



**COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING  
AGENDA**

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

**May 22, 2025**

**3:30 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. OLD BUSINESS**

1. Certificate of Appropriateness PZ25-00207 filed by Kalibi Properties LLC to replace windows at 148 Sutherlin Avenue (Parcel 20595).

**D. NEW BUSINESS**

1. Certificate of Appropriateness application PZ25-00268 filed by Havana Phil's to install wall sign and freestanding sign at Parcel 26827 (742 Main Street)

**E. APPROVAL OF MINUTES**

1. Minutes from April 24, 2025

**F. STAFF UPDATES**

**G. ADJOURN**

# STAFF REPORT

DATE: May 22, 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 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 windows. In March, the Commission voted to suspend the ongoing work pending submission of additional information regarding the scope and materials of the project.

In April, the Commission voted to approve the replacement of the siding with conditions, but voted to postpone the windows. The Commission requested additional information regarding the condition of the existing windows and the timeline of installation. The design guidelines recommend that measures are taken to preserve windows that are original to the construction of the structure.

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.*

## **RECOMMENDATION**

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

1. If the front windows are original to the structure, they must be repaired and remain in place.
2. Any 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

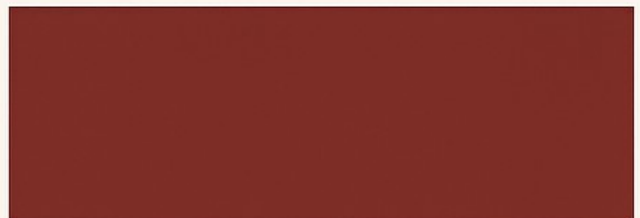
This exhibit contains an image of the property with:

- 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:

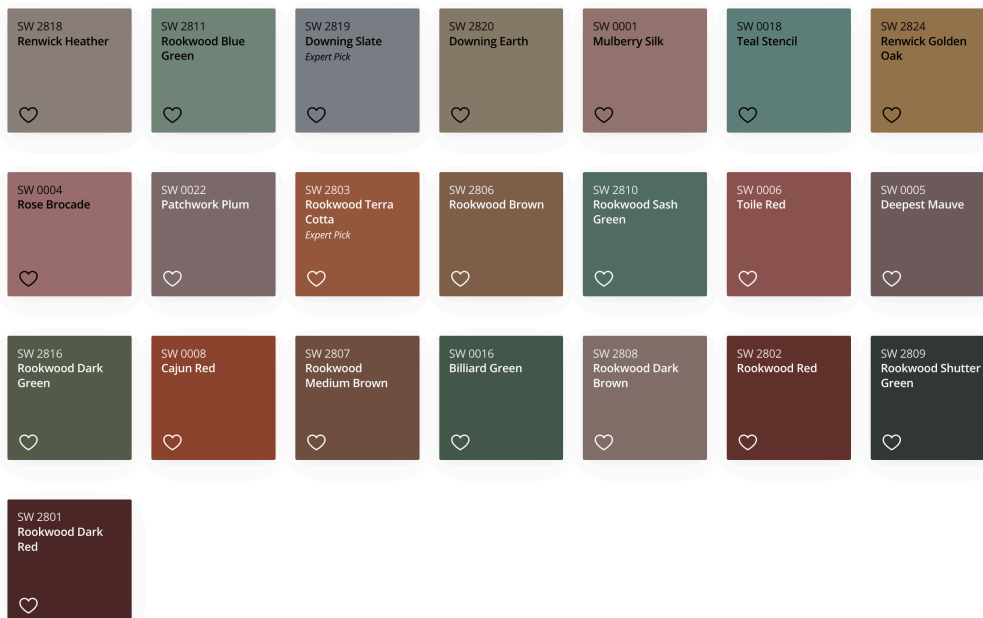
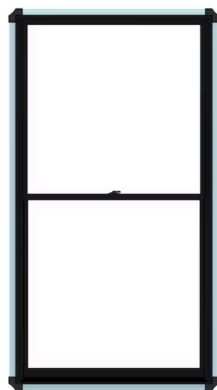
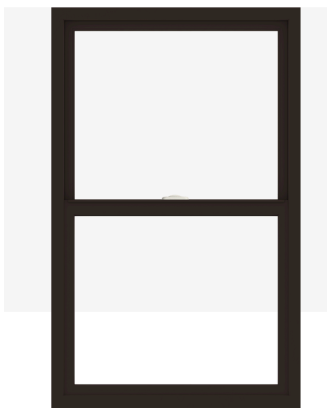
- Fibrex composite, dark bronze exterior
- No grilles, matching the majority of existing windows

