ARCHITECTURAL REVIEW BOARD
CITY OF FREDERICKSBURG, VIRGINIA
AGENDA
July 11, 2016
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL

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1. Call To Order
2. Determination Of A Quorum
3. Determination That Public Notice Requirements Have Been Met

   3.I. Public Notice

   Documents: 2_2016-07-11_PUBLICNOTICE_ARBHEARING.PDF

4. Approval Of Agenda

   4.I. Full Agenda

   Documents: 1_ARBAGENDA_07-11-2016.PDF

5. Review Of Minutes

   5.I. May 23, 2016 - Supplementary Meeting

   Documents: 3_2016-05-23_ARBSUPPMINUTESDRAFT.PDF

   5.II. June 13, 2016 - Public Hearing

   Documents: 4_2016-06-13 ARB MINUTES DRAFT.PDF

6. Disclosure Of Ex Parte Communication
7. Disclosure Of Conflicts Of Interest
8. New Business
9. Closed Session
10. Adjournment
11. Public Hearing

    11.I. 101 William Street

    Documents: 6_COA 2016-32_ARBMEMO_101 WILLIAM STREET.PDF

    11.II. 1006 Caroline Street

Documents: 7_COA 2016-36_ARBMEMO_1006 C AND D CAROLINE STREET.PDF

11.III. 715 Caroline Street

Documents: 8_COA 2016-37_ARBMEMO_715 CAROLINE STREET.PDF

11.IV. 1414 Caroline Street

Documents: 9_COA 2016-39_ARBMEMO_1414 CAROLINE STREET.PDF

11.V. 704 Prince Edward Street

Documents: 10_COA 2016-33_ARBMEMO_704 PRINCE EDWARD STREET.PDF

11.VI. 203 Princess Elizabeth Street

Documents: 11_COA 2016-34_ARBMEMO_203 PRINCESS ELIZABETH STREET.PDF

11.VII. 1308 Caroline Street

Documents: 12_COA 2016-35_ARBMEMO_1308 CAROLINE STREET.PDF

11.VIII. 520 Caroline Street

Documents: 13_COA 2016-38_ARBMEMO_520 CAROLINE STREET.PDF

12. Other Business

12.I. July 13, 2016 Planning Commission Agenda

Documents: 14_PC_07-13-2016_AGENDA.PDF

12.II. 319 Prince Edward Street

Documents: 15_07-11-2016_COA 2016-30_ARBMEMO_319 PRINCE EDWARD STREET.PDF

12.III. ARB By-Laws

Documents: 16_DRAFT_ARB_BYLAWS_07-11-2016.PDF

NOTICE OF PUBLIC HEARING
ARCHITECTURAL REVIEW BOARD
CITY OF FREDERICKSBURG, VIRGINIA

Notice is hereby given that the Architectural Review Board will hold a public hearing on Monday, July 11, 2016, beginning at 7:00 p.m. in Council Chambers, City Hall, 715 Princess Anne Street, Fredericksburg, Virginia and may take action on the following applications:

1. 101 William Street – Kathy Craddock requests a Certificate of Appropriateness to install one projecting building-mounted sign for Kickshaws Downtown Market. (COA 2016-32)

2. 1006 Caroline Street – Danilo Orofino requests a Certificate of Appropriateness to install one projecting building-mounted sign for the Orofino restaurant. (COA 2016-36)

3. 715 Caroline Street – Raymond Renault requests a Certificate of Appropriateness to remove the awning and install one projecting building-mounted sign and two window signs for the Legume restaurant. (COA 2016-37)

4. 1414 Caroline Street – John Van Hoy requests a Certificate of Appropriateness to install two building-mounted signs for the Creative Color business. (COA 2016-39)

5. 704 Prince Edward Street – Shannon Lee and Jon Goldstein request a Certificate of Appropriateness to remove and infill one window on the south side elevation of this single-family residence. (COA 2016-33)

6. 203 Princess Elizabeth Street – Lesa and Mike Carter request a Certificate of Appropriateness for exterior alterations to this single-family residence including:
   - Expansion of the rear shed dormer
   - Removal of the exterior wood staircase and door on the side elevation
   - Restoration of the masonry chimney
   - Removal and alteration of windows on the side and rear elevations
   - Construction of new wood composite entry steps at the rear elevation
   - Replacement of asphalt shingle siding at front dormer with wood siding (COA 2016-34)

7. 1308 Caroline Street – Susan and Chuck Fennell request a Certificate of Appropriateness to construct a new detached garage to the rear of this single-family residence. (COA 2016-35)

8. 520 Caroline Street – MJ Stone requests a Certificate of Appropriateness to construct a wood pergola behind the Agora Downtown business. (COA 2016-38)

The public is invited to attend this hearing and present their views on these items. Information pertinent to the above applications is available for examination by the public in the Planning Office (Room 209), in City Hall, during regular business hours (8:15 a.m. to 4:30 p.m.), Monday through Friday. Persons are encouraged to contact the Planning Office at (540) 372-1179 or ksschwartz@fredericksburgva.gov if they have questions or require accommodations to facilitate participation.

John Harris, Chair
Architectural Review Board

ARCHITECTURAL REVIEW BOARD

CITY OF FREDERICKSBURG, VIRGINIA
July 11, 2016
7:00 PM
Council Chambers, City Hall

1. Call to Order
2. Determination of a Quorum
3. Determination that Public Notice Requirements have been Met
4. Approval of Agenda
5. Review of Minutes of Previous Meeting(s)
   A. May 23, 2016 – Supplementary Meeting
   B. June 13, 2016 – Public Hearing
6. Disclosure of *Ex Parte* Communication
7. Disclosure of Conflicts of Interest
8. Public Hearing
   A. New Business
      i. **COA 2016-32 – 101 William Street** – Kathy Craddock requests a Certificate of Appropriateness to install one projecting building-mounted sign and two building-mounted signs at the main entry for Kickshaws Downtown Market.

      ii. **COA 2016-36 – 1006 Caroline** Street – Danilo Orofino requests a Certificate of Appropriateness to install one projecting building-mounted sign for the Orofino restaurant.

      iii. **COA 2016-37 – 715 Caroline Street** – Raymond Renault requests a Certificate of Appropriateness to remove the awning and install one projecting building-mounted sign and two window signs for the Legume restaurant.

      iv. **COA 2016-39 – 1414 Caroline Street** – John Van Hoy requests a Certificate of Appropriateness to install two building-mounted signs for the Creative Color business.

      v. **COA 2016-33 – 704 Prince Edward Street** – Shannon Lee and Jon Goldstein request a Certificate of Appropriateness to remove and infill one window on the south side elevation of this single-family residence.

      vi. **COA 2016-34 – 203 Princess Elizabeth Street** – Lesa and Mike Carter request a Certificate of Appropriateness for exterior alterations to this single-family residence including:
         - Expansion of the rear shed dormer
         - Removal of the exterior wood staircase and door on the side elevation

- Restoration of the masonry chimney
- Removal and alteration of windows on the side and rear elevations
- Construction of new wood composite entry steps at the rear elevation
- Replacement of asphalt shingle siding at front dormer with wood siding

vii. **COA 2016-35 – 1308 Caroline Street** – Susan and Chuck Fennell request a Certificate of Appropriateness to construct a new detached garage to the rear of this single-family residence.

viii. **COA 2016-38 – 520 Caroline Street** – MJ Stone requests a Certificate of Appropriateness to construct a wood pergola behind the Agora Downtown business.

9. Other Business

   A. Transmittal of Planning Commission agenda

   B. Design of addition and alterations at 319 Prince Edward Street (COA 2016-30)

   C. Adoption of amendments to ARB Rules of Procedure

10. Adjournment

Minutes
Architectural Review Board
Supplementary Meeting

May 23, 2016
Council Chambers, City Hall
Fredericksburg, Virginia

Members Present	**Members Absent**	**Staff**
John Harris, Chair	John Van Zandt	Kate Schwartz
Sabina Weitzman, Vice Chair	Susan Pates	
Jamie Scully	Kerri S. Barile	
	Ken McFarland	

Mr. Harris determined that a quorum was not present and the meeting could not be held.

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John Harris, ARB Chair

Minutes
Architectural Review Board
June 13, 2016
Council Chambers, City Hall
Fredericksburg, Virginia

Members Present	**Members Absent**	**Staff**
John Harris, Chair		Kate Schwartz
Sabina Weitzman, Vice Chair		Charles Johnston
Susan Pates		Phaun Moore
John Van Zandt		
Jamie Scully		
Kerri S. Barile		
Kenneth McFarland		

Mr. Harris called the Architectural Review Board meeting to order at 7:35 p.m.

OPENING REMARKS

Mr. Harris determined that a quorum was present and asked if public notice requirements had been met. Ms. Schwartz stated that they had.

APPROVAL OF AGENDA

Mr. Harris asked if there were any changes or additions to the agenda. Mr. McFarland added a discussion of the rooftop mechanical equipment at Parkview. Dr. Barile added a discussion of interior storm windows. Mr. Van Zandt made a motion to accept the agenda as amended. Ms. Pates seconded. The motion carried unanimously.

REVIEW OF MINUTES

Mr. Harris asked if there were changes to the meeting minutes from May 9, 2016. Mr. McFarland said that on page 7, his comment should have been in bold to express his fervor. Mr. Scully made a motion to approve the minutes as amended. Dr. Barile seconded. The motion carried unanimously.

Mr. Harris asked if there were changes to the supplementary meeting minutes from May 9, 2016. There were no changes. Mr. Scully made a motion to approve the minutes as presented. Dr. Barile seconded. The motion carried unanimously.

Mr. Harris asked if there were changes to the supplementary meeting minutes from April 25, 2016. There were no changes. Mr. Scully made a motion to approve the minutes as presented. Mr. McFarland seconded. The motion carried unanimously.

DISCLOSURE OF EX PARTE COMMUNICATIONS

Mr. Harris asked if any Board member had engaged in any *ex parte* communication on any item before the Board.

Mr. McFarland said that after the May 9, 2016 meeting, he had a brief conversation with Mr. Hebron about the slate roof at 201-203 William Street (COA 2016-19) and suggested that he approach a qualified roofing contractor about repair of the historic slate. He also communicated with a contractor who had submitted a bid for the slate roof repair.

DISCLOSURE OF CONFLICTS OF INTEREST

Mr. Harris asked if any Board member had a conflict of interest for any item before the Board.

Ms. Weitzman said she would be abstaining from COA 2016-28 at 704 Prince Edward Street. She said she was the architect for the project.

Mr. Van Zandt said he would be abstaining from COA 2016-26 at 900 Princess Anne Street due to a conflict of interest.

CONTINUED CASES

i. COA 2016-12 – 100 Hanover Street – Tommy Mitchell requests a Certificate of Appropriateness to:

- **Demolish the existing structures at 106 Hanover Street, 108 Hanover Street, and 718 Sophia Street**
- **Construct a new five-story masonry building. The building footprint will be 105 feet along Hanover Street and 155 feet along Sophia Street, with ground level parking.**

The architect, James McGhee, was present. There was no public comment.

Mr. McGhee stated that he was the new architect for the project and had changed everything on the project and had started over. He had new drawings and models to present to the Board.

Mr. Scully suggested that the application be tabled to later in the meeting. Mr. McGhee agreed.

ii. COA 2016-16 – 1109 Caroline Street – Pamela McLeod Giegerich requests a Certificate of Appropriateness to construct a five feet six inch tall brick and block wall along the south side of the rear yard.

The applicant, Pamela McLeod Giegerich, was present. There was no public comment.

Ms. Giegerich stated that she had spoken with a mason and would be able to use a rusticated block on the side of the wall abutting the chain-link fence.

Dr. Barile asked for clarification of staff's recommendation regarding construction of the wall with rusticated concrete block.

Ms. Weitzman clarified the Board's reasoning for not recommending the use of stone composite for the wall surface. True stone is used throughout the District and the composite may present a false sense of history.

Mr. Van Zandt made a motion to approve the wall as recommended by staff. Ms. Weitzman seconded. The motion carried unanimously.

iii. COA 2016-19 – 201-203 William Street – Dan Hebron requests a Certificate of Appropriateness for exterior alterations including:

- **Replacement of one window with a wood entry door on the William Street façade**
- **Replacement of the roof with synthetic slate roof shingles**

The applicant was not present. There was no public comment.

Ms. Schwartz informed the Board that the applicant had withdrawn the request for roof replacement. She said he was looking into other options.

Ms. Weitzman thanked the applicant for providing additional information to clarify how the door would fit into the existing opening.

Mr. Van Zandt made a motion to approve the entrance as submitted. Mr. McFarland seconded. The motion carried unanimously.

PUBLIC HEARING

New Business

i. COA 2016-26 – 900 Princess Anne Street – Michael Adams requests a Certificate of Appropriateness to modify two existing signs, install one new sign, and install exterior lighting.

The applicants, Joy Crump and Beth Black, were present. There was no public comment.

Mr. Scully asked why the applicants were proposing to replace the existing lights at the side entrance on George Street.

Ms. Black said it was primarily a design decision. One of the existing lights on George Street is damaged, so they planned to replace all the lights to be consistent.

Ms. Weitzman commented that there were never previously lights at the Princess Anne Street entrance. She asked why the style of the sconce was altered from the existing.

Ms. Black restated that it was a design choice for consistency.

Ms. Weitzman stated that she thought it was reasonable to install consistent lighting at both entrances.

Ms. Pates suggested that the glass in the fixtures should be clear rather than wavy.

Dr. Barile stated that she discussed the application with the ARB's attorneys because the building is part of an ongoing lawsuit. They suggested that the ARB table the application due to the suit.

Mr. Johnston requested that the ARB consult with their attorneys further to clarify whether the application could be considered. The attorneys have already agreed that work on the building could proceed because the lawsuit concerns the new construction on the site.

Mr. McFarland made a motion to table the application until a supplementary meeting on June 27, 2016 to allow for additional consultation with the ARB's attorneys. The applicants agreed.

Mr. Scully also requested that the applicants provide additional information on the proposed lighting fixtures at the supplementary meeting.

Dr. Barile complimented the applicants on the sympathetic design of their sign.

Mr. McFarland restated the motion. Ms. Pates seconded. The motion carried 4-2-1 with Mr. Harris and Mr. Scully opposed and Mr. Van Zandt abstaining.

ii. COA 2016-27 – 909 Caroline Street – James Fallon requests a Certificate of Appropriateness to install one building-mounted sign for the Cork & Table business.

The applicant, James Fallon, was present.

Mr. Fallon stated that he was willing to reduce the height of the sign to 16 inches to fit within the entablature area.

There was no public comment.

Ms. Weitzman commended the applicant for submitting a very clear application.

Ms. Weitzman made a motion to approve the sign on condition that the height of the sign be reduced to fit within the entablature. Ms. Pates seconded. The motion carried unanimously.

iii. COA 2016-25 – 1101 Sophia Street – Neverette Eggleston requests a Certificate of Appropriateness to remove two existing signs, install one new sign, replace the existing six foot wood fence, and cover the tile on the front façade for the Croaker's Spot restaurant.

The applicant's representative, Charity Owens, was present. There was no public comment.

Mr. McFarland questioned when the tile on the front façade was installed.

Dr. Barile asked for clarification on where the reclaimed wood would be installed. Ms. Owens said that it would be installed over all of the gray tile on the front of the building.

Mr. Scully asked if the sign would be illuminated. Ms. Owens stated that there were no current plans to illuminate the sign. Mr. Scully also asked for additional information about the depth and look of the letters. Ms. Owens clarified the style of the letters.

Dr. Barile asked if the reclaimed wood over the tile could be installed in such a way as to be reversible. James McGhee, 600 Caroline Street, spoke for the applicant and stated that the tile was a 1990s addition to the building and was of poor quality.

Ms Weitzman made a motion to approve the application according to the staff recommendation with the following stipulation: include an 8-foot wood fence to screen the mechanical equipment and cooler. Mr. McFarland seconded. The motion carried unanimously.

iv. COA 2016-24 – 213 Caroline Street – Charles Aquino requests a Certificate of Appropriateness to construct an exterior brick chimney on the south elevation.

The applicant, Charles Aquino, was present. There was no public comment.

Ms. Weitzman clarified that there was a typo in the staff report regarding the dimensions of the chimney. Mr. Aquino stated that the chimney would be 32 inches square

Mr. Scully made a motion to approve the chimney as presented. Mr. Van Zandt seconded. The motion carried unanimously.

v. COA 2016-28 – 704 Prince Edward Street – Shannon Lee and Jon Goldstein request a Certificate of Appropriateness to relocate an exterior wall section within the side porch area.

The applicant, Shannon Lee, was present.

James McGhee of 600 Caroline Street commended the applicant because the structure has long been neglected. He stated that he supports the retention of the former side entry steps.

Dr. Barile commended the applicant for the sympathetic design.

Mr. McFarland made a motion to approve the application as presented. Mr. Scully seconded. The motion carried 6-0-1 with Ms. Weitzman abstained.

vi. COA 2016-29 – 1716 Caroline Street – Ed Whelan requests a Certificate of Appropriateness to demolish the one-story addition on the west end of the historic silk mill structure.

The applicant, Ed Whelan, was present. There was no public comment.

Mr. McFarland suggested that requests for demolition should require more substantial rationale and that proof of inordinate hardship should be included with such requests. He stated that demolishing the structure to make more space on the site does not seem to be substantial enough rationale.

Mr. Whelan stated that he would like to create additional parking and landscaping on the site. His future revitalization plans include reconstructing the original silk mill building on the site.

Mr. McFarland stated that he felt this request did not qualify as a hardship. Mr. Van Zandt responded that Mr. Whelan's need for parking at the site demonstrates a hardship.

Dr. Barile suggested that demolition applications are not required to meet all seven criteria for demolition, but that it is a concern for Board members to approve a demolition without an accompanying plan for new construction. She stated that she voted to approve the demolition of this building previously because of the structure's loss of integrity.

Mr. Van Zandt made a motion to approve the demolition.

Ms. Weitzman suggested to amend the motion with staff's recommendation that the Historic Fredericksburg Foundation (HFFI) document the structure prior to demolition and that the three-foot section abutting the mill building be retained.

Mr. Van Zandt accepted the friendly amendment. Mr. Scully seconded. The motion carried 5-2 with Ms. Pates and Mr. McFarland opposed.

vii. COA 2016-30 – 319 Prince Edward Street – Matt Revell requests a Certificate of Appropriateness to demolish the one-story rear addition, construct a new two-story rear addition, alter the roofline, and install a new front porch.

The applicant, Matt Revell, was present.

Emily Taggart-Schricker, president of HFFI, thanked the applicant for working on this structure, complimented the applicant's proposal, and asked that any information regarding the restaurant be provided to HFFI.

Ms. Weitzman thanked the applicant for taking on this project and stated that she is in favor of removing the addition due to its deteriorated condition. She asked if the applicant would be willing to work with the Board in a supplementary meeting or work session on the massing and design of the new addition.

Mr. Revell agreed to return for an additional meeting to discuss the design.

Ms. Pates said that she would like to see the applicants keep the rear addition in spite of its condition because of its historic use.

Mr. McFarland stated that he felt the historic character of the building was not retained in the proposed design drawing and felt the design did not meet the District's standards. He stated that he felt the addition could still be preserved.

Mr. Van Zandt made a motion to approve the demolition of the addition with the condition that HFFI be able to document the structure prior to demolition. Ms. Weitzman seconded. The motion carried 5-2 with Ms. Pates and Mr. McFarland opposed.

Mr. Scully made a motion to continue the remainder of the application to the June 27, 2016 supplementary meeting and the July 11, 2016 hearing of the ARB. Ms. Weitzman seconded. The motion carried unanimously.

viii. COA 2016-31 – 500 William Street – City of Fredericksburg Parks, Recreation, and Public Facilities Department requests a Certificate of Appropriateness to install a prefabricated concrete restroom building in Hurkamp Park.

Mike Ward, City of Fredericksburg - Parks and Recreation, was present. There was no public comment.

Ms. Pates asked why the Janitor room needed to be so large.

Mr. Ward responded that it was a prefabricated design and the room would contain supplies as well as mechanical, heating, and air-conditioning equipment.

Ms. Pates asked why the building would be set three feet off the brick wall? Mr. Scully stated that it was a setback requirement.

Ms. Pates asked why the materials were chosen.

Mr. Ward responded that the materials met standards for fire-rating and were part of a state-supported model for restroom facilities.

Dr. Barile stated she understood the need for the materials chosen, but suggested specifying colors that would help the building blend.

Ms. Weitzman recommended avoiding the color red as it would not be likely to match the surrounding structures. She suggested choosing colors more true to the concrete material.

Mr. Van Zandt said he favors the use of the "Skip Trowel" texture as a way to help the building blend in to the surroundings of the District. He said the block finish would be an obvious new finish.

Ms. Weitzman made a motion to approve the restroom building with the following conditions: that the structure has the "Skip Trowel" finish in a color sympathetic to the tans in the adjacent masonry, and that archaeological survey be conducted on site. Mr. Van Zandt seconded. The motion carried unanimously.

Continued Case:

COA 2016-12 – 100 Hanover Street – Tommy Mitchell requests a Certificate of Appropriateness to:

- **Demolish the existing structures at 106 Hanover Street, 108 Hanover Street, and 718 Sophia Street**
- **Construct a new five-story masonry building. The building footprint will be 105 feet along Hanover Street and 155 feet along Sophia Street, with ground level parking.**

Mr. McGhee and the Board gathered around the table to review and discuss Mr. McGhee's new proposals.

Mr. McGhee agreed to return on June 27, 2016 for a work session.

OTHER BUSINESS

I. Distribution of 2015 Comprehensive Plan.

II. Review of draft changes to ARB bylaws.

Mr. Harris advised the Board to review the bylaws closely and let Ms. Schwartz know if there were any changes.

Ms. Weitzman suggested the meeting time be changed to 7:00 p.m. The other Board members agreed.

III. Brief discussion of the rooftop mechanical equipment at Parkview.

Mr. McFarland passed out pictures of the rooftop mechanical equipment at Parkview. He advised the Board to be more attentive to the visibility of the equipment for future proposals.

IV. Brief discussion of interior storm windows.

Dr. Barile said she had attended a preservation conference and a vendor had inner glass storm windows. She said the windows were based on compression. Dr. Barile said they were efficient. The Board had a brief discussion on the windows.

ADJOURN

Dr. Barile suggested the work session on June 27, 2016 be held at 7:00 p.m. The Board agreed.

Mr. Scully made a motion to adjourn. Mr. McFarland seconded. The motion carried unanimously.

Meeting adjourned at 10:16 p.m.

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John Harris, ARB Chair

COA 2016-32

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for sign installation at 101 William Street

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ISSUE

Kathy Craddock requests a Certificate of Appropriateness to install one projecting building-mounted sign and two building-mounted signs at the main entry for Kickshaws Downtown Market.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request on condition that the signs be attached through the structure's mortar joints rather than the historic brick.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

City Code Section 72-23.1 (D)(4) *Signs*

The ARB shall consider the following in determining the appropriateness of any application for a sign proposed within the HFD:

(a) Placement.
  [1] The sign shall be integrated architecturally with the building.
  [2] Placement should not obscure significant architectural features or details of the building.
  [3] A sign should be placed only at a location within the HFD at which the announced business or activity takes place.

(b) Lettering.
  [1] The sign should be legible.
  [2] The style and lettering of the sign should be appropriate to the structure, the business and the streetscape.
  [3] The lettering size should be in proportion both to the sign and the building.

(c) Color.
  [1] The colors of the sign should relate to those of the building.
  [2] The sign should not have so many colors that they detract from the strength of the visual image.

(d) General standards.
  [1] Signs attached to windows announcing sales, etc., are discouraged as incompatible with the character of the HFD.
  [2] All signs shall meet the requirements of § 72-59, Signage.

Sign Guidelines (Historic District Handbook, pg.117-118)

1. A sign should fit the architecture of its building and not obstruct defining elements.
2. The number of signs should be compatible with the building and should not cause visual clutter.
3. The size of each sign and the total area of signs should match the character of the building and of the Historic District. Exact sign allowance should be verified with the Planning Office.
4. Sign design and graphics should be coordinated with the character of the building and the nature of the business.
5. Materials should relate to the building. Traditional sign materials include wood, glass, raised individual letters, and painted letters on wood or glass.

BACKGROUND

The building at 101 William Street is a c.1820 Federal-style two-and-one-half-story brick commercial structure laid in American bond and topped by a side-gabled standing seam metal roof. The pent roof projecting from the façade above the first story, and the first floor entry door and storefront windows appear to be late 19th-century alterations to the façade due to the presence of brick lintels above the pent roof. As stated in the City's 2006 architectural survey, the side-gable roof, small multi-light windows, and corbelled cornice embody the distinct characteristics of the vernacular Federal style common for commercial buildings in the historic core, while the updated first-story façade reflects an era when true commercial storefronts were introduced to Fredericksburg. This building is identified as contributing to the Historic District.

