

Historic District Review Board

Regular Session Agenda

Cape Charles Civic Center

May 19, 2015

6:00 P.M.

1. Call to Order; Roll Call
2. Invocation and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
4. New Business
 - A. 500 Tazewell Avenue – Chimney removal
 - B. 201 Monroe Avenue – Dormers and attic
 - C. 125 Strawberry Street – Window replacement, chimney removal, second-floor addition
 - D. 415 Randolph Avenue – synthetic siding
 - E. Satellite dish ordinance
 - F. Consideration of Board committees (By-Laws, Article Five)
 - G. Guidelines update
5. Old Business
6. Announcements
7. Adjourn



DRAFT
HISTORIC DISTRICT REVIEW BOARD
Regular Meeting
Cape Charles Civic Center
April 21, 2015
6:00 p.m.

At 6:00 p.m. Chairman Joe Fehrer, having established a quorum, called to order the Regular Meeting of the Historic District Review Board (HDRB). In addition to Joe Fehrer, present were David Gay, Sandra Salopek and Terry Strub. John Caton was not in attendance. Also in attendance were Town Planner Larry DiRe and Assistant Town Clerk Amanda Hurley. Applicants for 205 Jefferson Avenue, 1 Mason Avenue and 234 Tazewell Avenue were also in attendance. There was one member of the public in attendance.

CONSENT AGENDA:

Motion made by Sandra Salopek, seconded by Terry Strub, to accept the agenda as presented. The motion was unanimously approved.

The HDRB reviewed the minutes of the March 17, 2015 Regular Meeting and the March 24, 2015 Special Meeting.

Motion made by Terry Strub, seconded by David Gay, to accept the minutes of the March 17, 2015 Regular Meeting and the March 24, 2015 Special Meeting as presented. The motion was unanimously approved.

NEW BUSINESS:

A. 205 Jefferson Avenue – Rear screened-in porch modification

The owners of 205 Jefferson Avenue were proposing to modify the March 18, 2015 Certificate of Appropriateness (COA) to convert the proposed screened-in porch to an enclosed sunroom.

Mr. John Mosteller, applicant of 205 Jefferson Avenue, explained that the roof was proposed to be changed from a hip roof to a gable roof and the screened-in porch would not have the knee walls as originally proposed.

There was some discussion regarding the proposed sunroom.

Motion made by Terry Strub, seconded by David Gay, to approve the application for 205 Jefferson Avenue as proposed. The motion was unanimously approved.

B. 1 Mason Avenue – Façade modification

The applicant was proposing to modify the December 17, 2014 COA to relocate a window on the front of the structure in order to comply with current code, possible installation of a rear dormer to accommodate an elevator and rear spindles to be generic commercial due to costs of replication. Front spindles would still be replicated.

Ms. Beth Walker, applicant of 1 Mason Avenue, presented the full size drawings to the Board and pointed out the proposed modifications.

Motion made by Terry Strub, seconded by David Gay, to approve the application for 1 Mason Avenue as proposed. The motion was unanimously approved.

C. *234 Tazewell Avenue – Window replacement and front porch removal, reconstruction and extension*

Mr. William Manning, applicant of 234 Tazewell Avenue, presented paint colors to the Board that the owner had selected for the exterior and trim. Mr. Manning stated that the first floor front porch would be removed and reconstructed, a second floor open porch would be constructed over the first floor porch and a second floor window on the front would be replaced by a door matching the first floor front door. Mr. Manning stated the handrails and posts would be re-used and new materials would match existing. The new second floor door would be located directly over existing first floor door for symmetry.

Motion made by Sandra Salopek, seconded by David Gay, to approve the application for 234 Tazewell Avenue as proposed. The motion was unanimously approved.

Amendment to the motion made by Sandra Salopek, seconded by David Gay to approve the paint colors “Temptation” for the exterior and “White” for the trim of the structure that were presented to the Board. The motion was unanimously approved.

D. *Satellite Dish Ordinance*

Larry DiRe stated that the issue of the size, placement and visibility of satellite dishes on the front of facades in the Historic District was brought to his attention by a Town Council member. While the Historic District Guidelines were silent on satellite dishes, the Zoning Ordinance was not. There was an abundance of nonconforming satellite dishes around town and staff would like the Board’s opinion on the wording, application, enforcement and possibly proposed revision of Section 4.9 of the Zoning Ordinance.

Terry Strub expressed her disapproval of the proliferation of satellite dishes not in use.

David Gay stated that the language in the ordinance regarding mounting a satellite dish so that it could not be seen at all was a little harsh, but agreed that they should not be on the front of a structure.

There was much discussion regarding the installation and enforcement of satellite dishes.

The Board tasked staff with researching how other Virginia historic districts handled satellite dishes.

E. *Guidelines Update*

Joe Fehrer stated that he was surprised that Mr. Manning presented paint colors as part of his application and went on to state that he felt the Board shouldn’t select paint colors but should be able to provide some sort of written guidance and a sample of colors to give the applicant suggestions. The Board was in agreement that paint colors were not enforceable.

David Gay provided paint palettes to the Board and suggested researching historic color palettes for certain periods. Joe Fehrer suggested having a work session to select paint colors for the palette and proposed that an applicant should receive the paint colors along with the required forms from the planning department or the building department.

Larry DiRe stated that he and the Town Manager were working on reviewing the processes applicants went through and wanted to be able to provide flow charts to applicants, similar to the one in the historic district guidelines.

Mr. Wayne Creed from the audience asked the Board if they could create a committee to leverage expertise from businesses and contractors around town.

Larry DiRe recommended a work session where the Board could entertain expertise from the community.

OLD BUSINESS:

The fee structure was recommended to Town Council and would be reviewed at the next budget work session on May 7, 2015. Once the fee structure was approved, the new Application for Historic District Review would be implemented with the new verbiage and checklist of required items.

The Board would begin reviewing the Historic District Guidelines at the next meeting for anything in need of updating.

David Gay recommended looking into alternative building products to determine what was appropriate and what was not.

Joe Fehrer asked staff to begin the process for amending the order of business in the By-Laws.

ANNOUNCEMENTS:

There were no announcements.

Motion made by Terry Strub, seconded by David Gay, to adjourn the Historic District Review Board Regular Meeting. The motion was unanimously approved.

Chairman Joe Fehrer

Asst. Town Clerk

Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 12, 2015
Item: 4A – 500 Tazewell Avenue – Chimney removal
Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness for 500 Tazewell Avenue, the Town Civic Center. The proposed work on the building includes removing one\two chimney\\$. The building has been experiencing roof leaks for a period of time. Work has been done on the flashing around the chimneys, yet the leaks continue. The Director of Public Works and Facilities now recommends removing the chimneys at the roof line.

Discussion

- The guidelines are rather quiet on the status of chimneys except to state that historic building roof types, including elements such as chimneys and light wells, should be retained (Building Element 1, page 34).

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: MAY 13, 2012

Permit No.: _____

* (Attach plans)

Fee: ~~\$50.00~~ WAIVED

Applicant: TOWN OF CAPE CHARLES Signature: _____
Address: 2 PLUM STREET Cape Charles, VA 23310
Telephone: 757-331-3259 Cell: _____

Owner(s): TOWN OF CAPE CHARLES
Address: 2 PLUM STREET City: CAPE CHARLES State: VA Zip: 23310

Contractor: OWNER
Address: _____ City: _____ State: _____ Zip: _____
Telephone: 757-331-3259 Cell: _____
Town License No.: _____ State License No.: _____

Location of Improvement: 500 TAZEWELL AVENUE
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: CHIMNEY REMOVAL TO ROOF LINE
Proposed Use: TOWN CIVIC CENTER
Estimated Construction Costs: _____

Dimension of Structure or Improvement:
Width: N/A Length: N/A Height: N/A
Total Square Footage: DOES NOT CHANGE

Structure of Improvement will be set back:

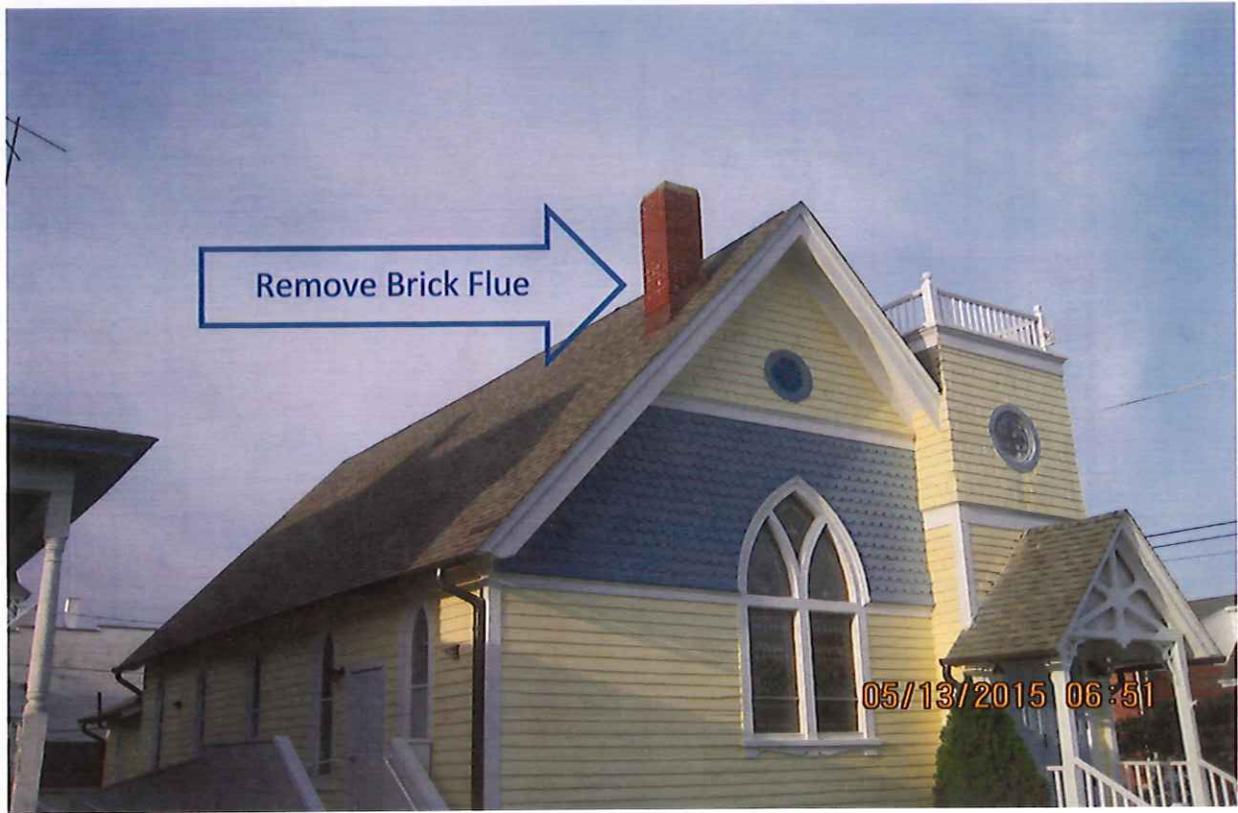
- from front property line
- from side property line
- from side property line on corner lot
- from rear property line
- from alley

Town Water Permit: _____ Town Sewer Permit: N/A

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: _____



Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 14, 2015
Item: 4B – 201 Monroe Avenue
Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from the owner for 201 Monroe Avenue. The proposed work on the home includes removing the existing front-facing dormer, replacing the existing dormer with a larger dormer, and adding a large dormer to the west side of the house. The applicant has provided photos showing neighboring houses with the size dormer proposed for this property.

