateness to resume work at 148 Sutherlin Avenue replacing the property's siding and windows. In March, the Commission voted to suspend the ongoing work pending submission of additional information regarding the scope and materials of the project.

According to the updated proposal, the applicant intends to replace the existing siding with either HardiePlank fiber cement or a wood composite alternative. Trim boards would be constructed from fiber cement or cellular PVC. The existing windows, which are a mixture of wood-clad and aluminum-clad, would be replaced with new windows made of either aluminum or Fibrex.

DESIGN GUIDELINES

While fiberglass is not specifically listed as an approved material, the applicant states the proposed fiberglass-clad windows will closely resemble the appearance of traditional wood or aluminum-clad windows.

Section 3.C 4. Windows

If window replacement is necessary then new windows should match the original windows in materials, operation and glazing style.

Section 3.C 5. Exterior Wall Materials and Trim

Patching areas of deterioration with materials to match the existing materials is recommended rather than re-siding or replacing the entire wall surface unless the extent of deterioration requires that more than 50% of the siding be replaced. In these cases, non-vinyl replacements such as HardiePlank will be allowed if the profile of the siding matches the existing siding.

Corner boards, window trim, and door surrounds shall be reused or recreated in the original material. Covering detailed wood trim with flat stock aluminum or vinyl is unacceptable. The cadence or spacing of the original siding shall be recreated

RECOMMENDATION

Planning staff recommends approval of PZ25-00207 to replace siding and windows at 148 Sutherlin Avenue with the following conditions:

1. Replacement siding and trim shall match the original in appearance.
2. Replacement windows shall match the original in configuration, dimensions, and muntin configuration.
3. Fiberglass-clad windows may be used if they replicate the appearance of wood or aluminum-clad windows.

ATTACHMENTS

1. commission letter final
2. Complete_Renovation_Packet_Attorney_Reviewed
3. WINDOWS

City of Danville – Community Development Department
Planning & Zoning Division
427 Patton Street, Room 207
Danville, VA 24541

Subject: Request for Confirmation of Compliance with OWE Design Guidelines and Issuance of Certificate of Appropriateness

Dear Zoning & Preservation Staff,

I am writing to respectfully request the lifting of the stop-work order issued on my property located in the Old West End Historic District and to seek clarification regarding restoration plans that I believe fully align with the *Old West End (OWE) Design Guidelines*.

1. Background and Initial Due Diligence

Prior to beginning any work on the home, I contacted the City to ask whether permits were necessary for the scope of work I intended. I stated the address. I was informed that no permits were needed for this scope of work. Relying on this guidance, I began removal of deteriorated siding material.

Shortly after beginning work, I was informed by city officials that the property is subject to the OWE Design Guidelines, and that a Certificate of Appropriateness may be required.

The home had been left to deteriorate for many years. Although it was occupied, the owners lived only on the first floor. The second floor had large gaping holes open to the elements. Weather and rain poured in for many years, destroying the roof and much of the interior. This also caused the siding and wood around all of the windows to rot. The owner said since their kids grew up and moved out, they had not occupied the second floor.

2. Existing Conditions and Rationale for Renovation

At the time of purchase and assessment, the home's condition was as follows:

- **Siding:** The structure was clad in **three different types of siding**—rotten **wood**, patched **HardiePlank**, and older **vinyl siding**—none of which matched in color or profile. The wood was severely rotted and failing in large sections. The Hardie and vinyl had been improperly installed and detracted from the home's historic character.
- **Windows:** The house currently features **three different types of windows**:
 - **Wood-clad with grills (3 types - Type A - 5; Type B - 1; Type C - 7),**
 - **Wood-clad without grills (5), and**
 - **A majority of aluminum-clad windows (19).**

This inconsistent collection of materials and styles results in a disjointed appearance and is not in keeping with the goals of the *OWE Design Guidelines*.

