



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

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

**September 25, 2025**

**3:30 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. NEW BUSINESS**

1. Certificate of Appropriateness application PZ25-00439 filed by Karen Tekleberhan to allow the paving of a parking area at Parcel 24596 (124 Broad Street).
2. Certificate of Appropriateness application PZ25-00449 filed by Damien Bishop to install a fence at 154 Sutherlin Avenue (Parcel 20908).
3. Certificate of Appropriateness application PZ25-00467 filed by Keisha and Duane Harper to add an addition to the principle structure at 864 Pine Street (Parcel 22005).

**D. APPROVAL OF MINUTES**

1. Minutes from August 28, 2025 Meeting

**E. STAFF UPDATES**

**F. ADJOURN**

# STAFF REPORT

DATE: September 25, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00439 filed by Karen Tekleberhan to allow the paving of a parking area at Parcel 24596 (124 Broad Street).

## **SUMMARY**

The applicant is requesting a Certificate of Appropriateness to pave the existing gravel parking area in the side yard at 124 Broad Street, along Dibrell Alley. The area, approximately 1,100 square feet, would be surfaced with concrete.

## **DESIGN GUIDELINES**

### Section 6.B Driveways

*In the OWE vehicular access was often either from an alley or by a driveway through the front yard and along the side of the property to a garage in the rear. Many of the side access drives that existed when these buildings were constructed are now too narrow to accommodate vehicles. In these situations, vehicles are often parked to one side in the front yard. If adequate parking is not available on the street, this condition is not ideal, but probably necessary. Where adequate side yard is available, parking in the rear is preferred.*

## **RECOMMENDATION**

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ25-00439 to pave the gravel parking area at Parcel 24596 (124 Broad Street).

## **ATTACHMENTS**

1. Application





# STAFF REPORT

DATE: September 25, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00449 filed by Damien Bishop to install a fence at 154 Sutherlin Avenue (Parcel 20908).

## **SUMMARY**

The applicant is requesting a Certificate of Appropriateness to replace the existing scalloped picket fence at 154 Sutherlin Avenue with a five-and-a-half-foot (5.5') privacy fence. The proposed fence will include a gate within the side yard to provide access to the yard from the front.

## **DESIGN GUIDELINES**

Section 6.B Fences and Hedges

*Fencing should not exceed 30-48" in front yards, and 6' in side and rear yards. An additional 2' of open work may be added to the top of a 6' wood fence, as shown in the photo to the left. If one side has supports showing, this must face the owner building the fence. Solid fencing is not permitted in front yards, but is permitted in side yards behind the facade of the main building and in rear yards.*

## **RECOMMENDATION**

The Planning Division staff recommend approval of Certificate of Appropriateness application PZ25-00449 to replace the existing fence at 154 Sutherlin Avenue (Parcel 20908) with wooden dog-eared style fence no greater than six (6) foot in height.

## **ATTACHMENTS**

1. Application





# STAFF REPORT

DATE: September 25, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00467 filed by Keisha and Duane Harper to add an addition to the principle structure at 864 Pine Street (Parcel 22005).

## **SUMMARY**

The applicants are requesting to construct an addition to the main house at 864 Pine Street. The addition, a three-story extension to the rear of the building, consists of two (2) floors of living area, with a bottom floor patio. The roof of the addition is proposed to match the existing pitch and material of the existing building. The applicant proposes the use of Hardie Plank siding and double-hung windows similar to the windows on the accessory structure.

## **DESIGN GUIDELINES**

### Section 3.B

*All additions and renovations to existing structures should as much as possible complement the original elements in terms of material, size, shape, texture and color.*

*New construction (e.g. additions) must be appropriate to the period and style or character of the building and the district as a whole.*

### Section 3.H

*Additions to historic buildings are not required to match the original building exactly, but such additions should complement the original building in proportions, style and materials. If the addition(s) are visible, a complementary and harmonious style is even more important.*

## **RECOMMENDATION**

While the proposed Hardie Plank siding differs from the original brick, wood plank was traditionally used on Italianate houses, making the material choice consistent with historic precedent, though not identical to the original. However, the proposed addition features square windows, which do not match the existing arched windows, potentially reducing the visual cohesion of the façade. Therefore, staff recommends approval of PZ25-00467 with the condition that the new windows be revised to feature arched tops to match the existing openings.

