

**MINUTES
HILTON VILLAGE ARCHITECTURAL REVIEW BOARD
WEDNESDAY, APRIL 1, 2009
HILTON LIBRARY
7:00 P.M.**

PRESENT: J. Roger Hamilton, III; Chairman, Connie Keator, Robert Saunders, Sandra Dekker

ABSENT: Katie Stodghill, Douglas Nunnally, John Warters

STAFF: Johnnie E. Davis, Planner-Planning Services

(1) Mr. Hamilton called the meeting to order, and thanked the audience for attending the meeting.

(A) Application No. CA-09-1530 – Robert and Pamela Woodard, 308 Piez Avenue, requests to construct a 14'- 0" x 10' – 0" storage shed in the rear yard.

Mr. Robert Woodard, represented the application. He stated the storage shed will be constructed with stucco, and the structure will have a steep pitched roof. He said the shingles will match the color of the existing slate on the house. The Board discussed the detail of the request. Ms. Stodghill stated the shed will be an attractive structure. Mr. Saunders moved that the application be approved as submitted. The motion was seconded by Ms. Keator and approved with a unanimous vote.

(B) Application No. CA-09-1531 – James and Kimberly DiSomma, 316 Piez Avenue, requests to expand the existing addition at the rear of the house.

Mr. James DiSomma, represented the application. He stated the existing addition has a flat roof and that he would like to reconstruct the roof by making it a pitched roof. Mr. DiSomma said the addition will be expanded and he pointed out on the submitted drawing the area where the expansion will occur. Ms. Stodghill said she recalled discussing the request with the applicant previously. The Board discussed the details of the request. Ms. Stodghill moved that the application be approved as submitted. The motion was seconded by Mr. Saunders and approved with approved with a unanimous vote.

- (C) Application No. CA-09-1532 – Jim O’Connell, 223 Ferguson Avenue, requests to replace all of the windows in the house with thermal-pane windows.**

Mr. Jim O’Connell, the applicant, said he will be replacing 17 of the windows in the house. He said the house now has all storm windows, and he has done some research to determine what style of windows originally existed in the house. He stated that it appears that three of the windows were originally casement windows. Mr. Connell stated the windows by the stairs and the second-story bathroom windows were originally casement windows. The Board discussed the submission. Ms. Stodghill moved that the application be approved as submitted with the stipulation that casement windows will be installed in the original location. The motion was seconded by Mr. Saunders and approved with a unanimous vote.

- (D) Application No. CA-09-1533 – Mark and Kimberly McKnight, 304 Ferguson Avenue, requests to replace the columns and a section of the wall on the rear porch.**

Ms. Kimberly McKnight, the applicant, stated the post and a section of the wall on her porch at the rear of the house was rotted, and she would like to repair them with pressure treated-wood. Ms. Stodghill asked if the wood will be painted. Ms. McKnight said the wood will be painted White to match what is existing on the porch. Mr. Waters moved that the application be approved with the stipulation that the repairs be painted to match the color of the porch. The motion was seconded by Ms. Stodghill and approved with a unanimous vote.

- (E) Preliminary Design Review – Gina L. Dixon, 213 Palen Avenue, requests to construct a 10’ – 6” x 9’ – 2” storage shed in the rear yard, and construct a 46” picket fence along the side property line.**

Ms. Gina Dixon, submitted drawings to the Board of her request. She said she has just purchased the house and she explained to the Board her requests. The Board discussed the details of the request with Ms. Dixon. Mr. Hamilton said he did not think that the request would be a problem. Ms. Dixon submitted her application for the next meeting.