3. Proposed Restoration Plan

My goal is to **restore the home in a way that is historically sensitive, materially consistent, and visually cohesive**, in full respect of the neighborhood's character. The following plan outlines how I will achieve this:

Siding Replacement:

- **Material:** Replace all siding with **HardiePlank fiber cement or wood composite siding, smooth finish**, matching the original wood siding in exposure and dimensions (approx. 6" reveal).
- **Trim:** Use fiber cement or cellular PVC trim boards, with appropriate profiles around windows, doors, and corners.
- **Color Palette:** Historically appropriate Victorian colors
- **These colors are part of the Sherwin-Williams Historic Color Collection, consistent with late 19th-century Victorian architecture.**

Guidelines Support: Section 4.2.3 supports replacement siding that replicates original materials in **size, style, and appearance**. Fiber cement or wood composite siding with a smooth finish accomplishes that while offering durability and long-term preservation benefits.

Window Preservation and the Use of Fiberglass

- **Existing Conditions:** The home has a mixture of window types with the **majority being aluminum-clad**, accompanied by some wood-clad units, both with and without divided lights.
- **Proposed Replacement:** I propose using **either aluminum or fibrex windows. Aluminum or fibrex will support the mandate to match existing windows.**
- Match the existing window dimensions and profiles,
 - Mimic the visual characteristics of traditional wood or aluminum-clad sash windows,
 - Provide enhanced energy efficiency, rot resistance, and longevity,
 - Are available in historically appropriate colors and grille configurations.

Why Fiberglass is Appropriate:

Fiberglass-clad windows such as the **Andersen 100 Series** or **Marvin Elevate line** have proven to be visually consistent with traditional wood windows while offering significant performance advantages. They are composed of wood and thermoplastic polymer and their smooth finish, narrow frames, and ability to hold dark or neutral historical colors make them virtually indistinguishable from painted wood at street level.

Guidelines Justification:

The OWE Guidelines explicitly state on page 5:

“Guidelines do not dictate specific solutions that are not open to interpretation; they are not regulations. They provide a starting point for property owners and Commission members, while encouraging creativity and individual solutions.”

“The people who built Danville had no hard-and-fast rules... No two historic buildings are exactly the same, and so no two buildings are likely to be rehabilitated in exactly the same way.”

“The purpose of these guidelines is not to preserve historic buildings exactly as they were when built, as a sort of museum, but rather to allow them to adapt gracefully to new uses and new technologies and materials.”

This language supports the use of fiberglass windows as a modern material that respects historic proportions and aesthetics, while addressing the realities of current energy codes, maintenance burdens, and sustainability. The flexibility offered by the guidelines encourages exactly this type of informed, site-specific solution.

4. Precedent and Historic Consistency

Reviewing nearby homes within the district (particularly on Jefferson, Green, and Loyal Streets), I found multiple examples of approved projects that incorporated **fiber cement siding** and **modern window materials** when original conditions were deteriorated or non-uniform. This proposal aligns with that precedent and preserves the home’s long-term historic character.

5. Material Samples and References

I am happy to provide detailed specifications or physical samples upon request. Tentative products include:

- **Siding:** HardiePlank Smooth Lap Siding, 6" reveal
- **Windows:** Andersen 100 Series (fiberglass composite, low-profile frames, historical grille options)
- **Paint:** Sherwin-Williams “Rookwood” Collection – historically appropriate for Victorian homes

6. Request

I respectfully request the following:

1. **Approval of proposed fiberglass windows and HardiePlank siding**, as consistent with both the letter and spirit of the OWE Guidelines.
2. **Issuance of a Certificate of Appropriateness**, as needed to continue this work in good faith.

Conclusion

This project is being undertaken with the utmost respect for Danville's history, the home's architectural value, and the integrity of the Old West End. I believe the proposed solutions not only meet the goals of preservation, but also reflect the adaptability, craftsmanship, and contextual judgment that built this neighborhood in the first place.

Further, per the guidelines, if the Commission determines that the the project does not meet the guidelines, this renovation will not have an adverse effect on the structure or the District so the Commission may issue a COA.