The applicant proposes to install three new signs for the Kickshaws Downtown Market business. The projecting building-mounted sign will be a round wooden sign, three feet in diameter, constructed of three-ply recycled pallet wood. The sign will be sanded smooth and finished with the Kickshaws logo on both sides. The sign will be supported by a wrought iron bracket mounted to the brick wall at the east end of the south-facing front elevation. The sign will hang from the mounting bracket by two segments of chain. In addition, two building-mounted signs will be installed at the front entry, one on either side of the door. These will also be constructed of recycled pallet wood and will measure 30 inches wide by 30 inches tall. Each will feature a small logo near the top of the sign and three painted headings below.

The sign allowance for this property is based on 35 linear feet of building frontage. The sign allowance is calculated as follows:

35 linear feet x 1.5 = 52.5 square feet

Sign Type	Dimensions	Area (square feet)
Projecting Sign	36 inches diameter	9
Building Mounted Signs	(2) 30 inches x 30 inches	12.5

The total area of the signs proposed is 21.5 square feet which is under the allowance for this site of 52.5 square feet. The sign materials and style are compatible with the historic character of the District and will

not have an adverse impact on the historic significance of the structure. Staff recommends approval of the request on condition that all three signs be attached through the structure's mortar joints rather than the historic brick.

APPROVAL CRITERIA

Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
		X	(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

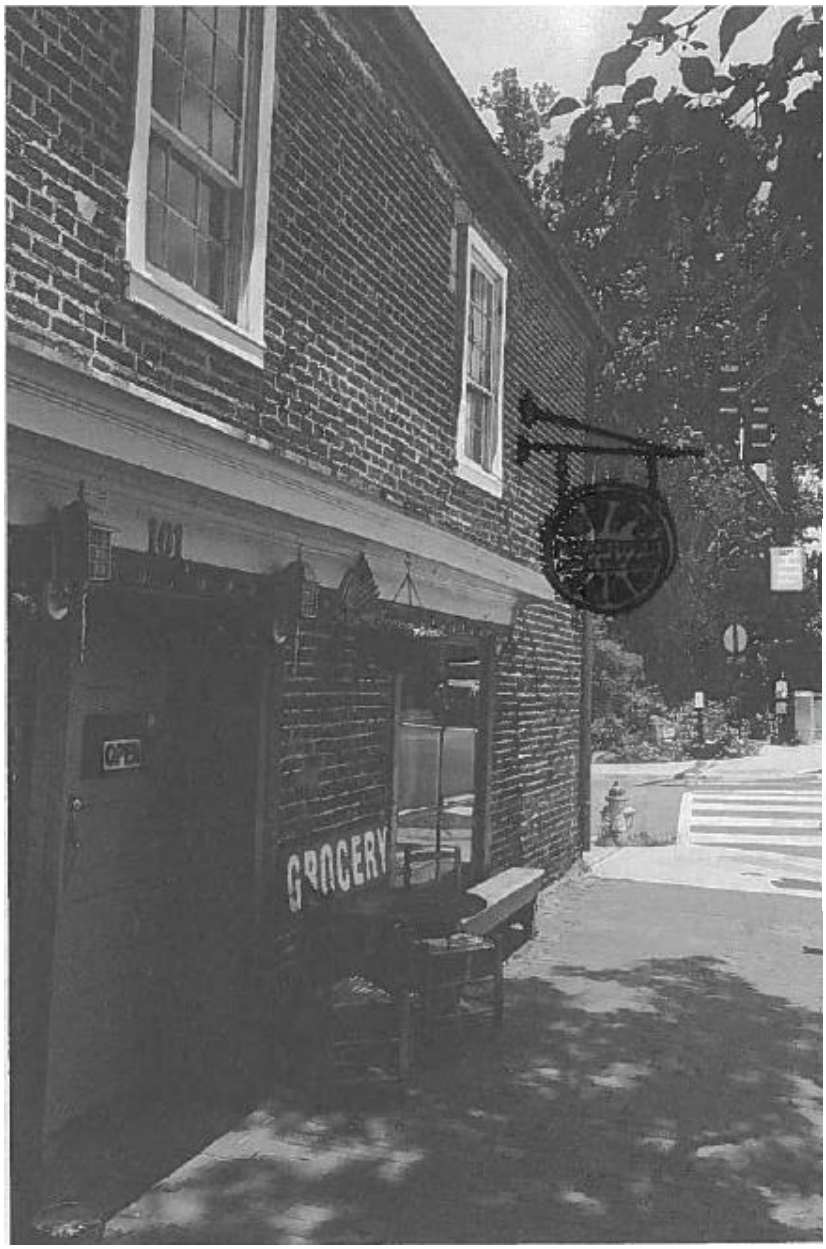
		X	(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Attachments:

1. Aerial photograph showing property location
2. Sign specifications provided by applicant, projecting sign
3. Sign specifications provided by applicant, mounted signs

AERIAL

FRONT (EAST) ELEVATION



KICKSHAWS
DOWNTOWN MARKET

The proposed sign for Kickshaws Downtown Market, located at 101 William Street, Fredericksburg Va would be located on the right corner side of the 101 William St property.

The sign is being constructed by Melvin Brown. It will be comprised of 3 ply recycled pallet wood, sanded, finished and stained with the Kickshaws logo (image below) in the center on each side. The armature is being made of wrought iron and installed by Rappahannock Restoration. The sign will be hung by its armature with segments of chain link adequate to support its weight.

Entry sign specifications provided by applicant.
Both signs 30 inches square, constructed of recycled pallet wood.

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for sign installation at 1006 Caroline Street

ISSUE

Danilo Orofino requests a Certificate of Appropriateness to install one projecting building-mounted sign for the Orofino restaurant.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request on condition that the barrel be constructed of wood with the logo made of metal.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

City Code Section 72-23.1 (D)(4) *Signs*

The ARB shall consider the following in determining the appropriateness of any application for a sign proposed within the HFD:

(a) Placement.
- [1] The sign shall be integrated architecturally with the building.
- [2] Placement should not obscure significant architectural features or details of the building.
- [3] A sign should be placed only at a location within the HFD at which the announced business or activity takes place.

(b) Lettering.
- [1] The sign should be legible.
- [2] The style and lettering of the sign should be appropriate to the structure, the business and the streetscape.
- [3] The lettering size should be in proportion both to the sign and the building.

(c) Color.
- [1] The colors of the sign should relate to those of the building.
- [2] The sign should not have so many colors that they detract from the strength of the visual image.

(d) General standards.
- [1] Signs attached to windows announcing sales, etc., are discouraged as incompatible with the character of the HFD.
- [2] All signs shall meet the requirements of § 72-59, Signage.

Sign Guidelines (Historic District Handbook, pg.117-118)

1. A sign should fit the architecture of its building and not obstruct defining elements.
2. The number of signs should be compatible with the building and should not cause visual clutter.
3. The size of each sign and the total area of signs should match the character of the building and of the Historic District. Exact sign allowance should be verified with the Planning Office.
4. Sign design and graphics should be coordinated with the character of the building and the nature of the business.
5. Materials should relate to the building. Traditional sign materials include wood, glass, raised individual letters, and painted letters on wood or glass.

BACKGROUND

The structure at 1006 Caroline Street is a c.1935 Art Deco commercial building, two stories in height with a flat roof and solid foundation. The east-facing front elevation features a decorative brick cornice and patterned brickwork. Four wood six-over-six double-hung windows with brick lintels are spaced evenly across the upper story, while a plate-glass commercial storefront occupies most of the ground floor façade. The inset entrance at the north end of the front elevation provides access through a wrought-iron gate to a brick courtyard. This is a contributing structure in the Historic District.

The applicant is proposing to install one new sign for the Orofino restaurant, which will occupy the courtyard and commercial space at the north end of this property. The applicant proposes to reuse the existing building-mounted bracket centered over the courtyard entrance. The sign will be a three-dimensional barrel, 36 inches wide by 24 inches tall by 15 inches in depth, with the restaurant logo mounted on each side, standing off from the rounded surface of the barrel. The barrel will be constructed of either wood or fiberglass, with the logo constructed of either metal or plastic, with the materials to be chosen based on cost. The “A Taste of Italy” subheading beneath the logo is proposed as either vinyl lettering or carved or burnt into the barrel. Due to a lack of information about the visual appearance of the proposed fiberglass barrel and plastic lettering, staff recommends the use of the more traditional materials—wood and metal.

The sign allowance for this property is based on 10 linear feet of building frontage. The sign allowance is calculated as follows:

10 linear feet x 1.5 = 15 square feet

Sign Type	Dimensions	Area (square feet)
Projecting Dimensional Sign	36 inches x 24 inches (sides) 36 inches x 15 inches (top/bottom)	9.75

The total area of the sign proposed is 9.75 square feet which is under the allowance for this site of 15 square feet. Staff finds the proposed design in keeping with the character of the Historic District and

recommends approval; however, staff recommends the use of wood and metal for the barrel and logo due to a lack of information regarding the appearance of the fiberglass and plastic proposed for the sign.

APPROVAL CRITERIA

Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
		X	(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

X			(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Attachments:

1. Aerial photograph showing property location
2. Photograph, existing bracket and sign location
3. Sign specifications provided by applicant

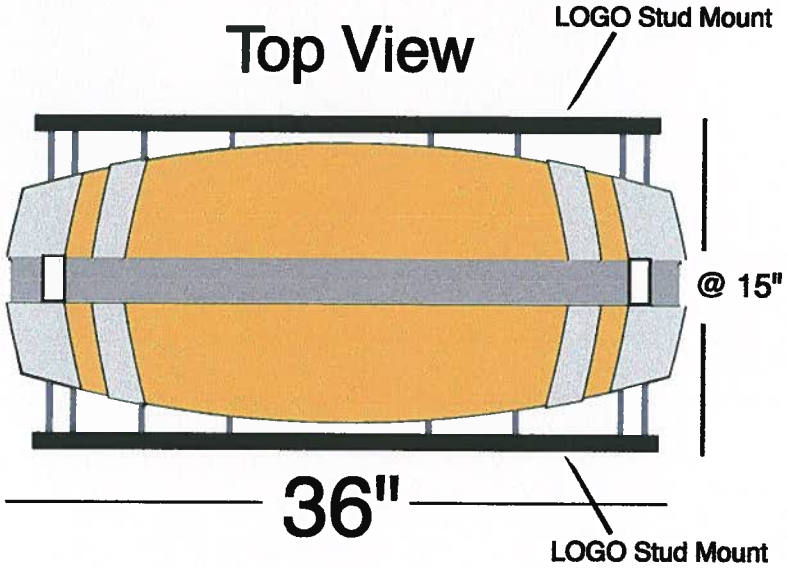
AERIAL

FRONT (EAST) ELEVATION

Existing bracket to be reused by applicant

Side View

Top View



Overall Look Will Stay The Same - Rustic / Modern Logo

Barrel Construction To Be Determined - Wood Or Fiberglass - Cost Will Determine

Logo Construction To Be Determined - Metal Or Plastic - Cost Will Determine

Existing Hanging Bracket In Place (Foode)

COA 2016-37

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for sign installation at 715 Caroline Street

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ISSUE

Raymond Renault requests a Certificate of Appropriateness to remove the awning and install one projecting building-mounted sign and two window signs for the Legume restaurant.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request as submitted.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

City Code Section 72-23.1 (D)(4) *Signs*

The ARB shall consider the following in determining the appropriateness of any application for a sign proposed within the HFD:

(a) Placement.
  [1] The sign shall be integrated architecturally with the building.
  [2] Placement should not obscure significant architectural features or details of the building.
  [3] A sign should be placed only at a location within the HFD at which the announced business or activity takes place.

(b) Lettering.
  [1] The sign should be legible.
  [2] The style and lettering of the sign should be appropriate to the structure, the business and the streetscape.
  [3] The lettering size should be in proportion both to the sign and the building.

(c) Color.
  [1] The colors of the sign should relate to those of the building.
  [2] The sign should not have so many colors that they detract from the strength of the visual image.

(d) General standards.
  [1] Signs attached to windows announcing sales, etc., are discouraged as incompatible with the character of the HFD.
  [2] All signs shall meet the requirements of § 72-59, Signage.

Sign Guidelines (Historic District Handbook, pg.117-118)

1. A sign should fit the architecture of its building and not obstruct defining elements.
2. The number of signs should be compatible with the building and should not cause visual clutter.
3. The size of each sign and the total area of signs should match the character of the building and of the Historic District. Exact sign allowance should be verified with the Planning Office.
4. Sign design and graphics should be coordinated with the character of the building and the nature of the business.
5. Materials should relate to the building. Traditional sign materials include wood, glass, raised individual letters, and painted letters on wood or glass.

BACKGROUND

The structure at 715 Caroline Street is a c.1827 Federal-style commercial building of parged brick construction, two-and-one-half stories in height and topped by a slate-clad side-gabled roof. Character-defining features include nine-over-six wood double-hung sash windows on the upper story topped by stone jack arches with keystones, a slate-clad central dormer, and a simple brick cornice. The first-story storefront is framed by flat pilasters supporting a projecting molded cornice and appears to be a late 19th or early 20th-century alteration. This building is identified as contributing to the Historic District.

The applicant is proposing to install three new signs for the Legume restaurant and remove the fabric awning. ARB records indicate that the awning was installed in 1995. As a recent addition, the awning is not a character-defining feature and may be removed without adverse impact. Two frosted vinyl decals, 89 inches wide by 20 inches tall, will be mounted in each storefront window. These will be aligned with the bottom edge of each window and run the full width. In addition, a redwood sign, 42 inches wide by 30 inches tall, will be mounted to an iron rod bracket projecting from the center of the front elevation. The bracket will be centered over the front entry door and will be installed to provide eight feet of clearance between the sidewalk and the bottom edge of the wood sign.

The scope of work for this property includes some items that will not fall under the ARB's purview, including implementing a new paint color scheme and repairing windows that are not visible from the public right-of-way. The applicant has an additional COA application for the installation of exterior lighting that will be included on the ARB's August 8, 2016 hearing agenda.

The sign allowance for this property is based on 29 linear feet of building frontage. The sign allowance is calculated as follows:

29 linear feet x 1.5 = 43.5 square feet

Sign Type	Dimensions	Area (square feet)
Projecting Sign	30 inches x 42 inches	8.75
Window Decals	(2) 89 inches x 20 inches	24.7
		Total = 33.45

The total area of the signs proposed is 33.45 square feet which is under the allowance for this site of 43.5 square feet. The sign materials and styles are compatible with the historic character of the District, are minimally invasive, and will not have an adverse impact on the historic significance of the structure. Staff recommends approval of the request as submitted.

APPROVAL CRITERIA

Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
		X	(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

		X	(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Attachments:

1. Aerial photograph showing property location
2. Sign specifications provided by applicant

AERIAL

FRONT (WEST) ELEVATION

VISUAL COMMUNICATIONS

Art & Sign F/X Inc.

ClientProof

Legume Kitchen and Bar
Jennifer Renault

06.17.16 Concept Layout by: Patric Ross/Lead Designer

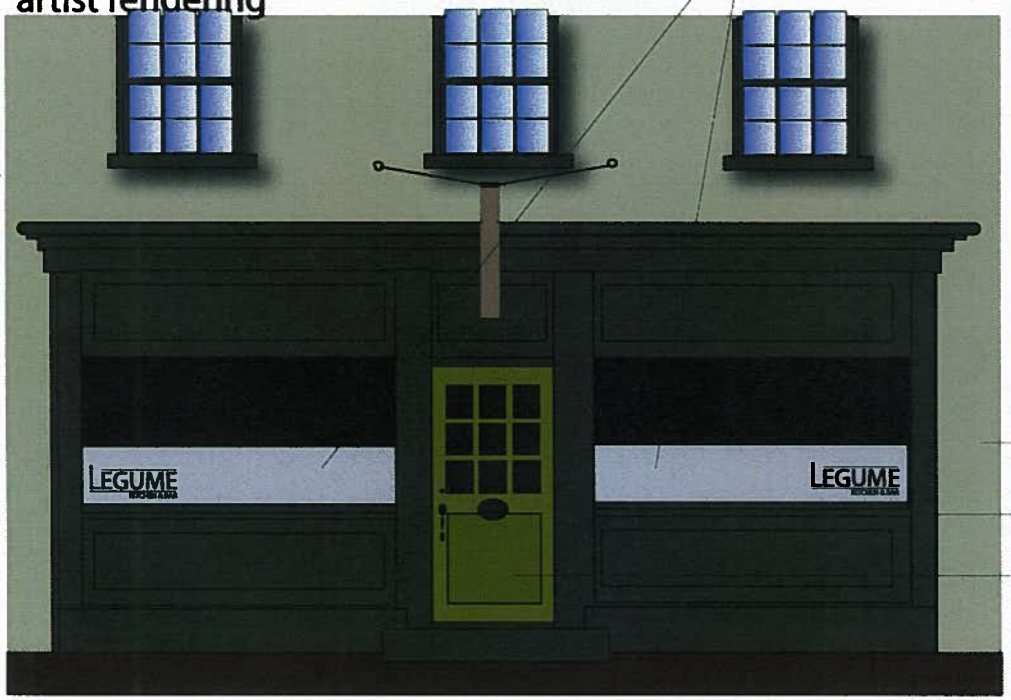
Standard Graphic Design/clean up $55hr Custom Graphic Design $95 Set Up Fee $37.50/15min

PRODUCTION NOTES:

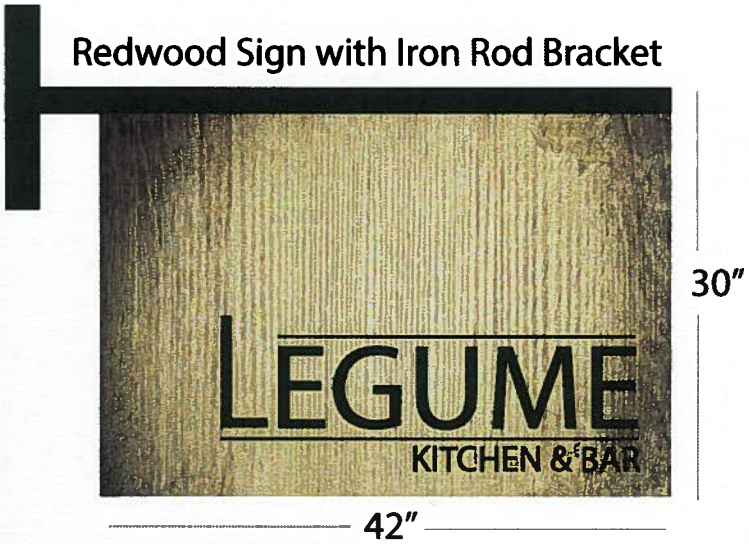
building photo

window frost vinyl
89"w x 20"h

artist rendering



Redwood Sign with Iron Rod Bracket



color theme sample

file path:

Permit Needed Y/N
County_____

Art & Sign F/X Inc.

Proof Approval

While Art & Sign checks all said specifications of the job it is the sole responsibility of the client to proofread all typesetting, layout and color prior to fabrication. After the clients approval of the project a signature and fifty percent deposit is required before production can begin. Thank You.

☐ Approved ☐ Make changes then okay for production ☐ Make changes & 2nd proof needed

Signature _____ Date _____

Please FAX approval: 540.371.4214

NOTE: The drawings, designs and specifications provided are the intellectual property of Art & Sign F/X, Inc. and as such are covered under the laws of U.S. copyright and may not be reproduced, copied or distributed without the authority and written approval of Art & Sign F/X, Inc.

19 Baron Park Road, Suite 105 • Fredericksburg, VA 22405 • 540.371.2566 • Fax 540.371.4214 • www.artandsignfx.com • email: info@artandsignfx.com

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for sign installation at 1414 Caroline Street

ISSUE

John Van Hoy requests a Certificate of Appropriateness to install two building-mounted signs for the Creative Color business.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request on condition that the rear of the awning sign be a finished, painted surface.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

City Code Section 72-23.1 (D)(4) *Signs*

The ARB shall consider the following in determining the appropriateness of any application for a sign proposed within the HFD:

(a) Placement.
- [1] The sign shall be integrated architecturally with the building.
- [2] Placement should not obscure significant architectural features or details of the building.
- [3] A sign should be placed only at a location within the HFD at which the announced business or activity takes place.

(b) Lettering.
- [1] The sign should be legible.
- [2] The style and lettering of the sign should be appropriate to the structure, the business and the streetscape.
- [3] The lettering size should be in proportion both to the sign and the building.

(c) Color.
- [1] The colors of the sign should relate to those of the building.
- [2] The sign should not have so many colors that they detract from the strength of the visual image.

(d) General standards.
- [1] Signs attached to windows announcing sales, etc., are discouraged as incompatible with the character of the HFD.
- [2] All signs shall meet the requirements of § 72-59, Signage.

Sign Guidelines (Historic District Handbook, pg.117-118)

1. A sign should fit the architecture of its building and not obstruct defining elements.
2. The number of signs should be compatible with the building and should not cause visual clutter.
3. The size of each sign and the total area of signs should match the character of the building and of the Historic District. Exact sign allowance should be verified with the Planning Office.
4. Sign design and graphics should be coordinated with the character of the building and the nature of the business.
5. Materials should relate to the building. Traditional sign materials include wood, glass, raised individual letters, and painted letters on wood or glass.

BACKGROUND

The structure at 1414 Caroline Street was constructed in the 1980s for Rappahannock Goodwill Industries. The one-story, flat-roofed, brick and block structure fronts on a parking lot accessed via Caroline and Pitt Streets. The front façade is composed of three different wall planes, and a long flat metal awning supported on metal posts projects from the facade to the parking lot to shelter the main entry. This is a non-contributing structure in the District. The building is also attached at the north side to the former grocery store at 1419 Princess Anne Street. Because the building at 1414 Caroline Street lies partially outside the Historic District, a 1997 decision determined that only the portion of the building visible from the right-of-way within the District is subject to ARB review.

The applicant is proposing to install two signs for the Creative Color business. On will be an oval-shaped sign, 6 feet wide by 2 feet 3 inches tall, mounted above the end of the awning closest to the parking lot. The sign will be constructed of 2-inch thick high density urethane and hand-painted with automotive-quality exterior paint. The sign will be mounted to the awning with steel brackets. The second sign will be mounted to the wall at the far north end of the front elevation, closest to Pitt Street. This sign will be constructed of printed self-adhesive vinyl mounted onto an aluminum backing, 8 feet wide by 4 feet tall.

The sign allowance for this property is based on 95 linear feet of building frontage. The sign allowance is calculated as follows:

95 linear feet x 1.5 = 142.5 square feet

Sign Type	Dimensions	Area (square feet)
Awning Sign	72 inches x 27 inches	13.5
Building-Mounted Sign	96 inches x 48 inches	32
		Total = 45.5

The total area of the signs proposed is 45.5 square feet which is under the allowance for this site of 142.5 square feet. The sign materials and styles are compatible with the historic character of the District and will not have an adverse impact on the District's significance. Staff is concerned that the rear of the

awning sign will be visible from Pitt Street. Staff recommends approval of the request on condition that the rear of the sign be a finished, painted surface to minimize any visual impacts.