## **ATTACHMENTS**

1. CAR Application





**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**

Application #: P225-00467 CAR Meeting Date: Sept 25, 2025  
Date Received: 9-11-25 Received By: Lisa Jones  
Parcel ID: 22005 Address: 864 Pine Street  
Existing Zoning: OTR

**APPLICANT PROVIDED INFORMATION**

Property Location: 864 PINE ST DANVILLE VA 24541  
Applicant: KEISHA HARPER & DUANE HARPER  
Applicant's Address: 94 BALTIMORE AVE DANVILLE VA 24541  
Applicant's Phone Number: 704.614.6329  
Applicant's Email: KHarper79@gmail.com

Describe Proposed Request: We are seeking approval to construct an extension to the main house consisting of three levels. Two levels will serve as living quarters, while the third will function as an outdoor living space/patio. The exterior will feature James Hardie plank siding, and the windows will match those previously approved for the small cottage on the property - Jeld-Wen W-3500 series double-hung.

Thusha Harper 9.11.25  
Applicant's Signature Date

Thusha Harper 9.11.25  
Property Owner's Signature Date  
(if not applicant)

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.

# Harper Plans

Project Name and Address:  
 Harper  
 305 Hunters Creek Rd  
 Blacksburg, VA 24061

DRAWINGS PROVIDED BY:  
 Central Virginia Drafting and Design LLC  
 305 Hunters Creek Rd  
 Forest, VA 24551  
 434-211-9331

|        |              |
|--------|--------------|
| DATE:  | 9/4/25       |
| SCALE: | 1/4" = 1'-0" |
| SHEET: | 4            |



Existing  
 Exterior Elevation Front  
 (No Change)



Existing House

Addition

Exterior Elevation Right



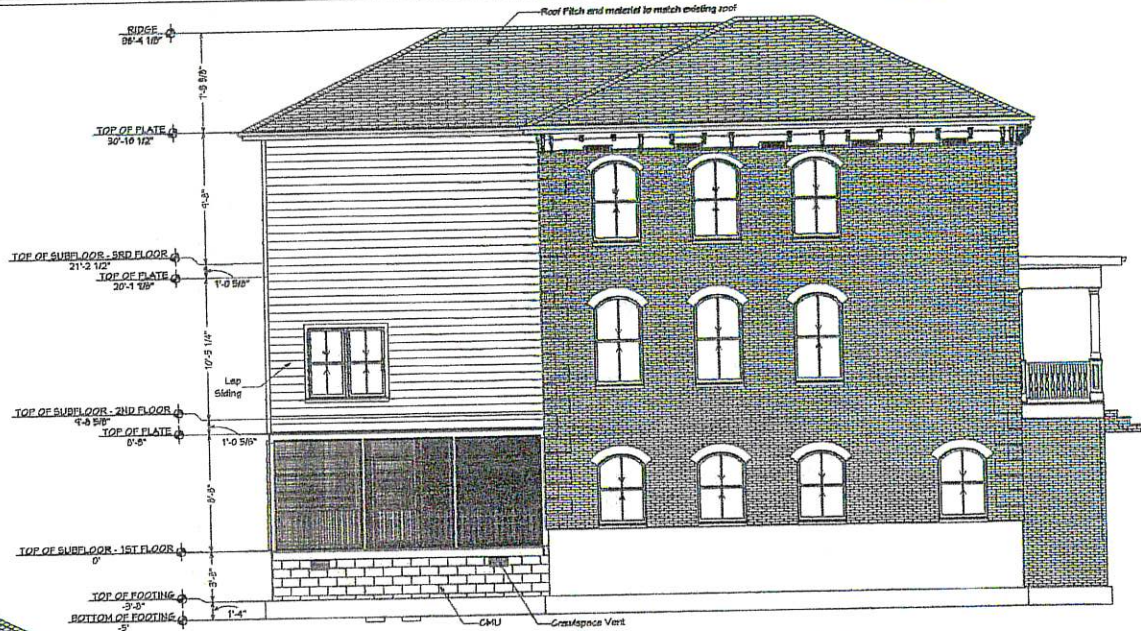
MATTHEW TAYLOR  
 434.213.6832  
 CentralVirginiaDD@gmail.com