Discussion

- The guidelines address dormers and dormer windows briefly. A dormer is defined as “a small window with its own roof projecting from a sloping roof” (Glossary, page 67). The Windows and Doors section discusses dormer windows stating “dormer windows project from the roof of the house, allowing light to enter and increasing floor and headspace. They are very common in the district.” The applicant intends to enlarge and finish the attic and use the area as a home office.

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: 4/14/15
* (Attach plans)

Permit No.: _____
Fee: \$50.00

Applicant: QS LLC Signature: _____
Address: P.O. Box 1090 Cheriton, VA 23316 Cape Charles, VA 23316
Telephone: (757) 708-6404 Cell: same

Owner(s): Eric Feuillate
Address: 201 Monroe Ave. City: Cape Charles State: VA Zip: 23310

Contractor: QS LLC
Address: P.O. Box 1090 City: Cheriton State: VA Zip: 23316
Telephone: (757) 708-6404 Cell: same
Town License No.: 14-0123 State License No.: 2705142263A

Location of Improvement: Attic 201 Monroe
Lot No.: _____ Block No.: _____ Lot Size: 40x140 Lot Area: _____
Type of Improvement: Enlarge Dormer, Add Dormer, Finish Attic
Proposed Use: office
Estimated Construction Costs: \$45,000.00

Dimension of Structure or Improvement:
Width: 30 Length: 30 Height: NA
Total Square Footage: 900

Structure of Improvement will be set back:
NA from front property line
NA from side property line
NA from side property line on corner lot
NA from rear property line
NA from alley

Town Water Permit: _____ Town Sewer Permit: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: _____

Proposed Changes to 201 Monroe:

The owner would like to remove the existing SMALL dormer and add a new LARGER dormer to the front as well as the West side.

Other houses in the same row (203-205 Monroe) have larger dormers as can be seen in the photos.

The proposed elevation shows how the house may look after a larger dormer is placed on the roof.

The dormer as it exists currently is far too small to make the attic space useful.

This change in design is in keeping with the style and aesthetics of surrounding homes.

Existing 201 Monroe



View from 201 toward 205



Proposed 201 front elevation



205 Monroe



203 Monroe

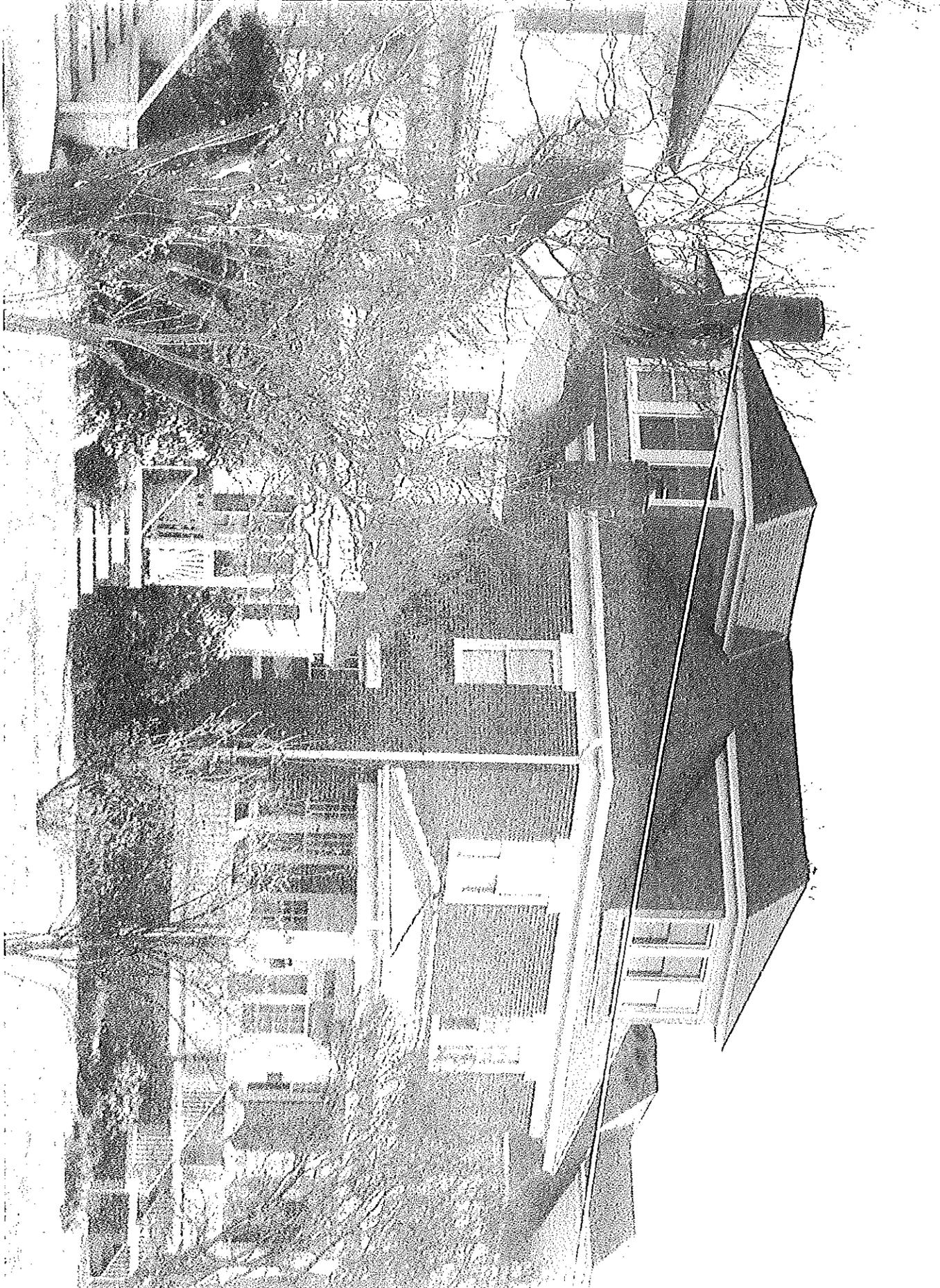


Materials for 201 Monroe Ave.

Vinyl siding similar to existing

Vinyl window similar to existing

Asphalt shingle similar to existing





Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 14, 2015
Item: 4C – 125 Strawberry Street
Attachments: Application, photos

Application Specifics

An application has been received for a Certificate of Appropriateness from the owner for 125 Strawberry Street. The proposed work on the home includes removing one non original chimney; removing one window on the west side of the building; adding a second-floor addition to the west side of the building within the first-floor foot print limits. The proposed second-floor addition (a master bedroom and bath) totals 152.1 square feet and keeps the exterior appearance of the first-floor including the number, size, and configuration of the first-floor window pattern.

Discussion

- The guidelines address doors and windows fairly comprehensively. Specifically, windows should be replaced only when they are missing or beyond repair. Also, replacement windows should retain the size, glazing pattern, finish, depth of reveal, appearance of the frame, and muntin configuration of the original windows (Building Element 4, pages 39-40).
- A new addition is proposed for the second floor. The guidelines state that when a roof must be replaced attempt to match the original materials used (Building Element 2, page 35). The applicant states the intent to replicate the existing first-floor roofing.
- The guidelines are rather quiet on the status of chimneys except to state that historic building roof types, including elements such as chimneys and light wells, should be retained (Building Element 1, page 34).

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA
Application for Historic District Review

Date: 5/12/15

Permit No.: _____

* (Attach plans)

Fee: \$50.00

Applicant: Jacob Leuer

Signature: 

Address: 125 Strawberry St

Cape Charles, VA 23310

Telephone: _____

Cell: (612) 803-6000

Owner(s): Jacob Leuer

Address: 125 Strawberry St City: Cape Charles State: VA Zip: 23310

Contractor: Self

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Town License No.: _____ State License No.: _____

Location of Improvement: 125 Strawberry St, Cape Charles, VA 23310

Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____

Type of Improvement: 1) addition (2nd floor) 2) removal of window 3) removal of

Proposed Use: personal residence - addition is master bath & closet

Estimated Construction Costs: \$12,000

non-original chimney

Dimension of Structure or Improvement:

Width: 12'4" Length: 12'4" Height: 8'

Total Square Footage: 152.1

Structure of Improvement will be set back:

<u>39'</u>	from front property line
<u>8'</u>	from side property line
<u>22'</u>	from side property line on corner lot
<u>30'6"</u>	from rear property line
_____	from alley