APPROVAL CRITERIA

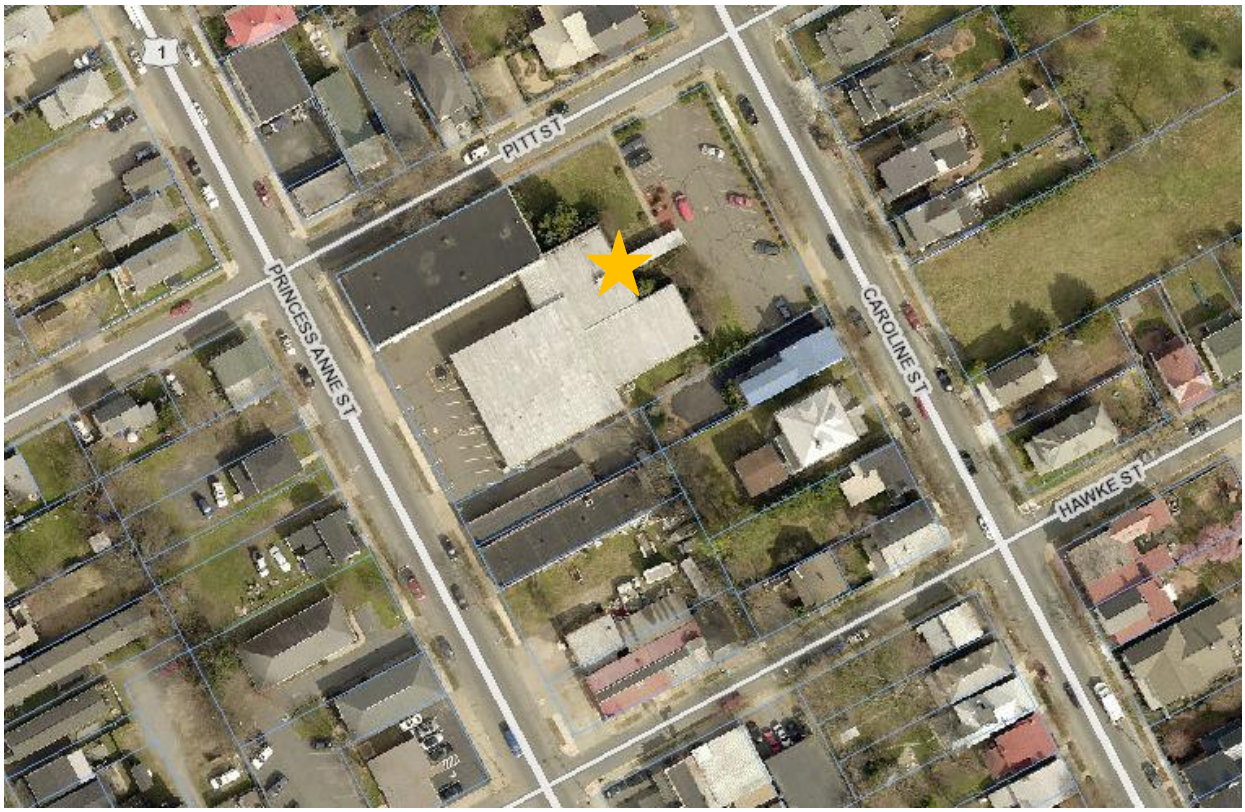
Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
		X	(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

		X	(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Attachments:

1. Aerial photograph showing property location
2. Sign specifications provided by applicant, awning sign
3. Sign specifications provided by applicant, building-mounted sign



AERIAL

FRONT (EAST) ELEVATION

Front Elevation,
Proposed sign locations circled in red

72 Inches
27 Inches
Creative Color LLC
PRINTING & MAILING
HIGH QUALITY SHORT-RUN
Awning: 120 Inches
• 2-inch thick High Density urethane.
• Hand-painted with automotive quality exterior paint.
• Mounted to awning with steel brackets.
Creative Color LLC
PRINTING & MAILING
HIGH QUALITY SHORT-RUN
To demonstrate thickness.

48 inches
Creative Color LLC
PRINTING & MAILING
HIGH QUALITY SHORT RUN
96 inches
• Printed self-adhesive vinyl.
• Mounted onto aluminium backing.
• Attached to building with screws.

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for exterior alteration at 704 Prince Edward Street

ISSUE

Shannon Lee and Jon Goldstein request a Certificate of Appropriateness to remove and infill one window on the south side elevation of this single-family residence.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request as submitted.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

Windows (pg. 82)

Maintenance and Repair

1. Retain original windows.
7. Avoid changing the number, location, size, or glazing pattern of a building's windows by cutting new openings, enlarging existing openings, blocking in windows, or installing replacement sash that does not fit the window opening.
8. Uncover and repair covered-up windows. If a window is no longer needed for its intended use, it should be retained (even if the interior opening is covered). In these instances, the glass can be frosted or painted black, or the window shuttered so it appears from the exterior to be used.

BACKGROUND

The residence at 704 Prince Edward Street is a c.1855 vernacular Greek Revival-style, two-story, three-bay brick dwelling topped with a side-gabled asphalt shingle roof. The load-bearing brick is laid in a five-course American bond, and the façade is treated with a stretcher-bond veneer. Character-defining features include incised rectangular wood lintels above the multi-light sash windows, a corbelled brick cornice beneath the eaves, and two interior end brick chimneys with corbelled caps. A one-story porch with Tuscan columns and dentillated cornice spans the front façade and wraps the south-facing elevation. A two-story wood-framed addition extends off the rear west elevation. This dwelling is a contributing structure in the Historic District.

Multiple additions project off the rear west-facing elevation. Construction dates for these additions are unknown; however, they do appear on the 1902 Sanborn map, which is the earliest that depicts this

property. The one-story section farthest to the rear of the property will be renovated as the kitchen for this residence. One window is located on the south side elevation of this addition. This is a six-over-six wood window in fair condition. The low sill height of the window restricts the applicants' ability to rehabilitate the small interior kitchen space. The layout planned for the kitchen calls for the range hood to fall partially in front of this window. As a result, they are proposing to remove the window and infill the section of wall with brick. The existing window's dimensions will be maintained by retaining the existing lintels, replacing the wood sill with a precast concrete sill of the same thickness, and filling the opening with a brick veneer inset one inch from the wall surface. The window is minimally visible from the public right-of-way. The salvaged window could be used to replace one non-matching sash on the north side elevation of the house.

Due to the extremely limited visibility of this window, staff finds that the proposed infill provides sufficient delineation of the wall surface and maintains the rhythm of voids and solids on this structure. The proposed alteration is compatible with the character of the structure and the District and staff recommends approval.

APPROVAL CRITERIA

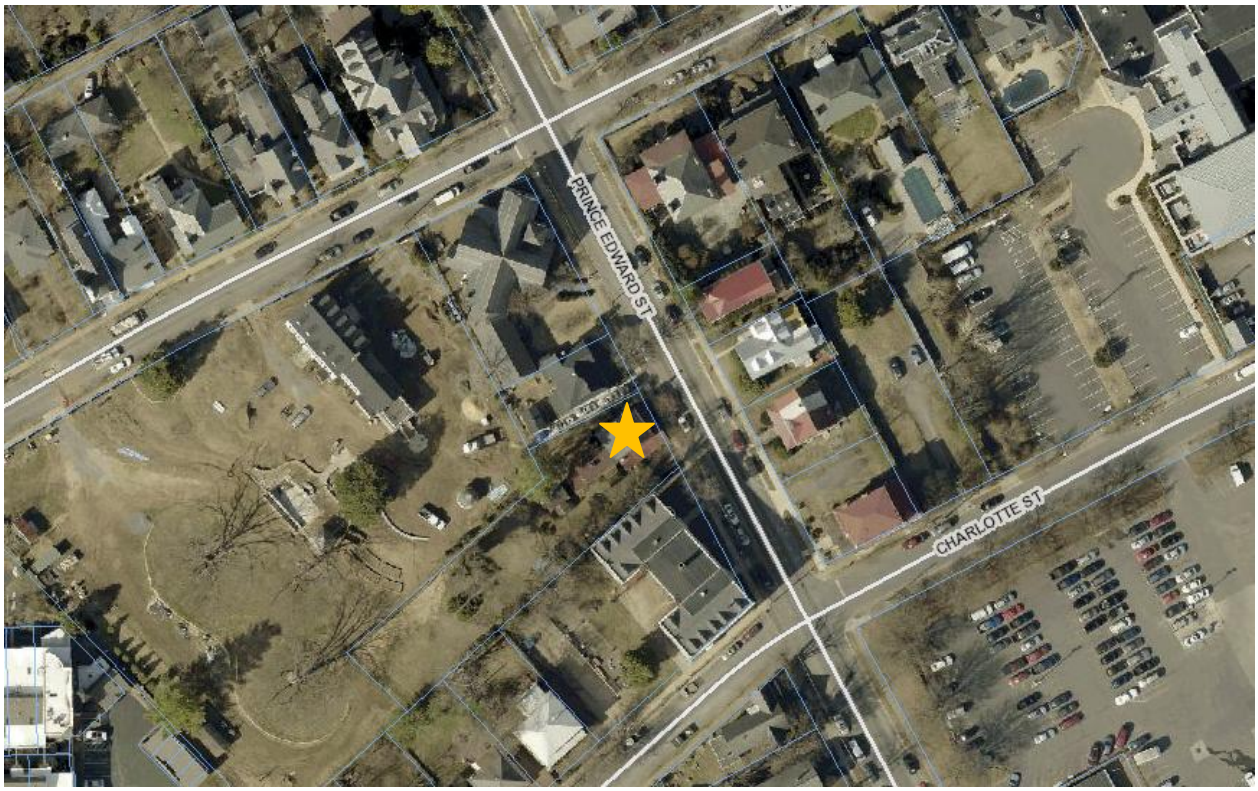
Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
X			(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features

			should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
		X	(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

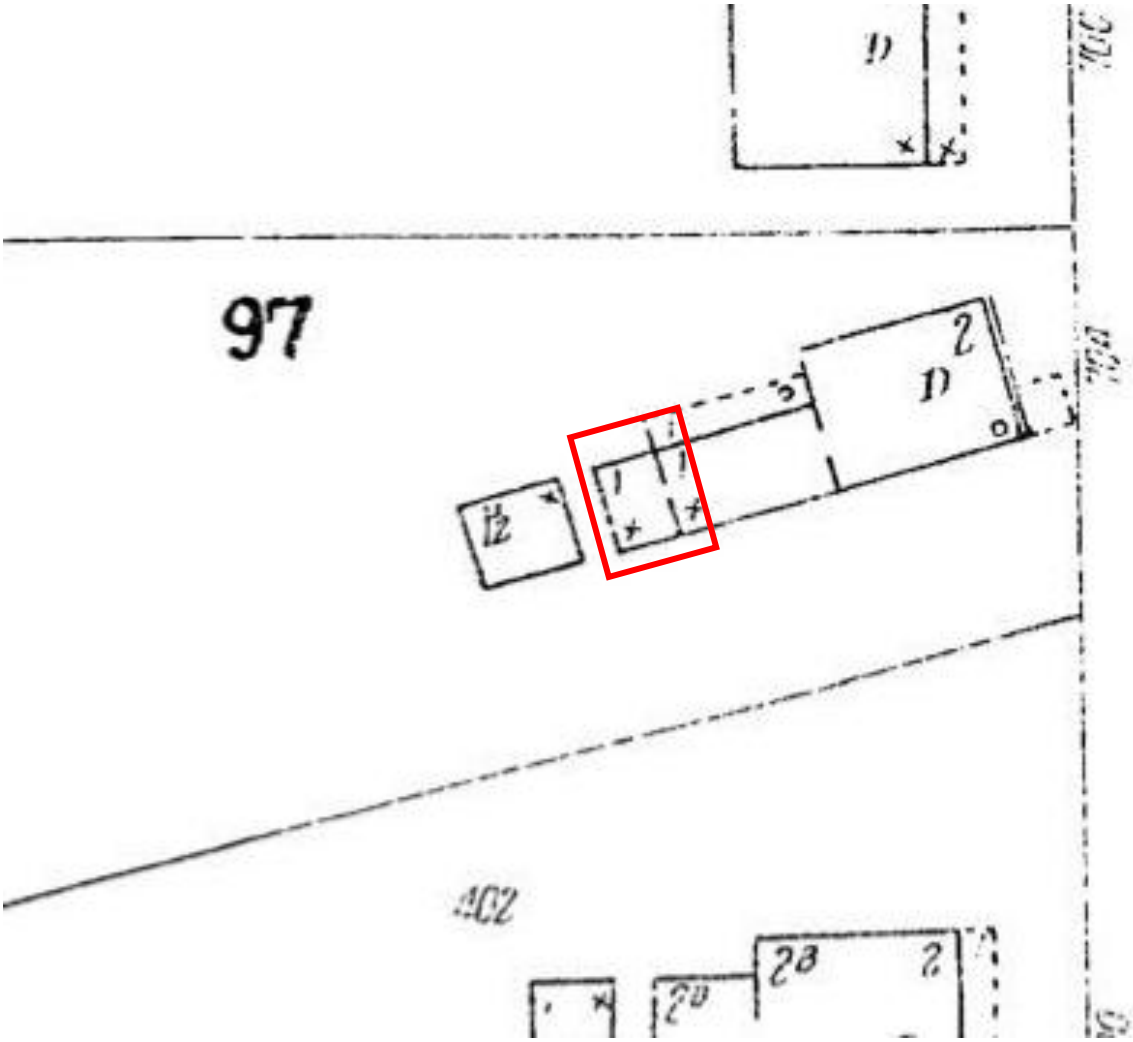
Attachments:

1. Aerial photograph showing property location
2. 1902 Sanborn Fire Insurance Map
3. Photograph, view from public right-of-way
4. Design drawings provided by applicant



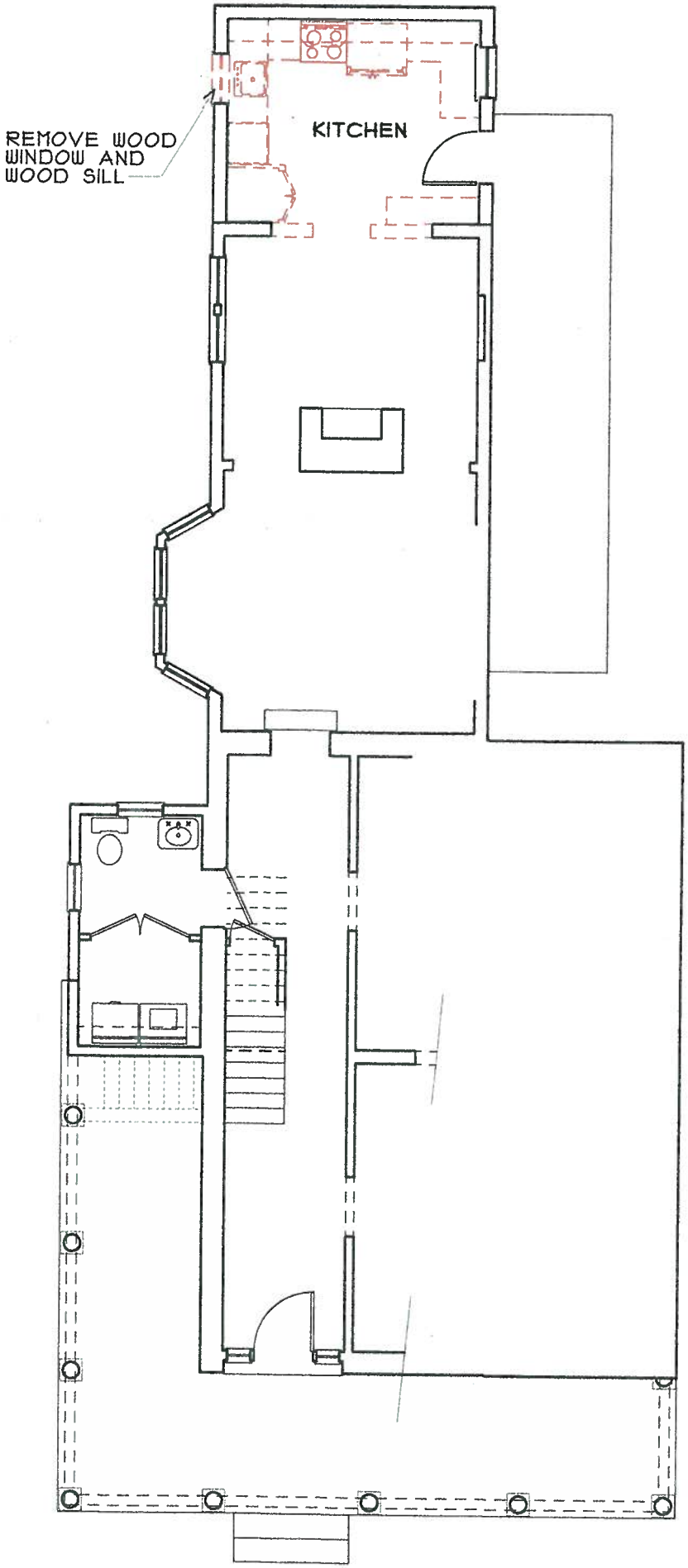
AERIAL

EAST (FRONT) ELEVATION



1902 Sanborn Fire Insurance Map
Rear kitchen addition outlined in red

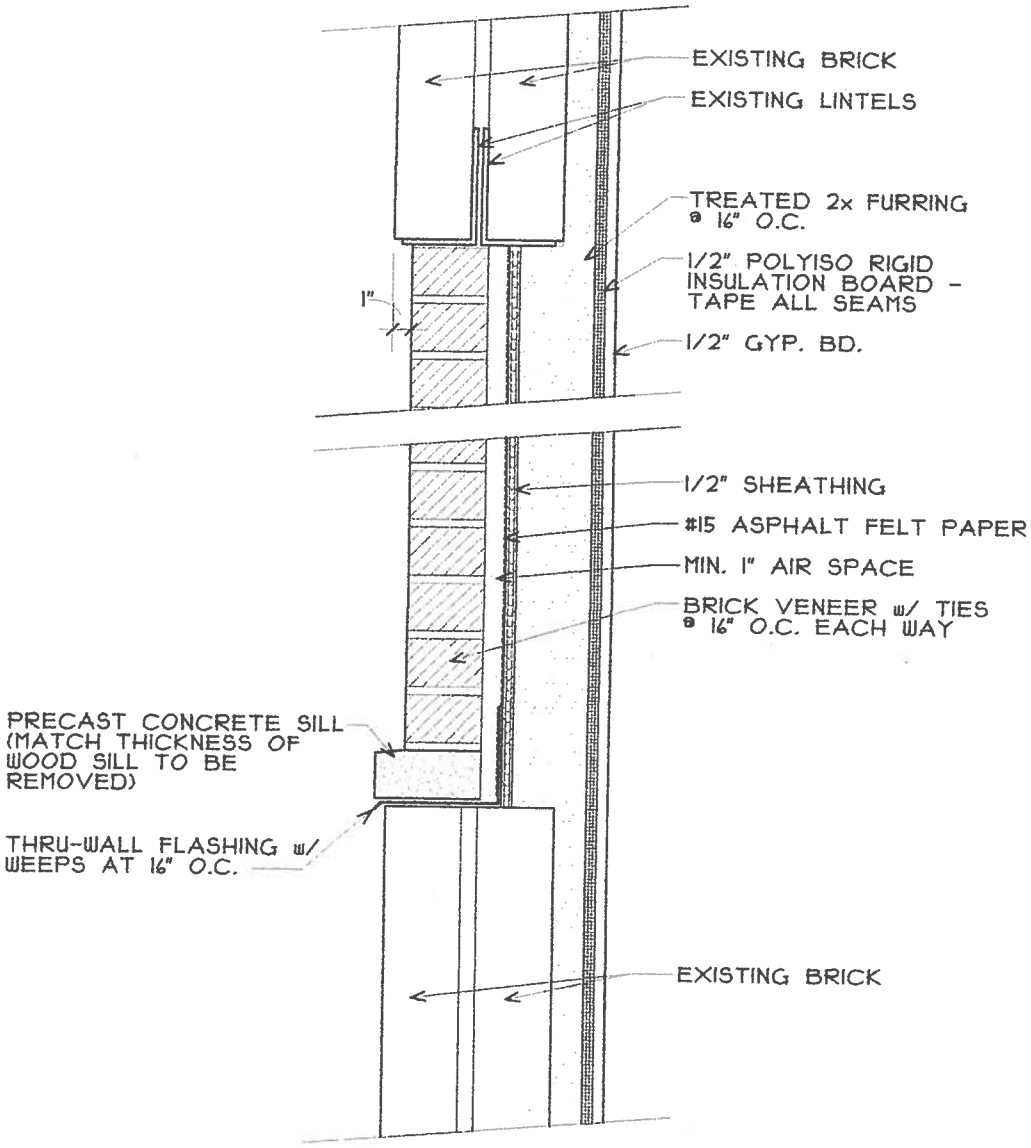
View from Public Right-of-Way
Arrow shows location of existing window



DEMOLITION PLAN AT KITCHEN

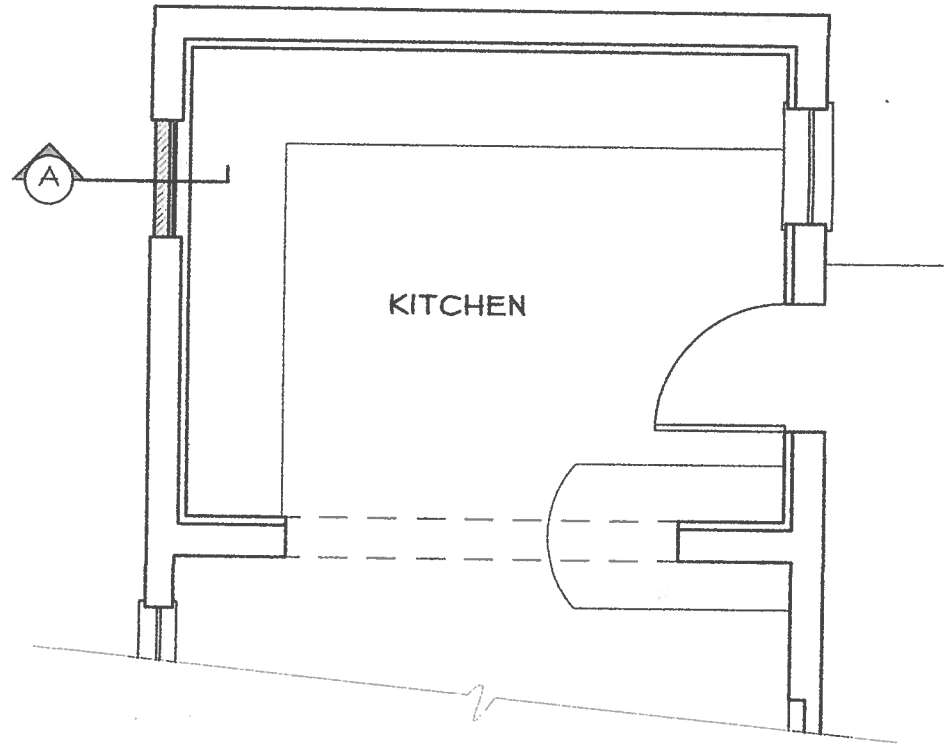
1/8" = 1'-0"

704 PRINCE EDWARD STREET



A SECTION AT WINDOW OPENING

DO NOT SCALE



PARTIAL FLOOR PLAN @ KITCHEN

1/4" = 1'-0"

704 PRINCE EDWARD STREET

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for exterior alteration at 203 Princess Elizabeth Street

ISSUE

Lesa and Mike Carter request a Certificate of Appropriateness for exterior alterations to this single-family residence including:

- Expansion of the rear shed dormer
- Removal of the exterior wood staircase and door on the side elevation
- Restoration of the masonry chimney
- Removal and alteration of windows on the side elevations
- Construction of new wood composite entry steps at the rear elevation
- Replacement of asphalt shingle siding at front dormer with wood siding

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request as submitted.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

Roofs (pg. 77)

Maintenance and Repair

7. Avoid reducing the visual integrity of the roof by removing original chimneys, skylights, light wells, or other elements that contribute to the style and character of the building.
8. Install new elements such as vents and skylights without diminishing the original design of the building.
9. Maintain the visual integrity of dormers through repairs that retain their original type of covering.

Windows (pg. 82)

Maintenance and Repair

1. Retain original windows.
7. Avoid changing the number, location, size, or glazing pattern of a building's windows by cutting new openings, enlarging existing openings, blocking in windows, or installing replacement sash that does not fit the window opening.
8. Uncover and repair covered-up windows. If a window is no longer needed for its intended use, it should be retained (even if the interior opening is covered). In these instances, the glass can be frosted or painted black, or the window shuttered so it appears from the exterior to be used.

Window Shutters (pg. 87)

Maintenance and Repair

3. If shutters must be replaced, ensure the new shutters are of a design and material to match the original shutters and that they are operable or appear to be operable (of the correct size and installation, with the correct hardware).

Entrances (pg. 94)

Maintenance and Repair

3. Avoid removing an entrance in the event a building is reoriented to accommodate a new use.

BACKGROUND

The c.1925 residence at 203 Princess Elizabeth Street is a one-and-one-half story, side-gabled, wood-framed Craftsman-style bungalow sheathed in weatherboard, topped with an asphalt-shingle roof, and resting on a parged brick foundation. A front-gabled dormer is centered on the front roof slope and the full-width, shed-roofed front porch is supported by square brick piers topped with battered wood posts. A simple picketed balustrade runs between the piers. Character-defining features include wide overhanging eaves supported by simple triangular brackets, three-over-one double-hung sash windows, and a brick chimney with corbelled cap. The dwelling is a contributing structure in the Historic District.

Originally constructed as a single-family home, this residence was later converted into two apartments. A shed-roofed dormer was added to the rear roof slope to accommodate a kitchen in the upper story. A door was added to the west end of the upper story, sheltered by a simple shed roof and accessed via a set of wooden steps. No record of a building permit for this property exists; however, the property owner, George W. Stevens, pulled a series of permits for renovation work in the 200 block of Princess Elizabeth Street in the 1950s. It is likely that the alterations to this property occurred during the same period. Structural investigation has revealed that the dormer was poorly constructed and has caused internal damage. The additional loading of the rear dormer has created a hump in the upper story floor and must be removed in order to make repairs.