# Harper Plans

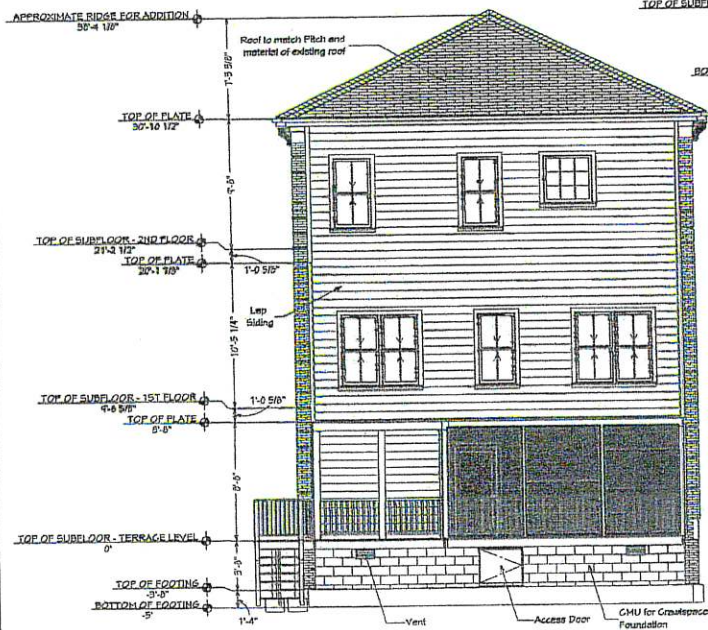
Project Name and Address:  
 454 Ross Street  
 Henrico, VA 23111

DRAWINGS PROVIDED BY:  
 Central Virginia Drafting and Design, LLC  
 Matthew Taylor, Drafter  
 300 Forest Hill Road  
 Henrico, VA 23111  
 434-213-6832

|        |              |
|--------|--------------|
| DATE:  | 9/4/25       |
| SCALE: | 1/4" = 1'-0" |
| SHEET: | 5            |