Town Water Permit: _____

Town Sewer Permit: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: _____



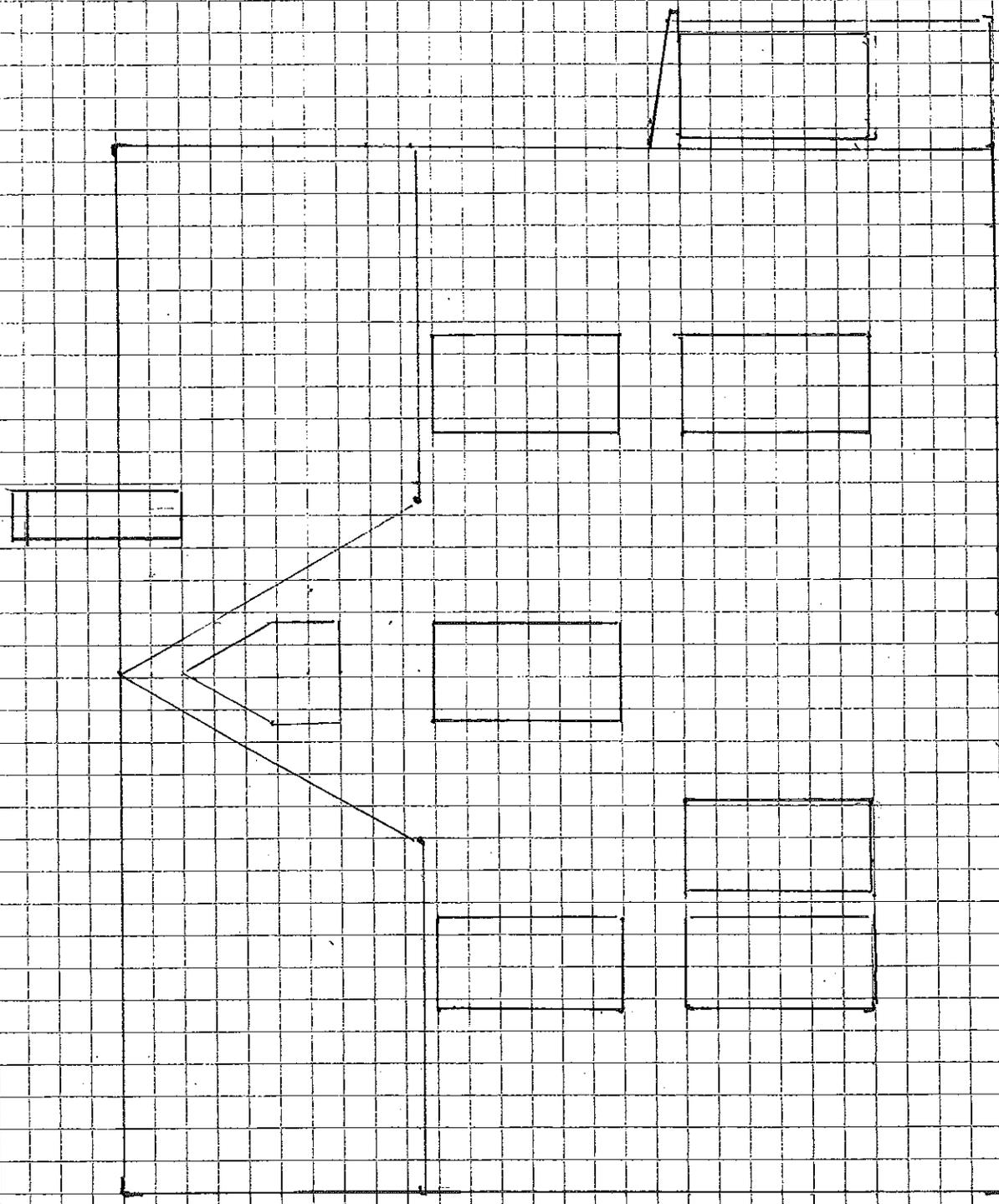
MATERIALS FOR 2ND FLOOR ADDITION

- * All existing architectural elements (siding, trim, windows, roof) will be matched on new addition
 - siding - hardy siding painted to match existing vinyl
 - windows - double hung windows with grid pattern to match existing
 - roof - rubber roof on $2\frac{1}{2}$ slope to replicate existing roof on 1st floor addition
 - overhang - matched to the existing overhang of entire house

* All attached drawings are to scale with 1" = 1'
(attached before/after photo is not to scale, for visual representation only)

NORTH SIDE OF HOUSE - BEFORE

1-1'



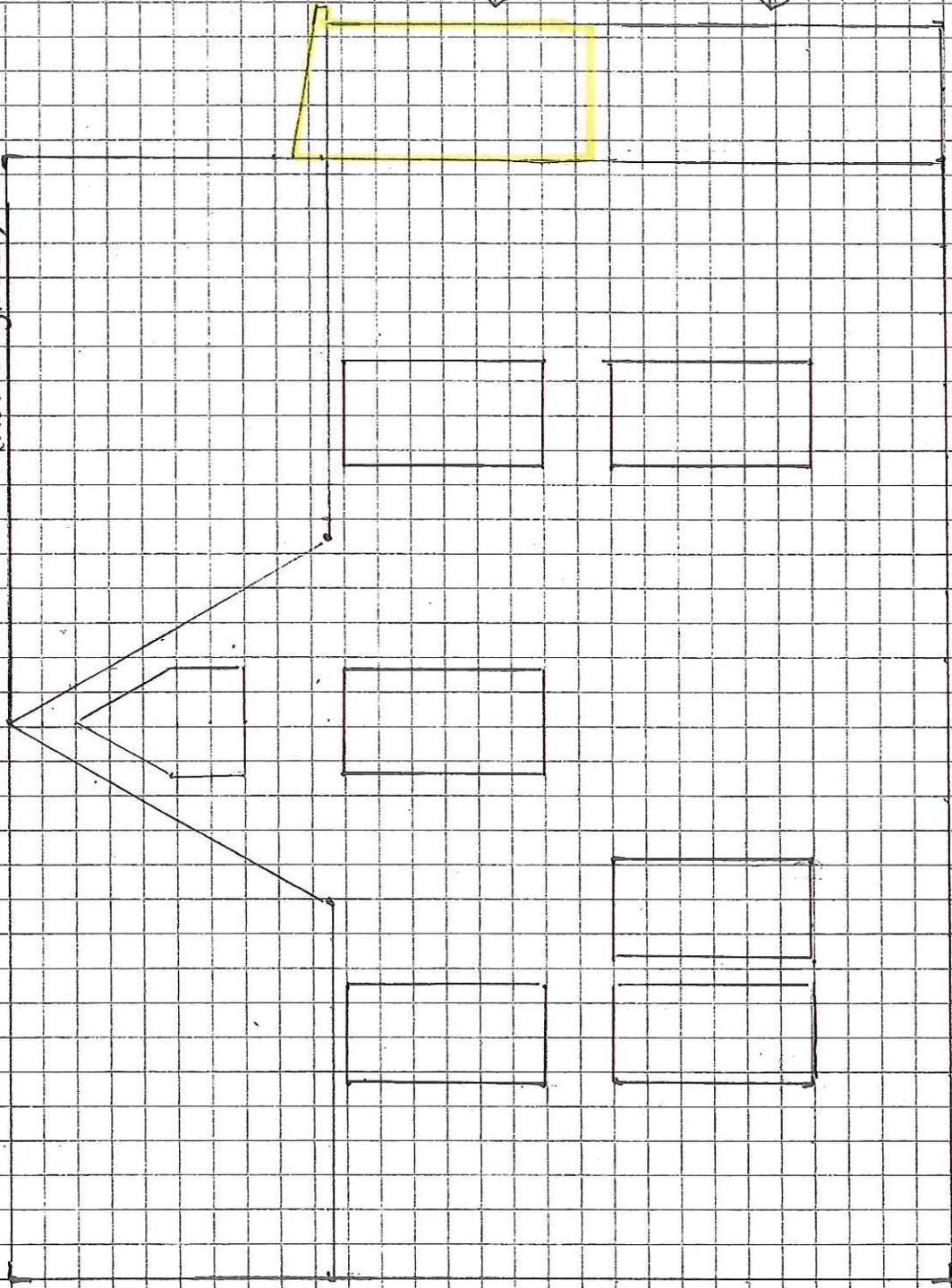
NORTH SIDE OF HOUSE - AFTER

1" = 1'

← removal of chimney
(not original)