The residence is being renovated by new property owners and returned to use as a single-family home. The scope of work includes a number of alterations:

- The rear shed dormer and rear roof sections will be removed to correct the structural issues at the upper story. A new ridge beam and supports will be installed, but the existing rake and support brackets will be maintained. A new shed-roofed dormer will be constructed. The dormer walls will extend to the exterior walls of the house at the side and rear elevations. Only the side walls of the dormer will be visible from the public right-of-way. One awning window will be installed in the west side elevation of the dormer. Staff finds the proposed dormer to be clearly differentiated from the historic, only visible from secondary elevations, and compatible with the character of the structure.

- The exterior wood staircase, door, and shed roof on the west side elevation will be removed. One new awning window will be installed in place of the door. The stairs, door, and roof are later

alterations that do not contribute to the historic character of the structure. Staff recommends approval of the removal of these items.

- The chimney at the east (right) side elevation was previously altered, with the portion of the chimney extending above the roof rake removed. This chimney is still present in photos from 2006. The applicant proposes to restore the chimney above the rake with reclaimed brick to match. The restored chimney will be shorter than the original, but will not be functional. The reduced height of the new chimney makes it clear that it is neither original nor functional, and thus does not create a false historical appearance. Staff finds the proposed alteration compatible with the character of the structure and recommends approval.

- The applicant proposes to alter several windows on the side elevations. The upper window on the west side elevation will be removed and replaced with an awning window in the location of the existing door. One window on the first story west side elevation will be removed and two will be relocated. The applicant has proposed removing the lower sashes of the relocated windows to accommodate the interior kitchen layout; however, the District guidelines recommend retaining windows even if they are covered from the interior. The applicant has proposed to reduce the impact of the alterations by removing the glass, but retaining the full window frame and sill, and infilling the lower sash with a hardie panel and additional trim that mimics the profile of the sash.

  The paired upper windows on the east side elevation will be replaced with paired windows taller than the existing set to accommodate egress requirements. The existing light pattern will be used for the new windows. The existing louvered wood shutters will be replaced with new shutters to match the height of the new window. The shutters will be operable, but they will not be wide enough to cover the full window. The existing shutters are configured in the same way. Shutters of the correct size are recommended, but the proposed shutters are in keeping with the existing units on both the front and side elevations. Staff finds the proposed alteration compatible with the character of the structure and recommends approval.

- The existing pressure-treated wood steps at the rear northwest corner of the property are deteriorated and will be replaced with new wood composite steps, rails, and landing. The lowest step will project past the corner of the house and be visible from the public right-of-way. Staff finds that the steps will not impact the character of the structure and recommends approval.

- The sides of the central front dormer are currently clad in asphalt shingles. This appears to be a replacement material not original to the house. The applicant proposes to replace this material with weatherboard siding to match the remainder of the house. Staff finds this alteration in keeping with the historic character of the house and recommends approval.

- General renovation notes:
  - All new windows to be painted wood with true divided lights to match existing windows
  - All new window, door, and sill trim to be painted wood to match existing
  - All new and infill siding and corner trim to be painted wood to match existing
  - Existing asphalt shingle roof to be replaced with new architectural asphalt shingles

- All window A/C units to be removed

APPROVAL CRITERIA

Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
X			(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
X			(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

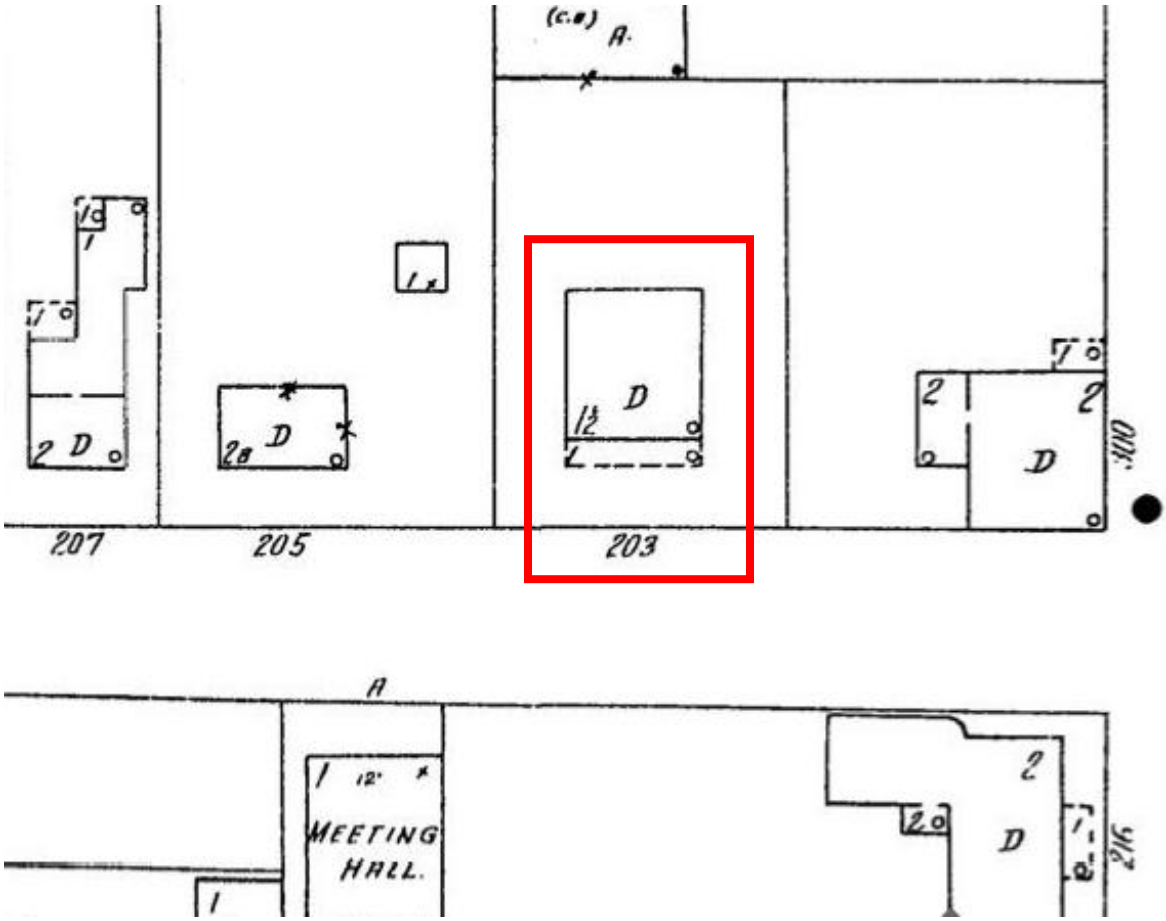
X			(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Attachments:

1. Aerial photograph showing property location
2. 1927 Sanborn Fire Insurance Map
3. Photograph, showing chimney c.2006
4. Photograph, existing chimney
5. Detailed project description
6. Revised west side elevation
7. Design drawings provided by applicant

AERIAL

SOUTH (FRONT) ELEVATION



1927 Sanborn Fire Insurance Map
Property outlined in red.

203 Princess Elizabeth Street, photo taken November 2006
Note chimney at right side of front elevation

203 Princess Elizabeth Street, photo taken November 2006
Note chimney at right side of front elevation

Existing chimney at east side elevation,
Note missing chimney above roof rake

Freeland Engineering, P.C.
10814 Courthouse Rd.
Fredericksburg, VA 22408
Telephone: (540) 898-3092
Fax: (877) 658-7735

June 16, 2016

RE: **ARB Application**
Lesa and Mike Carter
203 Princess Elizabeth Street
Fredericksburg, VA 22401

Detailed project description:

The property at 203 Princess Elizabeth Street was recently purchased by Lesa and Mike Carter. Their intent is to renovate the property and return it to a single family home. At some point in the life of the home, it was converted into two apartments, one upstairs and one downstairs. An exterior wood staircase and exterior door was added for access to the upstairs apartment. The interior staircase was simply covered up with flooring and drywall. A shed dormer was also added to the rear of the house adding additional square footage for a kitchen in the upstairs apartment. It is estimated that the rear dormer was added at some point during the 1950s. During the following decades, the poor construction of the rear dormer has caused internal structural damage which is a major part of the property's renovation. The additional loading of the rear dormer has created a hump in the middle of the attic floor within the dormer width and must be removed to make any repairs.

The renovation includes removing the rear shed dormer and remainder of the rear roof. The roof will be replaced with a new shed dormer properly engineered with a ridge beam and supports. The existing rake and its support brackets will be retained in order to maintain the overall look of the structure. New architectural shingles will cover existing and new roof surfaces.

The chimney at the right side elevation was previously altered. The portion of the chimney that extended past the rake was removed. The owner's intent is to restore the top portion of the chimney above the rake with reclaimed brick to match. Currently, this is not a functional chimney and there is no intention to make it functional. The restoration of the chimney is purely for aesthetics.

A forced air system will be added to supplement the radiator heat and provide air conditioning. All bulky window units will be removed from the structure.

General renovation notes:

- All new windows to be painted wood with true divided lite to match existing windows. See elevations for more information.
- All new window, door and sill trim to be painted wood to match existing.
- All new and infill siding and corner trim to be painted wood to match existing.
- New architectural shingles to be installed on all roof surfaces.

List of revisions by elevation:

Front Elevation
- Chimney restored above rake
- Architectural shingles
- Removal of window A/C unit at upstairs dormer

Left Side Elevation

- Remove rear shed dormer
- Remove exterior wooden stairs and door at upper floor
- Remove window at existing upper floor bathroom (room to be demo'd)
- New shed dormer. Exterior walls of dormer line up with exterior walls on main floor
- Relocate window from existing Kitchen to new Mudroom (top sash of window only)
- Remove and infill window at Kitchen to accommodate new Kitchen design
- Relocate window at Dining to accommodate new Kitchen design (top sash of window only)
- New awning window at upstairs Bedroom at shed dormer
- New awning window at upstairs Bathroom
- Architectural shingles at front dormer roof
- New painted wood siding at front dormer (replace asphalt siding)
- New wood composite landing, steps, handrails and guards at Mudroom entrance at rear.

Right Side Elevation

- Remove existing shed dormer
- Chimney restored above rake
- Replace upper floor twin window with (2)2852 DH egress windows. Existing shutters to be removed (too short for new taller windows.) New wood louvered operable shutters to replace existing. Note: existing shutters are not bi-fold and are not wide enough to fully cover windows when closed. The new replacement shutters will be operable, but will also not be wide enough to cover the entire window when closed.
- Architectural shingles at front dormer roof
- New painted wood siding at front dormer (replace asphalt siding)

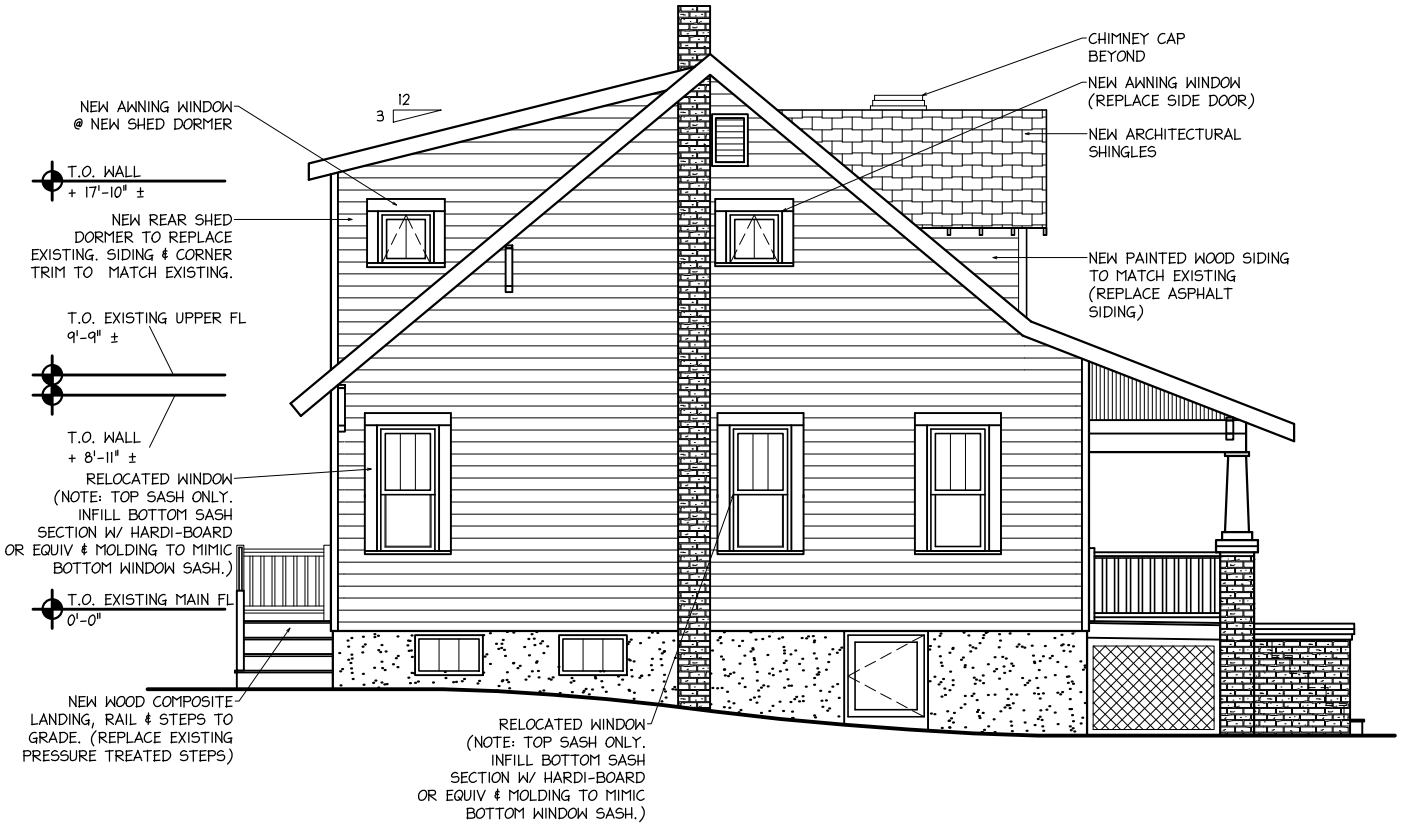
Rear Elevation

- Remove existing shed dormer and windows
- Remove pressure treated wooden steps
- Remove non-function brick flue at rear
- New shed dormer (walls of dormer to extend to exterior walls at rear and sides of existing structure)
- New painted wood windows at dormer
- New awning window at Main floor bathroom
- Replace rear door (at new Mudroom)
- New wood composite landing, steps, handrails and guards at Mudroom entrance.
- Architectural shingles

Please feel free to contact me if you have any additional questions regarding this project. The General Contractor, Chris Limbrick of Heritage, will be present for the ARB meeting to answer any questions or clarify the project scope as needed.

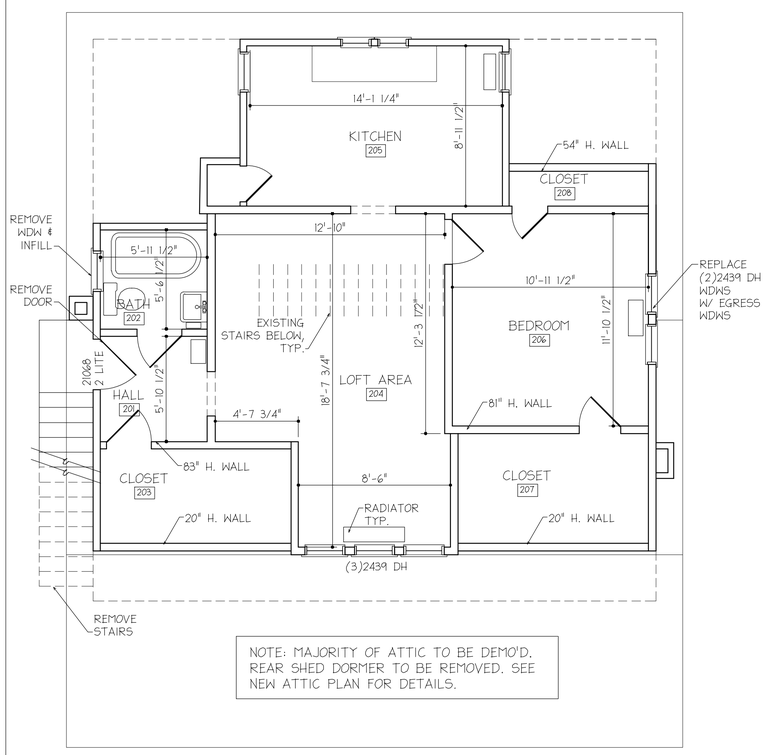
Sincerely,

Melissa T. Colombo
mcolombo@freelandengineeringpc.com
Freeland Engineering, PC



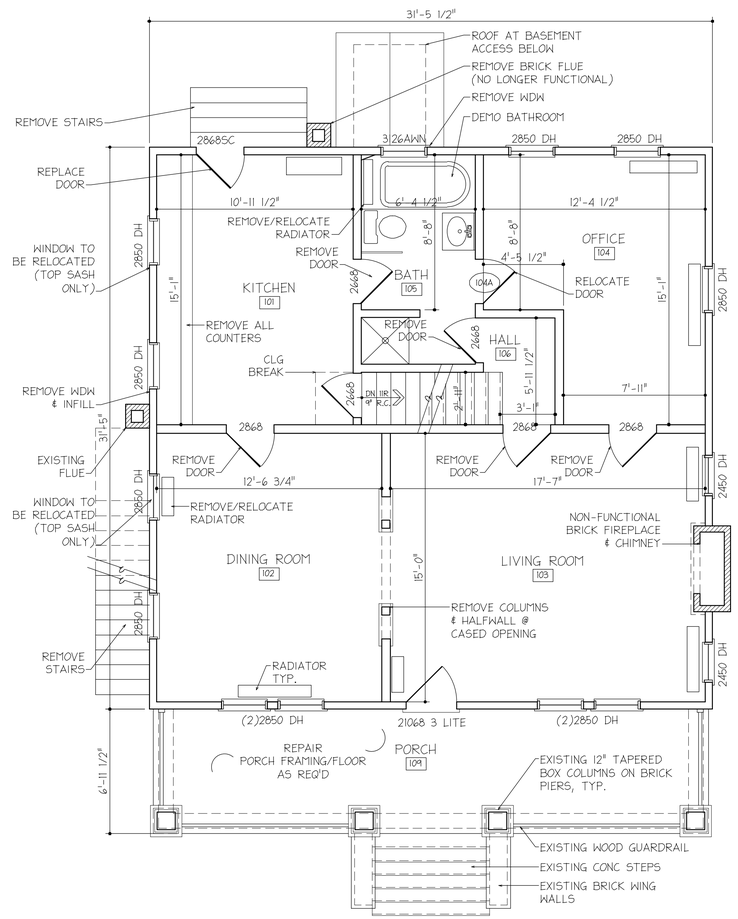
LEFT SIDE ELEVATION **REVISED** 1/4"=1'-0" 5

WHEN PRINTED ON 11X17, THIS DRAWING IS SCALED HALF THAN THE NOTED SCALE.

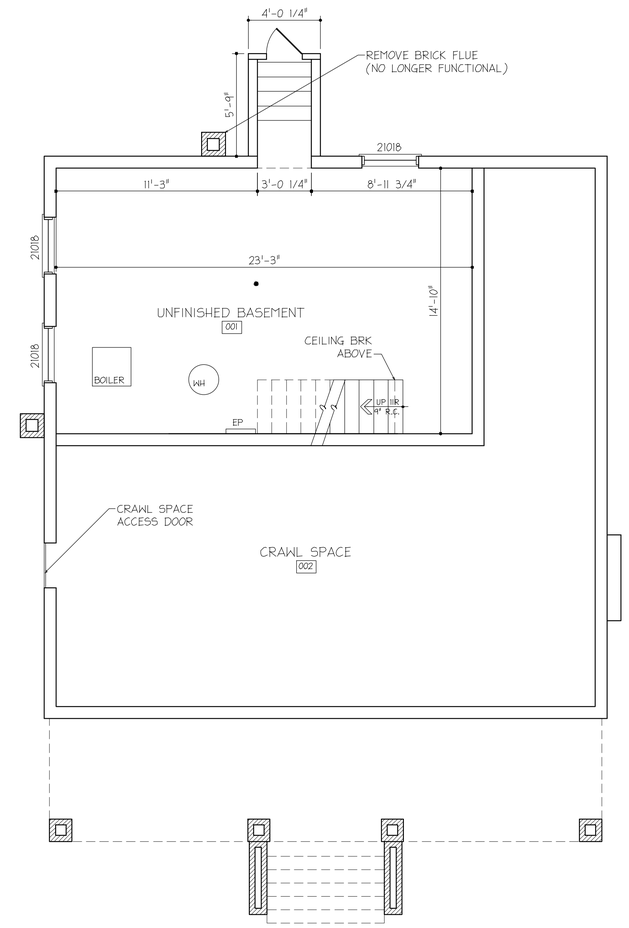


NOTE: MAJORITY OF ATTIC TO BE DEMO'D. REAR SHED DORMER TO BE REMOVED. SEE NEW ATTIC PLAN FOR DETAILS.

EXISTING ATTIC FLOOR PLAN 1/4"=1'-0" 3



EXISTING MAIN FLOOR PLAN 1/4"=1'-0" 2



EXISTING FOUNDATION PLAN 1/4"=1'-0" 1

Date:	Issue:	Rev #:	Initials:
2016-04-05	PRELIM		MTC
2016-04-06	PRELIM		MTC
2016-04-07	PRICING		MTC
2016-06-15	REVIEW		MTC
2016-06-16	ARB		MTC

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Carter Renovation
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Drawn By:	MTC
Designed By:	MTC
Checked By:	MMR
Project #:	3381
Date:	2016-06-16
Issue:	ARB
Sheet:	EXISTING BASEMENT, MAIN & ATTIC FLOOR PLANS
Sheet No:	A1.0

FILE: A1.0 - 3381 - CARTER RENOVATION PLOTTED: 6/16/2016 11:28 AM

WHEN PRINTED ON 11X17, THIS DRAWING IS SCALED HALF THAN THE NOTED SCALE.

Window Schedule		
Window		
Wdw #	Size	Notes
1	2'-8"x2'-8"	Top Sash of relocated window
2		NOT USED
3	2'-0"x2'-0"	New - Awning
4	2'-8"x5'-2"	New - Egress
5	2'-4"X2-4"	New - Interior - per client
6	2'-8"x1'-8"	New - Awning, Tempered

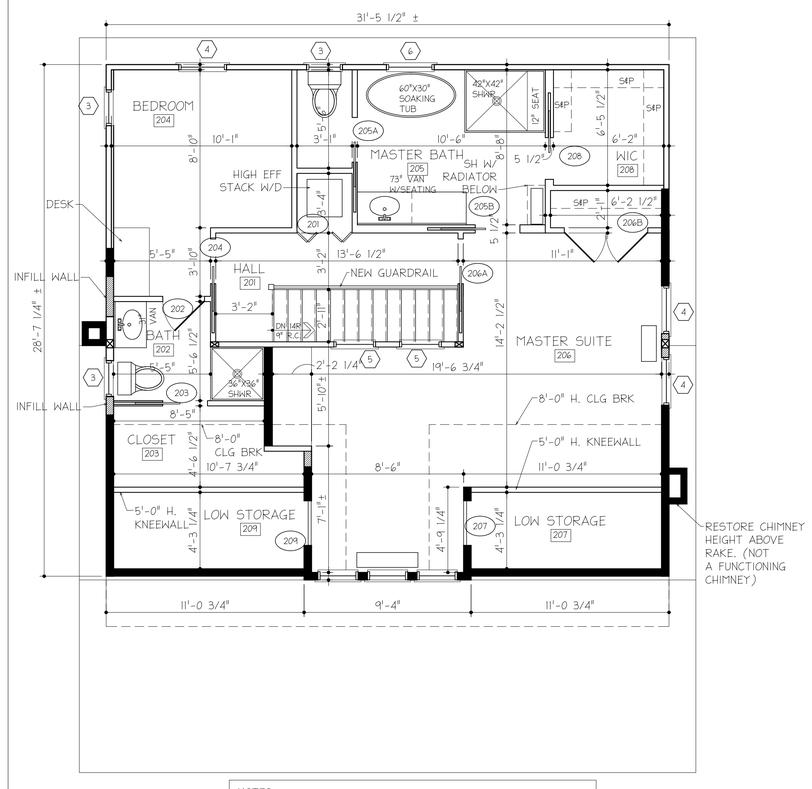
Notes:
1) Owner to select hardware with GC.
2) Relocated windows to be reglazed as req'd.
3) New windows to be Paint Grade, Low E glass to match existing windows.