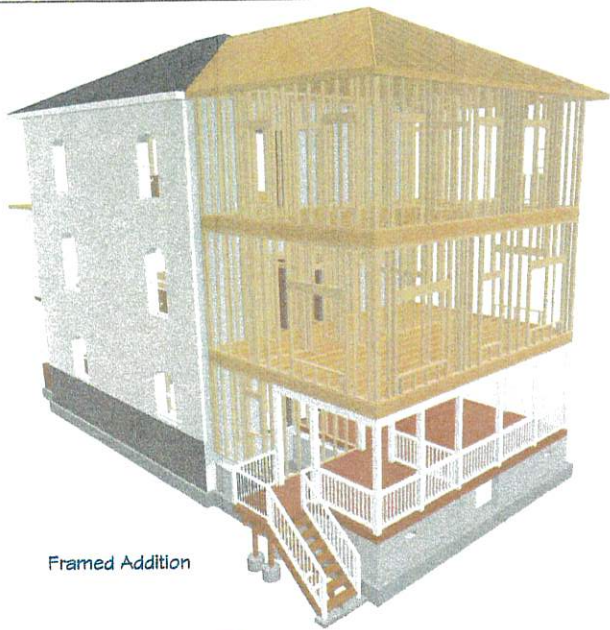


**Addition** **Existing House**  
 Exterior Elevation Left

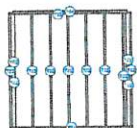


Exterior Elevation Back

**MATTHEW TAYLOR**  
 434.213.6832  
 CentralVirginiaDD@gmail.com



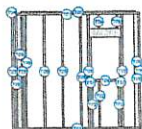
Framed Addition



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME          | QTY | NOMINAL | LENGTH  | MATERIAL      | TYPE   |
|--------|---------------|-----|---------|---------|---------------|--------|
| T01    | BOTTOM PLATE  | 1   | 2x4     | 10'0"   | FIR FRAMING 2 | LUMBER |
| T02    | STUD          | 12  | 2x4     | 88 1/8" | FIR FRAMING 2 | LUMBER |
| T05    | TOP PLATE     | 1   | 2x4     | 10'0"   | FIR FRAMING 2 | LUMBER |
| T04    | TOPMOST PLATE | 1   | 2x4     | 10'0"   | FIR FRAMING 2 | LUMBER |

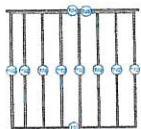
Wall Detail - Terrace Level Bathroom Screen Porch Side



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE   | 1   | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 3   | 2x4     | 40 1/2"  | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 2   | 2x4     | 88 1/8"  | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 2   | 2x4     | 88"      | FIR FRAMING 2 | LUMBER |
| T05    | STUD           | 11  | 2x4     | 88 1/8"  | FIR FRAMING 2 | LUMBER |
| T06    | TOP CRIPPLE    | 2   | 2x4     | 12 5/8"  | FIR FRAMING 2 | LUMBER |
| T07    | TOP PLATE      | 1   | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T08    | TOPMOST PLATE  | 1   | 2x4     | 110"     | FIR FRAMING 2 | LUMBER |
| T04    | TOPMOST PLATE  | 1   | 2x4     | 8 1/2"   | FIR FRAMING 2 | LUMBER |
| T10    | TRIMMER        | 2   | 2x4     | 76"      | FIR FRAMING 2 | LUMBER |
| T15    | HEADER         | 2   | 2x4     | 22"      | FIR FRAMING 2 | LUMBER |

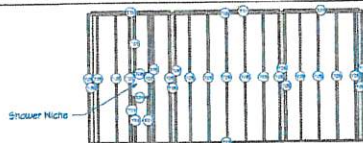
Wall Detail - Terrace Level Bathroom Outside Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME          | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|---------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE  | 1   | 2x4     | 109 1/2" | FIR FRAMING 2 | LUMBER |
| T02    | STUD          | 8   | 2x4     | 88 1/8"  | FIR FRAMING 2 | LUMBER |
| T05    | TOP PLATE     | 1   | 2x4     | 109 1/2" | FIR FRAMING 2 | LUMBER |
| T04    | TOPMOST PLATE | 1   | 2x4     | 119 1/4" | FIR FRAMING 2 | LUMBER |

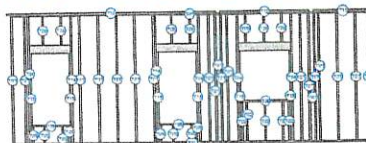
Wall Detail - Terrace Level Bathroom Porch Side



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM CRIPPLE | 3   | 2x4     | 88 1/2"  | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM PLATE   | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 2   | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 11  | 2x4     | 15 1/2"  | FIR FRAMING 2 | LUMBER |
| T05    | STUD           | 27  | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T06    | STUD           | 1   | 2x4     | 15 1/2"  | FIR FRAMING 2 | LUMBER |
| T07    | TOP CRIPPLE    | 1   | 2x4     | 51"      | FIR FRAMING 2 | LUMBER |
| T08    | TOP PLATE      | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T09    | TOPMOST PLATE  | 1   | 2x4     | 82"      | FIR FRAMING 2 | LUMBER |
| T10    | TOPMOST PLATE  | 1   | 2x4     | 80 1/2"  | FIR FRAMING 2 | LUMBER |
| T11    | TOPMOST PLATE  | 1   | 2x4     | 41 1/2"  | FIR FRAMING 2 | LUMBER |