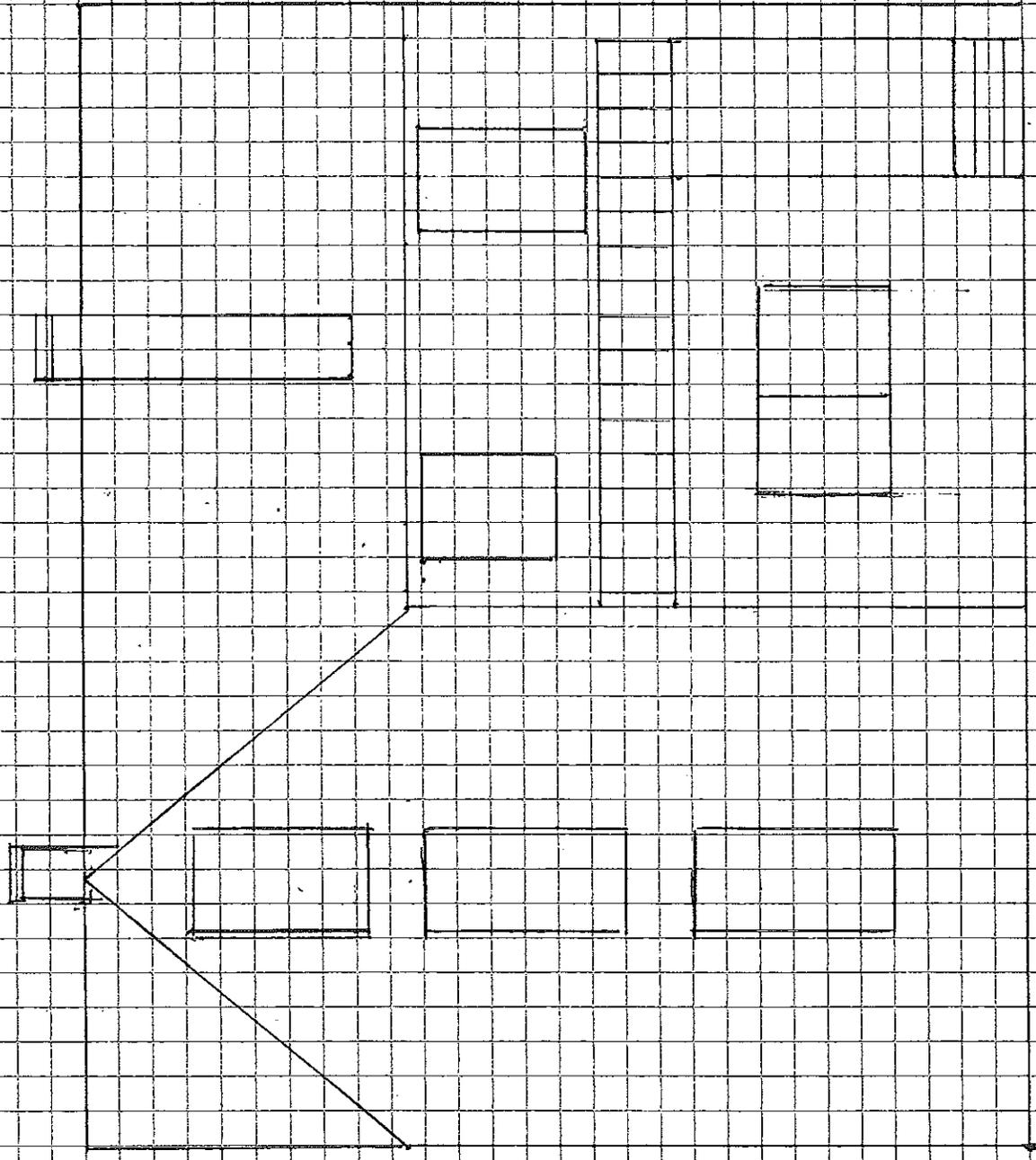
← addition

← removal of window



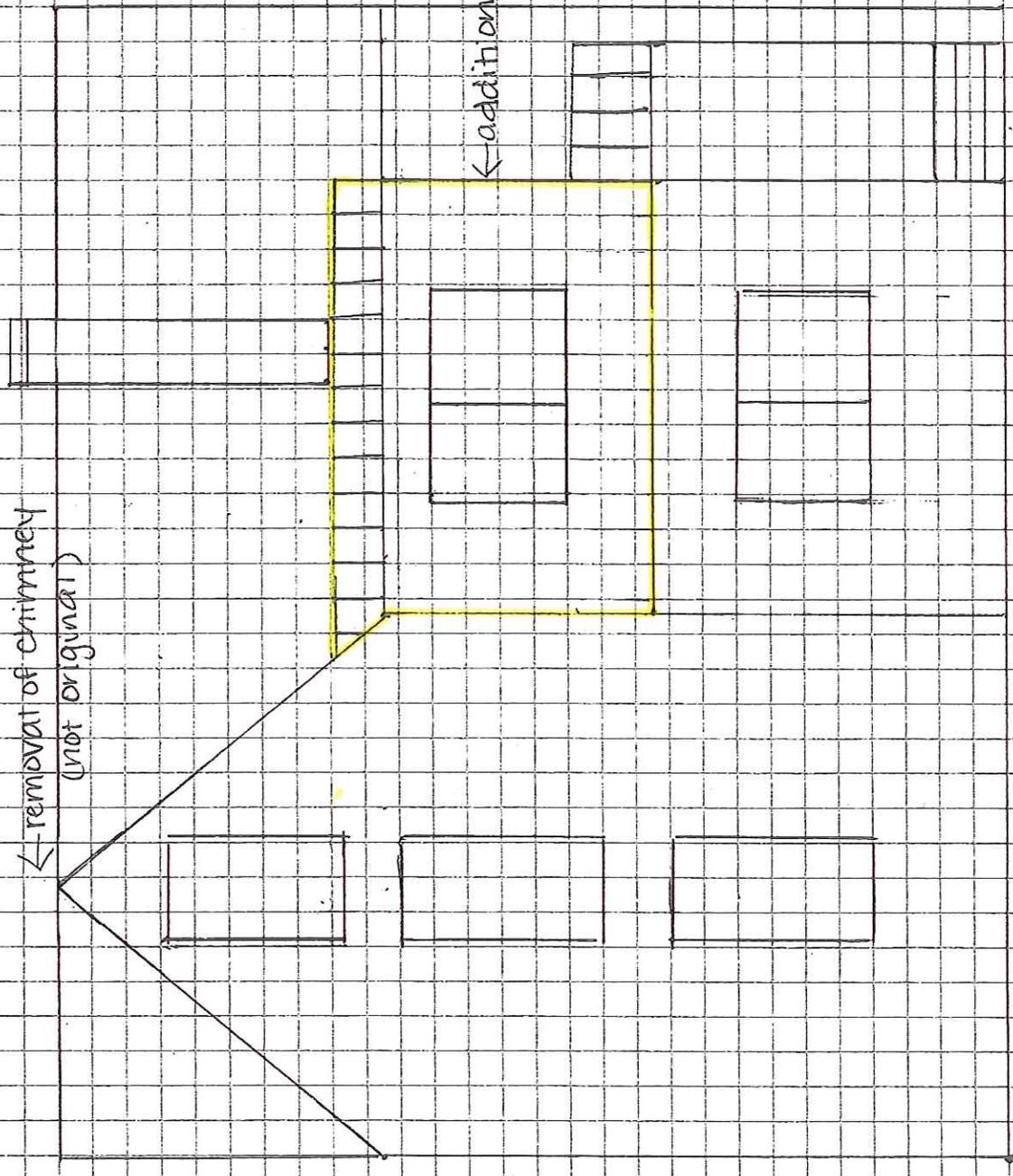
WEST SIDE OF HOUSE - BEFORE

1-1



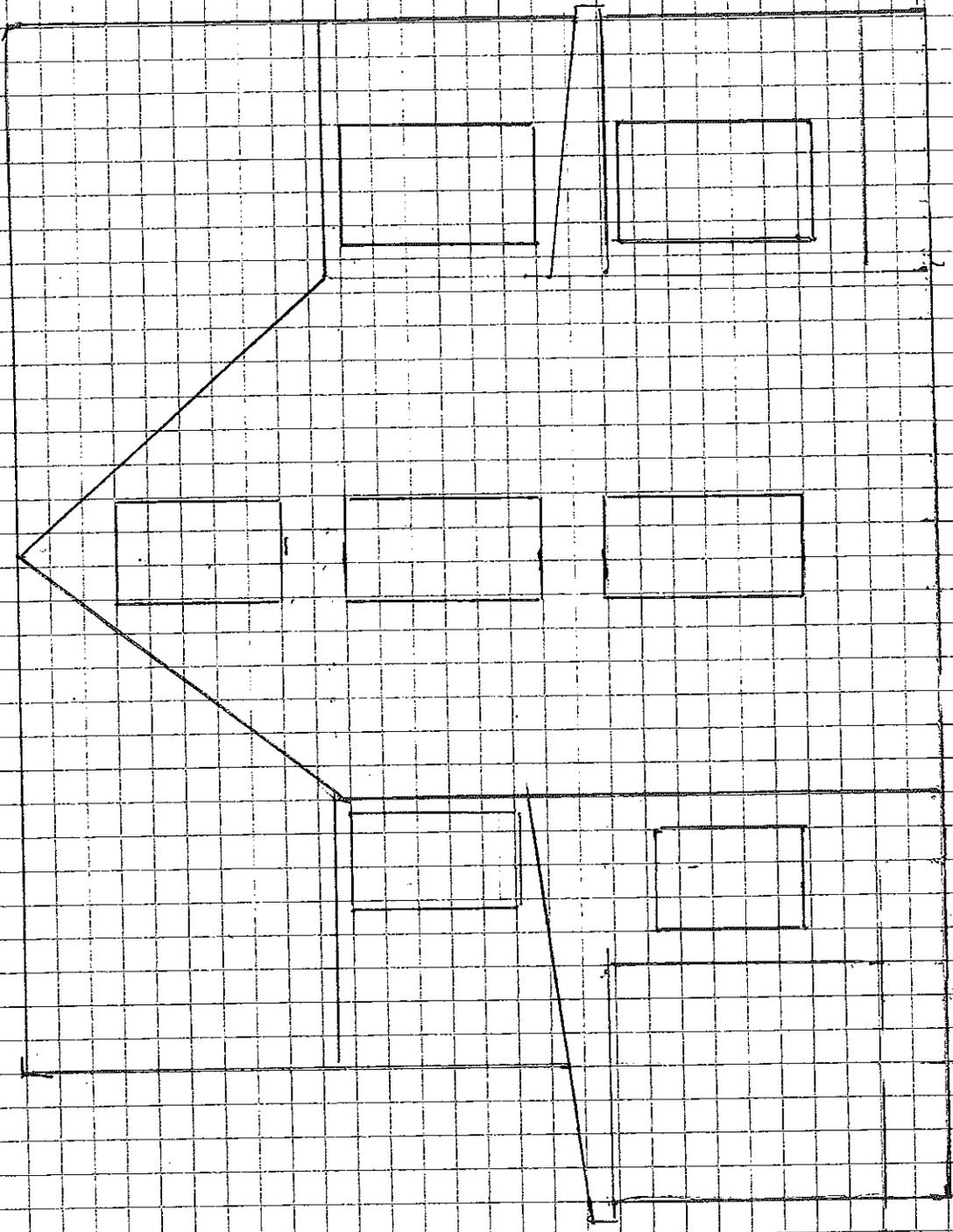
WEST SIDE OF HOUSE

1'-11"



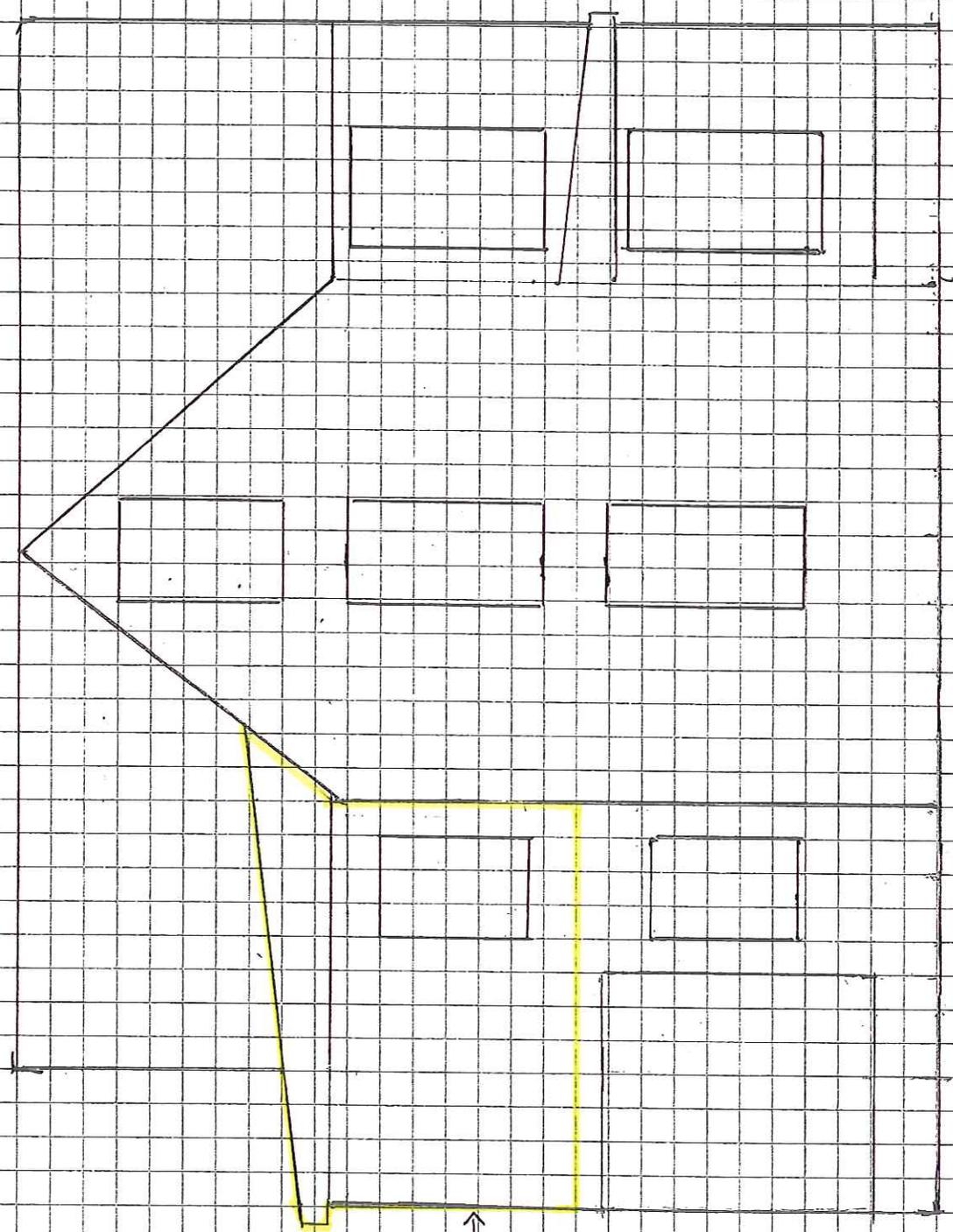
SOUTH SIDE OF HOUSE - BEFORE

1/2" = 1'