New Door Schedule							
Door				Door Frame			
Door #	Size	Thickness	Material	Material	Finish	Hardware	Notes
103A	7'-8"x7'-0"	-	CO	WD	PNT	-	Size may vary - Opening at Stair
104A	2'-6"x6'-8"		SCW	WD	PNT	PL	Relocated Door
104B	(2) 2'-4"x6'-8"	1-3/4"	HC	WD	PNT	PASS	
105	2'-4"x6'-8"	1-3/4"	SCW	WD	PNT	PL	Pocket Door
106	2'-6"x6'-8"	1-3/4"	HC	WD	PNT	PASS	
107	2'-6"x6'-8"	1-3/4"	FVG	WD	PNT	PASS	Frosted Glass
108A	2'-8"x6'-8"	1-3/4"	FVG	WD	PNT	PASS	
108B	2'-8"x6'-8"	1-3/4"	FVG	WD	PNT	DB	Tempered - New door at existing opening
201	(2) 1'-6"x6'-8"	1"	WD	WD	PNT	PASS	Bifold - Louvered for ventilation
202	2'-6"x6'-8"	1-3/4"	SCW	WD	PNT	PASS	
203	2'-6"x6'-8"	1-3/4"	HC	WD	PNT	PASS	Pocket Door
204	2'-6"x6'-8"	1-3/4"	SCW	WD	PNT	PL	Pocket Door
205A	2'-6"x6'-8"	1-3/4"	SCW	WD	PNT	PL	Pocket Door
205B	2'-6"x6'-8"	1-3/4"	SCW	WD	PNT	PL	Pocket Door - in 2x6 wall
206A	2'-6"x6'-8"	1-3/4"	SCW	WD	PNT	PL	Pocket Door
206B	(2) 2'-4"x6'-8"	1-3/4"	HC	WD	PNT	PASS	
207	2'-6" X _	1"	-	WD	PNT	-	Access Panel
208	2'-4"x6'-8"	1-3/4"	SCW	WD	PNT	PASS	Pocket Door - in 2x6 wall
209	2'-6" X _	1"	-	WD	PNT	-	Access Panel

HC - Hollow Core
FVG - Full View Glass
HMTL - Hollow Metal
IM - Insulated Metal
OH - Overhead Door
PNT - Painted
SCW - Solid Core Wood
CO - Cased Opening
PL - Privacy Latch
PASS - Passage Lockset
DB - Deadbolt
TMP - Tempered Glass

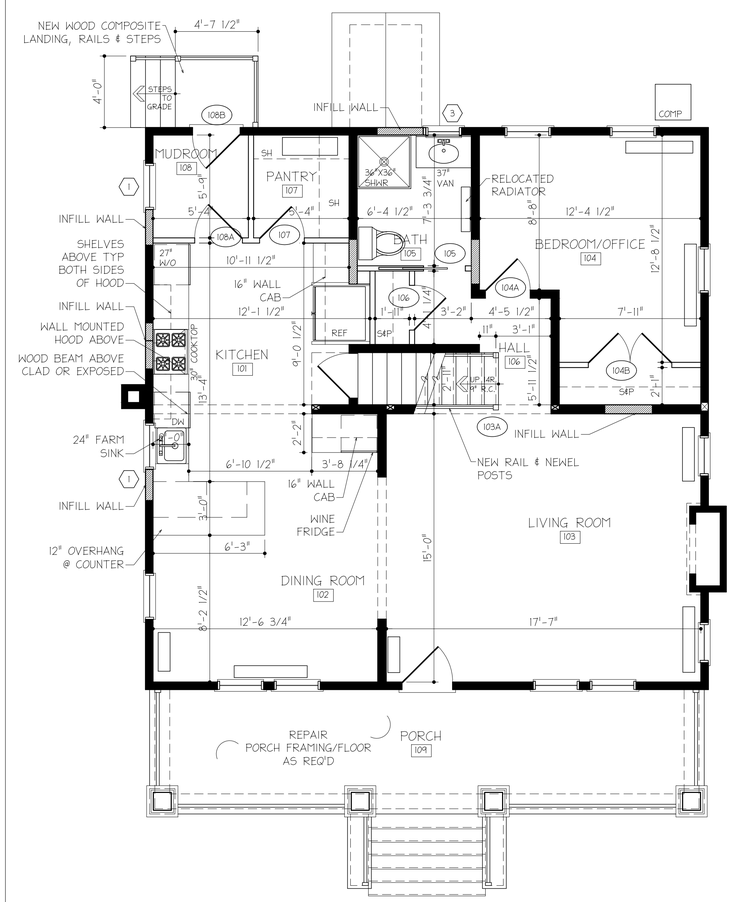
Notes:
1) Owner to select hardware with GC.
2) Doors to match existing style.

SCHEDULES 3



NOTES:
1. NEW ATTIC FLOOR AREA = 873 SQ FT
2. EXISTING ATTIC FLOOR AREA = 762 SQ FT
3. NEW FINISHED CEILING HEIGHT - 8'-0"
4. EXISTING WALLS TO REMAIN @ SOLID HATCHED AREA
5. INFILL EXISTING WALLS AT SINGLE HATCHED AREA
6. ALL NEW FRAMING WALLS ARE 3-1/2" U.N.O.
7. ENGINEER DORMER CEILING TO PROVIDE MORE HD HGHT
8. ENGINEER EXISTING RAFTERS/CLG JOISTS @ FRONT TO ACCOMMODATE TALLER FINISHED CEILING
9. ENGINEER NEW RIDGE BEAM & POSTS

NEW ATTIC FLOOR PLAN 1/4"=1'-0" 2



NOTES:
1. MAIN FLOOR AREA = 989 SQ FT
2. UNCONDITIONED AREA = 245 SQ FT
3. EXISTING FINISHED CEILING HEIGHT - 8'-11" ±
4. EXISTING WALLS TO REMAIN @ SOLID HATCHED AREA
5. INFILL EXISTING WALLS AT SINGLE HATCHED AREA
6. ALL NEW FRAMING WALLS ARE 3-1/2" U.N.O.

NEW MAIN FLOOR PLAN 1/4"=1'-0" 1

Date:	Issue:	Rev #:	Initials:
2016-04-05	PRELIM		MTC
2016-04-06	PRELIM		MTC
2016-04-07	PRICING		MTC
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2016-06-16	ARB		MTC

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Drawn By:	MTC
Designed By:	MTC
Checked By:	MMR
Project #:	3381
Date:	2016-06-16
Issue:	ARB
Sheet:	NEW MAIN & ATTIC FLOOR PLANS, SCHEDULES
Sheet No:	A1.1

FILE: A10 - 3381 - CARTER RENOVATION PLOTTED: 6/16/2016 11:28 AM

WHEN PRINTED ON 11X17, THIS DRAWING IS SCALED HALF THAN THE NOTED SCALE.

LEFT SIDE ELEVATION **SEE REVISED LEFT SIDE ELEVATION** 1/4"=1'-0" 5

RIGHT SIDE ELEVATION 1/4"=1'-0" 4

NOTES:
1. EXISTING EXTERIOR STAIRS & ATTIC DOOR TO BE REMOVED (LEFT SIDE ELEVATION)
2. ALL NEW WINDOWS (AS NOTED ON PLANS) TO BE PAINTED WOOD W/ TRUE DIVIDED LITE TO MATCH EXISTING WINDOW STYLE
3. ALL NEW WINDOWS, RELOCATED WINDOWS & DOORS TO HAVE PAINTED WOOD TRIM AND/OR SILLS TO MATCH EXISTING
4. NEW & INFILL SIDING TO BE PAINTED WOOD TO MATCH EXISTING
5. NEW CORNER TRIM TO BE PAINTED WOOD TO MATCH EXISTING
6. ALL WINDOW A/C UNITS TO BE REMOVED (NEW CENTRAL AIR SYSTEM TO BE INSTALLED)
7. CHIMNEY AT RIGHT SIDE ELEVATION TO BE REPAIRED/REBUILT ABOVE EXISTING RAKE W/ BRICK TO MATCH EXISTING BRICK AT CHIMNEY. (NOT A FUNCTIONING CHIMNEY.)

ELEVATION NOTES 3

REAR ELEVATION 1/4"=1'-0" 2

FRONT ELEVATION 1/4"=1'-0" 1

Date:	Issue:	Rev #:	Initials:
2016-04-07	PRICING		MTC
2016-06-15	REVIEW		MTC
2016-06-16	ARB		MTC

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Fredericksburg, VA 22401

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Drawn By:	MTC
Designed By:	MTC
Checked By:	MMR
Project #:	3381
Date:	2016-06-16
Issue:	ARB
Sheet:	ELEVATIONS & ELEVATION NOTES

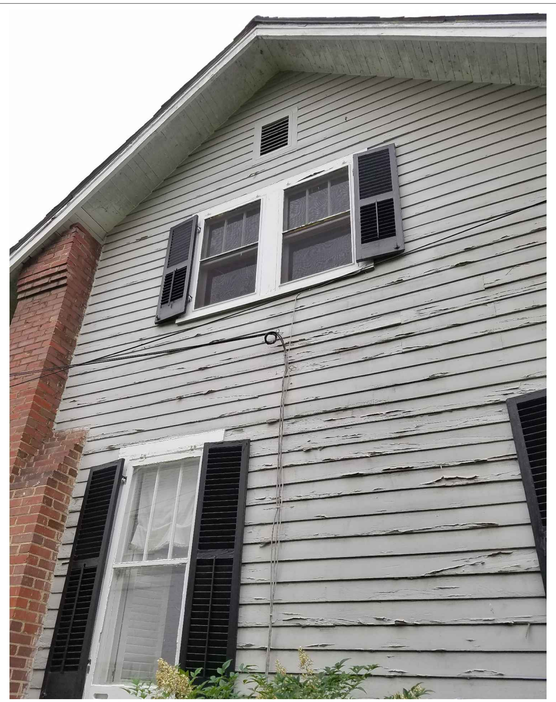
Sheet No: A2.0

FILE: A20 - 3381 - CARTER RENOVATION PLOTTED: 6/16/2016 11:28 AM

VIEW FROM LEFT FRONT PROPERTY CORNER | 6

EXISTING LEFT SIDE ELEVATION | 5

EXISTING RIGHT SIDE ELEVATION (& PARTIAL FRONT) | 4



CHIMNEY & SHUTTER DETAILS | 3

EXISTING REAR ELEVATION (& PARTIAL RIGHT SIDE) | 2

EXISTING FRONT ELEVATION | 1

Date:	Issue:	Rev #:	Initials:
2016-06-16	ARB		MTC

Freeland Engineering, P.C.

10814 Courthouse Rd
Fredericksburg, VA 22408
Ph: 540.898.3092
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Email: rfreeland@FreelandEngineeringPC.com

Carter Renovation

203 Princess Elizabeth Street
Fredericksburg, VA 22401

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Drawn By:	MTC
Designed By:	MTC
Checked By:	MMR
Project #:	3381
Date:	2016-06-16
Issue:	ARB
Sheet:	EXISTING ELEVATION PHOTOS & DETAILS
Sheet No:	A2.1

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for new accessory structure at 1308 Caroline Street

ISSUE

Susan and Chuck Fennell request a Certificate of Appropriateness to construct a new detached garage to the rear of this single-family residence.

RECOMMENDATION

Approval of the application as submitted, with the option to shift the location of the garage up to three feet in any direction to accommodate use of the shared easement.

APPLICABLE HISTORIC DISTRICT DESIGN & STANDARDS GUIDELINES

Standard 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 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.

City Code Section 72-23.1 D(1)

(1) New construction. No building or structure shall be erected or reconstructed within the HFD, unless approved by the ARB as being architecturally compatible with the historic landmarks, buildings, structures and areas located therein. The ARB shall, in making its decisions, consider the characteristics of a proposed building or structure as they affect and relate to the district, including the following elements:
    (a) Site planning (continuity of street edge, spacing between buildings, fences and walls, parking);
    (b) Building scale (size, height, facade proportions);
    (c) Building massing (form, roof shape, orientation);
    (d) Roof (shape, pitch, overhang, dormers, skylights, chimneys);
    (e) Windows (type, shape and proportion, rhythm and balance, blinds/shutters);
    (f) Doorways (placement and orientation, type);

(g) Storefronts (materials, architectural details);
(h) Exterior architectural elements (entrances, porches and steps, cornices);
(i) Materials (wall surfaces, foundation, roof); and
(j) Miscellaneous details (trim, gutters and leaders, louvers/vents, lighting, public utilities).

BACKGROUND

The residence at 1308 Caroline Street is a two-story Craftsman-style residence clad in weatherboard and topped by a hipped roof clad in asphalt shingles. Constructed c.1910, character-defining features include wide overhanging eaves, scrolled brackets, and herringbone-patterned cladding in the projecting front-gabled block and the front-gabled central dormer. A full-width, shed-roofed, one-story porch with square posts and chamfered blocks projects off the front elevation. This property is a contributing structure in the Historic District.

The applicants are proposing to construct a one-and-one-half story detached garage to the rear of the property. A 10-foot shared alley between this residence and the neighboring property at 1310 Caroline Street will provide access to the garage. The garage door is located on the north elevation. A two-story inset front gable is located on the east-facing front elevation as well as a small portico which shelters a single entry door. The structure is topped by a side-gabled roof. The height of the structure, measured halfway between the peak and the eave, will be 16 feet 3 inches, and the structure will be set 8 feet from the rear property line. Visibility of the structure from the public right-of-way will be extremely limited.

Construction details of the garage are as follows:

- Foundation walls will be constructed of parged CMU
- The cladding will be smooth-finish hardie board siding with a five-inch exposure; the herringbone-patterned gable ends will also be created with hardie board
- Trim materials will be TruExterior by Boral
- The roof will be covered in architectural asphalt shingles and have overhanging eaves and exposed rafter ends.
- The windows will be Marvin Integrity All-Ultrex fiberglass windows

Staff finds the proposed design architecturally compatible with the character of the structure and the District; however, there is concern from the neighboring property owners at 1310 Caroline Street over potential obstruction of the shared access easement running between the two houses. The ARB's review does not extend to private easements or resolution of civil matters. Therefore, staff recommends providing the applicants with some flexibility with regard to the exact location of the garage structure to allow for continued cooperation with their neighbors and prevent an unnecessary delay in their project. Staff recommends approval of the detached garage with the option to shift the location three feet in any direction to accommodate use of the shared access easement.

APPROVAL CRITERIA

Criteria for evaluating new construction are found in City Code Section 72-23.1 D(1).

Site planning (continuity of street edge, spacing between buildings, fences and walls, parking)	The proposed garage is sited to the rear of the property and offset 8 feet from the rear property line. The shared 10-foot alley is maintained. Additionally, the lot is wider at the rear of the property and the garage is offset 20 feet from the north property line in this area.
Building scale (size, height, facade proportions)	The building footprint will be approximately 24 feet by 33 feet 6 inches, with a height of 16 feet 3 inches (measured as the midpoint between the roof peak and eave).
Building massing (form, roof shape, orientation)	This simple cross-gabled structure is compatible with and references the details of the primary structure on the site, but remains subordinate in location and design.
Roof (shape, pitch, overhang, dormers, skylights)	Side-gabled roof with inset front gable, wide overhanging eaves, and exposed rafter ends. A secondary slope covers the projecting rear section.
Windows (type, shape and proportion, rhythm and balance, blinds/shutters)	Paired six-over-one Marvin Integrity All-Ultrex fiberglass windows on the front and side elevations. No windows on the rear elevation.
Doorways (placement and orientation, type)	Door details not provided as doors will not be visible from the public right-of-way.
Storefronts (materials, architectural details)	Not applicable.
Exterior architectural elements (entrances, porches and steps, cornices)	Details of the accessory structure to match the primary residence.
Materials (wall surfaces, foundation, roof)	Parged CMU foundation, Hardie siding, asphalt shingle roof
Miscellaneous details (trim, gutters and leaders, louvers/vents, lighting, public utilities)	Trim material is Boral TruExterior poly-ash composite.

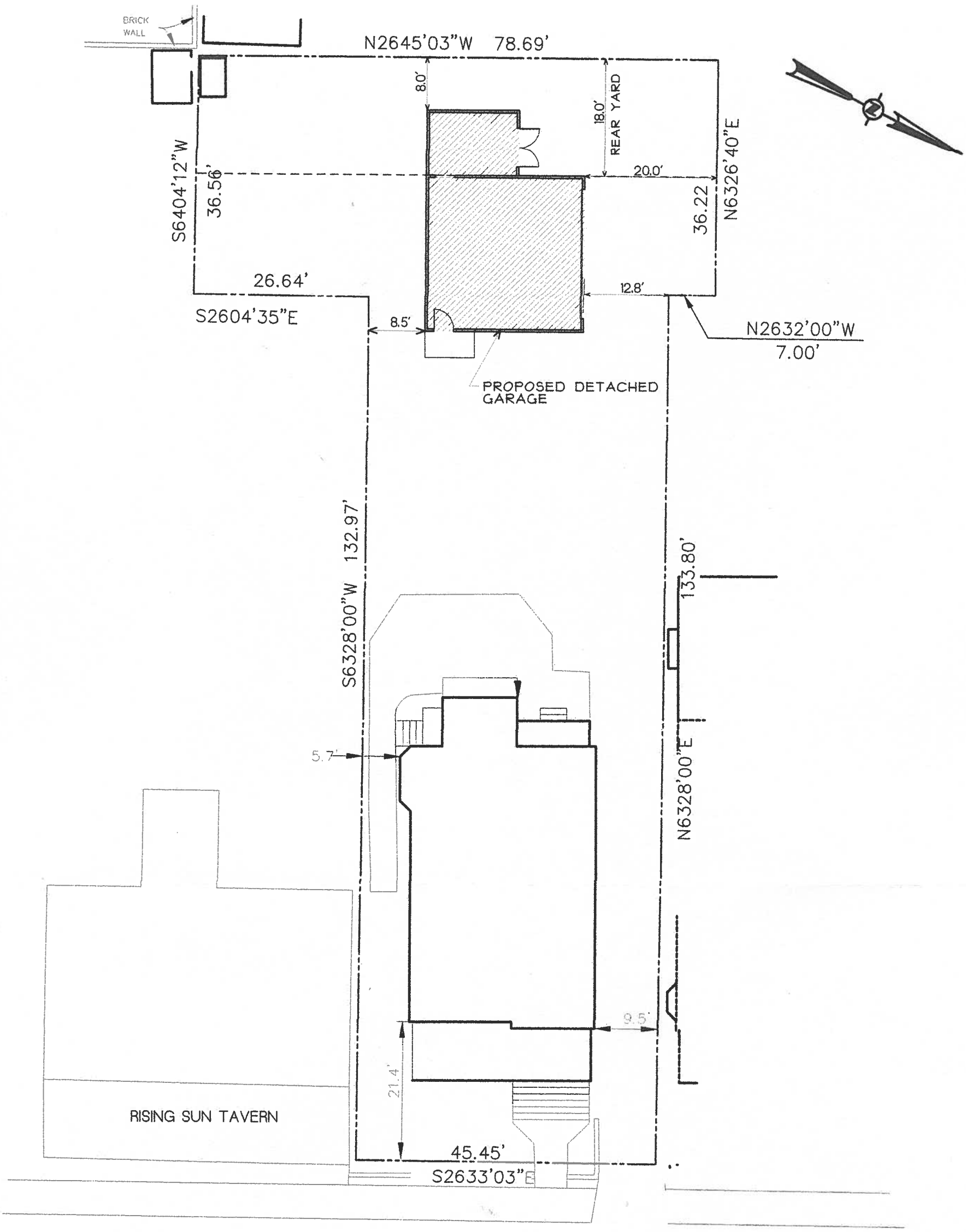
Attachments:

1. Aerial photograph showing property location
2. Photograph, view from public right-of-way
3. Design drawings provided by applicant

AERIAL

EAST (FRONT) ELEVATION

View from the Caroline Street public right-of-way
Arrow shows location of proposed garage



1308 CAROLINE ST

DETACHED GARAGE: EXTERIOR MATERIALS

1. PARGE CMU FOUNDATION WALLS.

2. BOARD SIDING SHALL BE SMOOTH PLANKS BY JAMES HARDIE, OR OWNER-APPROVED EQUAL, 5 INCH EXPOSURE. PREFINISHED AS SELECTED BY OWNER FROM MANUFACTURER'S STANDARD PALETTE.

3. DIAGONAL BOARD AND BATTEN SIDING SHALL BE BY JAMES HARDIE; INSTALL HARDIPANEL AND FINISH WITH 1x3 BATTENS @ 8" ON CENTER. SEE ELEVATIONS.

4. TRIM SHALL BE TRU-EXTERIOR BY BORAL OR ARCHITECT-APPROVED EQUAL, AS FOLLOWS:

   CORNER BOARDS: 1x4
   DOOR AND WINDOW CASING: 1x4 AT JAMBS, 1x6 AT HEADS
   FASCIA, FRIEZE AND RAKE BOARDS: SEE DETAILS

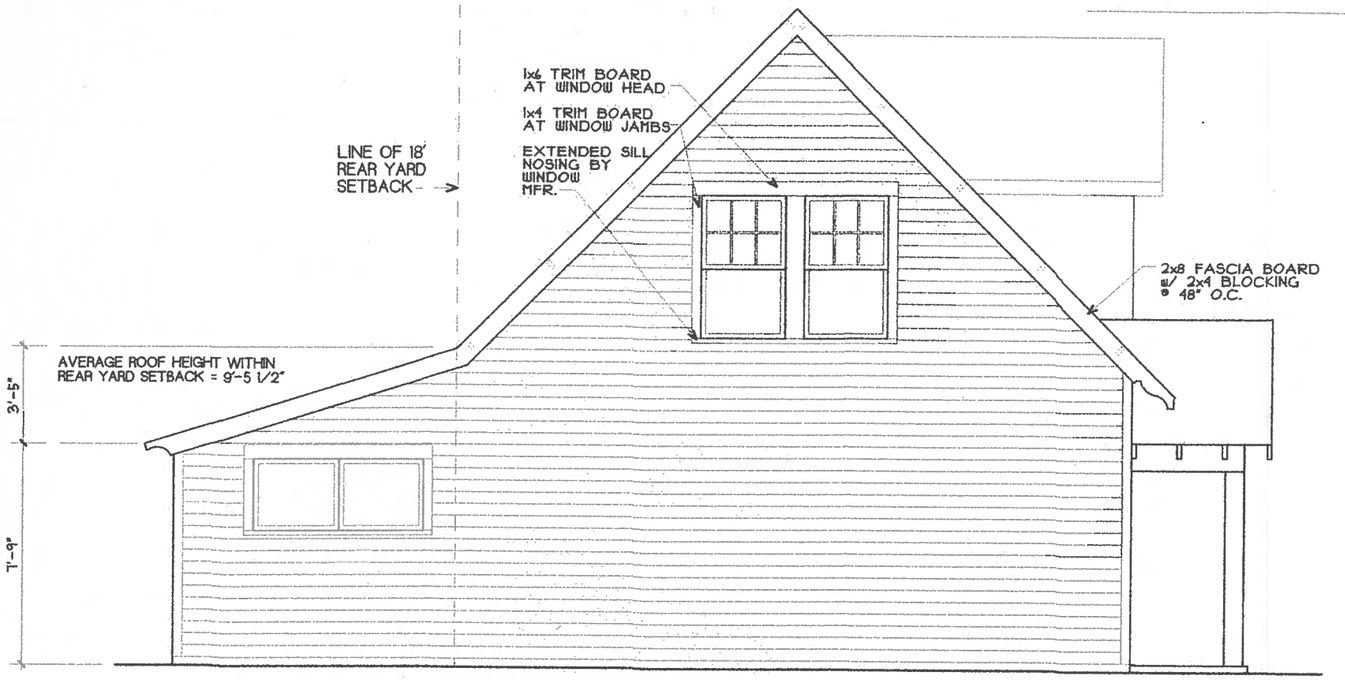
INSTALL METAL FLASHING OVER ALL HORIZONTAL TRIM BOARDS.

5. ROOF SHEATHING SEEN FROM BELOW AT OVERHANGS SHALL BE 5/8" T1-11 PANELS WITH 4" O.C. GROOVES.

6. INSTALL RIDGE VENT AND 2" DIAMETER ALUMINUM VENTS IN 2x BOARDS BETWEEN EXPOSED RAFTER ENDS.

7. INSTALL 30-YEAR ARCHITECTURAL SHINGLES (COLOR AS SELECTED BY OWNER) ON 30# ROOFING FELTS WITH ICE DAM PROTECTION MEMBRANE AT ALL EAVES EXTENDING MIN. 24" BEYOND EXTERIOR WALLS, AND WITH METAL TERMINATIONS AT ALL EDGES.