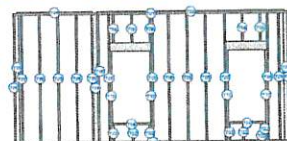
Wall Detail - Addition 2nd Floor Left Outside Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE   | 1   | 2x4     | 312"     | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 5   | 2x4     | 34 1/2"  | FIR FRAMING 2 | LUMBER |
| T03    | BOTTOM CRIPPLE | 6   | 2x4     | 14 1/2"  | FIR FRAMING 2 | LUMBER |
| T04    | KING STUD      | 6   | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T05    | SILL           | 2   | 2x4     | 39"      | FIR FRAMING 2 | LUMBER |
| T06    | SILL           | 1   | 2x4     | 49"      | FIR FRAMING 2 | LUMBER |
| T07    | STUD           | 20  | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T08    | TOP CRIPPLE    | 1   | 2x4     | 25"      | FIR FRAMING 2 | LUMBER |
| T09    | TOP PLATE      | 1   | 2x4     | 312"     | FIR FRAMING 2 | LUMBER |
| T10    | TOPMOST PLATE  | 1   | 2x4     | 159"     | FIR FRAMING 2 | LUMBER |
| T11    | TOPMOST PLATE  | 1   | 2x4     | 52"      | FIR FRAMING 2 | LUMBER |
| T12    | TOPMOST PLATE  | 1   | 2x4     | 75"      | FIR FRAMING 2 | LUMBER |
| T13    | TRIMMER        | 4   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |
| T16    | HEADER         | 4   | 2x6     | 36"      | FIR FRAMING 2 | LUMBER |
| T120   | HEADER         | 2   | 2x8     | 48"      | FIR FRAMING 2 | LUMBER |

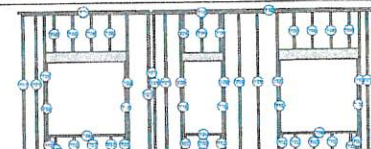
Wall Detail - Addition 2nd Floor Rear Outside Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE   | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 7   | 2x4     | 14 1/2"  | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 4   | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 2   | 2x4     | 39"      | FIR FRAMING 2 | LUMBER |
| T05    | STUD           | 15  | 2x4     | 111 1/2" | FIR FRAMING 2 | LUMBER |
| T06    | TOP CRIPPLE    | 5   | 2x4     | 25"      | FIR FRAMING 2 | LUMBER |
| T07    | TOP PLATE      | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T08    | TOPMOST PLATE  | 1   | 2x4     | 165 1/2" | FIR FRAMING 2 | LUMBER |
| T09    | TOPMOST PLATE  | 1   | 2x4     | 66"      | FIR FRAMING 2 | LUMBER |
| T10    | TRIMMER        | 4   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |
| T16    | HEADER         | 4   | 2x6     | 36"      | FIR FRAMING 2 | LUMBER |

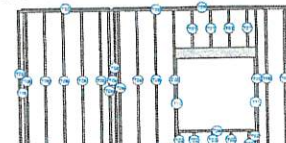
Wall Detail - Addition 2nd Floor Right Outside Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM CRIPPLE | 15  | 2x4     | 14 1/2"  | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 6   | 2x4     | 121 1/8" | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 1   | 2x4     | 89"      | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 1   | 2x4     | 76"      | FIR FRAMING 2 | LUMBER |
| T05    | HEADER         | 2   | 2x4     | 67"      | FIR FRAMING 2 | LUMBER |
| T06    | SILL           | 2   | 2x4     | 67"      | FIR FRAMING 2 | LUMBER |
| T07    | STUD           | 10  | 2x4     | 121 1/8" | FIR FRAMING 2 | LUMBER |
| T08    | TOP CRIPPLE    | 3   | 2x4     | 34 1/2"  | FIR FRAMING 2 | LUMBER |
| T09    | TOP CRIPPLE    | 3   | 2x4     | 34 5/8"  | FIR FRAMING 2 | LUMBER |
| T10    | TOP PLATE      | 1   | 2x4     | 312"     | FIR FRAMING 2 | LUMBER |
| T11    | TOPMOST PLATE  | 1   | 2x4     | 113 1/2" | FIR FRAMING 2 | LUMBER |
| T12    | TOPMOST PLATE  | 1   | 2x4     | 202"     | FIR FRAMING 2 | LUMBER |
| T15    | TRIMMER        | 2   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |
| T16    | HEADER         | 2   | 2x6     | 36"      | FIR FRAMING 2 | LUMBER |

