



## City of Danville

427 Patton Street, Suite 208

Danville VA, 24541

Phone: (434) 799-5260

# ***Commission of Architectural Review***

**OCTOBER 22, 2020**

**3:30 P.M.**

**FOURTH FLOOR CONFERENCE ROOM**

## **AGENDA**

- I. WELCOME AND CALL TO ORDER**
- II. ROLL CALL**
- III. NEW BUSINESS**
  1. Request Certificate of Appropriateness, PLCAR20200000233, to rehabilitate 622 Holbrook Avenue. The proposed scope of work includes removing existing vinyl siding and trim and replacing with fiber cement lap siding, repairing the roof as necessary, repairing windows as possible or replace with 6 over 6 lite, caulk and paint trim, repair masonry, remove rear 2-story addition and replace with 1-story addition, remove side addition, and remove all exterior wires and vegetation.
- IV. APPROVAL OF MINUTES FROM AUGUST 27, 2020**
- V. ADJOURNMENT**

# *Commission of Architectural Review*

## STAFF REPORT

**MEETING DATE: October 22, 2020**

**RE: CERTIFICATE OF APPROPRIATENESS REQUEST - 622 HOLBROOK AVE**

### **APPLICANT'S REQUEST**

Request Certificate of Appropriateness, PLCAR20200000233, to rehabilitate 622 Holbrook Avenue. The proposed scope of work includes removing existing vinyl siding and trim and replacing with fiber cement lap siding, repairing the roof as necessary, repairing windows as possible or replace with 6 over 6 lite, caulk and paint trim, repair masonry, remove rear 2-story addition and replace with 1-story addition, remove side addition, and remove all exterior wires and vegetation.

### **STAFF EVALUATION**

The CAR certificate of appropriateness application subject property is the south corner of Holbrook Avenue and Gray Street. The applicant proposes an extensive renovation of the home, including removing unhistorical materials like vinyl siding and replacing with cement board. The applicant also proposes removing the 2-story addition on the southwest side of the dwelling and the side addition on the northwest side of the dwelling. They will replace the 2-story addition with a 1-story addition. They will repair the decorative cornice.

The relevant sections of the Commission of Architectural Design Guidelines include the following:

### **B. GENERAL GUIDELINES**

- 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.



*Figure 1 - 2019 Aerial view of the subject property, identified in BLUE, at 622 Holbrook Avenue.*

## C.2. CORNICES, FRIEZES, AND DORMERS

Dormer and cornice details often reflect and enhance the architectural style of a building. Details such as dentils, brackets, and pilasters shall not be covered over or enclosed to reduce the need for maintenance. Dormers and cornices in new construction and additions should relate appropriately to the details of the original building.

## C.4. WINDOWS

Existing windows should be repaired if possible. Often, deteriorated sash can be repaired using epoxy consolidants and/or putties. Adding screens and storm windows to historic windows will make them more usable. For improved thermal resistance storm windows can be installed on the exterior or energy panels can be placed on the interior of the single-glazed (e.g. not Thermopane) sashes. Storm windows placed over original windows must not have divisions that conflict with the original window division pattern or sashes wider than the sashes of the original windows.

If window replacement is necessary then new windows should match the original windows in materials, operation and glazing style. Sashes with multiple panes shall be replaced with single-glazed sashes that are true divided light sashes to match the original pattern. If replacement windows must be used, original openings shall be maintained.

As the applicant proposes replacing windows and adding on to the historic building, the CAR review should carefully consider the installation of new vinyl windows within the district and how the proposed addition incorporates the Secretary of the Interior's Rehabilitation Standards:

9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The applicant proposes a significant building rehabilitation that repairs, replaces, or alters many components of the dwelling. The Planning Division recommends the Commission hear this case to provide the applicant direction on acceptable improvements like window style and architectural embellishments.

## ATTACHMENTS

- ✓ Application



Figure 2 - The **BLUE** arrows in the above photo indicate the vinyl sided additions proposed for demolition.

# DANVILLE

## COMMISSION OF ARCHITECTURAL REVIEW

POST OFFICE BOX 3300

DANVILLE, VIRGINIA

(434) 799-5260

### CERTIFICATE OF APPROPRIATENESS APPLICATION

*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.*

#### INFORMATION TO BE PROVIDED BY PLANNING DIVISION

Application Number: PLCAR20200000233 CAR Date: \_\_\_\_\_  
Date submitted: 10-6-20 Received by: Lisa Jones  
Tax Map Number: \_\_\_\_\_ Zoning Map Number: \_\_\_\_\_  
Architectural Inventory Rating: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Additional Zoning Information: \_\_\_\_\_

All buildings, structures or improvements located in the Old Westend Historic District and visible from a public right-of-way shall not be located, constructed, reconstructed, altered, or repaired unless a Certificate of Appropriateness has been issued by the Commission

of Architectural Review. The Commission meets once a month on the fourth Thursday of the month at 3:30 P.M. in the fourth floor City Council Conference Room located in the Municipal Building. All questions or applications should be submitted to the Planning Division, located on the second floor of the Municipal Building, 427 Patton Street, Room 207, Danville, VA 24541; (434)-799-5260. As of July 1, 2018 a \$26.00 fee will be required for each application submitted for review.

**INFORMATION TO BE PROVIDED BY APPLICANT**

*Important-Please read before completing application*

- a) All questions on this application must be fully answered
- b) The application must be signed by the property owners or representative with written authorization by the owner
- c) A drawing, photo, plan or sketch of proposed project with dimensions

Have you read and understand the Design Guidelines for the Historic Overlay District of Danville, Virginia? yes

Are you aware of the federal/state tax credits and Real Estate Abatement program available for potential reimbursement/credit of money used during substantial rehabilitation projects? no

Would you like more information about these programs? yes

Which one(s)? all programs

Property Location: 622 Hollerock Ave., Danville, <sup>VA</sup> ~~MA~~, 24541

Name of Applicant: Celena & Charles Adams

Applicant's Address: P.O. Box 831 Summerfield, NC, 27358

Applicant's Phone Number: (912) 856-1800 Email Address: Celena\_adams@aol.com

Work Proposed (please circle one): Alteration/addition/rehabilitation/new construction/sign

Please see attached plans.