Thank you for your consideration. I welcome any guidance or collaboration to ensure this project moves forward in a way that honors the past while meeting today's standards.

Sincerely,

Historic Restoration Proposal - Danville, VA

Historic Restoration Proposal

Property: Danville, VA - Old West End Historic District

Complete Commission Packet

Table of Contents

- 1. Statement of Work
- 2. Argument for Approval
- 3. Reference to Design Guidelines
- 4. Exhibit A: Visual Summary Sheet
- 5. Exhibit B: Product Cut Sheet Packet
- 6. Exhibit C: Precedent & Context
- 7. Conclusion & Requests

Historic Restoration Proposal - Danville, VA

1. Statement of Work

- Replace all existing siding with smooth HardiePlank lap siding (6" reveal).
- Replace all windows with aluminum to match existing majority, or Andersen 100 Series (Fibrex composite), no grilles, dark bronze exterior.
- Preserve original window openings and proportions.
- Paint using a historically appropriate Victorian palette:

Note: Work was initiated based on City guidance indicating permits were not required.

2. Argument for Approval

- The property was patched with three types of siding: deteriorated wood, vinyl, and patched HardiePlank; the wood is rotten and necessitates replacement.
- Windows are inconsistent-wood (3 styles, with and without grills) and predominantly aluminum-clad; the proposed Andersen 100 Series windows match the prevalent appearance and improve energy efficiency.
- The client acted in good faith, relying on City guidance that permits were unnecessary.
- The proposal respects the historic character while incorporating modern performance improvements.

3. Reference to Design Guidelines

"The Guidelines do not dictate specific solutions that are not open to interpretation; they are not regulations. They provide a starting point for property owners and Commission members, while encouraging creativity and individual solutions. The people who built Danville had no hard-and-fast rules about construction except the materials available, their skillsets, and the regional styles popular at the time. No two historic buildings are exactly the same, and so no two buildings are likely to be rehabilitated in exactly the same way. Danville and its buildings have grown and changed over time. The purpose of these guidelines is not to preserve historic buildings exactly as they were when built, as a sort of museum, but rather to allow them to adapt gracefully to new uses and new technologies and materials. Commission members must balance modern needs (parking lots, energy efficiency, new technology, building codes, changing uses) with historic preservation goals."

Further, per the guidelines, if the project does not meet the guidelines but the Commission deems that the project will not have an adverse effect on the structure or the District then a COA may be issued.

This proposal embraces this framework by combining durable modern materials with historically appropriate aesthetics.

4. Exhibit A: Visual Summary Sheet

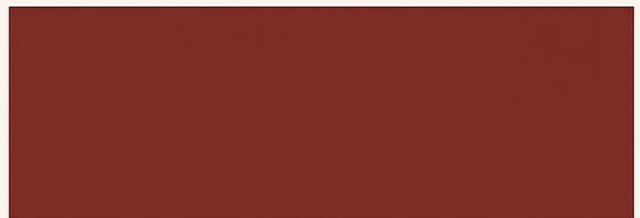
This exhibit contains an image of the property with:

- Proposed HardiePlank siding
- Colors shown match existing colors, final colors will be historically accurate but not necessarily the same. My intent is to match these colors if possible but if not, a choice from the Sherwin Williams Historical portfolio.
- Andersen 100 Series windows in dark bronze, no grilles