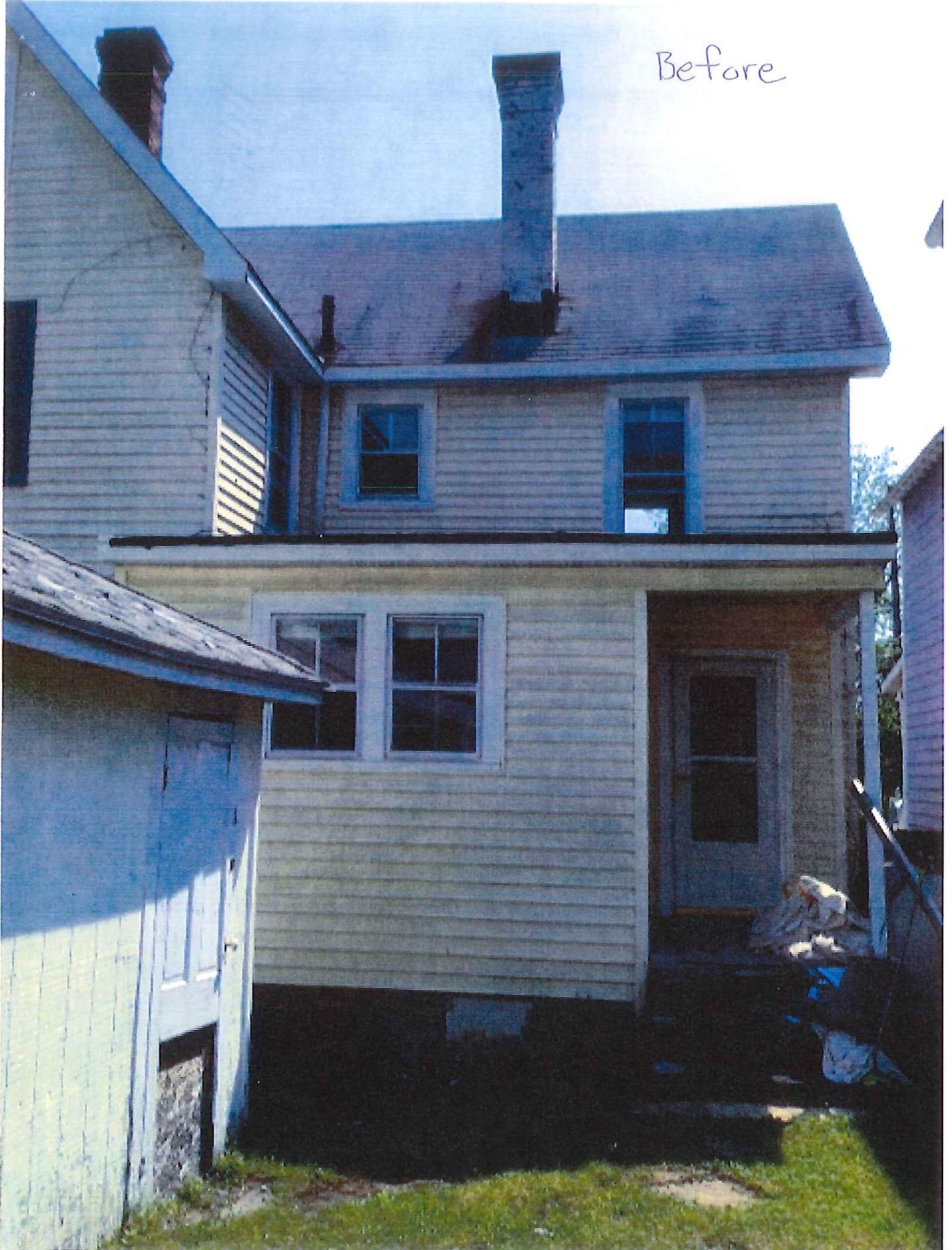
SOUTH SIDE OF HOUSE - AFTER

11

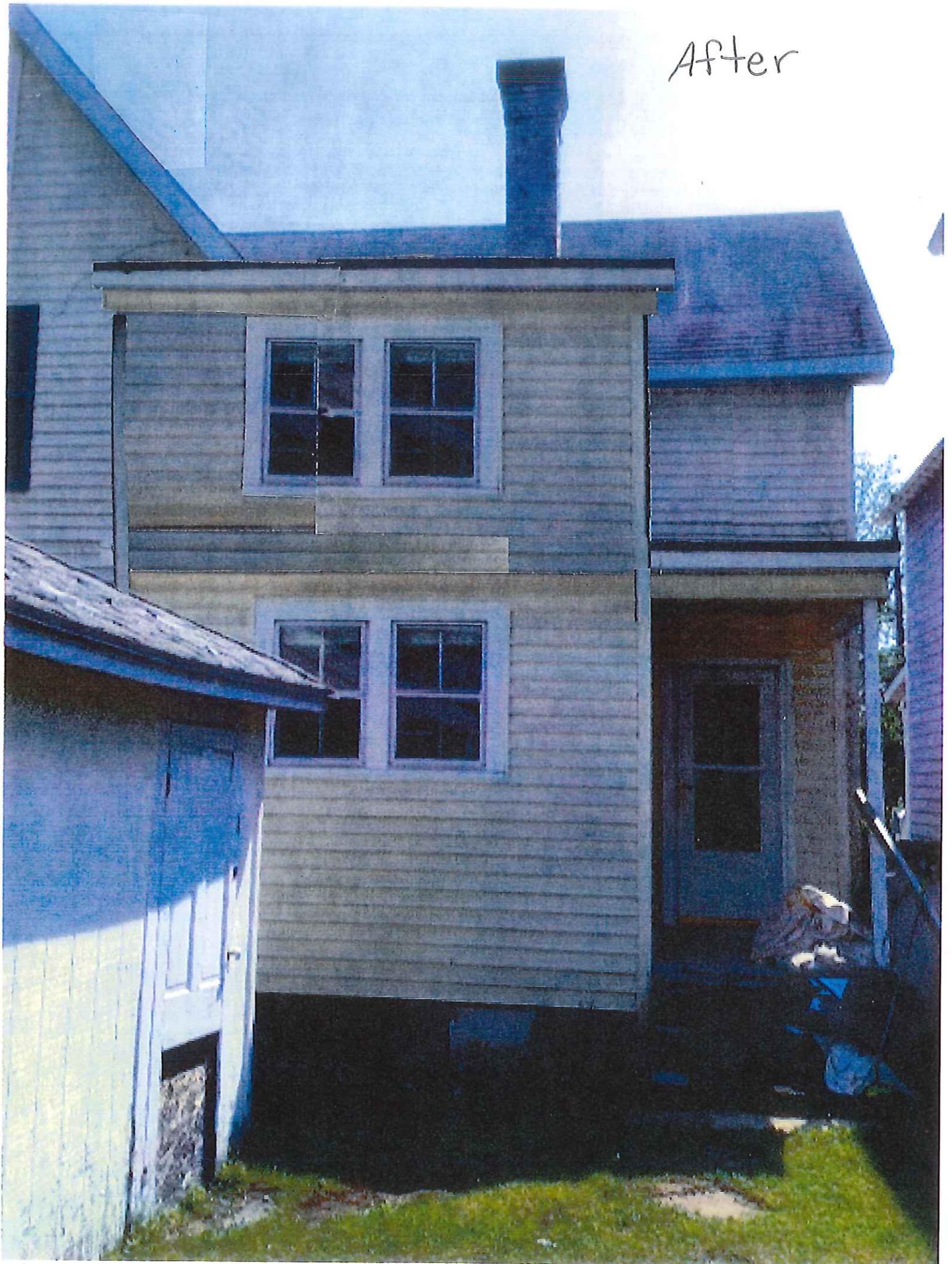


addition →

Before



After



Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 14, 2015
Item: 4D – 415 Randolph Avenue – synthetic siding
Attachments: Application, synthetic siding guidelines, applicant will bring in sample

Application Specifics

An application has been received for a Certificate of Appropriateness from the owner for 415 Randolph Avenue. The proposed work on the home includes removing the existing siding materials and replacing with synthetic siding.

Discussion

- The Guidelines address synthetic sidings and advise against installing such materials to replace original siding materials (Building Element 1, page 55).

Recommendation

Review the attached materials and discuss any questions or concerns regarding the application. Decide whether the Board finds that a Certificate of Appropriateness is appropriate for the application.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Historic District Review

Date: 5/13/15
* (Attach plans)

Permit No.: _____
Fee: \$50.00

Applicant: Ellen Randazzo Signature: [Signature]
Address: 415 Randolph Ave Cape Charles, VA 23310
Telephone: 804-779-7539 Cell: 804-837-8222

Owner(s): Ellen Randazzo
Address: 8223 Deatherage Mill Rd. City: Mechanicsville State: Va Zip: 23111

Contractor: Provost Construction
Address: 273 Gimby St City: Norfolk State: VA Zip: 23510
Telephone: _____ Cell: 757-651-4423
Town License No.: _____ State License No.: 2705133211

Location of Improvement: 415 Randolph Ave
Lot No.: _____ Block No.: _____ Lot Size: _____ Lot Area: _____
Type of Improvement: Siding
Proposed Use: Single family
Estimated Construction Costs: 10,000

Dimension of Structure or Improvement:
Width: _____ Length: _____ Height: 2 story
Total Square Footage: 2476

Structure of Improvement will be set back:
_____ from front property line
_____ from side property line
_____ from side property line on corner lot
_____ from rear property line
_____ from alley

Town Water Permit: _____ Town Sewer Permit: _____

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: [Signature]

SYNTHETIC SIDING

55

1 Avoid using synthetic materials to replace or cover the original materials, including siding, of buildings that contribute to the historic and architectural character of the district.