Type of material(s) to be used: \_\_\_\_\_

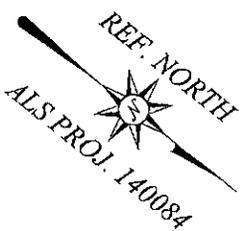
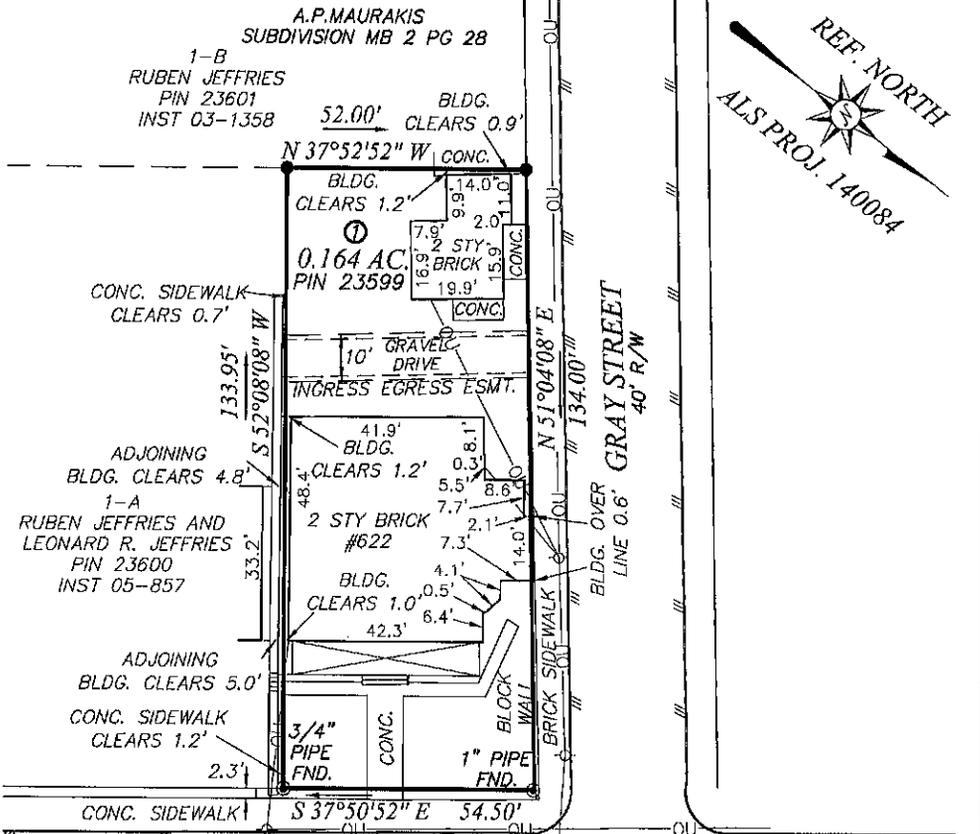
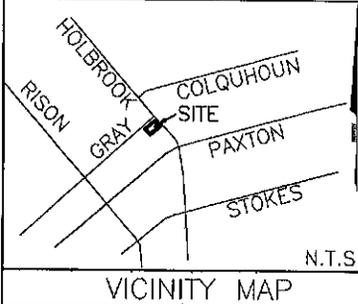
Signature of Property Owner (if not applicant) \_\_\_\_\_

Celena Adams  
Signature of Applicant

Article 3RC6 Application Submission Requirements: In consideration of a complete application, the Planning Director and the Review Commission may require any or all of 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 message to be placed on signs.
- H. Graphic exhibits depicting compliance with other design elements.

1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY AND THERE ARE NO READILY APPARENT EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE, DOES NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE PROPERTY.
3. THE AREA SHOWN HEREON IS NOT LOCATED IN A 100 YEAR FLOOD HAZARD ZONE PER FEMA FLOOD MAP 51143C0634E EFFECTIVE SEPTEMBER 29, 2010.



**SOURCE OF TITLE:**

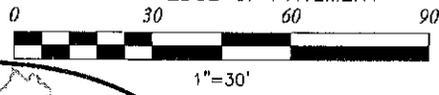
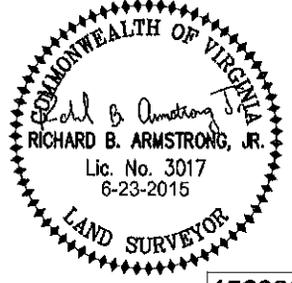
BRUMFIELD PROPERTIES, LLC  
INST 05-1313

**PLAT OF REFERENCE:**

MB 2 PG 28

**LEGEND**

- IRON PIN SET
- ⊗ UTILITY POLE
- OU— OVERHEAD UTILITY
- //— EDGE OF PAVEMENT



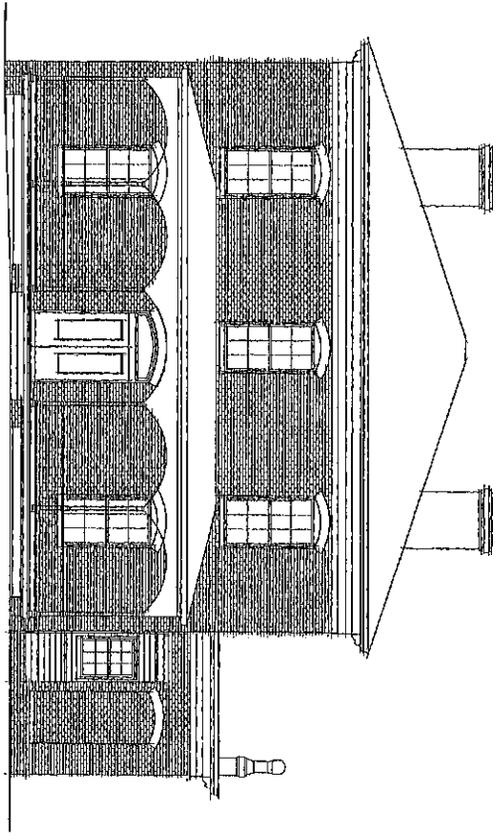
**150086**

**DATE: 6-23-2015**

**DRAWN BY: CRL**



PLAT SHOWING RESURVEY OF  
LOT 1  
A.P. MAURAKIS SUBDIVISION  
CITY OF DANVILLE, VIRGINIA



- Roofing**
- Remove all gypboard and vinyl siding and then, install new gypboard and siding. Use existing roof joists and rafters and maintain all existing roof structure.
  - Remove existing gutters, install gutter system, roof the existing roof with a new membrane and finish with a new roof. Provide adequate slope. Gutters are to be installed or replaced damaged gutters depending on condition.
  - Repair roof over the necessary.
  - Repair damage on roofline, include any necessary to existing roof.
- Windows and Doors**
- Remove windows as indicated on the plan. New windows to be installed in existing openings. To be determined by owner.
  - Replacement of window casings.
  - Replace window sashes and make sure proper to provide original condition.
  - Repair window casings, make to match glass. Make.
- Interior Details**
- Cover or remove exterior trim prior to painting.
  - Remove all trim, including baseboards, and reinstalled.
  - Paint all trim, baseboards, and doors with appropriate color.
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- General Schedule**
- Remove exterior window casings as necessary and install new casings.
  - Put in dry, clean masonry with brick to match existing.
  - Remove all exterior trim, casings and vegetation.
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**SCOPE OF WORK**