Historic Restoration Proposal - Danville, VA



Bunglehouous Blue



Restrained Gold

Historic Restoration Proposal - Danville, VA

Page 7

5. Exhibit B: Product Cut Sheet Packet

1. HardiePlank Smooth Lap Siding:

- 6" reveal with a smooth finish

2. Andersen 100 Series Windows:

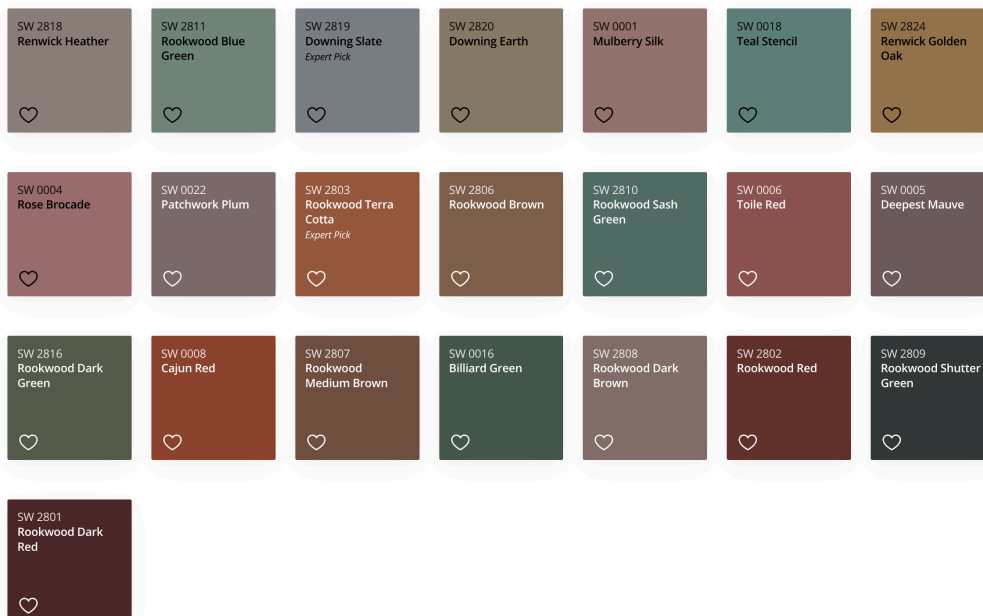
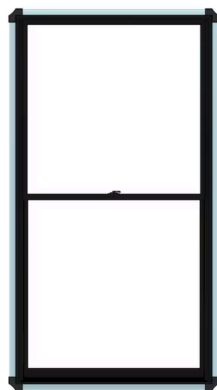
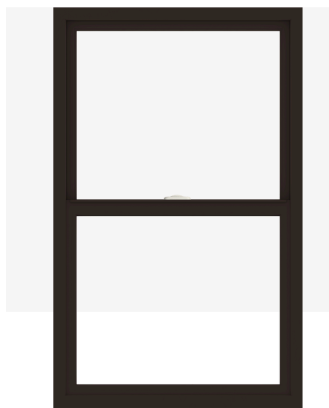
- Fibrex composite, dark bronze exterior
- No grilles, matching the majority of existing windows

3. Sherwin-Williams Historic Victorian Palette:

- Main body: Rookwood Blue Green or Bunglehouse Blue
- Trim: Restrained Gold or Rookwood Amber
- Accent: Rookwood Red or Polished Mahogany



100 SERIES SINGLE-HUNG WINDOW



6. Exhibit C: Precedent & Context

- Similar projects in the Old West End have used HardiePlank siding and composite windows
- Homes on Jefferson, Green, and Loyal Streets show compatibility with historic aesthetics
- These materials help preserve visual integrity while improving energy performance

7. Conclusion & Requests

Key Points:

- Good faith reliance on City guidance that no permits were necessary
- Siding and windows being replaced with materials consistent with historic character
- Proposed updates enhance historic value and modern functionality

Requests:

1. Approve the materials as appropriate under the guidelines
2. Issue a certificate of appropriateness

SOME OF THE EXISTING WINDOWS



COMMISSION OF ARCHITECTURAL REVIEW
MEETING OF
MARCH 13, 2025

Members Present

Robert Weir
Jackson Weller
Paul Liepe
Robert Stowe
Sonja Ingram arrived 3:13
Kathryn Ware

Members Absent

Luke Ramsey

Staff

Cynthia Lester
Renee Burton
Ryan Dodson
Shanika Williams

Mr. Dodson called for nominations for Chairman

Mr. Weller nominated Mr. Weir for Chairman. The nominations were approved by a 5-0 vote.