- (F) Preliminary Design Review – Jennefer MacBeth, 54 Main Street, requests to construct a two-story addition at the rear of the house.**

Ms. Jennefer MacBeth said she was there to represent Mr. Gary Spicer; the owner, on the rear of his house. He said one of the constraints that he has to deal with is that there is a storm water pipe that runs in his rear yard which factors into where he can construct his addition. He said he wanted to determine just how much square footage that he would be allowed. Mr. Regate said he spoke to Brian Lewis in the Department of Engineering and he was informed that he had to stay 7.5 feet off the center of the pipe. Upon further discussion, there were several footprint sizes given depending on how the applicant decided on the design of the house. The Board discussed the materials for the addition. Mr. Regate said he also was planning to construct a deck onto the addition.

- (2) Mr. Hamilton opened the floor for the public hearing on the revisions to the homeowner's guide. He said the first item for discussion is the section for fencing. Mr. Davis said the proposed language for fencing is basically the language taken from the zoning ordinance with the references to landscaping omitted. Mr. Davis said the landscaping references were omitted, since the Board does not have purview over landscaping. He said the Department of Codes Compliance has reviewed the language, and suggested that due to the complexity of the language that they recommend not using the proposed wording. Mr. Davis said they recommended that the Board just make the homeowner's aware that whenever there is a request for a fence that involves a corner lot, they should contact Codes to determine the requirements for a permit. Mr. Davis read the present provision for fences on corner lots, and he stated the provision does not state that Codes should be contacted. He said the Board could add that wording to the section. The Board agreed with Mr. Davis. Mr. Hamilton asked the audience if there were any comments concerning fencing. A member from the audience stated it should be very clear to the residents that a permit is required. Mr. Davis said the language will contain the word "shall" which will clearly state that a permit is required. Mr. Hamilton asked if the Board should take a vote. Mr. Davis said the if the Board was comfortable with this section they could vote on it, unless they would prefer to wait and review all of the revisions and wait to see the specific language before they vote on it. Mr. Hamilton said he would rather wait and see the specific language. The Board agreed with Mr. Hamilton.

Mr. Hamilton said the Board will move on to the next section on roofing. Mr. Davis said that item 3. under roofing was brought to the attention of the Board that the slate that was replaced on the rowhouse on Warwick Boulevard was replaced with metal flashing on the hipped roof. Mr. Davis said you would not see that anywhere else in the Village. Ms. Keator said

that the flashing is not original to the structure, and it does not match architecturally. The Board agreed. Mr. Hamilton asked if there were any additional comments concerning this section. There were not any comments.

Mr. Hamilton said the Board will move to the section on siding. Mr. Davis stated at the last meeting Ms. Stodghill mentioned that the section on siding needed to be revised. Mr. Davis said the section under materials have been moved to the siding section for better clarification. He said the only additional change was item 7. which allows the Board to approve synthetic materials as trim on the original structure. Mr. John Schmied said he would suggest that wording should contain that synthetic material should be painted so that it looks like the original. Mr. Davis said he would like the homeowner to be clear on how to proceed with this section when replacing or making repairs. Ms. Keator suggested that the word "color" be added to the proposed language. The Board agreed.

- (3) Mr. Hamilton stated at the last meeting the floor was opened for election of the vice-chairman. He said there were no nominations and the election was deferred to this meeting. Mr. Saunders asked Ms. Keator if she would be interested in the position. Ms. Keator said she would have to decline, mainly due to the reason that the vice-chairman is in a position to move up to chairman. She said she was chairman before, and she does not have the time to devote to the position. Ms. Keator said she would not want to take a position that she knows that she cannot fill. Ms. Keator asked Mr. Saunders if he would be interested in the position. Mr. Saunders replied that he does not have the time. Mr. Hamilton asked if there were any other nominations. There were no other nominations. Mr. Saunders moved that the nominations be deferred to the February 6, 2009 meeting. The motion was seconded by Ms. Keator and approved with a unanimous vote.
- (4) Ms. Dekker asked about the review of the guidelines. Mr. Hamilton said the board will probably hold the public hearing on the guidelines at next month's meeting. Mr. Davis said it is up to the board if they prefer to hold the public hearing next month; however, the guidelines have to be reviewed within a twelve-month period. He said the guidelines were last reviewed in March of last year. Mr. Hamilton said the board has until March to review the guidelines and he asked the board if they wanted to review them in March or February to give the board time to look over the guidelines to see if there are any issues that might be brought up. Mr. Saunders said there appears to be people in the audience who are here in probable anticipation of the review of the guidelines. He said he thinks that it would be suitable for the board to open the floor to hear if anyone

has any concerns or comments. Mr. Hamilton agreed with Mr. Saunders and opened the floor for comments from the public.