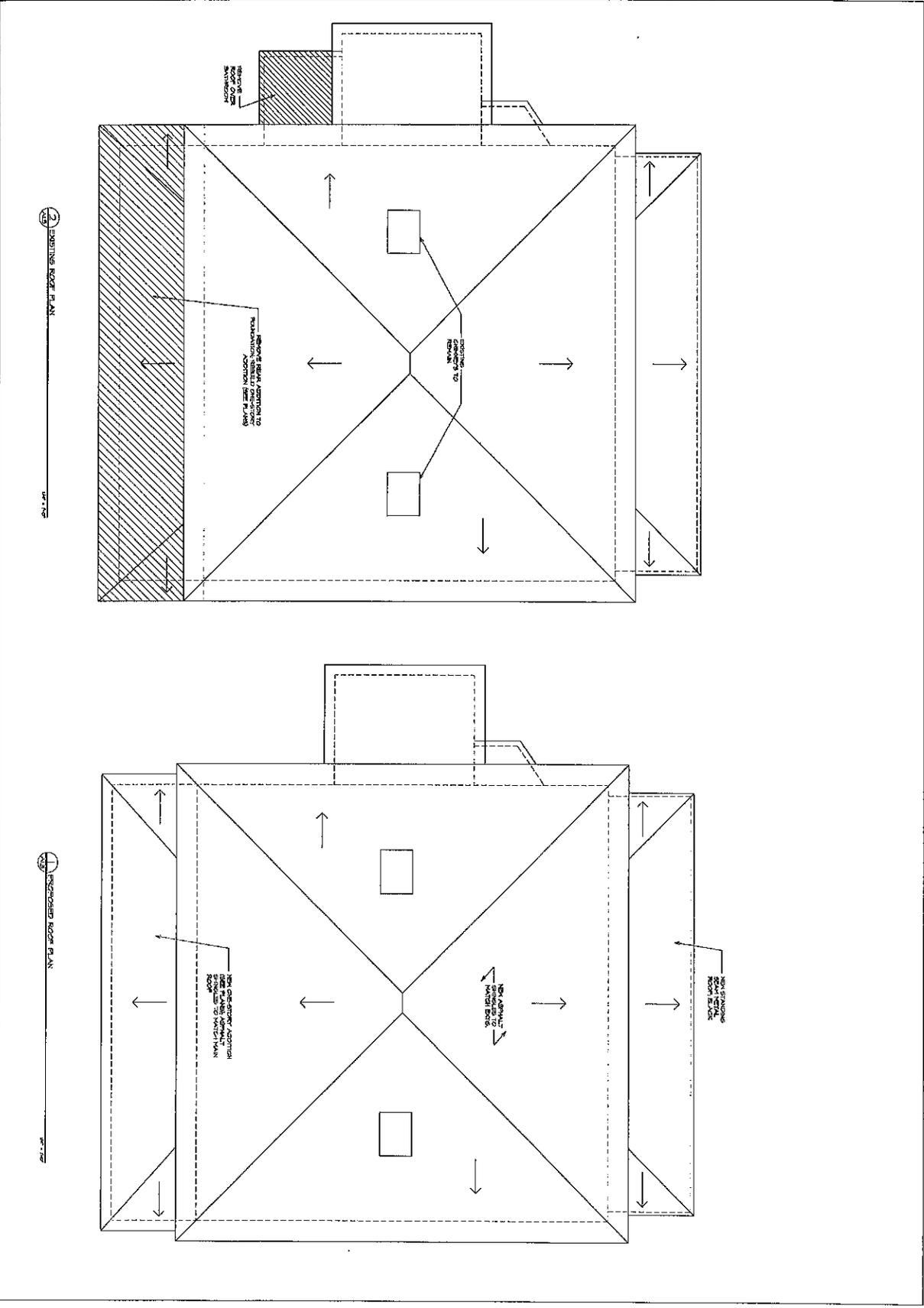
DATE: 11/22/15  
 OWNER: PLANKMILL  
 DESIGN: OAKS  
 ADDRESS: 115022  
 INSURANCE: 4589

SCOPE OF WORK

Renovation of  
 622 Holbrook  
 Building A

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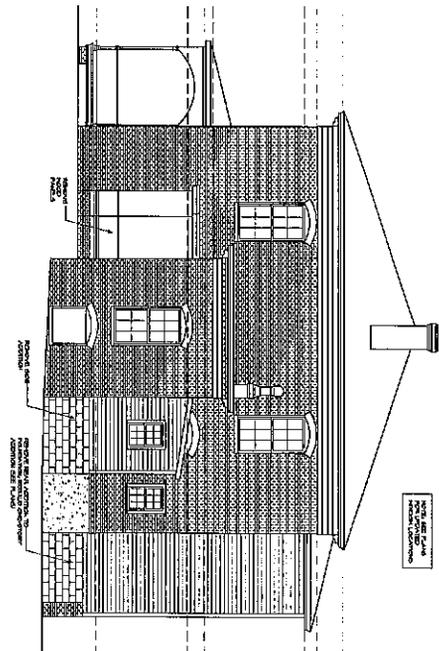
A1.3

Roof Plans  
& Notes

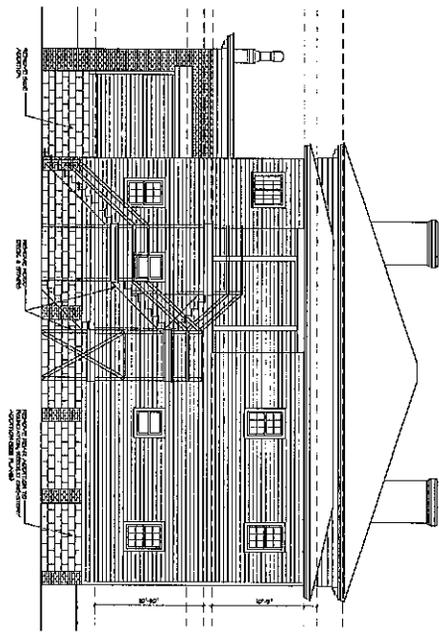
DATE: 12/23/13  
 ENGINEER: R. L. MALLIN  
 CHECKED BY: D. M. M.  
 PROJ. NO.: 1-100274  
 REVISIONS: 001