8. WINDOWS SHALL BE MARVIN INTEGRITY ALL-ULTREX, COLOR AS SELECTED BY OWNER.

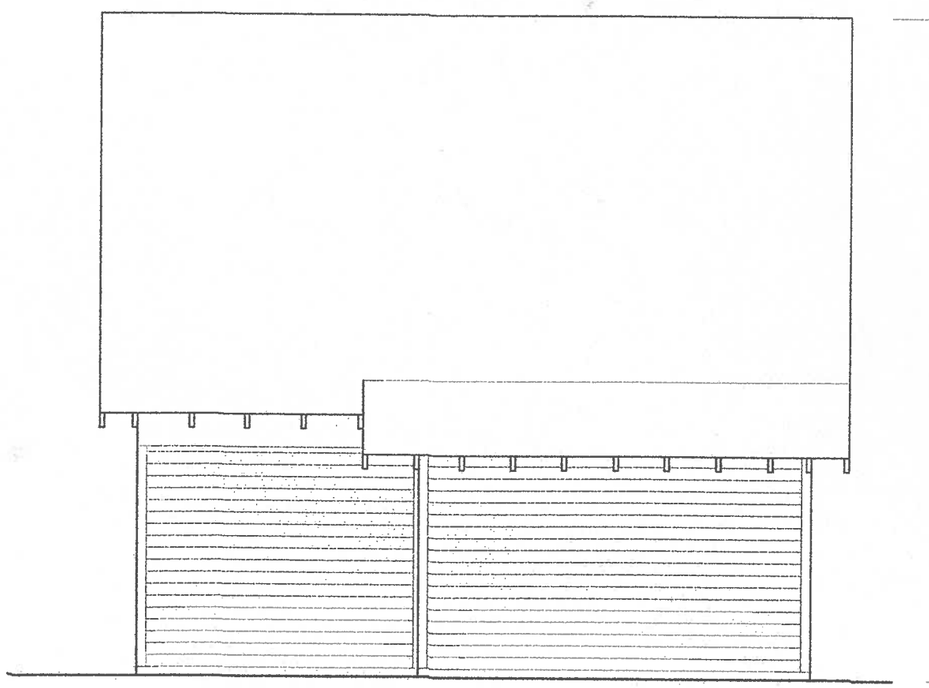


SIDE (SOUTH) ELEVATION

3/16" = 1'-0"

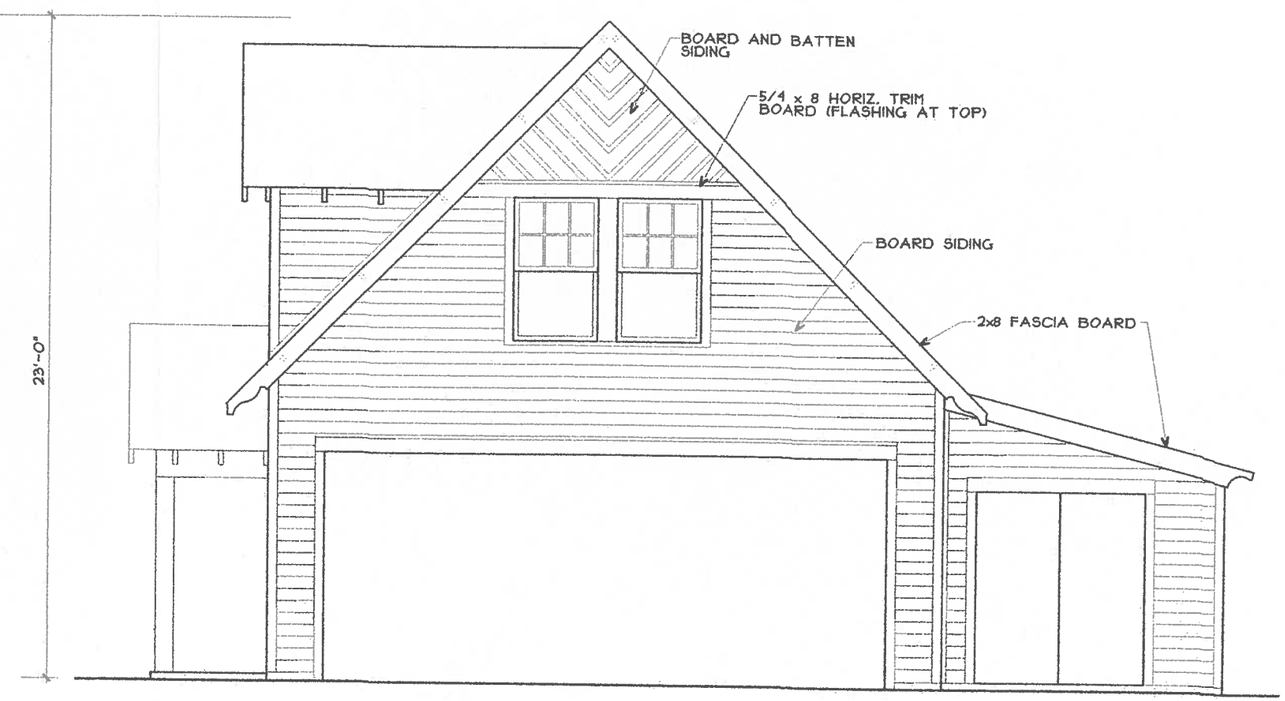
FRONT (EAST) ELEVATION

3/16" = 1'-0"



REAR (WEST) ELEVATION

3/16" = 1'-0"



SIDE (NORTH) ELEVATION

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for exterior alteration at 520 Caroline Street

ISSUE

MJ Stone requests a Certificate of Appropriateness to construct a wood pergola behind the Agora Downtown business.

RECOMMENDATION

Approval of the Certificate of Appropriateness for the request as submitted.

APPLICABLE HISTORIC DISTRICT DESIGN STANDARDS & GUIDELINES

Standard 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 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.

BACKGROUND

The structure at 520 Caroline Street is a simple frame building constructed c.1790 and displays elements of the vernacular Federal style common in Fredericksburg during the period. The front-gabled structure is clad in weatherboard and rests on a raised Flemish-bond brick foundation. Three pedimented gable-front dormers with double-hung sash windows are spaced across each of the side gable slopes. A mix of multi-light, double-hung, wood sash windows characterizes the front and side elevations. The addition to the rear was completed in 2012. The building is identified as contributing to the significance of the District.

The applicant is proposing to provide outdoor seating for the Agora Downtown coffee shop by constructing a wood pergola at the rear of the structure, in the open space between a shed and the rear wall of the addition. The pergola will be constructed of pressure-treated wood, 12 feet wide by 27 feet long, with solid concrete footings buried to a depth of 24 inches. Clear, corrugated plastic roofing will be installed on top of the spaced rafters and slats. The pergola will be minimally visible from the public

right-of-way and will not impact the historic structure. The design and materials are compatible with the character of the Historic District and staff recommends approval.

APPROVAL CRITERIA

Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
X			(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
		X	(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

X			(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

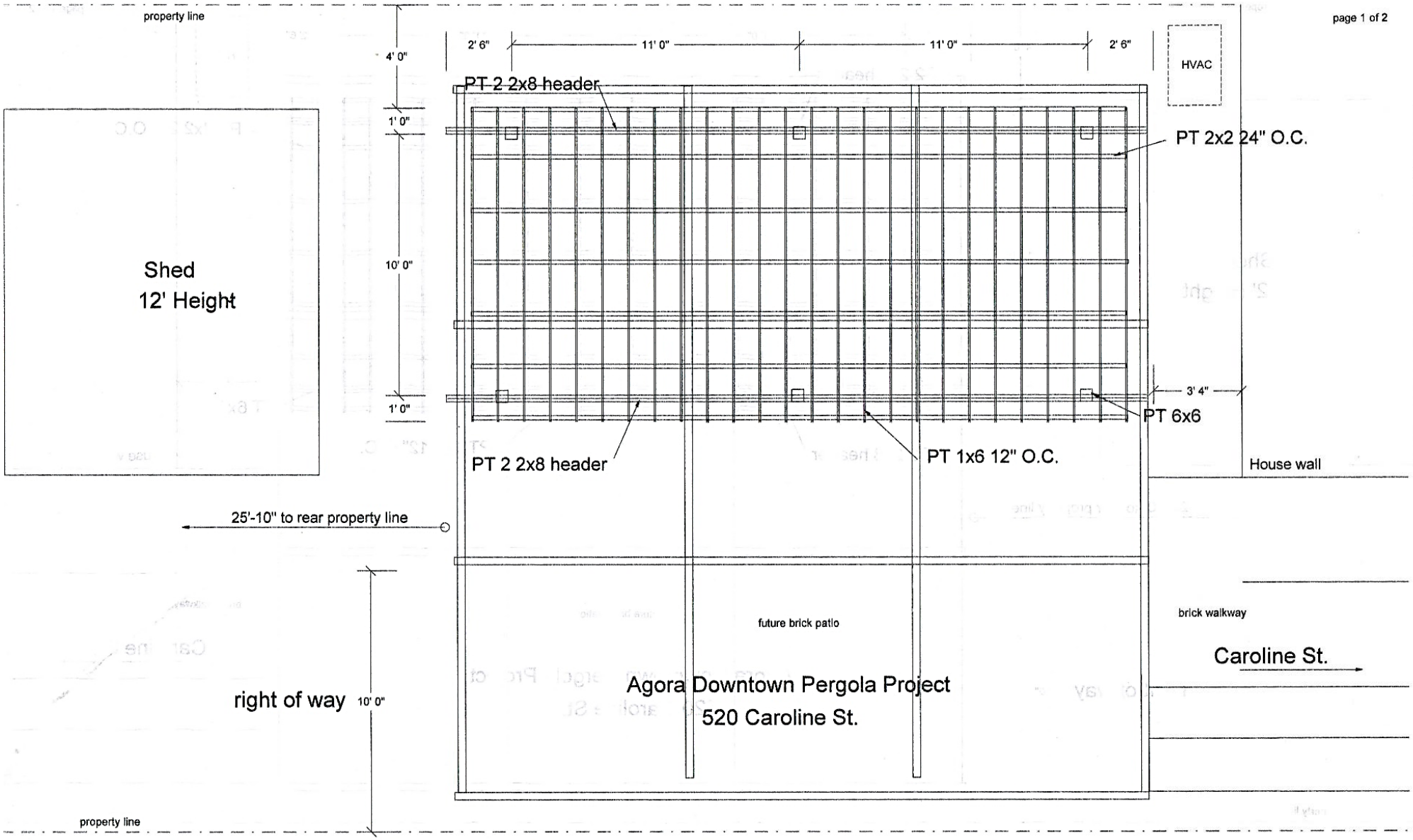
Attachments:

1. Aerial photograph showing property location
2. Photograph, view from public right-of-way
3. Pergola drawings
4. Photograph, example of similar pergola

AERIAL

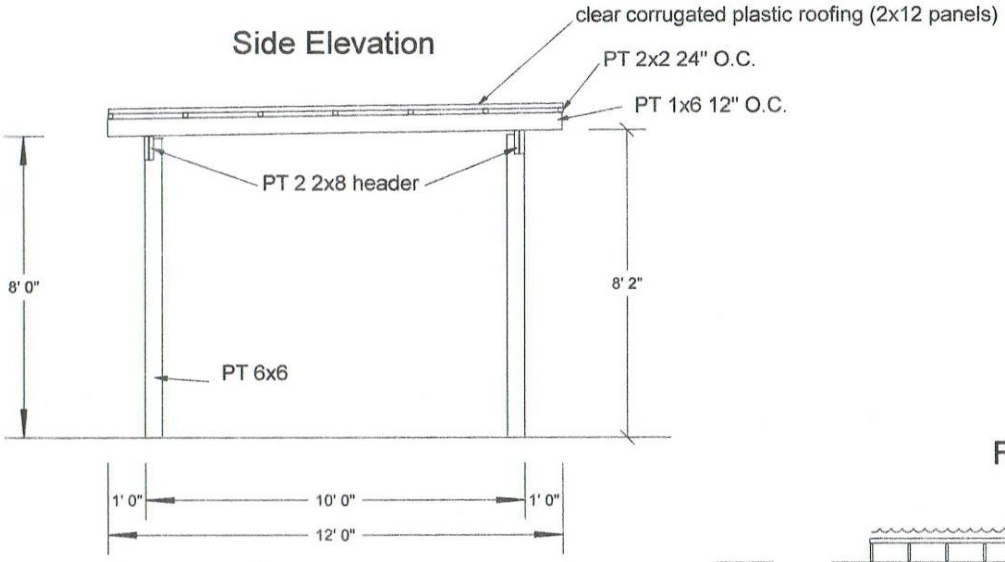
EAST (FRONT) ELEVATION

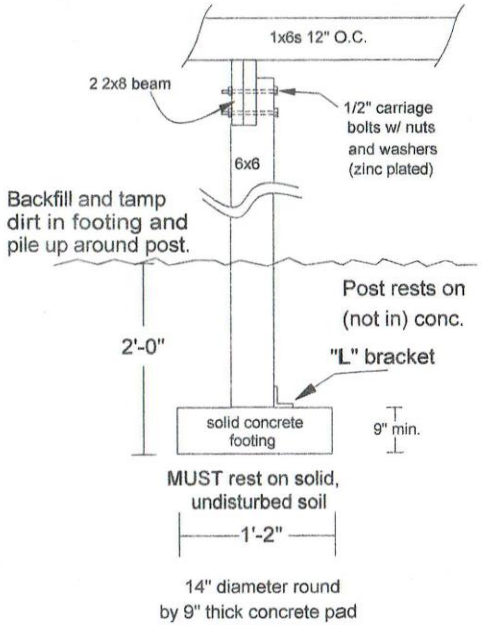
View from Caroline Street sidewalk, arrow showing pergola location


property line
4' 0"
2' 6"
11' 0"
11' 0"
2' 6"
HVAC
PT 2 2x8 header
PT 2x2 24" O.C.
1' 0"
Shed
12' Height
10' 0"
3' 4"
1' 0"
PT 6x6
PT 2 2x8 header
PT 1x6 12" O.C.
House wall
25'-10" to rear property line
future brick patio
brick walkway
Caroline St.
right of way
10' 0"
Agora Downtown Pergola Project
520 Caroline St.
property line

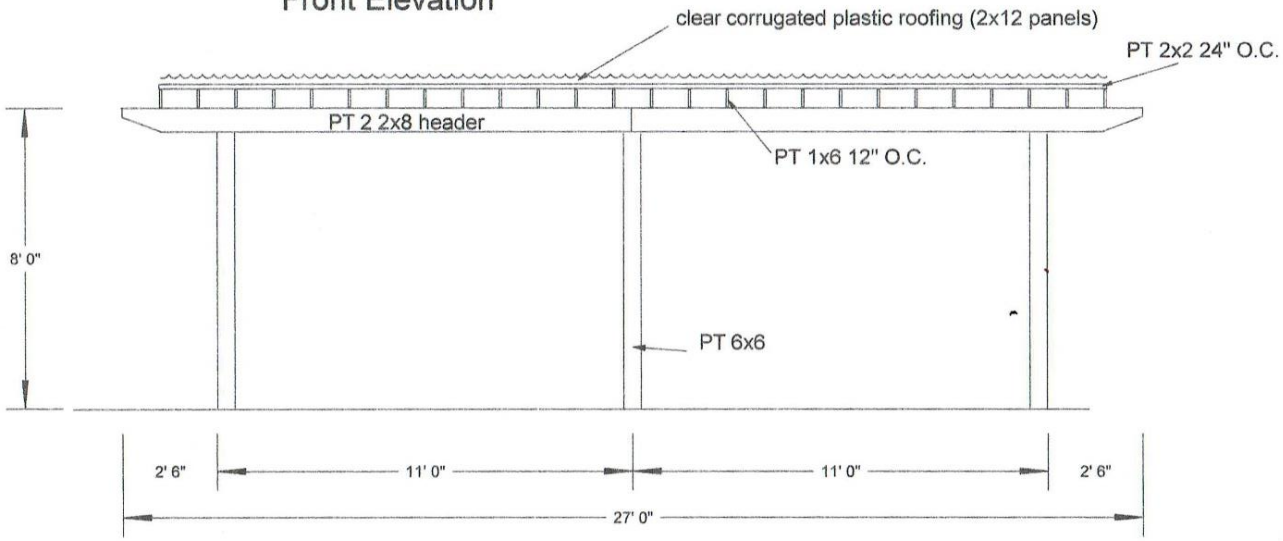
Agora Downtown Pergola Project
520 Caroline St.

Side Elevation





Front Elevation



Example of the pergola design proposed by the applicant.

PLANNING COMMISSION
CITY OF FREDERICKSBURG, VIRGINIA
AGENDA
July 13, 2016
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF MINUTES

- **June 8, 2016 – Regular Meeting**

PUBLIC HEARINGS

4. **CPCR-01: Fredericksburg City Public Schools r**equests a Comprehensive Plan Compliance Review to determine if a proposed public school bus facility is substantially in accord with the 2015 Comprehensive Plan per the Code of Virginia, Section 15.2-2232. The facility is proposed to be located at 1100 Belman Road (GPIN 7778-99-5990) within the Battlefield Industrial Park and is zoned I-2, General Industrial.

5. **SUP2016-02 - Catherine Dodd (owner),** requests a special use permit for a bed and breakfast at 325 Braehead Drive (GPIN 7778-75-8585) in the R-4 Residential (R4) Zoning District. The Comprehensive Plan designates the area where the subject properties are located as 'Low Density Residential,' which recommends residential development at four units per acre.

6. **RZ2016-02 - The City of Fredericksburg** requests an amendment to Ordinance 14-06 to amend the zoning on a 0.806 acre property from Residential 12 (R-12) to Residential 2 (R-2). The 0.806 acre property identified as GPIN 7870-00-3906 has no assigned address but is generally located on the west side of Wicklow Drive between the Bragg Hill townhomes fronting on Rann Court to the south and the Sunshine Ballpark to the north. The proposed rezoning is to address a property records error made with Ordinance 14-06 that led to the rezoning of this parcel from R-1 to R-12 instead of the City's intended rezoning of the parcel from R-1 to R-2. The R-2 residential zoning district permits two residential units per acre. The Comprehensive Plan designates the area for Low Density Residential, which has a general recommended density of four units per acre.

GENERAL PUBLIC COMMENT

7. *A general public comment period is provided at each regular meeting for comments by citizens regarding any matter* ***related to Commission business that is not listed on the Agenda for Public Hearing****. The Chair will request that speakers*

*observe the **three-minute time limit** and yield the floor when the Clerk indicates that their time has expired. No dialogue between speakers will be permitted.*

NEW BUSINESS

OTHER BUSINESS

8. Planning Commissioner Comment
9. Planning Director Comments

ADJOURNMENT

COA 2016-30

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: July 11, 2016
SUBJECT: Certificate of Appropriateness for exterior alteration at 319 Prince Edward Street

ISSUE

Matt Revell requests a Certificate of Appropriateness to construct a new two-story rear addition, alter the roofline, and install a new front porch on this single-family residence.

BACKGROUND

At the June 13, 2016 hearing of the ARB, the Board approved demolition of the one-story rear addition to this c.1890 residence. The remainder of the application, including construction of a new two-story addition and other exterior alterations, was continued to a subsequent meeting to allow for additional design consideration. The applicant is attending the July 11 meeting to discuss the design of the addition and alterations with the Board. An additional public hearing will be held before the Board can take action on the application.

MEMORANDUM

TO: ARCHITECTURAL REVIEW BOARD
FROM: Kate Schwartz, Historic Resources Planner
DATE: June 13, 2016
SUBJECT: Certificate of Appropriateness for demolition and exterior alteration at 319 Prince Edward Street

---

ISSUE

Matt Revell requests a Certificate of Appropriateness to demolish the one-story rear addition, construct a new two-story rear addition, alter the roofline, and install a new front porch on this single-family residence.

RECOMMENDATION

Partial approval of the Certificate of Appropriateness for demolition of the rear one-story addition.

Continue the application for new construction to the July 11, 2016 hearing of the ARB.

APPLICABLE HISTORIC DISTRICT DESIGN GUIDELINES

City Code Section 72-23.1 D(3)
Demolition, Removal or Relocation

(a) No historic landmark, building or structure within the HFD shall be razed, demolished, or moved until the razing, demolition or moving thereof is approved by the ARB. In determining the appropriateness of any application for the razing, demolition, or moving of a building or structure, the ARB shall consider the following criteria:
   1. The architectural significance of the building or structure.
   2. The historical significance of the building or structure.
   3. Whether a building or structure is linked, historically or architecturally, to other buildings or structures, so that their concentration or continuity possesses greater significance than the particular building or structure individually.
   4. The significance of the building or structure or its proposed replacement in furthering the Comprehensive Plan's goals.
   5. The condition and structural integrity of the building or structure, as indicated by documentation prepared by a qualified professional or licensed contractor, or other information, provided to the board for examination. The City Manager may obtain an assessment from a qualified professional or licensed contractor to assist the ARB or City Council in rendering a decision.
   6. Effect on surrounding properties.

7. Inordinate hardship. This inquiry is concerned primarily with the relationship between the cost of repairing a building or structure and its reasonable value after repair. An inordinate hardship is an instance when preservation will deprive the owner of reasonable economic use of the property.

Building Massing – Additions (pg. 76)
Additions to buildings, whether commercial or residential, should follow the preceeding guidelines. Furthermore, the following guidelines need to be considered because of the high visual impact additions can have on existing structures.

Construction Guidelines

1. Before a building is enlarged, the needed functions an addition is meant to address should be evaluated to see if they can be accommodated within the existing structure.
2. An addition, when needed, should not visually overpower the existing structure.
3. Locate additions on the rear or side (secondary) elevations. If an additional floor is to be constructed on top of a building, it should be set back from the main facade to minimize its visual impact.
4. To avoid compromising the integrity of historic buildings, additions should not be made to look older than they are. New construction should be differentiated from the old while still being compatible with the massing, scale, and architectural features of the original building. Replicas only confuse the importance of the original architecture.
5. Additions should be constructed so as not to impair the essential form and integrity of the original building.

BACKGROUND

This c.1890 residence, located at the corner of Frederick and Prince Edward Streets, is one of a large number of late 19th and early 20th-century modest Folk Victorian dwellings clustered to the north and south of the urban core. This is a two-story, two-bay, shed-roof, wood-frame dwelling displaying elements of the Italianate and Colonial Revival styles. A one-story shed-roofed section extends off the rear of the primary two-story mass. Distinctive features include the dentillated cornice, six-over-six double-hung sash windows, weatherboard siding, and a stretcher-bond brick foundation. The residence is a contributing structure in the Historic District.

A series of alterations and additions have modified the form of this structure over the years. The 1891 Sanborn Fire Insurance Map depicts what is likely the original form with a one-story wing extending from the rear east-facing elevation. Later maps show a variety of rear additions to the structure, and additional dwellings are even shown on the same lot in 1907, 1912, 1919, and 1947. The current rear addition, clad in vertical boards, was constructed after 1947. A 1989 ARB application indicates that this rear addition dates to the 1960s. The addition does not contribute to the historic significance of the structure.

The original structure, located closest to Prince Edward Street, appears to be structurally stable with the exception of a failed second-story roof. This has currently been stabilized. However, the roof on the rear addition failed several years ago and has caused that area to become wet and unstable. This deteriorated

area is contributing to the migration of moisture into the original structure. There is a clear delineation between this addition and the original structure, and staff is concerned that the moisture issues in the addition will cause accelerated deterioration in the original structure. The addition can be removed without damage to the primary structure, and staff recommends approval of the demolition in order to prevent further deterioration of the 1890s residence.

The applicant proposes to construct a new two-story addition on the residence, using the c.1927 building footprint as a model for the new addition. In addition, a second story would be added to the rear half of the original portion of the structure. To accommodate the new addition and allow the roof to shed water, the applicant proposes to alter the roofline and angle the shed roof towards the street rather than the rear of the house. Staff recommends a shallower roof pitch than that depicted in the submitted image to ensure that the façade retains its original appearance from street level.

The applicant also proposes to remove the existing front porch and replace it with a wood-framed porch that wraps the west and north elevations. The existing porch is a mid-20th-century addition, not constructed until after 1947. Wrap-around porches are less common in the district than full-width front porches; however, this structure is located on a large corner lot and staff believes that this arrangement would not have an adverse impact on the character of the structure or the district.

Staff finds that the site planning and scale of the proposed addition meet the standards of the Historic District, but recommends continuation of the application to allow for additional consideration of the massing and design details.

APPROVAL CRITERIA

Criteria for evaluating demolitions are found in City Code Section 72-23.1 D(3).

The architectural significance of the building.	The 1960s addition is not architecturally significant.
The historical significance of the building.	The 1960s addition is not historically significant.
Whether a building or structure is linked, historically or architecturally, to other buildings or structures, so that their concentration or continuity possesses greater significance than the particular building or structure individually.	This addition does not contribute to the architectural significance of the structure or the district because it was constructed outside of the period of significance. Its removal would not impact the significance of the primary structure.
The significance of the building or structure or its proposed replacement in furthering the Comprehensive Plan's goals.	The proposed project furthers the goals of the comprehensive plan by rehabilitating a currently blighted property.
The condition and structural integrity of the building or structure.	Poor; the addition is extremely deteriorated and cannot be reasonably rehabilitated. Moisture and degradation in this addition is threatening the condition of the original 1890s structure.
Effect on surrounding properties.	Removal will enhance use of the site and will not adversely impact the historic character.
Inordinate hardship.	Unknown.