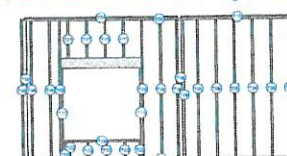
Wall Detail - Addition 1st Floor Rear Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE   | 1   | 2x4     | 282"     | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 6   | 2x4     | 14 1/2"  | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 2   | 2x4     | 121 1/8" | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 1   | 2x4     | 67"      | FIR FRAMING 2 | LUMBER |
| T05    | HEADER         | 2   | 2x10    | 76"      | FIR FRAMING 2 | LUMBER |
| T06    | STUD           | 17  | 2x4     | 121 1/8" | FIR FRAMING 2 | LUMBER |
| T07    | TOP CRIPPLE    | 4   | 2x4     | 32 7/8"  | FIR FRAMING 2 | LUMBER |
| T08    | TOP PLATE      | 1   | 2x4     | 282"     | FIR FRAMING 2 | LUMBER |
| T09    | TOPMOST PLATE  | 1   | 2x4     | 159 1/2" | FIR FRAMING 2 | LUMBER |
| T10    | TOPMOST PLATE  | 1   | 2x4     | 76"      | FIR FRAMING 2 | LUMBER |
| T11    | TRIMMER        | 2   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |

Wall Detail - Addition 1st Floor Right Outside Wall



WALL LAYER 4 - VIEWED FROM OUTSIDE

| NUMBER | NAME           | QTY | NOMINAL | LENGTH   | MATERIAL      | TYPE   |
|--------|----------------|-----|---------|----------|---------------|--------|
| T01    | BOTTOM PLATE   | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T02    | BOTTOM CRIPPLE | 6   | 2x4     | 14 1/2"  | FIR FRAMING 2 | LUMBER |
| T03    | KING STUD      | 2   | 2x4     | 141 1/8" | FIR FRAMING 2 | LUMBER |
| T04    | SILL           | 1   | 2x4     | 67"      | FIR FRAMING 2 | LUMBER |
| T05    | HEADER         | 2   | 2x10    | 76"      | FIR FRAMING 2 | LUMBER |
| T06    | STUD           | 16  | 2x4     | 141 1/8" | FIR FRAMING 2 | LUMBER |
| T07    | TOP CRIPPLE    | 4   | 2x4     | 32 7/8"  | FIR FRAMING 2 | LUMBER |
| T08    | TOP PLATE      | 1   | 2x4     | 240"     | FIR FRAMING 2 | LUMBER |
| T09    | TOPMOST PLATE  | 1   | 2x4     | 132 1/2" | FIR FRAMING 2 | LUMBER |
| T10    | TOPMOST PLATE  | 1   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |
| T11    | TRIMMER        | 2   | 2x4     | 78"      | FIR FRAMING 2 | LUMBER |

Wall Detail - Addition 1st Floor Left Outside Wall



MATHEW TAYLOR  
434.213.6432  
CentralVirginiaDD@gmail.com

Project Name and Address:  
1411 Harbor  
Dumfries, VA 22614

DRAWINGS PROVIDED BY:  
Central Virginia Drafting and Design, LLC  
305 Hunters Creek Rd  
Forest VA 24551  
434.213.6432

DATE:  
9/4/25  
SCALE:  
1/4" = 1'-0"  
SHEET:  
8

**COMMISSION OF ARCHITECTURAL REVIEW**

**MEETING OF**

**AUGUST 28, 2025**

**Members Present**

Sonja Ingram  
Jackson Weller  
Robert Stowe  
Paul Liepe  
Robert Weir

**Members Absent**

Luke Ramsey  
Kathryn Ware

**Staff**

Cynthia Lester  
Shanika Williams  
Ryan Dodson  
Stefanie Jackson

**ITEMS FOR PUBLIC HEARING**

**NEW BUSINESS**

1. Certificate of Appropriateness application PZ25-00382 filed by Frank and Denise Van Valkenburg to replace an existing wood deck at 154 Holbrook Avenue (Parcel 26095).