Renovation of  
 622 Holbrook  
 Building A

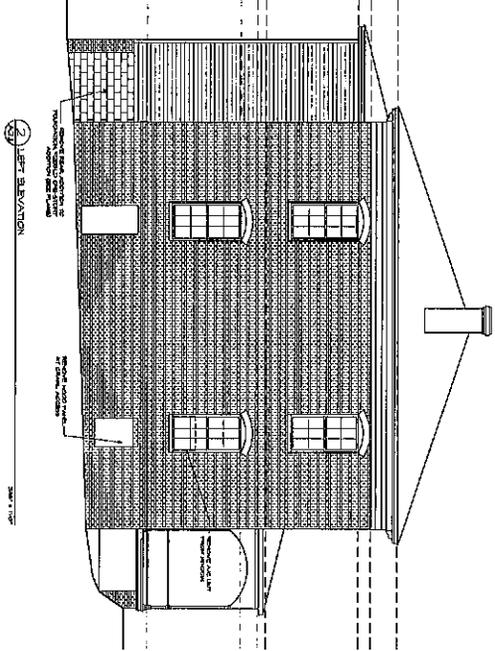
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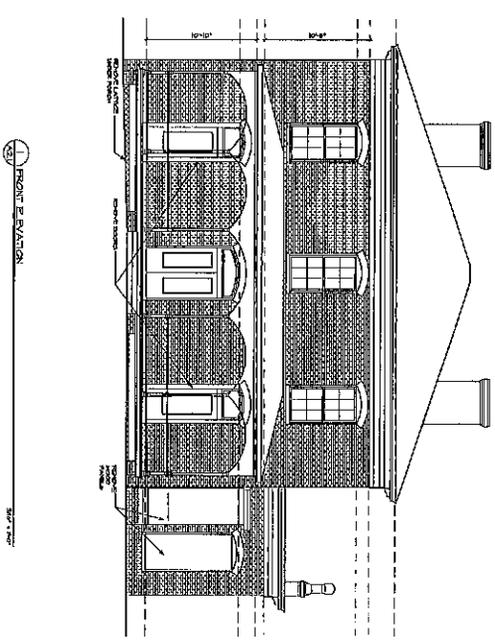
RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



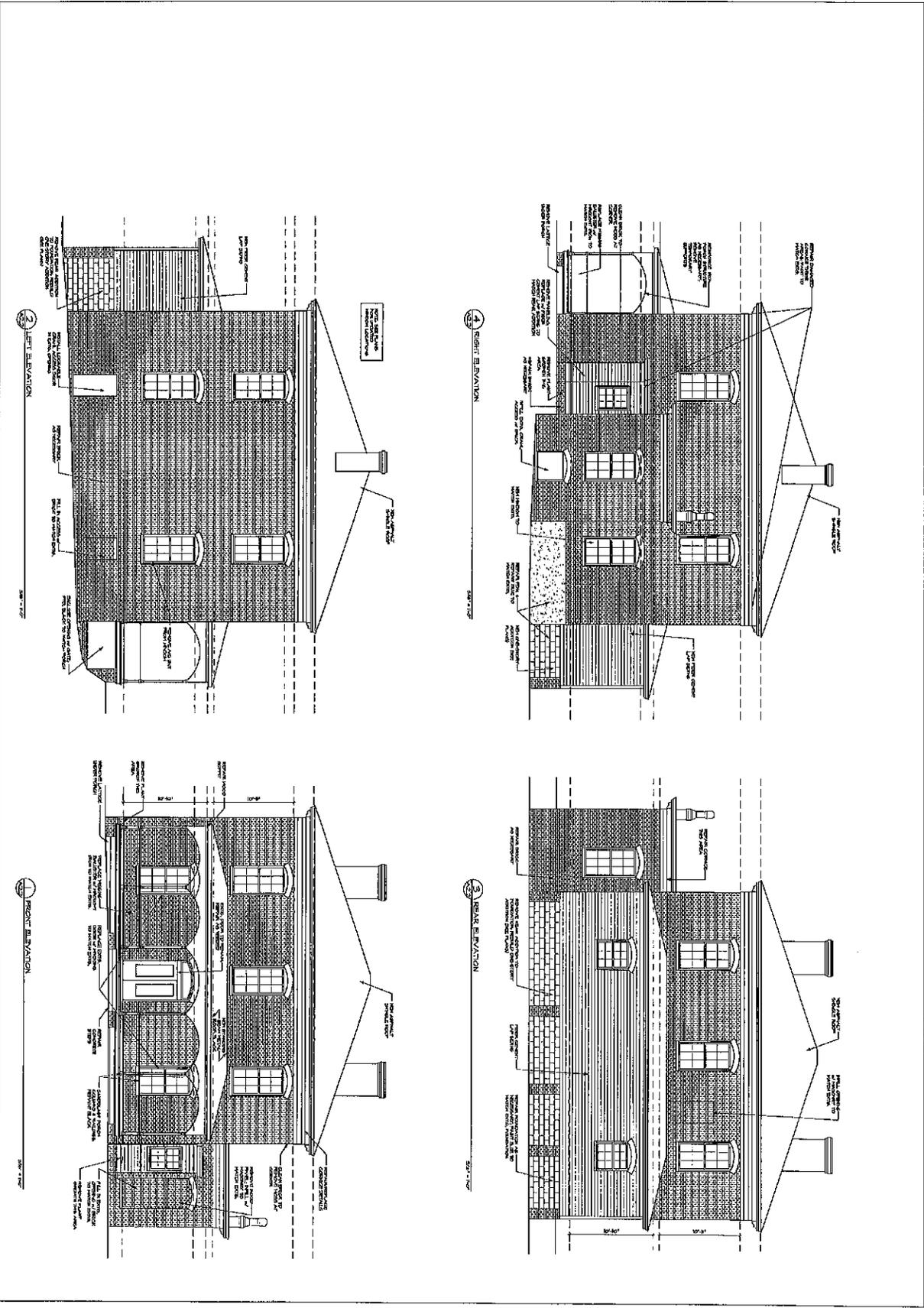
FRONT ELEVATION

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 displayed by: D.S.A.  
 project no.: 1105724  
 sheet no.: 004  
 title: EXISTING  
 ELEVATIONS  
 & NOTES  
 A2.1