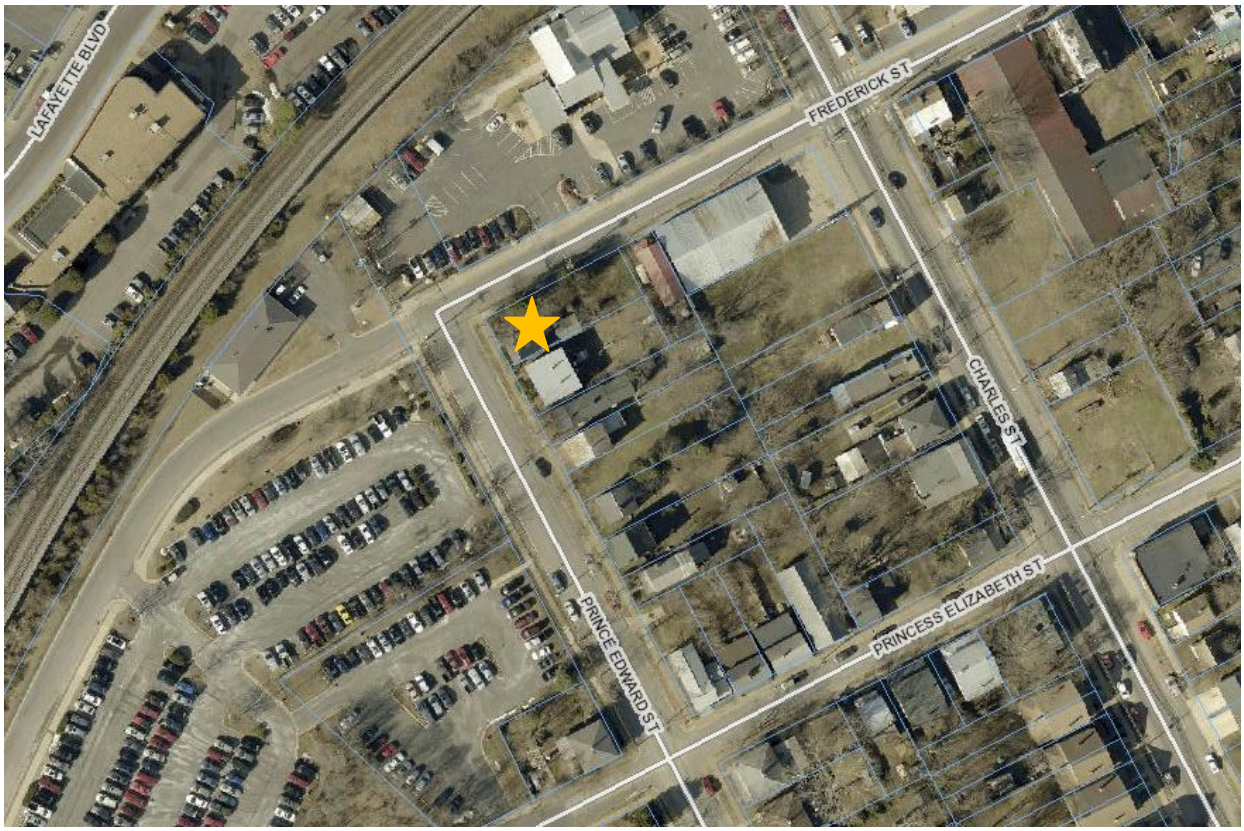
Criteria for evaluating proposed changes are found in City Code Section 72-23.1.D.2 and are based on the United States Secretary of the Interior's Standards for Rehabilitation.

S	D	NA	S – satisfies D – does not satisfy NA – not applicable
X			(1) Every reasonable effort shall be made to provide a compatible use for a property by requiring minimal alteration of the building, structure, or site and its environment, or by using a property for its originally intended purposes.
X			(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.
X			(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no basis and which seek to create an earlier appearance shall be discouraged.
X			(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
X			(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
X			(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Replacement of missing architectural features should be based on historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
		X	(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
		X	(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
X			(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

X			(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

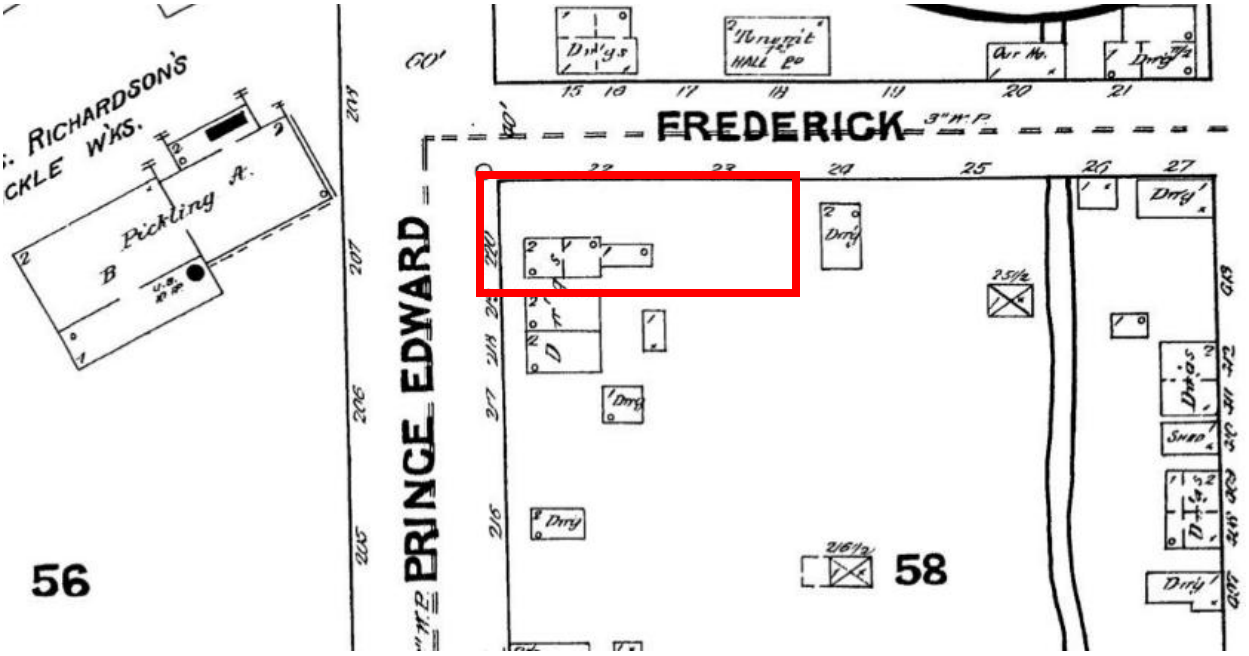
Attachments:

1. Aerial photograph showing property location
2. Sanborn Fire Insurance Maps, 1891 and 1896
3. Sanborn Fire Insurance Maps, 1902 and 1907
4. Sanborn Fire Insurance Maps, 1912 and 1919
5. Sanborn Fire Insurance Maps, 1927 and 1947
6. Photographs, existing conditions
7. Rendering, proposed new addition and alterations
8. Site plan