**Mr. Weir opened the Public Hearing.**

Mr. Van Valkenburg stated. We are looking to replace our old back steps with pressure treated lumber with Trex decking. The new structure will be more appropriate to the scale of the house itself, whereas the old structure was odd looking.

Ms. Ingram stated. Do you have a diagram of the previous deck and the new deck?

Ms. Williams stated. We do not, what you can see from this picture is what you can see from the right of way.

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

Ms. Ingram stated. We have approved this before in the rear and I think going forward there should be a diagram so we can see the extent of the change, but otherwise I think it is straightforward.

**Mr. Weller made a motion to approve application PZ25-00382. Mr. Stowe seconded the motion. Motion was approved by a 5-0 vote.**

2. Certificate of Appropriateness application PZ25-00433 submitted by Carole Holland to improve an existing parking lot at Jefferson Avenue (Parcel 26407).

**Mr. Weir opened the Public Hearing**

Mr. Miller stated. Because of the 3-hour parking limit we are going to make more use of our parking lot that is off Jefferson Street and is in bad condition, so we want to repave the parking lot and put up signs for church members by permit only.

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

Ms. Ingram stated. Looks like they are improving it with landscaping, I don't see any problem.

Ms. Miller stated. We work with the city to cut down shrubbery in the area also.

**Mr. Weller made a motion to approve application PZ25-00433. Ms. Ingram seconded the motion. The vote was approved by a 5-0 vote.**

3. Certificate of Appropriateness application PZ25-00427 submitted by Danville Redevelopment and Housing Authority to replace wooden porch columns at 814 & 815 Pine Street (Parcel 22138).

**Mr. Weir opened the Public Hearing.**

Ms. Burton stated. We have these porch columns that are 6ft tall, the column shows signs of rotting and deterioration, compromising both structural integrity and appearance, they were remodeled several years ago. We were able to find this fiberglass replacement with the same profile to the tee that will match.

Mr. Weir stated. What will the columns be made of?

Ms. Burton stated. Fiberglass material.

Ms. Ingram stated. Where are the original columns can we see them?

Ms. Burton stated. We had to pull them out to stabilize because we were going to paint everything, I believe they are in the backyard.

Mr. Stowe stated. Were the column rotten all the way through?

Ms. Burton stated. Yes.

Ms. Ingram stated. Did you try to get wooden ones?

Ms. Burton stated. We were unable to locate the wooden ones we could replace them with. We found these and want to see if you guys would agree to put them in place.

Ms. Ingram stated. I think the fiberglass is going to have a different texture than the wood. It may have the same profile but I'm not sure; we haven't seen the original.

Mr. Liepe stated. I am having a hard time drawing a distinction for the new material on the column.

Mr. Stowe stated. I don't have to look at other structures, I don't have a problem with fiberglass.

**Mr. Weir closed the Public Hearing**

**Mr. Stowe made a motion to approve application PZ25-00427. Mr. Weller seconded the motion. The vote was approved by a 3-2 vote.**

4. Department of Historic Resources' National Register nomination for P. Lorillard Tobacco Company Warehouse Complex located at 946 Newgass Street.

**Mr. Weir opened the Public Hearing**

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

**Ms. Burton stated.** Doesn't require a vote

**Mr. Liepe stated.** We reviewed it and they can go on with their business.

**APPROVAL OF MINUTES**

**JULY 24, 2025, minutes were approved by a unanimous vote.**

Ms. Williams stated. Demolition is coming up in the area 238 Jefferson Avenue and 488 Jefferson Street, determined by our inspection department that these structures are too structurally compromised to be safe, so they have been added to the demo list, as of now there has not been a date assigned.

Mr. Weir stated. Do we even know who the owners are?