Renovation of  
 622 Holbrook  
 Building A

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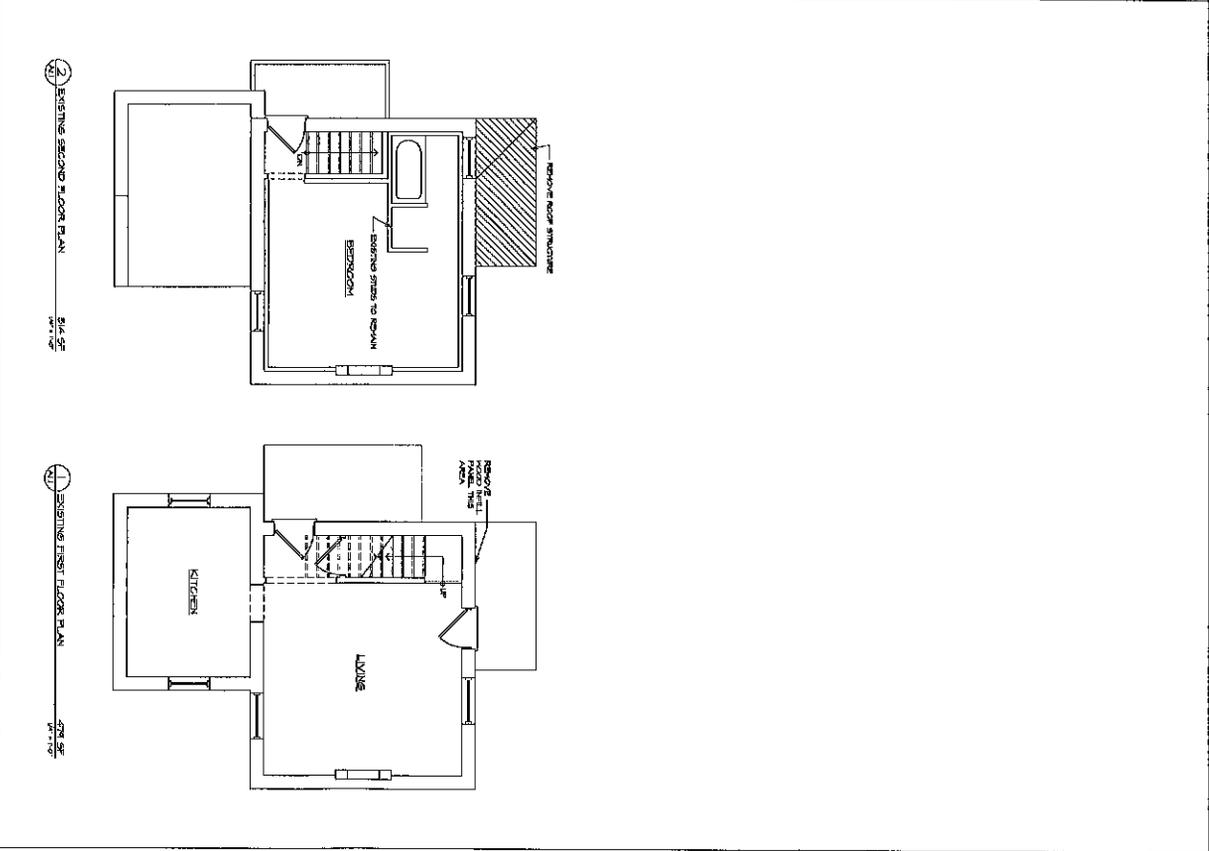
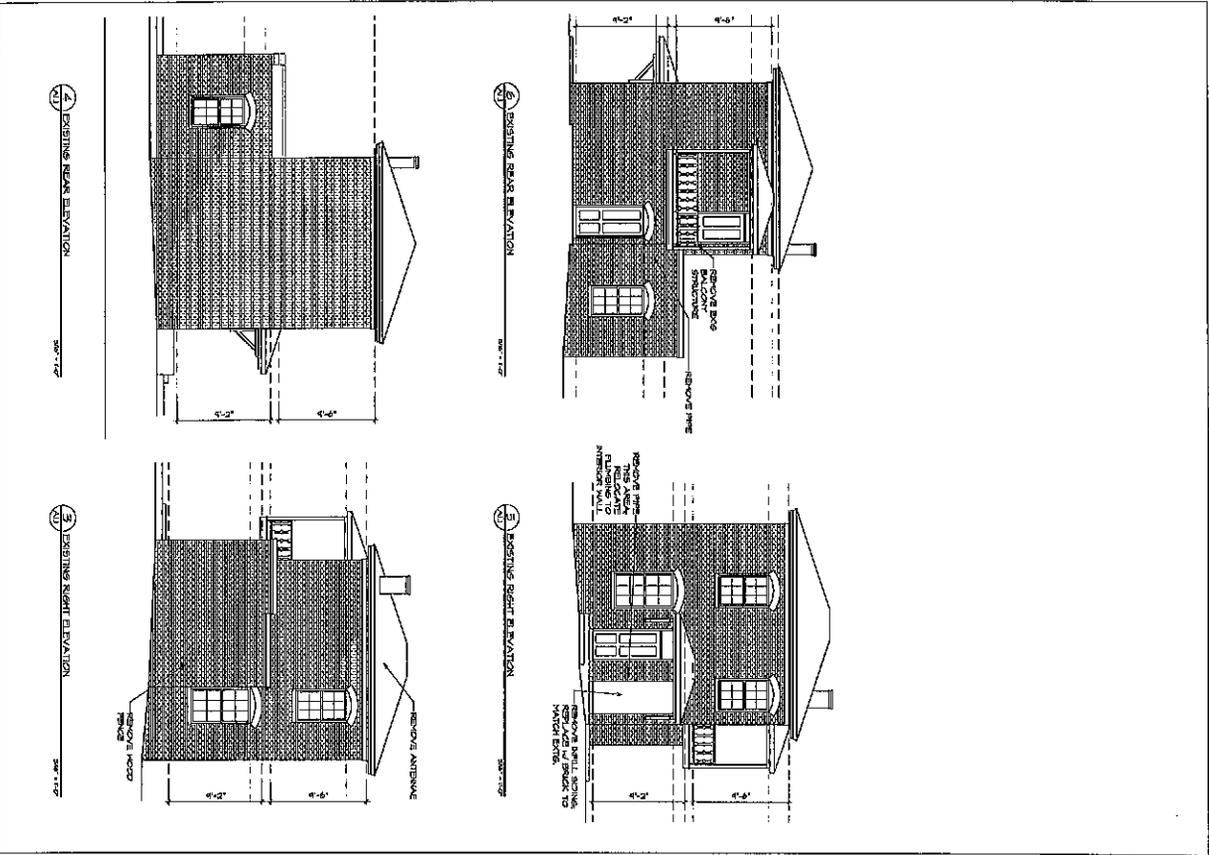
599 • 123294  
 Senior: F.L.M.M.A.L.L.  
 Checked by: D.A.A.  
 P.O. Box: 1.15074  
 Address: 6919  
 Proposed  
 Elevations &  
 Notes  
 A2.2