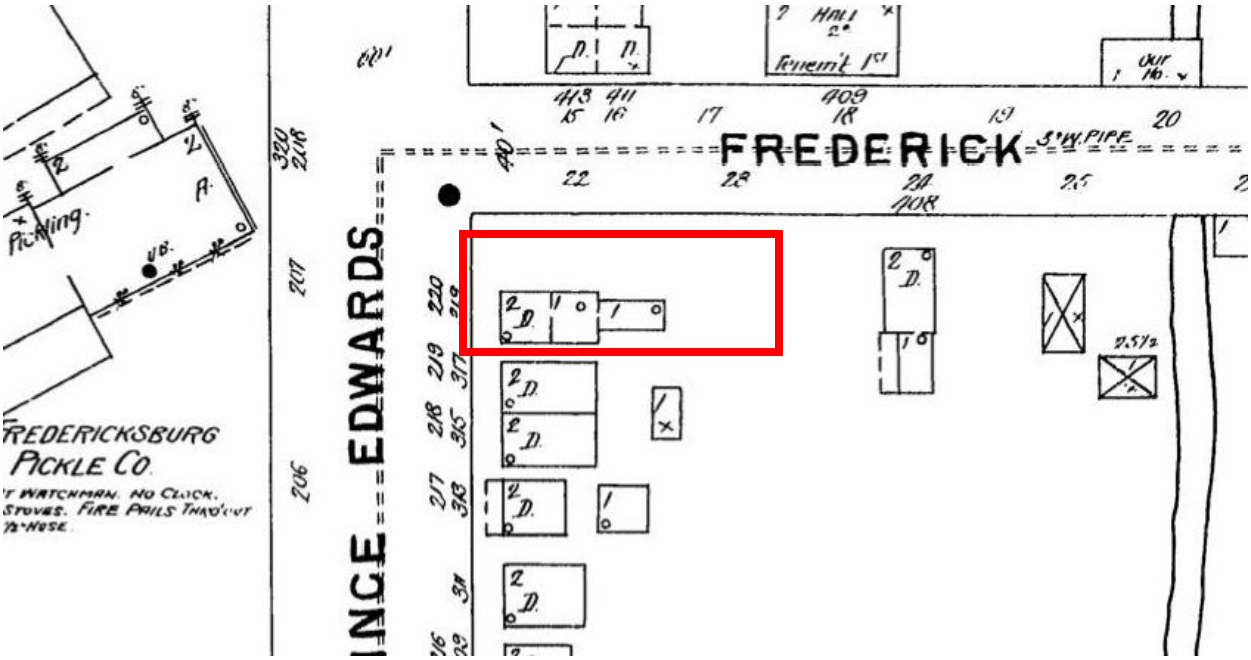


AERIAL

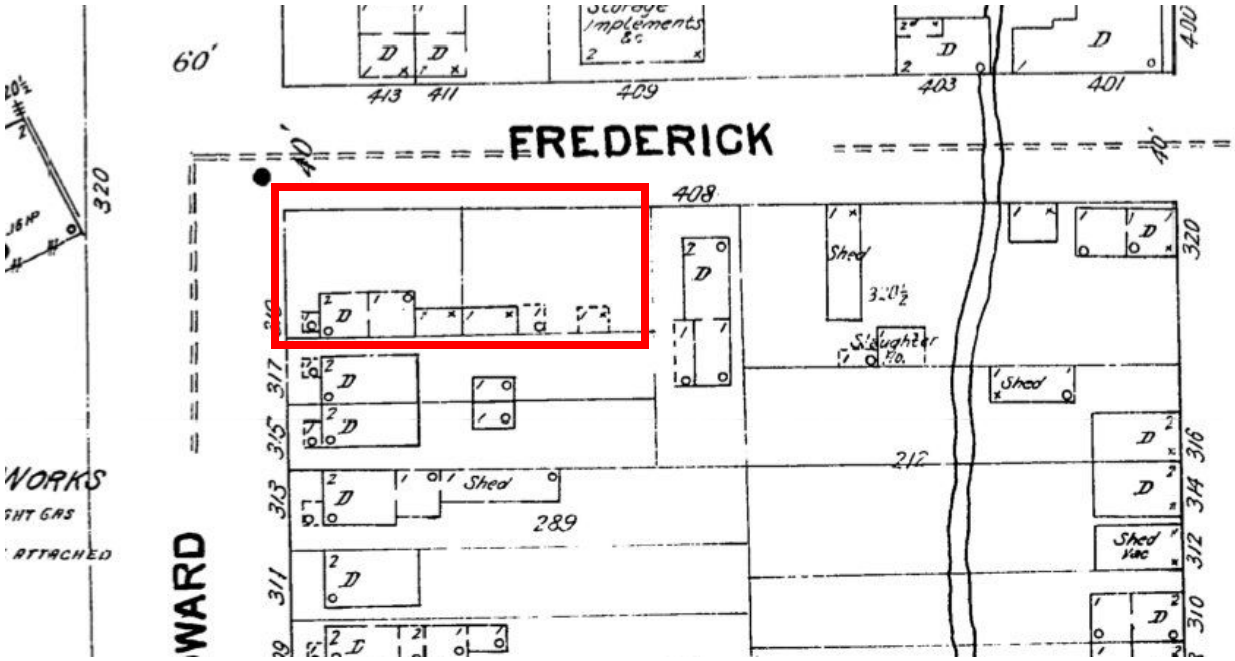
WEST (FRONT) ELEVATION



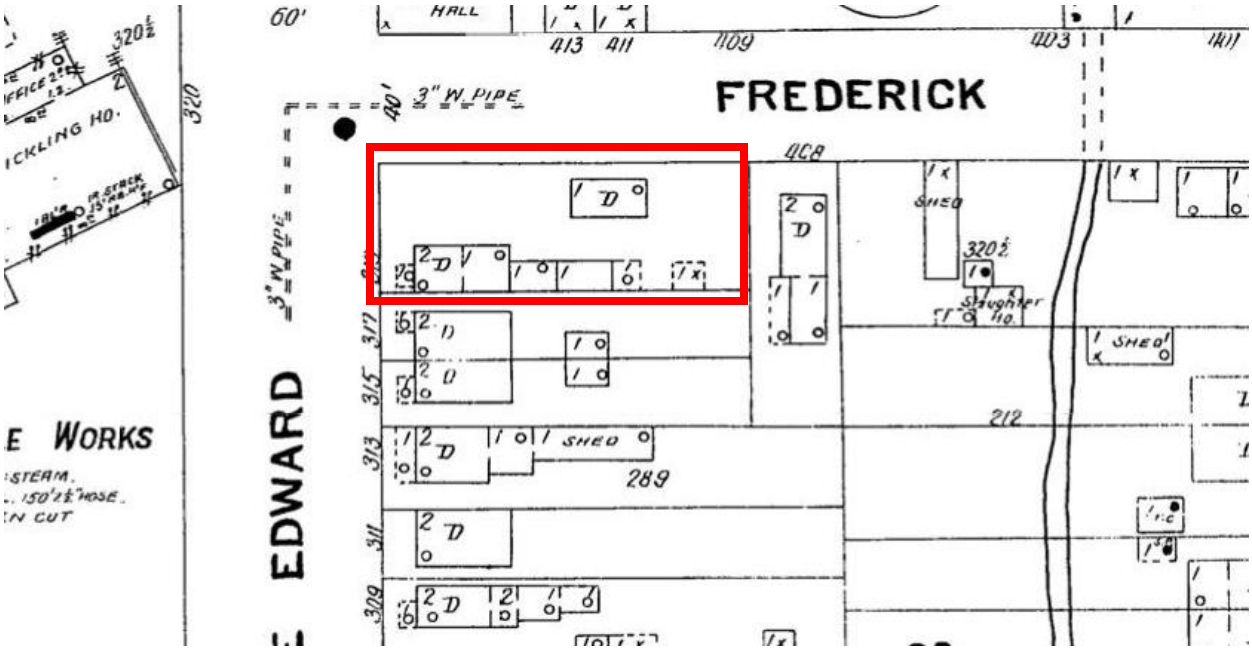
1891 Sanborn Fire Insurance Map



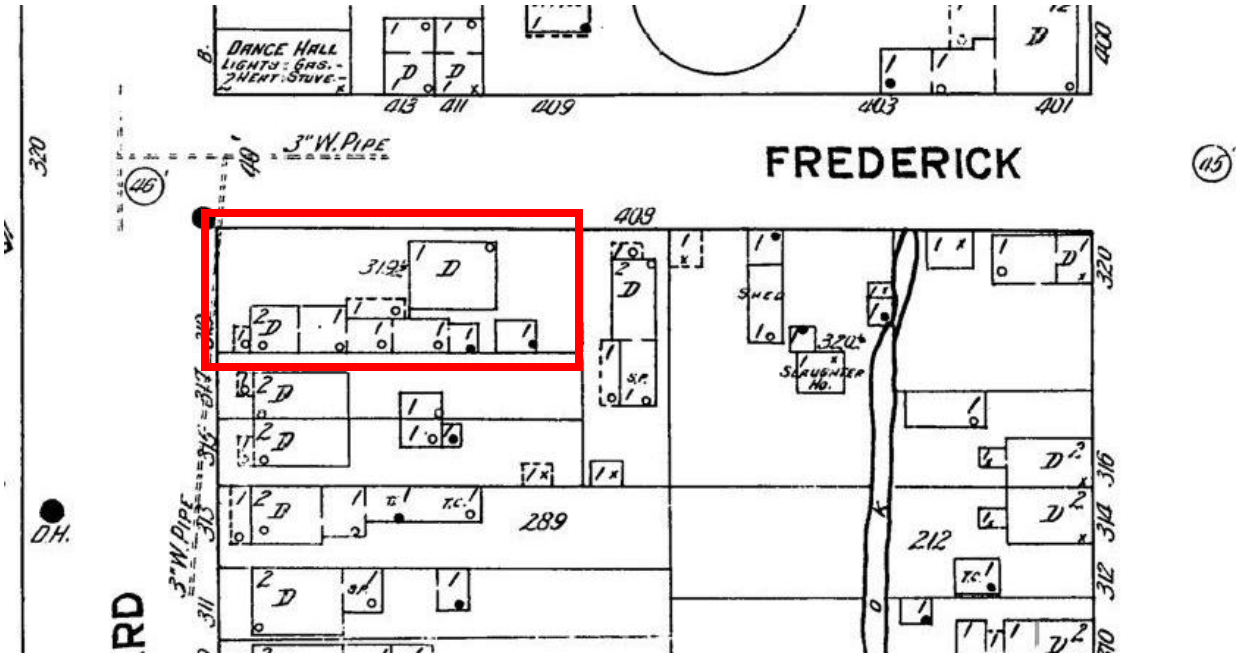
1896 Sanborn Fire Insurance Map



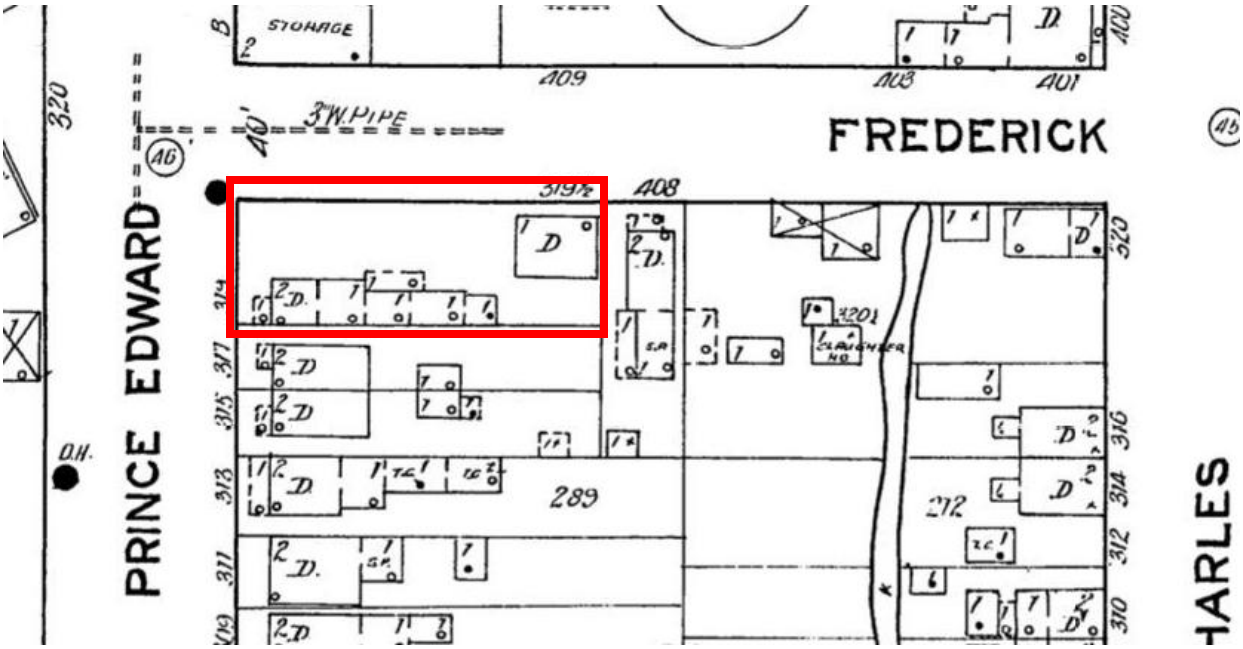
1902 Sanborn Fire Insurance Map



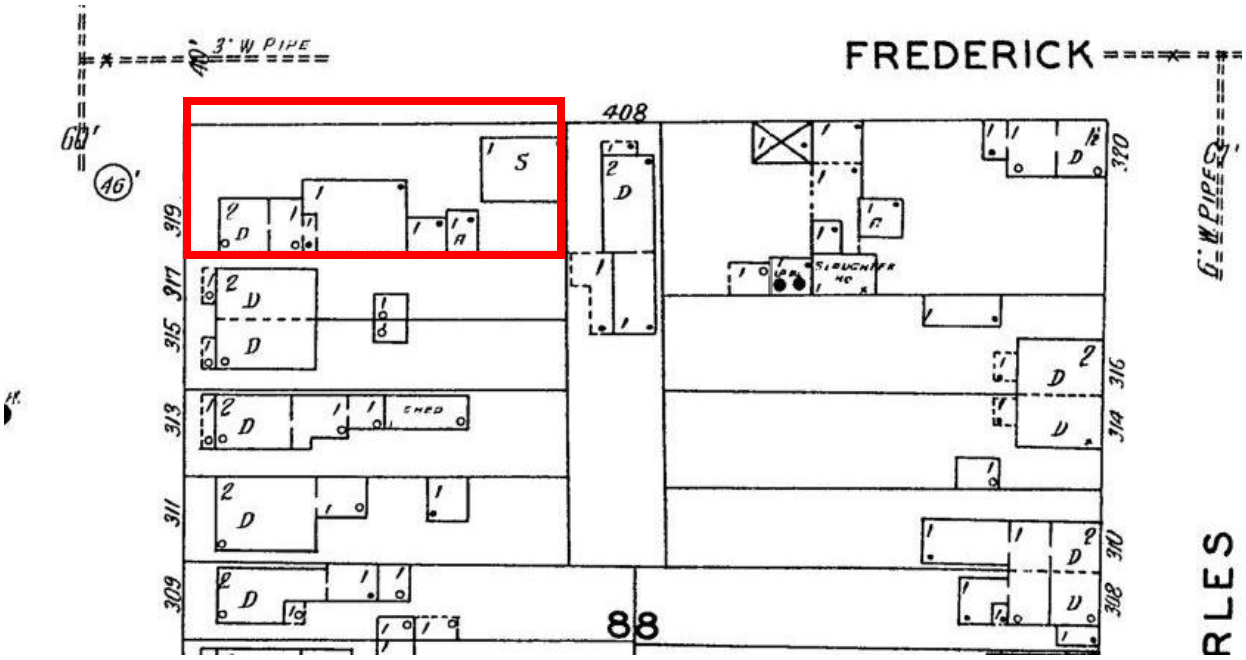
1907 Sanborn Fire Insurance Map



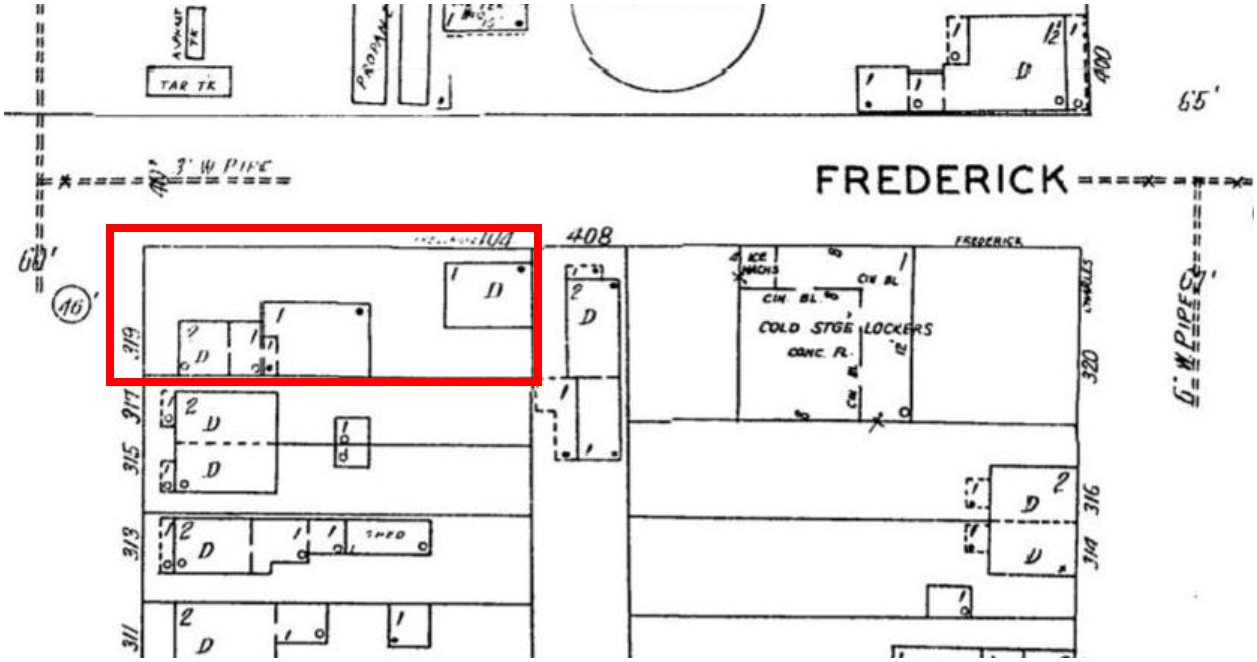
1912 Sanborn Fire Insurance Map



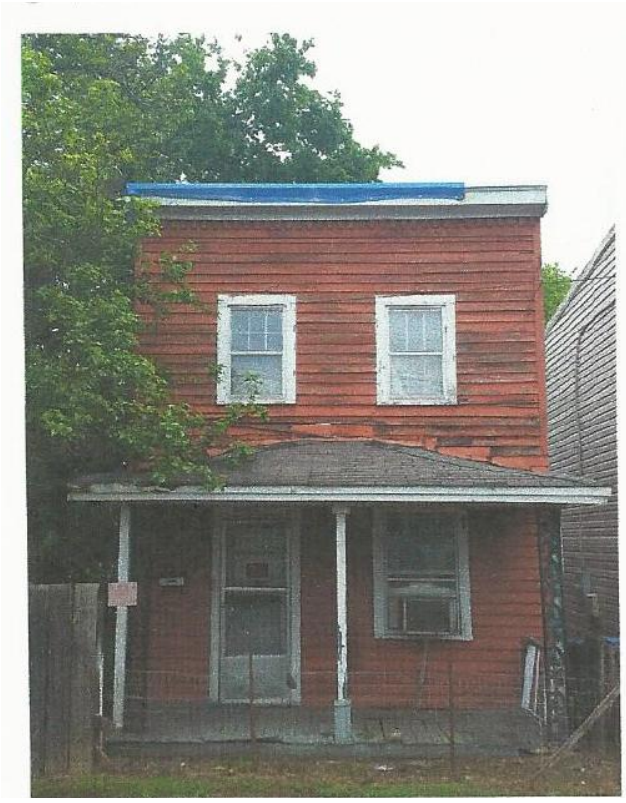
1919 Sanborn Fire Insurance Map



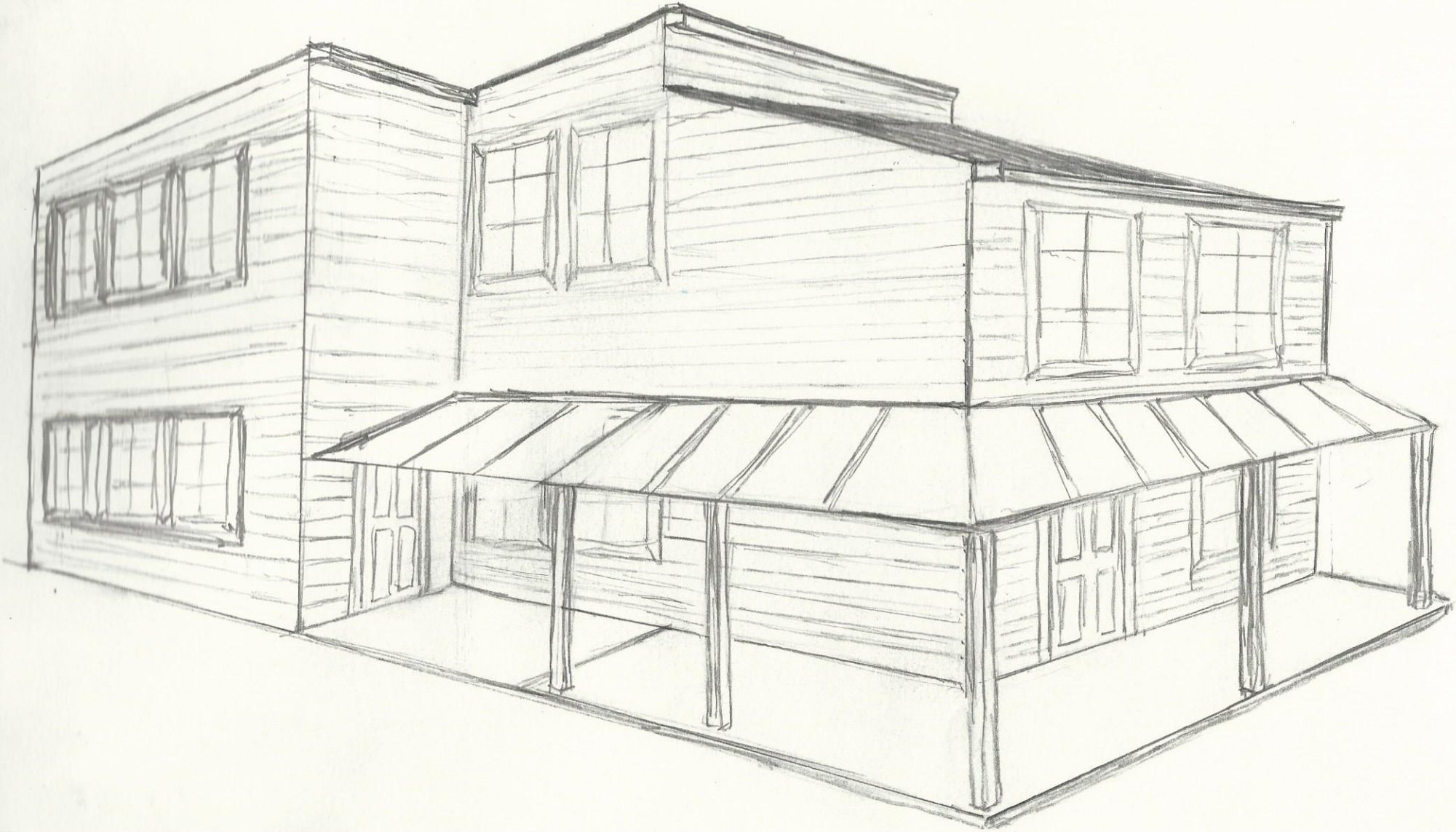
1927 Sanborn Fire Insurance Map



1947 Sanborn Fire Insurance Map

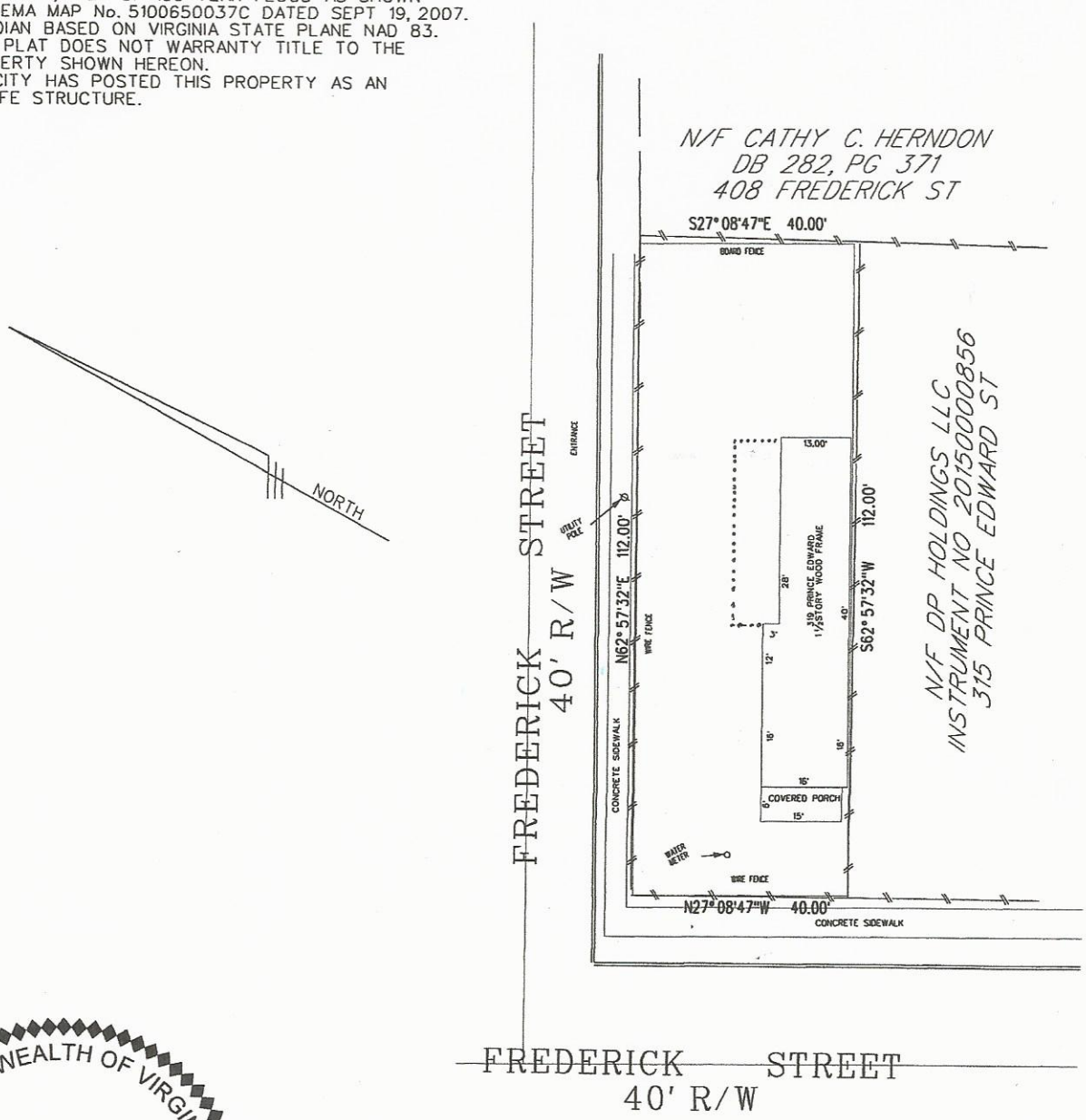


Existing Conditions



NOTES:

1. EASEMENTS NOT SHOWN MAY EXIST.
2. THIS IS NOT A BOUNDARY SURVEY
3. THE PROPERTY SHOWN HEREON APPEARS TO BE IN ZONE "AE", AREA OF 100 YEAR FLOOD AS SHOWN ON FEMA MAP No. 5100650037C DATED SEPT 19, 2007.
4. MERIDIAN BASED ON VIRGINIA STATE PLANE NAD 83.
5. THIS PLAT DOES NOT WARRANTY TITLE TO THE PROPERTY SHOWN HEREON.
6. THE CITY HAS POSTED THIS PROPERTY AS AN UNSAFE STRUCTURE.



COMMONWEALTH OF VIRGINIA

HAMILTON G. PALMER
Lic. No. 1661

1/28/16

LAND SURVEYOR

SITE PLAN SKETCH

319 PRINCE EDWARD STREET

FREDERICKSBURG, VIRGINIA

HGP, INC.

©

PURINA TOWER SUITE 100 - 401 CHARLES STREET; FREDERICKSBURG, VIRGINIA 22401
PH (540)371-5171 Email:HPALMER@HGP.BIZ

LAND SURVEYING -- CONSULTING -- PLANNING -- SUBDIVISIONS -- BOUNDARIES - TOPOGRAPHY - BASE MAPPING - GEODETIC CONTROL

DATE: 1/28/16 | SCALE: 1"=30'

319 Prince Edward Sketch.DGN 1/28/2016 6:59:39 PM

ARCHITECTURAL REVIEW BOARD
OLD AND HISTORIC FREDERICKSBURG DISTRICT (HFD)
RULES OF PROCEDURE
DRAFT REVISIONS – JULY 11, 2016

I. PROCEDURE

Pursuant to Chapter 10, Article II, Division 2 of the Code of the City of Fredericksburg, the Architectural Review Board (ARB) of the City of Fredericksburg, Virginia, hereby establishes its procedures for reviewing applications for Certificates of Appropriateness regarding properties within the HFD as well as for providing advisory review of City and other governmental projects outside of the HFD.

II. GENERAL RULES

The ARB shall be governed by the provisions of Section 72-23.1, Historic District – Certificates of Appropriateness, and Section 72-34.1, Old and Historic Fredericksburg District, of the Code of the City of Fredericksburg, as those provisions may be amended or revised.

III. JURISDICTION

The area of the City in which Certificates of Appropriateness are required is set forth in the Unified Development Ordinance, Section 72-34.1.E, on file in the Office of Community Planning and Building, Planning Services Division, in City Hall, 715 Princess Anne Street, Fredericksburg, Virginia 22401.

IV. MEMBERS, OFFICERS, AND DUTIES

A. GENERAL: The Board is composed of seven (7) members.

B. CHAIRPERSON: A Chairperson shall be elected at the ARB organizational meeting upon the vote of no less than four (4) members. The Chairperson's term of office shall be for one year and no person shall serve in that position for more than two consecutive terms. The Chairperson shall preside at all meetings of the ARB and shall utilize Robert's Rules of Order in the conduct of said meetings. The Chairperson shall affix his/her signature to all official minutes of the ARB. The Chairperson shall rule on all points of order and procedure regarding the implementation of these rules unless overruled by a majority vote of the ARB in session at that time. The Chairperson shall accept or make nominations or appointments to ARB subcommittees, as necessary, for the conduct of ARB business, with such appointments being made by a majority of the ARB in session at that time.

C. VICE-CHAIRPERSON: A Vice-Chairperson shall be elected at the organizational meeting of the ARB upon the vote of no less than four (4) members of the ARB. The term of office for this position shall be the same as that of the Chairperson. The Vice-Chairperson shall act in the absence of the Chairperson and in so doing shall have all of the duties and powers of the Chairperson.

D. SECRETARY: A member of the ARB may be elected to serve as Secretary to the ARB although City staff handles the duties of Recording Secretary to the ARB and is responsible for Board correspondence, public advertising, circulating material to members and applicants, and maintenance of ARB records. All records shall be maintained according to applicable statutes and made available for public inspection in the Office of Community Planning and Building, Planning Services Division. The City staff may handle these duties in lieu of an elected member of the ARB.

E. ELECTIONS: The ARB's organizational meetings shall be held at the first regular January meeting, at which time officers shall be elected with the terms of office beginning immediately at that meeting.

F. ATTENDANCE OF MEETINGS: No member of the ARB shall miss more than two consecutive regular meetings or more than half of the regular meetings in any calendar year. Absence due to sickness, death in the family, or emergencies of like nature, shall be recognized as excused absences. The Secretary shall notify a member when he or she is approaching the maximum number of unexcused absences. When a member has exceeded the maximum number of unexcused absences, the Secretary shall notify the full ARB and the City Manager.

G. CONFLICTS-OF-INTEREST: Members of the ARB shall carefully consider whether or not they have any conflicts-of-interest in matters coming before the ARB. If a conflict-of-interest exists, the member having the conflict shall take no formal role in the ARB decision, but will remain seated with the Board during the discussion and voting process. Members claiming a conflict-of-interest shall provide a written notice to the Board and also state their reason(s) for disqualifying themselves so these can be entered into the minutes of the meeting.

H. RESPONSIBILITIES OF MEMBERS: It shall be the responsibility of each member of the ARB to become thoroughly familiar with the applicable laws, statutes, ordinances, rules, and procedures relating to the HFD. Each member shall vote on matters coming before the ARB, unless formally excused due to a conflict-of-interest or with the permission of the majority of the members of the ARB then in session. Members shall diligently review applications presented at meetings they were unable to attend, as well as the minutes of those meetings, as practicable, before voting on such applications.

I. EX PARTE COMMUNICATION: ARB members shall act responsibly in discussing

issues before the Board in private conversation. No ARB member shall advise applicants on the approvability of their application outside of a formal meeting.

V. MEETINGS

A. MEETINGS: Regular meetings of the ARB shall be held on the second Monday of each month at 7:00pm.

Supplementary meetings, when needed, are held on the fourth Monday of each month at 7:00pm or at a time and place agreed upon by the ARB at a previous meeting. These work sessions may be used for continued discussion of applications, informal review, and ARB business.

B. MEETING LOCATIONS: Meetings shall be held in the following locations:

1. Second Monday – Regular meetings for consideration of applications. Held in Council Chambers, City Hall.

2. Fourth Monday — Supplementary meetings (only held as needed). Held in Council Chambers, City Hall or at a place and time agreed upon by the ARB and the applicants.

C. CANCELLATION OF MEETINGS: Whenever there is no business for the ARB, the Chairperson may dispense with a meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

D. QUORUM: A quorum shall consist of not less than a majority of all members of the ARB.

E. CONDUCT OF MEETINGS: All meetings shall be open to the public.

1. The order of business at regular meetings shall be as follows:

a. Determination of a quorum.

b. Determination that public notice requirements have been met.

c. Approval of agenda.

d. Review of minutes of previous meeting(s).

e. Disclosure of ex parte communication

f. Disclosure of conflicts of interest

g. Consideration of applications for Certificates of Appropriateness (public hearing).

   i. Consent Agenda
   ii. Continued Cases
   iii. New Cases

h. Other Business

2. The order of business at supplementary meetings shall be as follows:

   a. Determination of a quorum.

   b. Determination that public notice requirements have been met.

   c. Approval of agenda.

   d. Continued Cases

   e. New Business (not to include consideration of new applications)

   f. General Public Comment

F. VOTING: The vote of a majority of those members present, provided a quorum is present, shall be necessary to decide matters before the ARB. An abstention may have the practical effect of a "no" vote since a motion may fail for lack of sufficient "yes" votes.

G. PUBLIC HEARINGS AND THE PUBLIC RECORD: The ARB defines a public hearing as a portion of an open meeting, duly advertised, to provide an opportunity for any interested person to comment on a case before the Board.

The ARB shall conduct its public hearings at its regular meetings. Designated hearings require speakers to limit their testimony to the specific application at hand. City staff ensures all public notice requirements are met. The Chair must ensure that the hearing is conducted so all speakers have the same opportunity to comment. The ARB is fully authorized to put a limit on the amount of time speakers have to deliver their comments. The Chair must also curtail any abuses of the public participation process.

All new applications for Certificates of Appropriateness must be considered in a public hearing that has been properly advertised. If the ARB requires additional information or consideration before taking action on a Certificate of Appropriateness, the board

may vote to keep the public hearing open and continue the case to a future regular meeting of the ARB; but the ARB shall not vote on an application until the public hearing is closed. Supplementary meetings are work sessions that may be used for continued design work and discussion on COA applications. If the public hearing on an application has been closed, and the ARB has reviewed the application in a work session, continued cases may be included on a consent agenda at a subsequent meeting of the ARB.

The Secretary, or City staff, will develop meeting minutes as the official record of the ARB's meetings. By definition, minutes are a summary of matters discussed, and a record of the ARB's decisions, including a record of any votes taken, rather than a transcript of what was said.

VI. CONSIDERATION OF APPLICATIONS

A. ORDER OF BUSINESS: Any party may appear in person or by agent or attorney at the meeting. The order of business for a public hearing for an application for a Certificate of Appropriateness shall be as follows:

1. A City staff presentation on each item prior to the applicant's comments.

2. The Chairperson shall recognize the applicant. The applicant or his/her representative shall be allowed to make a statement and/or presentation for up to 15 minutes, and may give a response, after all citizens have spoken, for up to 5 minutes.

3. Any person(s) interested in the application may speak at a public hearing for up to five minutes in support of or against the application.

4. When public testimony is complete, the ARB shall deliberate. If the ARB determines that enough information is available to render a decision, the Chairperson shall close the public hearing and the board will then determine whether to approve, allow modifications to, or deny the application. The Board has the authority to approve or deny applications in the absence of the applicant or his/her representative. If the ARB elects to continue their consideration of the case, the Chairperson shall keep the public hearing open until the next regular meeting of the ARB.

5. Written notice of the Board's decision shall be promptly transmitted to applicant(s) and shall include the guidelines contained in the City ordinance upon which the decision was based.

6. The procedure to be used for an individual application may be modified upon the concurrence of all of the parties before the Board and a majority of the members of the ARB.

7. An additional opportunity for public comment shall be provided if proposed plans are modified significantly from those that were provided for public review and comment, and that raise new issues which interested parties could not reasonably have foreseen during the public review process.

B. REVIEW CRITERIA: When reviewing applications for Certificates of Appropriateness, the ARB shall follow the requirements set forth in the City Code and the guidelines contained in the Historic District Handbook. The ARB shall limit all of its consideration and discussion to the applicable provisions for review contained therein.

C. REVIEW PROCEDURE: The ARB may engage in a two-step review process for specific projects, as warranted. Staff may make a determination as to the appropriateness of the process and present applications to the ARB accordingly. This approach allows the ARB to provide timely guidance to architects and property owners as they incur the costs of designing complex or large-scale projects. The first step in this process defines the parameters of a project, through a review of the site planning and the scale and massing. The second step considers the final proposed project in its entirety. At least one public hearing shall be conducted for each step.

VII. CONSENT AGENDA

A. PURPOSE: A consent agenda serves as a means to expedite approval of applications that are complete in nature, clearly meet all applicable guidelines, where the public hearing has been closed, and for which there is no additional public comment.

B. ORDER OF BUSINESS: The order of business for considering a consent agenda shall be as follows:

1. Staff will place cases thought to have complete information on a consent agenda. Applications for which additional information is needed will not be included.

2. During approval of the agenda, at a regular meeting, the Chair will ask if any member desires to remove any listed item from the consent agenda.

3. If any ARB member desires to remove an item from the consent agenda, to obtain additional information or for some other reason, that item will be considered individually during the regular agenda.

4. After Board members have had an opportunity to remove items from the consent agenda, the Chair will ask if any member of the public desires to speak to any item on the consent agenda.

5. If any member of the public desires to provide testimony regarding an item on the consent agenda, that item will be removed from the consent agenda and heard individually during the regular agenda.

6. By a motion, duly seconded, and voted upon, the ARB will approve its meeting agenda, including the overall content of the consent agenda.

7. At the appropriate time on the agenda, by a motion, duly seconded, and voted upon, the ARB will approve the consent agenda.

C. NOTICE OF CITY ACTION: Applicants whose items are approved on consent will receive the same notification and Certificate of Appropriateness as those applicants whose items are heard during the regular agenda.

VIII. RECONSIDERATION OF APPLICATIONS

A. ORDER OF BUSINESS: The order of business for reconsideration of applications for Certificates of Appropriateness shall be as follows:

1. The Chairperson at a regular meeting following a meeting where a determination notice was delivered shall entertain a motion from a member of the ARB that voted with the prevailing side. The purpose of reconsideration is to permit correction of a hasty, ill-advised, or erroneous action, or take into account added information or a changed situation that has developed since the taking of the vote. The applicant for a matter being opposed, however, shall be given the opportunity to present any other additional supporting evidence if the ARB decides to reconsider his/her application.

2. After receiving additional facts and argument, the ARB shall determine whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application, which would warrant reconsideration.

IX. APPLICATION PROCEDURES

A. An application must be filed in the Office of Community Planning and Building, Planning Services Division, by a deadline established by City staff to allow sufficient time to process the application and comply with public notification requirements prior to the regular meeting of the ARB. The application shall be accompanied by a check for the appropriate fee payable to the "City Treasurer." The application shall be accompanied by all necessary sketches, drawings, photographs, specifications, descriptions, or any other pertinent data for the proposed project. When the Planning

staff determines the application is complete, he/she shall prepare a report for the ARB analyzing the application against the applicable criteria, and then he/she shall present it to the ARB for its review.

B. The Office of Community Planning and Building, Planning Services Division, shall advertise applications for a hearing at a regular meeting of the ARB, as specified in the City Code.

C. It shall be the policy of the ARB in regard to applications involving extensive alterations and/or additions to existing structures that the ARB shall be available to meet with representatives of the persons or organizations involved at some early stage in the design process to informally advise them about Historic District guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. No advice or opinion given by any individual member at that time shall be, in any way, official or binding upon the ARB as a whole.

D. The ARB may, at its option, engage in a two-step process for large-scale buildings. In these instances, the Board will consider the overall design, but render a decision on only the site planning, scale and massing, and roof shape. This initial approval will define the parameters within which the applicant and/or a design team will be able to work to complete the project design. In the second step, the ARB will address the remaining details, to complete the review process.

X. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than five (5) members of the ARB, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.