### 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



# STAFF REPORT

DATE: May 22, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00268 filed by Havana Phil's to install wall sign and freestanding sign at Parcel 26827 (742 Main Street)

## **SUMMARY**

The applicant, Havana Phil's, a new cigar retail shop, is proposing new signs at 742 Main Street. The proposed signage includes one wall-mounted sign measuring 8.25 feet in width by 1.75 feet in height and fabricated of aluminum. In addition, a freestanding sign is proposed, measuring 4.67 feet in width by 2.25 feet in height, with a .125-inch aluminum face and first-surface vinyl graphics. The freestanding sign will be mounted between two decorative cigar-shaped posts, each measuring 6.67 feet in height by 0.75 feet in width.

The proposed wall-mounted sign meets the size limitations established by the Old West End Design Guidelines and the City of Danville Zoning Ordinance. However, the proposed freestanding sign is larger than the 12 square feet allowed for buildings that are not set back from the right-of-way and the location of the freestanding sign does not comply with the minimum sign setback requirements of the N-C Neighborhood Commercial zoning district.

## **DESIGN GUIDELINES EXCERPT**

### **Section 7B. Sign Types**

Wall signs shall not exceed 32 square feet in area.

Freestanding signs shall not exceed 16 square feet in area and shall not exceed 8 feet in height.

Materials should be wood or metal.

Signs should be constructed of durable, high-quality materials. Painted wood, metal, and other materials that harmonize with historic materials are encouraged.

Small freestanding signs of 16 square feet or less and standing no more than 8 feet high are allowed for buildings set back from the right of way if the space in front of the building allows it without obscuring the architecture or dominating the space.

Freestanding signs greater than 12 square feet (not including supports) are only allowed where buildings are set back further than the norm from the right of way, but in general are not encouraged within the OWE.

## **RECOMMENDATION**

Planning staff recommends approval of the proposed wall-mounted sign as it meets the Design Guidelines and the City of Danville zoning code.

Planning staff recommends approval of the design and proposed materials of the freestanding sign with the following conditions:

1. The size to comply with the 12-square-foot limit as stated in the Old West End Design Guidelines
2. The location is modified to meet the minimum sign setback requirements of the N-C Neighborhood Commercial zoning district

## **ATTACHMENTS**

1. Havana Phil's Signs



Havana Phil's  
J0013311\_200  
742 Main St., Danville, VA 24541  
April 15, 2025

***Allen Industries***

**YOUR BRAND AT ITS BEST™**

**1-800-967-2553**  
**www.allenindustries.com**

Customer Approval / Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**N01** Wall Mounted S/F ID Sign

**N02** Freestanding D/F ID Sign

**N01** 1'-9" x 8'-3" Wall Sign

Non-Illuminated

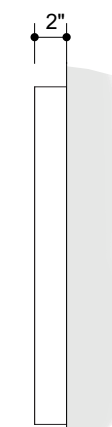
**CONCEPTUAL ONLY**



**Front View**

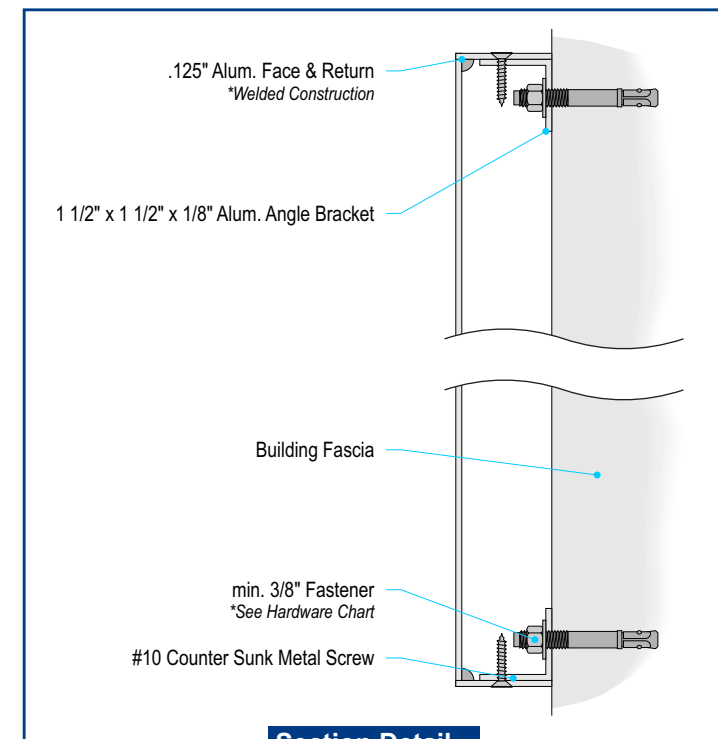
Scale: 1"=1'-0"