2 Remove synthetic siding and restore original building material if possible.

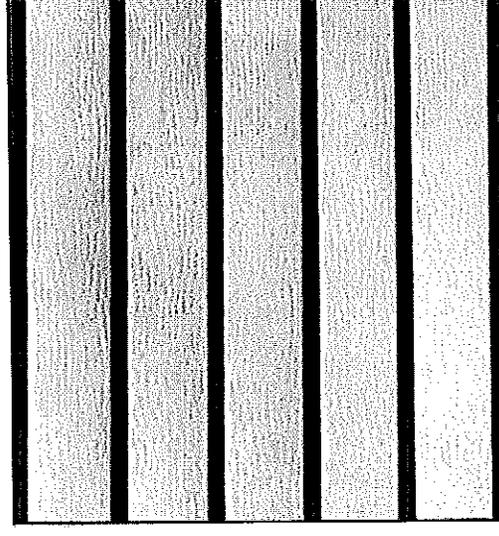
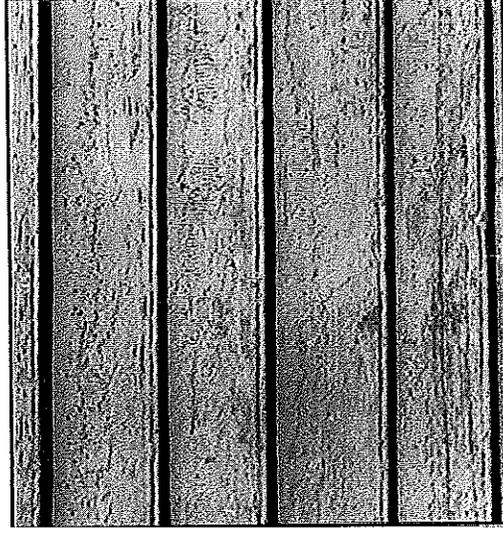
3 If synthetic siding is used, it should match the size, type, style, and surface appearance of the original material as closely as possible. Insure that any moisture, rot, or infestation problems are corrected before covering up these areas with synthetic materials. Decorative elements, trim, features, and special surfaces should be retained when adding synthetic siding. Consideration should be given to retaining the original materials on the primary elevations of the building and using synthetic siding on secondary elevation of the building.

4 Discourage the use of synthetic siding on new buildings within the historic district. Review the historic and architectural significance of surrounding buildings when determining the appropriateness of using synthetic siding on new buildings.

5 Synthetic siding that simulates wood may be used on new construction only if real wood trim is used for windows, doors, cornices, corner-

boards, soffits and other decorative features and if the depth of the boards relates to the depth of traditional siding.

138 Synthetic siding does not have the same patina, texture, or light-reflective qualities of original materials such as wood, brick, shingle, or stone. In addition to changing the appearance of a historic building, synthetic siding can make maintenance more difficult because it covers up potential moisture problems that can become more serious. And siding, one it dents or fades, needs painting just as frequently as wood.



True wood siding (top) has a depth and range of appearance that can never be matched by synthetic siding (bottom)

Historic District Review Board Staff Report

From: Larry DiRe 

Date: May 13, 2015

Item: 4E-Satellite dish ordinance

Attachments: Satellite dish guidelines and ordinances from other historic districts

Item Specifics

This item appears as part of the on-going review of the treatment of satellite dishes in the Historic District Guidelines and as the Town's Satellite Dish Ordinance is applied in the Historic District.

Discussion

The Historic District Review Board considered this issue at their April 21st meeting, especially as it pertains to the placement of these devices on the facades of homes in the Historic District. Staff was directed to provide information from other historic districts around Virginia for comparison purposes. That information is attached.

Recommendation

Review the attached materials and provide direction to staff.

CLIFTON FORGE

- (e) Vehicles being used in connection with utility or street work.

6-12. Parking or Storage of Recreational Vehicles in Residential Districts

- (a) A recreational vehicle, travel trailer, truck camper, camping trailer, motor coach home, tent trailer, converted inhabitable truck or bus, boat, boat trailer, utility trailer, or other trailer may be parked or stored on a lot, but not inhabited for a period exceeding twenty-four (24) hours, in a Residential R-1, R-2, or R-3 District, provided that such motor vehicle or equipment shall be:
- (1) Licensed for the current year;
 - (2) Located no closer to any street than the principal building or parked or stored in a completely enclosed garage on the property; and
 - (3) Not over thirty-two (32) feet in length or nine (9) feet in height.
- (b) No recreational vehicle, travel trailer, truck camper, camping trailer, motor coach home, tent trailer, converted inhabitable truck or bus, boat, boat trailer, utility trailer, or other trailer shall be parked, stored, or left standing on any street or alley located in a Residential R-1, R-2, or R-3 District, except for motor coach homes, recreational vehicles, or travel trailers which may be parked or left standing on such street or alley for up to but not exceeding ten (10) calendar days within any three (3) month period.



6-13. Satellite Dish Antennas

- (a) *Applicability.* This section applies to any satellite dish antenna, except as follows:
- (1) An antenna that is used to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite, and is one (1) meter (3.28 feet) or less in diameter;
 - (2) An antenna that:
 - (A) Is used to receive video programming services via multipoint distribution services, including multi-channel multipoint distribution services, instructional television fixed services, and local multipoint distribution services, or to receive or transmit fixed wireless signals other than via satellite; and
 - (B) Is one (1) meter (3.28 feet) or less in diameter or diagonal measurement;
 - (3) An antenna that is used to receive television broadcast signals;
 - (4) A mast supporting an antenna described in subsections (a)(1), (a)(2), and (a)(3), above;
 - (5) A satellite earth station antenna that is two (2) meters (6.56 feet) or less in diameter and is located or proposed to be located in any business zoning district; or
 - (6) A satellite earth station antenna that is one (1) meter (3.28 feet) or less in diameter in any area, regardless of land use or zoning category.
- (b) *Generally.* A satellite dish antenna shall not be used for any commercial or advertising purposes; otherwise, it shall be deemed a sign and shall be subject to the sign regulations set forth in Article 7, Division 3.
- (c) *Location.* A satellite dish antenna shall not be located or mounted:
- (1) In any front or side yard as may be required in any residential or business zoning district; or
 - (2) On the roof or wall of a building which faces a public right-of-way.
- (d) *Plan approval.* A satellite dish antenna shall require scale drawing plan approval, pursuant to Section 9-22.

- (e) *Screening.* Without restricting its operation, a satellite dish antenna located on the ground or on the top of a building shall be screened from view from streets.
- (f) *Height and setbacks.* In addition to the location requirements of subsection (c) above, satellite dish antennas shall be subject to the height and setback regulations set forth in Tables 6-13-1 and 6-13-2.

TABLE 6-13-1. SATELLITE DISH ANTENNA - ROOF-MOUNTED: HEIGHT AND SETBACK	
Zoning District	Maximum Height
CN, BG, BD	Up to 10 feet above the maximum height of the applicable zoning district

TABLE 6-13-2. SATELLITE DISH ANTENNA – FREESTANDING: HEIGHT AND SETBACK	
Zoning District	Maximum Height and Minimum Setback
CN	35 feet in height, but in no case greater than 45 feet above the ground, provided it is located to the rear of the principal building
R-1, R-2, R-3	35 feet in height, but in no case greater than 45 feet above the ground, provided it is located to the rear of the principal residential dwelling; Antenna and any guy anchorages - minimum of 10 feet from any property line
BG, BD	45 feet above the ground; located no closer than 15 feet to any public right-of-way

6-14. Temporary Uses

- (a) *Applicability.* Authorized temporary uses, including permitted locations, duration, and maximum number per calendar year, and whether or not a zoning permit is required, shall be as set forth in Table 6-14-1.

- a. Retaining walls of timbers, railroad ties or artificial stone should not be constructed at the front of buildings.
- b. Retaining walls built more than fifty years before application is made to change, repair, or alter such walls should not be removed or replaced with new materials. Rather they should be preserved or maintained whenever possible.
- c. Retaining walls of new construction should be of smoothed concrete or in stone designs such as cut stone, random rubble, coursed rubble or cobblestones. Retaining walls of wood, timbers or brick are less appropriate but may in some instances be constructed.

ROOFS AND ROOFING MATERIALS

- a. Existing roofs should be retained in their original shape and pitch, with original features such as cresting, chimneys, finials and cupolas, and, if possible with original roof materials such as metal shingles or standing seam metal roofing.
- b. Two storey buildings may be re-roofed above the ceiling line of the second floor with substitute materials such as asphalt or fiberglass shingles if the original materials are no longer present or if the retention and repair of the original roof material is not economically feasible.
- c. Roofs of new shingles should approximate the original materials as closely as possible and be in appropriate colors such as dark gray, black, brown or shades of dark red. Red or green may also be appropriate for Craftsman-Bungalow period buildings. New wood shingles (including new shake shingles) are appropriate for most early 19th century buildings. Standing seam metal roofs are appropriate for later 19th century buildings.
- d. New dormers, roof decks, balconies or other additions should not be introduced on the front of buildings. However, additions of this type may be added to the roof on the rear or sides if they will not be prominently in the public view.
- e. Flat roofs should have soldered metal panels added as the surface material. However, rolled composition or EPDM (rolled rubber) roofing materials are acceptable if not in public view.

ROOF SKYLIGHTS AND VENTS

- a. Roofs requiring vents should have ridge vents rather than pot vents. If pot vents are used they should be sited on rear rooflines.
- b. Original vents and skylights original to the building should be preserved.
- c. Skylights and vents should not be added where they would be visible from the front façade of the building or street but placed at rear roof lines or behind gables and dormers.
- d. Skylights should have a low profile with the roofline and their tops should be flat and not of convex or "bubble" design.

SATELLITE DISHES AND ANTENNAS

- a. Satellite dishes and antennas should not be installed in front yards or in side yards or on roofs within the public view.
- b. Satellite dishes should be of the smallest practical size and if ground mounted, placed as close to the ground as possible and screened with landscaping, lattice panels or fencing.