Mr. Dodson called for nominations for Vice Chairman.

Mr. Stowe nominated Mr. Weller for Vice Chairman. The nominations were approved by a 5-0 vote.

Mr. Dodson called for nominations for Secretary.

Mr. Stowe nominated Ms. Ware for Secretary. The nominations were approved by a 5-0 vote.

ITEMS FOR PUBLIC HEARING

1. Certificate of Appropriateness application PZ25-00161 filed by Michael McNeely to allow a detached accessory structure in the rear yard at 426 Chestnut Street (Parcel 25560).

Mr. Weir opened the Public Hearing.

Mr. Weir closed the Public Hearing.

Mr. Stowe made a motion to deny application PZ25-00161 as it doesn't meet the design guidelines. Mr. Weller seconded the motion. Motion was approved by a 5-0 vote.

2. Certificate of Appropriateness application PZ25-00207 filed by Kalibi Properties LLC to replace roof, remove all wood siding and re-side with composite siding, replace windows at 148 Sutherlin Ave.

Mr. Weir opened the Public Hearing

Mr. Liepe made a motion to consider application PZ25-00207. And at the same time find it incomplete and file a motion to say it is not sufficient information to make a determination. Mr. Weller seconded the motion. Motion was approved by a 5-0 vote.

Mr. Weir stated. Should we take up the motion, is there anyone here to speak to this issue?

Ms. Williams stated. The applicant was invited to join us, like I said this was a last-minute request today and she is currently not in the meeting, so I say no.

Mr. Weir stated. So, we have no one here to speak to this issue? Part of this problem this is like the 5th time someone has been told they didn't need a permit. I am concerned this is reoccurring.

Ms. Burton stated. I would like to say that is twofold sometime that can be misinformation, and sometime people can say that without any kind of retribution or being held responsible for that. So, on the particular situation I don't know.

Mr. Weir stated. What we need to do is define the difference between a permit and a certificate of appropriateness.

Ms. Burton stated. Right.

Mr. Weir stated. In this particular case you don't need a permit, but you do need a certificate.

Ms. Burton stated. You would need a permit for the roof. She could have called in and said I own a home do I need a permit to change from metal to shingle? Generally speaking you do not, without her giving the information that she is located in the Old West End Historic District, that changes it making a permit necessary. So, if we were not giving all the information, I have no idea to know. She could have been given misinformation, or she could have not given all the information when she called in.

Mr. Weir stated. There is no one here to discuss this and there are a couple issues we would like to discuss

Mr. Weir closed the Public Hearing

Ms. Russell entered the meeting via chat.

Mr. Weir stated. We are looking at your application and there are a couple issues to discuss. First, we see the need to replace the siding no question, but what is composite siding?

Ms. Russell stated. HardiePlank type siding.

Mr. Weir stated. The windows you are going to replace, what will they be constructed of?

Ms. Russell stated. As close to the original window as possible in character, appearances and material. I only learned all of this today and I am not prepared, so I haven't gotten that far.

Mr. Weir stated. The big thing is it cannot be vinyl; it has to be wood.

Ms. Russell stated. Ok, fair enough.

Mr. Liepe stated. When you asked about the replacement roof did you make a request to our building department in person or by phone. How was that done?

Ms. Russell stated. Before I bought the house I called and asked what permit I needed, I was told as far as siding and roofing as long as there were no structural changes I didn't need any permits. No one mentioned anything about historical guidelines, where I'm from we have similar guidelines, I don't know how this happened, quite frankly.

Ms. Ware stated. For the siding and roof, I don't have any issues, for the windows I think it would be better to get more information before we approve that portion of the application just for us to see an application that shows the profiles and material once that is sorted out. Like you said you haven't gotten to that point yet.

Ms. Russell stated. I can work on that; my main concern today is not letting the house sit there with the sideboard also there is no insulation in that house, adding that as well. I will submit what I will be doing to the windows.

Ms. Burton stated. The roof is now shingle. It was metal, there is no siding on the left-hand side facing the structure and a portion of the right-hand side is also removed.