Renovation of  
 622 Holbrook  
 Building A

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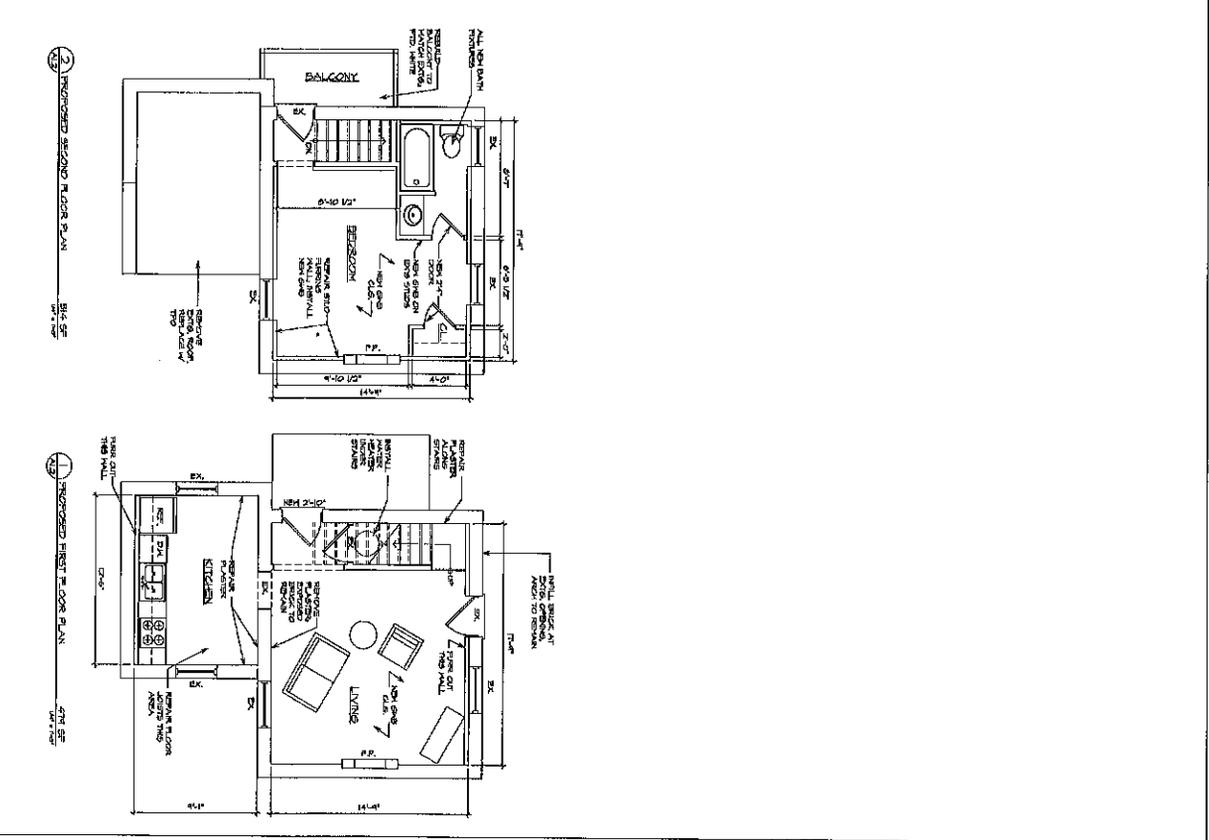
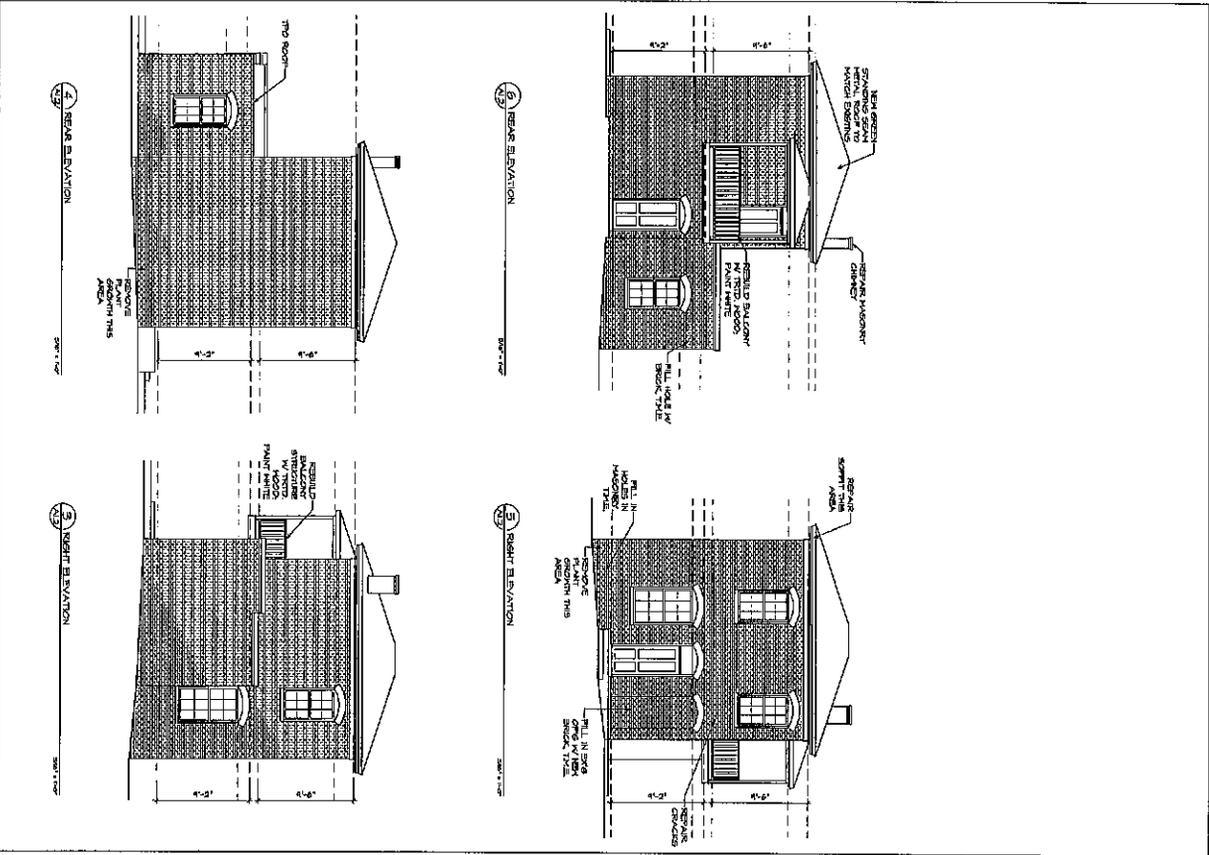