14.4 Sq Ft



**Side View**

Scale: 1"=1'-0"



**Section Detail**

**Proposed**



**Front View**

Scale: ~3/32"=1'-0"



**Digital Print**

- PMS 5753C Green
- PMS 168C Brown
- PMS 7530C Kaki

**Paint Specifications**

- White

All paint finishes to be Satin unless otherwise specified

**General Specifications**

<b>Face:</b>	.125" Alum. Cap Over Face w/ Welded Returns; Painted White
<b>Graphic:</b>	Digitally Printed Vinyl Applied 1st Surface
<b>Wall:</b>	TBD
<b>Install:</b>	Mounted via Alum. Angle Bracket w/ min. 3/8" Fastener. Remove "Southern Virginia Settlements" sign from the front elevation
<b>Quantity:</b>	(1) ONE

**CONCEPTUAL ONLY**



**Front View**  
Scale: 3/4"=1'-0"

9.0 Sq Ft

**Side View**  
Scale: 3/4"=1'-0"



**Front View**  
Scale: ~3/32"=1'-0"



**Cigar Band**  
Scale: 3"=1'-0"

**Digital Print Colors**

- R 188, G 139, B 91
- R 135, G 133, B 123
- PMS 5753C Green
- R 165, G 116, B 74
- R 186, G 184, B 181
- PMS 168C Brown
- R 132, G 83, B 44
- R 210, G 208, B 205
- PMS 7530C Kaki
- Black
- R 145, G 42, B 15
- White
- PMS 168C Brown
- R 107, G 47, B 11
- R 206, G 49, B 13
- White
- PMS 168C Brown
- R 88, G 83, B 75
- R 200, G 148, B 116

**Paint Colors**

- White
- PMS 168C Brown

**General Specifications**

<b>Face:</b>	.080" Alum. Faces (2), Painted White, 2"x4" Alum supports PMS 168C Brown
<b>Graphic:</b>	Digitally Printed Vinyl Applied 1st Surface
<b>Install:</b>	Posts Buried min. 24" Depth Below Grade
<b>Quantity:</b>	(1) ONE

**COMMISSION OF ARCHITECTURAL REVIEW**

**MEETING OF**

**APRIL 24, 2025**

**Members Present**

Robert Weir  
Jackson Weller  
Robert Stowe  
Sonja Ingram

**Members Absent**

Luke Ramsey  
Kathryn Ware  
Paul Liepe

**Staff**

Cynthia Lester  
Renee Burton  
Ryan Dodson  
Stefanie Jackson

**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. McNeely stated. I want to put a storage shed in the back yard of my house. The design and pictures are included in the application.

Ms. Ingram stated. The notes state we have the authority to approve the placement on the property line.

Ms. Burton stated. That is right, the current zoning code is five feet from the side and rear property line because of the nature of historic district. To his request is to be on the line which is fairly difficult in the historic district.

Ms. Ingram stated. Did you come back and talk to staff after it was denied?

Mr. McNeely stated. I came back to see what I could do and what my options were.

Ms. Ingram stated. The issue the board has is the type of roof. Most shed have just a plan roof.

Mr. McNeely stated. It has the option for shingles, and I thought the metal roof would be more historically accurate.

Ms. Ingram stated. I don't mean the material, I mean the shape of the roof.

Mr. McNeely stated. The gambel shape I opted for that because it is similar to a Dutch Colonial which is historically sound design.

Ms. Ingram stated. We are not looking at houses, we are looking at other sheds. Try to see if I have seen any sheds with that style in the area.

Mr. McNeely stated. Here are some photos that I provide below.



inspectionsfax@da  
nvilleva.gov\_2025051

Mr. Weir stated. It looks like a barn in a historical area, and I would feel more comfortable if it was shaped more appropriate for the neighborhood. It is a real problem because the people in that area need storage. It is a bother with these historical homes and this modern barn-type thing.