SCREEN AND STORM DOORS

Chapter 5: SITE ELEMENTS

scale and ornateness of the existing building. Detailed information on historical fences can be obtained from the City of Hopewell’s Department of Development.

- 12. Fences in the City Point Historic District should be painted or opaquely stained a color or colors that complement the main structure. Color should be compatible with the color of the house and nearby neighborhood.
- 13. Chain-link fences, vinyl fences, unpainted wood fences, and concrete block walls are not appropriate. Replacements of chain link fences cannot be “grandfathered.” There may be isolated cases where these materials may be allowed for use in rear yards, and this is subject to ARB approval.



Coursed ashlar retaining wall – Baltimore Row Townhouses

E. LIGHTING

Lighting plays a critical role in the landscape. Beyond aesthetic enhancement, appropriate light fixtures and light levels can promote safety, save money, conserve natural resources, and help retain the character of the City Point Historic District.

Lighting Guidelines

- 1. Retain, maintain and repair exterior lighting fixtures that contribute to the overall historic character of a building, site, or streetscape.

- 2. Lighting should be provided in parking lots. Shielded parking lights that focus light on the road surface should be used in conjunction with decorative pedestrian-scaled walkway lighting.
- 3. Use lighting fixtures that are understated and complement the historic style of the building, while providing subdued illumination.
- 4. **Seasonal lighting must conform to and be consistent with current building code.**
- 5. Lighting for residential areas, yards, and parks can include low, below eye-level lighting for paths and walkways, pole or surface mounted fixtures at a height of six to eight feet, and ten to fifteen feet for pole-mounted fixtures in parks.



Gate posts at Appomattox Plantation

F. MECHANICAL AND UTILITES SCREENING

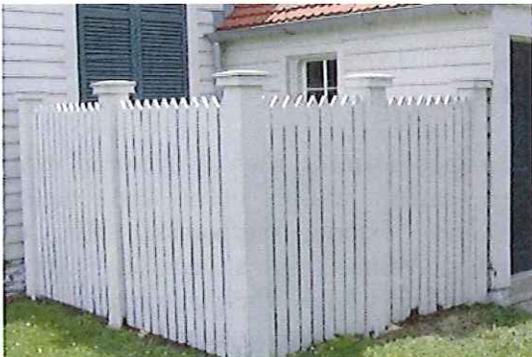
Site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae, exterior mechanical units, and trash containers, are a necessary part of contemporary life. The placement of these items can either have a neutral impact on the character of the site and structure or detract



from its historic appearance. Site features fall into two categories: a) **those features that can be controlled by the property owner**, such as antennae, satellite dishes, mechanical units, etc. b) **those features that cannot be controlled by the owner**, which include overhead wires, utility poles, etc.

Screening Guidelines

1. Site appurtenance such as heat pumps should be placed in inconspicuous areas on the side and rear of the building and be screened with appropriate plantings, such as evergreens and/or fencing.
2. Consider placing overhead utilities underground wherever possible.
3. Place antennae and satellite dishes on inconspicuous rooftop locations. Satellite dishes **cannot** be placed in front yards, in accordance with Hopewell Zoning Ordinance Article #18.
4. Rooftop mechanical units should be located so that they are minimally visible from the public right-of-way and screened.
5. Exhaust vents or fans should be installed where their visibility is minimized and with the least impact possible on historic materials.



Fences are an effective way to screen mechanical units

G. ACCESSORY BUILDINGS

Outbuildings and accessory structures are an important, sometimes highly visible design element. Some sites in the City Point Historic District retain their original outbuildings.

Accessory Building Guidelines

1. Existing historic outbuildings should be retained and maintained, following the Rehabilitation Guidelines found in Chapters 3 and 4.
2. When replacing elements of a historic outbuilding and the original material cannot be used, replacement with alternative materials will be considered with guidance from *Technical Preservation Services* which sets the Secretary of the Interior's Standards for the Treatment of Historic Properties.
3. New buildings should be designed to be compatible with the style of the primary building on the site, especially in materials and roof slope.
4. The style and colors of existing outbuildings in the neighborhood should also be considered.
5. New outbuildings should be smaller than the main residence and be located to the rear of the property in order to emphasize their character as secondary or subordinate structures.
6. The design of gazebos and carports (either attached or detached) should complement the architectural characteristics of the main structure.

not be construed to allow increased square footage for a second story or higher floor overhang.

4. Balconies, Chimneys, Porches, Bay Windows, Steps and Landings. Balconies, chimneys, porches, bay windows, steps and landings which comprise less than one-third the length of the wall may project up to three feet into a required yards, but no closer than five (5) feet to any lot line.
5. Decks and Patios.
 - a. Uncovered decks which are attached to the principal structure and are not more than three (3) feet above grade on the lot may extend into a required side or rear yard within five (5) feet of the property line for single-family detached residences and three (3) feet of the side or rear property line for all other residential uses.
 - b. Uncovered decks, which are attached to the principal structure and are more than three (3) feet above grade on the lot, may extend into a required rear yard to within ten (10) feet of the property line, however, side yard requirements shall apply.
 - c. A patio adjoining the principal structure may extend into a required side or rear yard within two (2) feet of the property line for all residential uses subject to buffer guidelines.
6. Fences, Walls and Hedges. Fences, walls and hedges may be located within required yards subject to the following limitations.
 - a. **Front Yard.** Fences, walls and hedges not exceeding 42 inches in height may be erected in the front yard of any lot. For residential uses, landscaping and decorative wooden or iron or masonry fences which exceed 42 inches in height may be located within a required front yard provided such fences and landscaping do not obstruct visibility at street or driveway intersections. In no case shall a fence in the front yard of a residential district exceed six (6) feet in height.
 - b. **Side and Rear Yard.** Fences in residential districts shall be limited to a maximum height of seven (7) feet when located in a side or rear yard; except when abutting a nonresidential district or use, in which case such fences may be eight (8) feet in height. Fences in nonresidential districts, when located in side or rear yards shall be limited to eight (8) feet in height.
 - c. **Prohibited Walls and Fences; Residential Districts.** No barbed wire, electrical elements, or other hazardous materials shall be maintained as a fence or part of a fence or wall in a residential district.
7. Fire Escapes and Outside Stairways. Unenclosed stairways and fire escapes may extend up to four and one-half feet (54 inches) into a required yard, but shall be no closer than five (5) feet to the property line.
8. Satellite Dish Antennae.
 - a. **Residential Districts.** Satellite dish antennae with a diameter of up to one meter shall be allowed within all residential zoning districts. There are no restrictions on where such antenna may be located on residential lots, provided that (1) they shall not create a safety hazard and (2) the Board

of Architectural Review shall be authorized to regulate the location and appearance of such antenna within H-1 and H-2 Overlay Districts. Satellite dish antenna with a diameter of more than one meter in diameter shall be prohibited within all Residential Districts.

- b. Nonresidential Zoning Districts.** Satellite dish antennae with a diameter of up to two meters shall be allowed within all nonresidential zoning districts. Such antennas shall be ground mounted and located within the rear yard unless it is determined that a useable signal cannot be obtained from a rear yard location. Such antennae shall be screened from view at ground level from any public street or residential use, and they may not exceed the height limitations of the zoning district. No portion of any such antennae shall be located within ten (10) feet of any property line or the height of the proposed dish antennae, whichever distance is greater. Satellite dish antennae with a diameter of more than two meters shall be allowed within nonresidential zoning districts only when approved as a Special Exception use in accordance with Sec. 3.4.
9. **Swimming Pools.** A private swimming pool, not exceeding three (3) feet above grade, is permitted in a required minimum side or rear yard to within six (6) feet of a property line, as measured perpendicular from said property line to the outermost edge of the pool coping. Any associated walkway or deck, not exceeding three (3) feet above grade, is permitted in a required minimum side or rear yard to within three (3) feet of a property line. A private swimming pool, or associated walkway or deck, exceeding three (3) feet above grade, shall not be permitted in a required minimum yard. Swimming pools shall not be permitted in front yards. Private pools not exceeding three (3) feet above grade must be enclosed by a fence with a minimum height of four (4) feet, in compliance with the IRC International Residential Code.
10. **Utility Equipment and Public Safety.** Fire hydrants, transformers and related utility and public safety equipment may be located within any required yard, as authorized by this Zoning Ordinance and the Subdivision and Land Development Regulations.
11. **Other Structures.** Trellises and trelliswork, play equipment, wires, outdoor furniture, mailboxes, ornamental entry columns and gates are allowed within required yards, so long as not deemed a sight distance or safety hazards by the Zoning Administrator.
12. **Platform Decks.** An at grade platform deck not exceeding ten (10) inches in height, may extend into a required side or rear yard within two (2) feet of the property line, cannot exceed two hundred (200) square feet in area, and shall be permitted in the rear yard only. A platform deck cannot have footers for support and must be supported by the ground only. Platform decks are exempt from Zoning Permit requirements and will not require review by the Board of Architectural Review or a Certificate of Appropriateness when not visible from the street as determined by the Zoning Administrator.
- D. Reduction of Front Yard Requirements in Historic District.** New or expanded developments within the H-1 Overlay District may be located closer to the street frontage than otherwise authorized by the underlying zoning district, up to the average setback of existing buildings (including any covered or enclosed portions

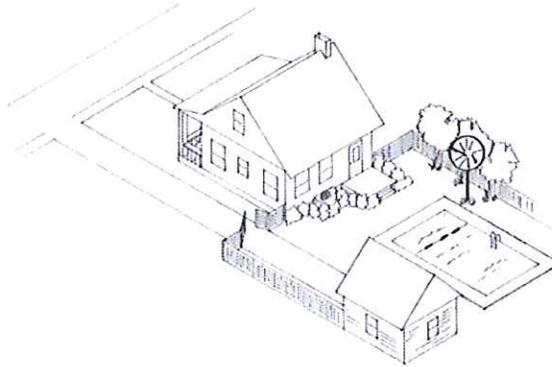
17. SATELLITE DISHES/SOLAR PANELS/VENTS

POLICY:

Satellite dishes may be installed in a locally designated district. Every effort should be made to site them in rear yards, along side yards, or along roof lines not readily visible from the street. As non-historic features, smaller, rather than larger dishes are preferred.