Mr. Liepe stated. With regards to 238 Jefferson Avenue, I think it interesting now that the city now proposes demolition, and at the same time they turn down offers to purchase the property because they didn't think the price was high enough.

Ms. Ingram stated. I have a problem. I would like to take a look at this house to see where the damage is, whether it will be another hole in the historic district. This is really concerning.

Ms. Williams stated. They are both DRHA homes, as far as viewing them I don't know. As far as safety is concerned, if Inspections would allow it, but we can certainly check with Seth to see if that is something we can facilitate.

Ms. Ingram stated. So, people have wanted to purchase these houses and have not been allowed to purchase?

Mr. Liepe stated. I think there was an asking price of 40,000 and there was an offer of 15,000, I admit there is a wide discrepancy. They are going to spend money to tear it down.

Ms. Ingram stated. The whole purpose of this board is to protect places like this. Do staff have any comments?

Ms. Williams stated. The decision for demolishing is outside of staff purview; I did follow up with the inspection supervisor and he is of the mind that both of the structures are too structurally compromised to save.

Ms. Ingram stated. We have heard that a lot.

Mr. Liepe stated. That is what we always hear from the city.

Ms. Williams stated. If you all would like I will reach out to see if he will provide a list, I'm certain there is a check list and protocol they go through before they assign these for demo. I can present that to the board via email.

Mr. Weir stated. If you look at the houses Larry Meder revived, and they were in this condition, they can be saved.

Ms. Ingram stated. I'm sure there could be buyers for these houses, not sure when that ended. People are asking us for houses for sale and rehab. I would not want to give up on the opportunity to save this house. I think it really important that this board should know ahead of time of some structure before they end on the demo list so we can work toward saving it, that is our priority and what we are here for.

Mr. Stowe stated. What is the process? When the inspector says it can't be saved and added to the demo list.

Ms. Williams stated. Often time starts as property maintenance inspection, either from a complaint or inspectors riding through the area and seeing it and it goes from there. We reach out to ownership to see if steps are being taken to renovate and they are given a certain time frame to meet certain criteria from inspection, and it develops from there.

Ms. Ingram stated. Did anyone reach out to the people that originally wanted to purchase to see if they were still interested? That seems like a reasonable step in the process.

Ms. Williams stated. I am not aware of that information.

Ms. Ingram stated. When is the time frame we are looking at?

Ms. Williams stated. I am not aware of the time frame, not sure if there is a set date. I will find out and notify you all via email.

Mr. Weir stated. Let them know about our feelings, we are not really happy about losing the houses.

Ms. Ingram stated. The people that live in the Old West End would feel the same way.

Mr. Liepe stated. The city code states unless they are emitted Which way is this going to go.

Ms. Williams stated. It is not advertised for sale. I have seen on occasion where someone offers to purchase homes that have recently added to the demo list and are presented with the updates that are required to bring it to code. They have the time to meet those requirements otherwise the demo goes as planned.

Ms. Williams stated. 843 Pine Street with vinyl windows, the applicant is requesting a rehearing on the base they are replacing the front facade windows with in-kind wood and requesting to do vinyl on the sides.

Ms. Ingram made a motion to add 843 Pine Street to the agenda. Mr. Stowe seconded the motion. Motion was approved by a 5-0 vote.

Mr. Decker stated. Speaking to the homeowner suggested doing the windows facing the street in the wood two over two.

Mr. Liepe stated. Are the vinyl windows visible from the street?

Mr. Decker stated. Yes.

Mr. Stowe stated. Is the reason just cost saving?

Mr. Decker stated. Yes, plus other reasons.

**Mr. Liepe made a motion to deny the request at 843 Pine Street it does not meet the guidelines. Mr. Stowe seconded the motion. The vote was approved by a 5-0 vote.**

**Ms. Ingram made a motion to deny the request to replace what was previously approved at 843 Pine Street. Mr. Stowe seconded the motion. The vote was approved by a 5-0 vote.**

With no further business, the meeting adjourned at 4:05 p.m.

Approved By: s/Cynthia Lester