Ms. Ingram stated. The original siding?

Ms. Burton stated. It is the original. I don't see any missing windows.

Ms. Ware stated. She has intention to replace them at some point.

Ms. Ingram stated. We have to see the windows to determine whether they are in poor condition or not. I am also concerned about the roof, you went from a general metal roof

to a shingle roof, that is against the guidelines unless it is in poor condition, and we haven't had a chance to review the roof.

Mr. Stowe stated. When she came in, she stated she called and asked and was told she did not need permission to.

Mr. Liepe stated. We have had several situations with the house on Green Street with the metal being replaced with shingle and keep getting hung up on this permit issue and the owners don't seem to understand they need a certificate of appropriateness to be able to do that. I think a general question was asked "can I replace a metal roof with shingles?" and the general answer is "yes", throughout the city but not in the historical district.

Ms. Russell stated. I do believe I gave them the address I was trying to find out anything I needed to do before I bought the home, quite frankly I may not have bought it knowing all of this. It's probably going to double my budget. I always wanted to keep it as close to the look as possible even the colors. I had the intention of painting the wood, but it was in such bad condition. Also, I had no intent to replace the windows, I would rather keep them, but I just don't have a choice unfortunately.

Ms. Ingram stated. Part of the siding you replaced you say, was vinyl.

Ms. Ware stated. Yes, it on the application where it says a portion of the back was replaced with vinyl.

Ms. Russell stated. There is a large section of vinyl and a small section of poly.

Ms. Ingram stated. Is there any siding or is everything open right now?

Mr. Weir stated. I don't have a problem with the siding right now and it looks just like wood. The big concern I have is the pistol windows making sure they fit the neighborhood.

Ms. Russell stated. Will you all be making a decision prior to meeting again in April if I gave you materials or is it going to take that long?

Ms. Ware stated. Regarding the windows, if we delayed that it would not be before our next meeting in April.

Ms. Russell stated. I can't really do siding till after the windows.

Ms. Burton stated. The only thing she would be able to do is apply for a ramp, if you want to Tyvek you can do that. That's the only thing she can do without approval at this point.

Mr. Weir stated. Can we approve the siding and the windows be re-submitted to us without a new holding permit, can somehow do partial?

Ms. Burton stated. Without another application?

Mr. Weir stated. Yes.

Ms. Burton stated. Yes, you can do it in parts.

Mr. Weir stated. When we get the windows then we will finish the approval.

Ms. Burton stated. Yes.

Mr. Weir stated. We do a partial approval for the siding to get the house protected.

Ms. Russell stated. The most I can do is wrap it, siding and the windows have to be done together.

Ms. Burton stated. You can approve her to Tyvek and leave as is until she can be heard in April and bring more material.

Mr. Liepe made a motion to deny application PZ25-00207. On the basis that when we already have a violation of the regulation with an incomplete application. We can't keep ignoring the fact that people are replacing the roofs with inappropriate material. There was no second. Motion dies.

Mr. Weir stated. This does create a problem that we have communicating with zoning and somehow, we have to get this fixed because it's our problem not the applicant's problem. What are the other options?

Ms. Ingram stated. What can we do about the roof?

Ms. Burton stated. It currently has a roof, and it is complete.

Ms. Ingram stated. If we deny that then we make her replace it with a new roof. I agree with you Mr. Liepe we need to find a way this keeps happening. Some people will do repairs knowing at the end they will get it passed. We need to add something to our guidelines to strengthen that.

Ms. Ingram made a motion to table PZ25-00207 and allow it to be wrapped and protected and she comes back in the next meeting with more information for the windows and Tyvek the building in the meantime. Mr. Stowe seconded the motion. Motion was approved by a 6-0 vote

APPROVAL OF MINUTES

The DECEMBER 12, 2024, minutes were approved by a unanimous vote.

With no further business, the meeting adjourned at 4:26 p.m.

Approved By: s/Cynthia Lester