Satellite Dishes/Solar Panels/Vents:

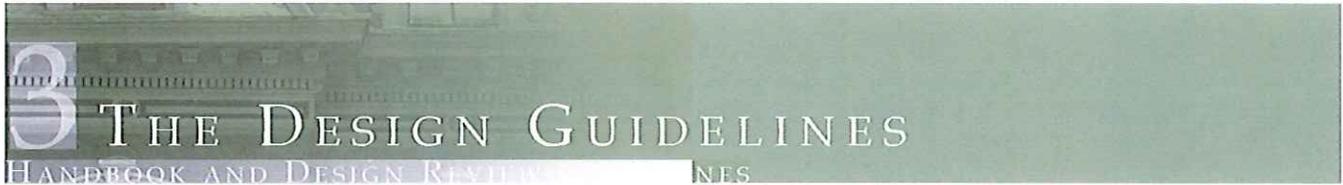
- A. whenever possible, should not be installed in front yards or where visible in side yards.
- B. whenever possible, should not be mounted on the primary or readily visible facades of a building.
- C. that are mounted in yards should be screened by lattice panels, fencing or landscaping.



Satellite dishes should be mounted in rear yards or on rear facades



Low shrubbery in front of this dish would help screen it from view (2132 Rivermont Avenue).



Mechanical Equipment

From time to time, the changing needs of owners and residents call for improvements to HVAC systems, the installation or upgrade of satellite television, and other similar technologies that enrich modern life. The visual impact of new mechanical equipment should be minimized to protect the historic character of the district.

HVAC EQUIPMENT

1. New units should be placed in side or rear yards so as to minimize their visual impact. Side yard units should be located as far away from the front of the building as possible.
2. Rooftop units should be located so that they are minimally visible from the public right-of-way, and screening should be considered.
3. HVAC equipment on the ground should be appropriately screened with fencing or vegetation.
4. Exhaust vents or fans should be installed where their visibility is minimized and with the least impact on historic materials.

COMMUNICATIONS EQUIPMENT

1. Satellite equipment should not be located at the front of a building.
2. Equipment should be located in the least visually obtrusive location on the property.
3. If satellite dishes need to be attached to a building, they should be attached in a way that is easily reversible and avoids damage to historic building material. Attachment to historic masonry is specifically discouraged.

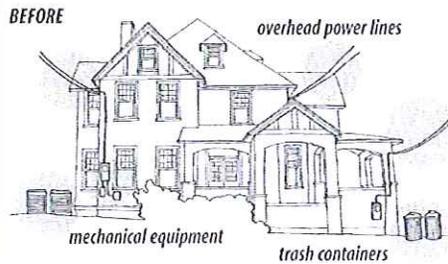


Satellite equipment should not be located at the front of a building.

- will not damage or destroy significant plant materials or landscape features, and,
- can be easily but inconspicuously serviced when necessary.

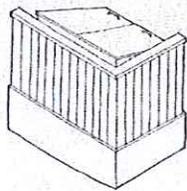
✓ Use placement, walls, fences, or plant materials that are in character with the style and setting of the building to screen utilities and equipment, such as:

- trash containers,
- heating and cooling equipment, and satellite dishes.

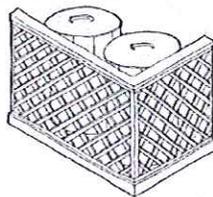


Relocating or screening utilities improves the appearance of the façade.

low wood fences

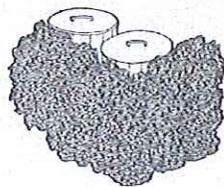


lattice-work screens



Low wood fences, lattice-work screens, and hedges or shrubs can also be used to screen utilities and equipment.

hedges or shrubs



✓ Paint meter cabinets that cannot be screened the same color as the building walls on which they are mounted.

✗ Do not install window air-conditioning units at the front of a building. Instead, install units in double-hung windows at the rear or side of the building and conduct any condensation away from the house with piping painted to match the exterior wall color.

✗ Avoid creating new openings in exterior walls to accommodate air conditioners or other heating and cooling equipment. If unavoidable, locate such openings on inconspicuous side or rear facades of the building without damaging or destroying important characteristic features.

✗ Do not keep trash containers and recycling bins in full view. Enclose or screen the areas where containers are routinely kept or place them in an inconspicuous location, such as at the rear or side of the building.



Mechanical units should be located at rear façades where they are not readily visible.

Satellite Dishes

Since satellite dishes must face south, placement of dishes depends on the orientation of the house:

✓ Place dishes on the side of the house if the house faces south.

✓ Place dishes on the back or side of the house if the house faces north.

✗ Do not place satellite dishes in the front yard or in a prominent place in the front of the house.

- c. All areas not occupied by buildings, roads, parking areas, service areas, or other required or permitted uses, including open spaces and usable recreation areas shall be landscaped by lawns, trees, shrubs, gardens, or other suitable ground cover.
- d. A landscaping plan and a schedule of planting shall be included with the site plan. Landscaping plans shall meet the requirements of the sediment control ordinance and other applicable regulations.
- e. Building requirements and relationship.
 - 1. Dwelling units per townhouse structure and length of structure. No more than eight dwelling units shall be contained in a townhouse structure.
 - 2. Setback between buildings. The minimum distance between any two unattached townhouse structures shall be twenty-five (25) feet. The setback shall be increased to sixty (60) feet if the townhouse structures are face to face. The point of measurement shall be the exterior walls of the structures and does not include balconies or other architectural features.
 - 3. Distance to service areas. No townhouse structure shall be closer than twenty (20) feet to any interior driveway or closer than fifteen (15) feet to any off-street parking area excluding garages built into an individual townhouse unit.
 - 4. Code requirements. All structures shall comply with all Town, County and State Codes.
 - 5. All public ways or other common facilities within a townhouse cluster shall be maintained by the property owners within the townhouse cluster.
 - 6. A public way intended for pedestrian circulation shall be provided between abutting rear lot lines.
- f. Off-street parking shall be provided in accordance with the provisions of Article XVII of this Ordinance.

Section 22-146. Satellite Dish (4.07.000)

Satellite dishes shall be permitted in the R-1, R-2, R-3, R-4, MH-1, CC-1, CG-2, I-1, RMX, and BP districts provided:

- a. Satellite dishes one (1) meter and larger in size shall be located in the side or rear yard in the R-1, R-2, R-3, R-4, MH-1, RMX Districts and shall be governed by the proper site plan approval for the CC-1, CG-2, I-1, and BP Districts.
- b. Satellite dishes shall be located a minimum of (5) five feet from all property lines.
- c. Satellite dishes shall not exceed any height limits as set forth in this ordinance.
- d. A landscape buffer may be required around a satellite dish if determined necessary by the zoning administrator.

- e. Zoning criteria for satellite dishes shall not supersede any covenants or regulations as provided for in any subdivision, manufactured home park or other development.
- f. Satellite dishes less than one (1) meter in size are exempt from the provisions of this ordinance and may be located in any yard, or on any structure provided they can not receive an acceptable quality signal, in either the side or rear yard.
- g. Satellite dishes that are 18" and smaller in size are exempt from the provisions of this ordinance and may be attached to buildings in all zoning districts.

Section 22-147 Shop for furniture construction, finishing, refinishing, and assembly (7.01.210)

The Board of Zoning Appeals may permit a shop for furniture construction, finishing, refinishing, and assembly as a special exception subject to review and renewal annually in a CG-2 District provided:

- a. All saw dust, sanding dust, or other dust and any other waste materials from saws, planes, grinders, and etc. shall be collected by a vacuum system and stored within the building.
- b. All storage, sales, and work shall be conducted within an enclosed building.
- c. All exhaust systems shall be equipped with a filtering system.
- d. All exhaust systems shall be extended above the roofline.
- e. Any part of the building utilized for this use shall be located at least (100) one hundred feet from any Residential District.
- f. The intent of this use is to be small in character, therefore, this use is limited to not more than (5) five employees and the building shall not exceed 5,000 square feet in gross floor area.

Section 22-147.1 Tattoo Parlors and Schools- Body Piercing

The Board of Zoning Appeals may permit a Tattoo Parlor or a School and Body Piercing Salon as a Special Exception subject to review in a CG-2 District.

- a. Shall adhere to all Federal ,State and Local laws pertaining to regulating tattoo parlors and including schools and Body Piercing Salons.

Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 11, 2015
Item: 4F – Consideration of Board committees as allowed in Article Five of the By-Laws
Attachments: Article Five

Discussion

This stems from a comment at the April 21st meeting about the Historic District Review Board establishing committees as another source of input. Article Five allows for such committees to be appointed by the Chairman and approved by a majority vote of the Board. Any appointed committee members will not have the ability to vote on any matter and serve in an advisory capacity only.

Recommendation

Following discussion determine if the Board wishes to create committees according to Article Five of the By-Laws.

- 4-3.2 Notify all members of all meetings.
- 4-3.3 Keep a file of all official records and reports of the Board.
- 4-3.4 Certify all maps, records, and reports of the Board.
- 4-3.5 Attend to the correspondence of the Board.
- 4-3.6 Prepare and be responsible for the publishing of advertisements and public notices relating to all public hearings and public meetings.

ARTICLE FIVE

Committees and Advisors

- 5-1 Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.
- 5-2 The Board may appoint architects, engineers, and/or contractors who are not Board members to serve in an advisory capacity. Appointed advisors shall not have voting rights.

ARTICLE SIX

Meetings

- 6-1 Regular meetings of the Board shall be held on the third Tuesday of each month in the Town Hall at 6:00 p.m. When a meeting date falls on a legal holiday, an alternative date shall be designated by the Board. Meetings may be cancelled in advance by a majority vote of those present at a previous meeting, or by request of the Chair.
- 6-2 Special meetings shall be called at the request of the Chair or at the request of a majority of the membership.
- 6-3 Except as provided for in Title 2.1, Code of Virginia, 1950, as amended (Virginia Freedom of Information Act), all meetings, hearings, records, and accounts of the Board shall be open to the public.
- 6-4 Three or more of the members of the Board shall constitute a quorum. No action of the Board shall be valid unless authorized by a vote of at least three members.

ARTICLE SEVEN

Order of Business

Historic District Review Board Staff Report

From: Larry DiRe 
Date: May 12, 2015
Item: 4G – Guidelines update
Attachments: Historic District Guidelines Foundation Section

Discussion

The Historic District Review Board is doing an on-going review of the current Historic District Guidelines document. At the April 21st meeting the Board determined that the foundation section was next to be reviewed.

Recommendation

Following discussion determine if updates are needed and provide direction to staff.

FOUNDATION

1 Repair deteriorated foundations, matching existing historic materials as closely as possible. Consider appropriate overall coverage for incompatible treatments.

2 Insure that water flows away from the foundation, and remove any vegetation that may damage the structure or foundation.

3 In new construction, distinguish the foundation from the rest of the building. Respect the height above grade of foundations on surrounding historic buildings.