Mr. George Insley, 204 Palen Avenue, asked the board if they had considered allowing synthetic slate that is made of rubber or some other synthetic material. He said he saw an episode of This Old House where they used rubber slate. Mr. Insley also asked what does the board intend to do about owners in a duplex when one owner keeps up maintenance on their half of the duplex and the other owner does not. Mr. Insley said he would like to see the board look at windows when reviewing the guidelines. He said at present the board requires windows that are vinyl on the outside and wooden in the inside. Mr. Insley said he would like to see the board consider the use of replacement-vinyl-windows, which would be a cheaper window for the homeowners. Mr. Insley said he asked a previous board member what did the board intend to do about owners who have houses that have enclosed front porches with jalousie windows or storm windows which were done back in the 50's prior to the board? He said many of those people would like to remove the windows and install a more permanent window. Mr. Insley said the previous board member told him that the board would prefer to see the owner remove the enclosure and bring the porch back to its original. Mr. Insley said he did not think that anyone would be willing to restore the porches. He asked the board to look into that situation.

Ms. Keator said she will address Mr. Insley's first two concerns. She said with regards to his concern about the front porches, that she thinks that the board would have to look at it on a case by case basis. Ms. Keator said she also saw the episode of This Old House about synthetic shingles. She said she saw it during the time when she was trying to decide what type of shingles to use for replacement shingles on the roof of her back porch. Ms. Keator said after seeing the program, she decided to do some research on artificial slate, and based upon her research she decided to use natural slate. She said there are three types of artificial slate that is on the market. Ms. Keator said all three types look very much like genuine slate. She said the problem with artificial slate is that they fade very quickly, usually within a month's time, and after they fade they look worst than asphalt or fiberglass shingles. Ms. Keator said in her opinion, there is not a lot in Hilton that makes it architectural unique; however, she said slate is one of the few things that does make Hilton unique. Mr. Insley said he agreed. Ms. Keator said if you start replacing genuine slate with artificial slate which will possibly fade within a month's time, than you are starting down a very slippery slope. Ms. Keator said with regards to Mr. Insley's concern about windows, the board is not concern about the type of material that is used inside of the window. Ms. Keator said the board's concern is the shadow detail and the depth of the muntins on the exterior of the windows. She said the board wants the windows to look

like the original windows. Ms. Keator said the board has approved quite a few vinyl windows. Mr. Insley said he was not aware that the board approves vinyl windows.

Mr. Insley asked what is the board's opinion on solar panels. He asked the board how would they handle a request for that type of installation.

Mr. Hamilton replied that solar technology is still rather expensive, and the board has never had to deal with it; however, he said whenever it comes up the board will have to address it.

Mr. Hamilton asked if there were any more comments from the audience.

A member of the audience said as always parking is a problem. Mr. Hamilton said you have to keep calling Codes Compliance, and hopefully they will come out and catch them.

A member of the audience said she looked through the Village and there were houses with the grids in between the glass, and that she would like the board to look into it.

Mr. Ron Franklin said he had just recently moved into the Village and he would like to know if someone could look into parking rules in the Village, such as possibly setting some type of bylaws that would limit how many cars that people can have.

Mr. Hamilton said the board address parking in the homeowner's guide, but it does not limit parking. He said on-street parking is first come, first served.

Ms. Dekker said there is not a way to mandate how many cars that someone can have.