6216  
 12/22/15  
 622 HOLBROOK BUILDING B  
 CHECKED BY: DSA  
 1/10/17  
 6216

Existing Floors & Elevations  
**A1.1**

Renovation of  
**622 Holbrook  
 Building B**

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6222  
 12/20/2015  
 6222  
 12/20/2015  
 6222  
 12/20/2015  
 6222  
 12/20/2015

Renovation of  
 622 Holbrook  
 Building B

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# COMMISSION OF ARCHITECTURAL REVIEW

August 27, 2020

## **Members Present**

Susan Stilwell  
Robert Stowe  
Robert Weir  
Robin Crews  
Jeffrey Bond  
Jackson Weller

## **Members Absent**

Michael Nicholas

## **Staff**

Ken Gillie  
Bonnie Case  
Clarke Whitfield  
Ryan Dodson

Ms. Crews called the meeting to order at 3:30 p.m.

## **ITEMS FOR PUBLIC HEARING**

*Request PLCAR20200000151 filed by, Keisha L. Corbett, requesting a Certificate of Appropriateness at 864 Pine Street to do the following:*

- 1. Window Replacement to accessory structure with Pella 250 series windows. The desired windows will be vinyl, but all stops, trim, casing on the interior and exterior will be wood. The Pella 250 Vinyl window will appear to be wooden from the street. The grille on the windows will be Grille SDL 7/8" contour, which on visualization will add characteristic of a wood window. Currently none of the windows in the accessory building are identical. Replacing the windows will correct this issue and make the structure sound and secure.*
- 2. Removal of the window on the front of the accessory structure and placing wood siding to match the existing wood sliding. The front window on the accessory building does not match any of the other windows. This window does not appear to be an original window of the accessory structure.*

Mrs. Crews opened the Public Hearing.

Present to speak on behalf of this request was Ms. Keisha Corbett, owner of 864 Pine Street.

Ms. Crews stated is there anything that you would like to say on this application?

Ms. Corbett stated no, I was here last time and I think that you just needed a little more information. I do know that from the original guidelines that I am not supposed to do the vinyl windows. I am asking permission to do the vinyl windows because to be honest I cannot find anybody in the City that has the time and is willing to do these windows. I am really trying to kick start this project and get the back of the house done. When I originally started this project, it was almost four years ago. I did a lot of work and then I had a very hard time with the bank. I was using American National Bank and they told me to use a local bank because of what I was doing. I had an issue up until everything

was fine until I needed someone to appraise the property. Once that came about, basically, I was told that no one would agree to appraise the property due to what I wanted to do to the property. That nothing was selling, of course things have changed a lot now but nothing was selling at the time. No one would agree to say what I was about to do to this house and what the bank was going to give me was going to vouch if I defaulted on the loan. So, what I am doing with some life changes, I ended up having a baby, and just getting this kick started I wanted to do the back of the house myself. I just want to show them what I can do with the back of the house and hopefully have this done in the next seven to eight months. Then I will get the front of the house going. To be honest I can't find anybody that is not already working on another project somewhere to help me with the windows. I went and spoke to someone at The Roanoke Division of Pella windows that works in the Lynchburg and Roanoke area and he showed me some windows that they put in some homes in the Historic areas. We just came up with a first option that I would ask for to try to make it look as close as possible to a wooden window. What we went with is vinyl, it is going to be with my understanding, it is a pocket window that just slides into the square, and I'm going to keep everything around it. If you notice by the pictures, there are four windows, which are the same size. Then there is a fifth window on the second request and I am just asking for to get rid of that window because it literally looks like a little bathroom window that is in front of the home. Between the two doors I am asking to get rid of that and put the siding back and to put the vinyl pocket window in the others. You will notice it is the third window that looks like it could be original with all the trimmings around the side. I am going to try to model that window from the rest of them because all the windows are very different. I kind of picked one and said I think this looks the closest to what is was before and I am going to try to duplicate it.

Mr. Paul Liepe stated the reason that I am appearing is because I don't believe that this Commission has the authority to approve vinyl windows. Reading from the Old West End design guidelines, use of modern materials will be reviewed on a case-by-case basis, which is what you have been doing, as you have allowed new materials to come in, with the exception of vinyl replacement windows, which are not allowed. It doesn't say that you can review and approve, it says they are not allowed. I hate to hesitate that you go off creating a problem by doing that. I suggest to Ms. Corbett that I have checked this morning and that Pella Manufacturing that she is planning on using has wood windows essentially in the same format. I imagine that they would be a few dollars more but that is one of the benefits of living in the Historic District. You get to pay a little bit more for everything. I urge you not to approve vinyl windows for two reasons and one is that wood windows are available in the same format and another is, I believe that you don't have the authority to do so.

Ms. Corbett stated I do agree with everything that he is saying but the wooden windows are going to be double the amount for the window. I get it, and I chose to buy this house and I get it all. I have a lot of money to spend on this house. It's not just I have to fix windows and I understand that this is my problem. If it was just the windows, I would spend the \$16,000.00 for the windows but I have about \$400,000 to \$500,000 worth of work to do. I am trying to see if that is an option. I probably need correction on this and someone here can tell me. What is the communication when or if it can be seen from the road or not. Is that something that just floats around in the community that people say? What is the truth about that or is there no truth with that? I have been told before that if it's not seen from the road or you can't see it from the road that there is a different opinion about that. I don't know the rules on that. I am asking because now I feel like I'm in a hard space trying to move on a project because I may have some misinformation. I'm not asking to change anything on that house in the front. I am just asking for this accessory building in the back to be reviewed, but if you can't then you can't. I'm just asking for permission to do that and if there is no permission to do that, if there are some resources in the community that you know about that can help me for like paying \$16,000 for windows because I have the quote for that. He told me about those windows and those windows are amazing but I have a lot of money I am required to spend and if it is not true that, it has to be that you can't see it from the road. Can someone tell me is that like a myth? Is there some truth to that, because I have been told that a lot?

Ms. Stilwell stated that building is visible from Pine Street and it is probably visible from the street behind there. I don't know if you can see it from Chestnut Street or not. Probably, because with the Church being torn down and you have so many houses around there, you have a clear view.

Ms. Corbett stated is there any truth to that saying? That is what I am asking.