Mr. Stowe stated. The design is a problem.

Ms. Burton stated. Is the roof the only concern or is the porch a concern also?

Ms. Ingram stated. For me the roof is because it sets the tone for the whole building.

Mr. Weir stated. The porch doesn't bother me at all, it is the mantle roof.

Mr. McNeely stated. That will take a lot of the loft storage out of it.

Mr. Weir stated. Have you shown this to any of your neighbors?

Mr. McNeely stated. I spoke to the one right behind me and he stated he had no problem with it. I can speak to the manufacturer and my understanding is they have already made it, they called to see when they could deliver it. I told them it could not be delivered because I haven't gotten it approved yet, and if I don't get approved, I have to cancel the order. They may be able to change it I don't know.

Mr. Weller stated. Where on the property will it be sitting? How visible is it from the street?

Mr. McNeely stated. Only the tip of the roof will be visible.

Ms. Burton stated. Remember there is an alley and that is public way

Board Discussions.

Ms. Burton stated. If the primary concern is the roof there are 2 options. Either you vote to deny the application itself or vote to approve with conditions of changing the roof style.

Mr. Weir stated. I don't want the neighborhood to go down it is working so hard to come back, you have people spending lots of money on Chestnut to get those houses back. I don't want to see the neighborhood go down.

**Mr. Weir closed the Public Hearing.**

**Mr. Stowe made a motion that application PZ25-00161 doesn't meet the guidelines. Mr. Weller seconded the motion. The vote was approved by a 4-0 vote.**

**Mr. Weller made a motion to approve the application as submitted. Mr. Stowe seconded the motion. The vote was approved by a 3-1 vote.**

**Mr. Weller made a motion to approve the location of the shed. Mr. Stowe seconded the motion. The vote was approved by a 4-1 vote.**

*2. Certificate of Appropriateness application PZ25-00207 filed by Kalibi Properties LLC to replace the siding and windows at 148 Sutherland Ave (Parcel 20595).*

**Mr. Weir opened the Public Hearing**

Ms. Burton stated. The applicant claims she called and was told she would not need approval for the work she was doing and in general for the replacement of windows and new roof you do not need a permit. However, in the Old West End that is different you do need building permits and a Certificate of Appropriateness. I don't know where the communication breakdown happened. What happened was the work was being completed and she was asked to cease, the work proceeded again to do the house wrap, the contractor was there working again we went back out to stop work again, it was said she was unclear that it was house wrap, it was approved for siding as well and she continued to remove the siding. I think there is a pattern. She submitted some additional material and was made aware of the meeting time and date.

Ms. Ingram stated. What kind of additional material did she submit?

Ms. Burton stated. She was looking to do fiber cement, cellular PVC trim board, Hardie Plank and a wood composite, she gave options on all of this as well as the windows material options. Fiberglass-clad, or fibrex, we have not approved fibrex in the Old West End. I sent an email out to you guy about what's going on in the commonwealth.

Ms. Ingram stated. Sometimes people think the windows are in such bad shape that they have to get them replaced but they don't.

Mr. Stowe stated. The staff recommended replacing the windows to match the original appearance.

Mr. Weir stated. Make sure all the windows are consistent.

Ms. Burton stated. The biggest thing is changing the material for the windows being allowed in the district.

Mr. Weir stated. I don't have a problem with the HardiePlank siding, it's a reasonable replacement.

Ms. Burton stated. I think the siding is going to be a general HardiePlank material with a wider reveal than what you have with the wood siding, 4 inches possible and HardiePlank is going to be 6-8.

**Mr. Weir closed the Public Hearing.**

**Mr. Stowe made a motion to consider application PZ25-00207. Ms. Ingram seconded the motion. Motion was approved by a 4-0 vote.**

**Ms. Ingram made a motion to postpone the windows until we receive more information. Mr. Weller seconded the motion. The motion was approved by a 4-0 vote. Mr. Weller made a motion to amend to match the existing siding. Mr. Stowe seconded the motion. Motion was approved by 4-0 vote.**

Ms. Burton stated. We will go to the house if there is any siding left to tell us what the reveal is that is what will be used. If there is no siding left to tell us the reveal, we will default to 4 inches.

## **APPROVAL OF MINUTES**

**MARCH 13, 2025, minutes were approved by a unanimous vote**

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

Approved By: s/Cynthia Lester