Mr. Franklin said he has seen situations where people have left cars parked on the street for six-months.

Ms. Dekker said when you see a car sitting for long periods that you should call Codes Compliance.

Deb Platon said she also has just recently moved to the Village. She asked if there was anything that the board can do to make it easier for people who are inclined to make repairs to their houses and keep their property maintained, and if there was anything that could be done about people who let their property fall into disrepair.

Mr. Hamilton said the only thing that the board could do is to make sure

that you have a copy of the guidelines and assist you when you decide to make changes. He said when a house is in disrepair; you have to call Codes Compliance.

Ms. Platon asked what will Codes Compliance do?

Mr. Hamilton said once you call, Codes will have to come out and investigate the violation, and maybe issue a citation.

Ms. Dekker said the violator is suppose to only have a certain amount of time to make the repairs.

Ms. Keator said the way the board is setup, it cannot deal with enforcement. However, she said as homeowners the board has encouraged Historic Hilton Village Inc. to share things with other homeowners, such as, how they can get things that meet the requirements of the guidelines or how to go about getting tax credits, and other things of that nature.

A member of the audience said as of September an action committee has been started in Historic Hilton Village, Inc. that was setup to deal with just what everyone has been talking about. She said they would like to get a list of preferred contractors for people to use; however, they are not getting any help. She stated everywhere she goes she keeps hearing about what Codes Compliance is not doing. She said she thinks what would be of help would be if Codes Compliance would do a sweep of the Village as they did a few years ago. She said she knows that the City of Norfolk has a program where it goes in and targets certain neighborhoods to assist the homeowners with enforcement. She said that H.H.V. cannot do it by themselves.

Ms. Dekker said she thinks that we need to go to City Council, and get them to help us with this problem, and maybe get them to direct us to the right place.

The audience member said that she agrees with Ms. Dekker. She said there are a lot of homeowners which are wonderful about keeping up their property, but there is also a lot of homeowners that are not taking care of their property.

Mr. Saunders asked staff if the City had a similar program. Mr. Davis said that the Village has a new Codes Compliance Inspector, and that it was his understanding that he is planning in the spring to go block by block and cite everyone whose house is in need of painting. He said at this particular time, his primary concern would be painting. Mr. Davis said although he will not be looking for every possible violation that may exist,

that does not mean that other violations may not come to his attention, such as, rotted wood, or some other type of violation.

Mr. Insley said he worked on a house in the Southeast Community for 7 months, and he noticed that Codes came around and checked on things periodically. He said in his opinion, this part of the City gets more service than the people in the Southeast Community or the North End.

Mr. Hamilton said the discussion seemed to be more towards Codes Compliance, and not the guidelines. He said the board does not have anything to do with enforcement. He asked if there were any more comments concerning the guidelines.

Ms. Dekker asked if the board was going to set a definite time when the board will hold the public hearing so that there will be sufficient time for notification of the people who want to attend. Mr. Hamilton said the board could hold the public hearing next month. Mr. Davis asked if that is what the board wanted to do. He said the board has a twelve-month period where the guidelines will have to be reviewed again. He said the board has received suggestions from the homeowners at this meeting, and the board has not had a chance to look at the guidelines to see if there is anything that it might want to bring to the public's attention. He said it looks like March might be a good month to hold the public hearing; however, if the board feels comfortable enough to move forward with the public hearing than he could go on and schedule it for next month. Ms. Dekker said if the board waits until March that would give enough time to notify everyone in the Village who might want to bring suggestions. Mr. Hamilton said it may be better for the board to discuss the guidelines next month, and hold the public hearing in March. The board agreed.

Mr. Hamilton said that is the last item on the agenda, and he asked if there was a motion to adjourned the meeting. Mr. Saunders moved for adjournment. The motion was seconded by Ms. Keator and approved with a unanimous vote.

The meeting was adjourned at 8:30 P.M.

Johnnie E. Davis
Planner - Planning Services

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