Mr. Whitfield stated yes, if you can see the structure or any part of the structure from the public right of way, which is a road, a sidewalk, a cut through that is actually publicly owned, public alley, or anything that is publicly owned on the right of way that this Commission has jurisdiction over that. Then you would have to follow under those rules.

Ms. Corbett stated so that means if the corner of the house has nothing to do with the window, it is just the structure itself.

Mr. Whitfield stated I think it would be the placing that can be seen from the public right of way.

Ms. Corbett stated I have walked it before and the only window that you could see is the one on the corner. I am just asking for a little bit of assistance and yes, it is my responsibility when I decided to do this project.

Ms. Stilwell stated I would to comment I am very familiar with this home. It was one of the most stunning homes on Pine Street. It has had a very tragic history. Since Biltmore Bank and C B Maverick's has bought, that building and they restored the soffits all the way around and cleaned the brick. It looked so good. Then a property owner on Main Street wanted to buy it and paid \$15,000 for this building. She never did anything to it, it started to deteriorate, and she owed a contractor for work that he did on her house on Main Street. Instead of paying him, she gave him this building. He was the owner that would not do anything with the back of the house and it sat for years. The City is aware of all the additions that were ripped off that main house. The worst thing that he did was he painted the Historic brick and that is an absolute no-no. He did more damage to that house than you could imagine. The roof was leaking and he was a jackleg contractor that ended up with it. I am bothered about putting vinyl windows anywhere in the Historic District. As Paul Liepe stated, it is prohibited by the design guidelines. There are people that do restore those windows and to my understanding, there are people in Martinsville that would make those windows.

Ms. Corbett stated I grew up in Milton and I bought this home here because I wanted this house here. I live in Charlotte and I have called around and everybody is busy. I am ready to go and I feel like with all of the delays that I need to make some kind of move. There are many people that do not want to do labor and I do not know how to do these things but I am willing to pay somebody to do it.

Ms. Stilwell stated how long have you owned this house?

Ms. Corbett stated almost four years.

Mr. Bond stated could the City give us a little guidance on what Mr. Liepe brought up about us being excluded from taken this into consideration.

Mr. Gillie stated I am addressing a couple of concerns. Article 3 Section C Item 2 talks about where they do it and if it is visible from a public way, so it is in the code. The Commission has approved vinyl clad windows in the past once, at 878 Main Street in January of 2015. You do have the authority and the code says they're not permitted but again this is a two-step process. You review it whether it complies with the guidelines and the guidelines simply says that is not allowed. You can still make that determination that the guidelines say it is not allowed. You make that second determination, you have that authority in our opinion and as the Zoning Administrator, I feel you have that authority to do it and you have precedent in the past by doing it once previously. I know it has been a number of years since it has been done, but it has been done.

Mr. Weir stated that particular case was high. It was on the third floor.

Mr. Gillie stated correct.

Mr. Weir stated there is no way that anybody could make out what that was.

Mr. Gillie stated it was visible from the public right of way and it was quite a distance being on the third floor. Not depending either way, there is a garage in the back and it is visible from the public right of way and is visible from Pine Street. It is not just visible right now because there are leaves on the trees. We say it is visible anytime and in the middle of winter, things that were not visible currently are visible. Your building can be seen from different places during different times of the year. That is why in our determination it is visible and that is why you are here.

Mr. Whitfield stated Mr. Gillie stated you might want to tell everybody what that second step is because she has not been here.

Mr. Gillie stated it is a two-step process where the Commissions say whether it meets the guidelines or it doesn't. If they feel it does not meet the guidelines they can then make a second motion to deviate from those guidelines. If they feel it meets the guidelines it is one-step. If it doesn't then it goes on and if they feel, it doesn't meet the guidelines but they want to approve it, that is the second step. If they feel it doesn't meet the guidelines and they don't want to do anything, then it stops at that point. It gives them the option. You are the board that looks over possible modifications.

Mr. Whitfield stated there is a standard for that second step; you have to determine that it is not a detriment to the District or to the structure.

Mr. Weir stated we made that one exception because it was so high off the ground. I think we need to be very careful because this is going to cause us some problems in the future. This is something that we want to be careful about and I do not know what the answer is to satisfy the guidelines and satisfy the citizen that wants to do this.

Ms. Crews closed the Public Hearing.

Ms. Stilwell stated if we don't protect the image of the Old West End, we will devalue every house in there. I know it is not cheap and I have restored many houses here and in Colorado and Commercial buildings here. I had to work to pay for each thing that I did. I thought okay that is going to cost \$5,000 dollars and when I get \$5,000 dollars I can do that. Every now and then, some crisis came up and I would have to spend the \$5,000 dollars somewhere else. Why make these up into Barbie dollhouses just because you think that you can't pay for something. Then you should not own something that you cannot afford to take care of. I mean we have seen the destruction on Pine Street. It was brutal what happened on that street and nobody wanted to live there. One house had eight apartments in it and they were like a boarding house. There was crime, drugs, and prostitution. We have people coming from all over from the United States that are appreciative of what we had to offer and especially at the prices

that we have to offer. Many of them have the facades redone but they need everything inside. I think we would be making a mistake to open this up to vinyl windows.

Mr. Bond stated is the previous case on the main structure or the accessory structure?

Ms. Stilwell stated main structure and there is only one structure there but it is way up in the trees.

Mr. Bond stated I'm kind of on the fence listening to both sides. There should be some weight placed due to the fact that this is an accessory structure. If this were a main house, I would agree with what you are saying. Being that it is in the back with limited view. I don't know, it kind of blurs the line a lot to me.

Mr. Weller stated the other property, it was only because of the distance being up high and you couldn't really see it very well. That was the rationale from now to then. I agree that this is an accessory structure. What is the distance from any sidewalk or street? How far back on the property is it?

Ms. Stilwell stated it is right on it and it is the big house.

Mr. Weller stated it is the yellow one. In my mind, it is a very similar rationale. It could be used there.

Mr. Gillie stated 88 feet approximately.

Mr. Weller stated I know that house on Main Street is not 88 feet tall and I am on the fence with this one too.

**Ms. Stilwell made a motion to deny the installation of the vinyl windows based on the guidelines. Mr. Weir seconded the motion. The motion to deny was approved by a 6-0 vote.**

**Mr. Weir made a motion to approve item 2 as it meets the guidelines as submitted. Mr. Stowe seconded the motion. The motion was approved by 6-0 vote.**

## **APPROVAL OF THE MINTUES**

**Mr. Weir made a motion to approve the July 23, 2020 minutes. The motion was approved by a unanimous vote.**

## **OTHER BUSINESS**

With no further business the meeting adjourned at 3:57 p.m.

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Approved