

**MINUTES  
HILTON VILLAGE ARCHITECTURAL REVIEW BOARD  
WEDNESDAY, MARCH 4, 2009  
HILTON LIBRARY  
7:00 P.M.**

**PRESENT:** J. Roger Hamilton, III; Chairman, Connie Keator, Robert Saunders, Katie Stodghill, Douglas Nunnally, John Warters

**ABSENT:**

**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-09-1526 – Jenniemay Brown, 96 Main Street, requests a 2’ - 0” x 6’ – 0” wall sign to read: “Antiques - Retro - Plaza – Int’l”.**

Ms. Jenniemay Brown showed the Board a drawing of the proposed sign. She said the previous sign that the Board approved could not be installed, since it would have overhung the City’s right-of-way. Ms. Brown stated the dimensions of the sign have changed. She said the sign will be 11 square feet, instead of 12 square feet as requested on the application.

The Board discussed the location and size of the sign. Mr. Hamilton informed the applicant about the height requirement of the sign. Ms. Keator moved to approve the application with the following stipulations: (1) that the dimensions of the wall sign shall be amended from 2’ x 6’ to 17” x 93”, (2) that the sign shall be erected on the left side wall of the building, and (3) that both the copy and the background of the sign shall not be more than twelve (12) feet in height from the mean ground level to the top of the sign. The motion was seconded by Ms. Stodghill and approved with a unanimous vote.

(B) **Application No. CA-09-1527 – St. Andrews Episcopal Church, 300 River Road, requests to replace all of the windows in the house.**

Mr. Michael Daniels, represented the application. He said all of the windows will be replaced with the same style of

window that was there originally. Mr. Saunders moved that the application be approved as submitted. The motion was seconded by Ms. Stodghill and approved with a unanimous vote.

- (C) Application No. CA-09-1528 – Patricia Vannucchi, 230 Palen Avenue, requests to remove two (2) storm windows in the side wall of the addition at the rear of the house and install two (2) thermal-pane windows, remove the aluminum siding on the addition, and install concrete-lap-siding.**

Ms. Patricia Vannucchi said she has previously received approval for the request; however, the approval has expired since it has been over a year since she received it. Mr. Hamilton said the only concern that he had was that the exposure of the siding on the addition should match the exposure of the original siding. Ms. Vannucchi said she would match the siding. Mr. Nunnally moved that the application be approved with the following stipulations: (1) that the two (2) windows in the side wall of the rear addition shall be replaced with double-hung thermal-pane windows manufactured with the grille pattern permanently attached on the exterior surface of the glass, (2) that the aluminum siding on the addition shall be removed and replaced with concrete-lap-siding that matches the width of the exposure of the existing siding, and (3) that the existing screen door shall be replaced with a new screen door. The motion was seconded by Ms. Stodghill and approved with a unanimous vote.

- (D) Application No. CA-09-1529 – William and Andrea Beacham, 59 Hopkins Street, requests to install a 6' privacy fence on the left side of the house and a 4' picket fence on the right side of the house.**

Mr. William Beacham described the style and the location of the fences. Mr. Hamilton reminded the applicant that since he was on a corner lot that he should check with Codes Compliance for a permit. Mr. Beacham stated he had talked to Codes Compliance concerning the permit requirements for a corner lot. Ms. Stodghill moved that the application be approved as submitted. The motion was seconded by Mr. Saunders and approved with a unanimous vote.

**(E) Preliminary Design Review – James and Kimberly DiSomma, 316 Piez Avenue, requests to expand the existing addition at the rear of the house.**

Mr. James DiSomma said he would like to expand his addition at the rear of his house. He showed the Board his drawings. Mr. DiSomma said the expansion will add 44.5 square feet to the existing addition. He said the flat roof will be changed to a pitched roof. Ms. Stodghill said it appeared that the addition could be constructed as planned. Mr. DeSomma stated he would submit his plans for the next meeting.

**(F) Preliminary Design Review – Daniel Regate, 216 River Road, requests to construct a two-story addition at the rear of the house.**

Mr. Daniel Regate said he was in the early stages of doing the research to construct an addition 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 arrived at according to how Mr. Regate decides on the design of the addition. The Board discussed the materials for the addition. Mr. Regate said he also was planning to construct a deck on 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 recommend that the Board just make the homeowner's aware that whenever there is a request for a fence that involves a corner lot, that they should contact Codes to determine the requirements for a permit. Mr. Davis read the 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 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 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, due to the slate that was replaced on the rowhouse on Warwick Boulevard that was replaced with metal flashing on the hipped roof. Mr. Davis said you will 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 the 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.

Mr. Hamilton said the Board will move to the section on hot tubs. Mr. Davis stated the language for hot tubs is the same language used for decks. He said there is not a lot of criteria to take under consideration, except for the building code requirements. Mr. Davis said the reason that this is being considered is that someone asked the Board about hot tubs. He said hot tubs are not part of the Homeowner's Guide, and anything that is not in the Homeowner's Guide is usually considered not allowable. Mr. Davis said this

would at least give the Board an opportunity to approve it. He said Codes Compliance looked at this provision and the only concern that they had was that the Board may want to mention that a permit would be required, since the installation involves plumbing and electrical. The Board agreed on the proposed language, including the additional wording for a permit requirement from Codes Compliance.

Ms. Stodghill asked if the revisions were going to be readvertised in the newspaper and placed in the library for the public to view. Mr. Davis said the only reason that the Board would need to readvertise in the newspaper would be if there are any other proposals that the Board would like to consider that has not been advertised. He said he would make the changes that the Board has made to the revisions and put them in the reference section of the library prior to the next meeting. Mr. Hamilton asked if anyone else had any comments concerning the Homeowner's Guide. Mr. Al Riutort; the Director of Planning, stated the Homeowner's Guide was sent to the Virginia Department of Historic Resources, and that their comments were just received by e-mail from Pam Schenian yesterday. He said he thinks the guidelines need to be redone, and that his offer was back to the Board to have the guidelines redone by a consultant. Mr. Saunders said for the benefit of the public that the City has offered some funds to redo the guidelines to make the Homeowner's Guide more user friendly. Mr. Riutort said that Saul Gleiser, Senior District Planner, has contacted BAM; a consultant firm, to do the guidelines. He said that Mr. Gleiser worked with this firm when he was in Richmond. A member from the audience asked how would the consultant fee be paid. Mr. Riutort said the City would pay for it and it will cost \$5,000. The audience member said she thought that it would be a burden on the taxpayer, and that she did not have a problem with the way the guidelines are now. Another member of the audience said he did not see why the Board could not do this, instead of jobbing it out to a third party. He said he did not see the benefit. Mr. Riutort said the benefit would be a better organized set of guidelines that would be on the internet. The audience member stated that the present Homeowner's Guide is on the internet. Mr. Hamilton said the present Homeowner's Guide is in a single PDF file, and the new one would be in a format where each page would be a separate web page. The audience member asked who would pay for the upkeep of the web site. Ms. Stodghill said the Homeowner's Guide would still be on the City's web site, and the City would maintain it. She said she knew the City would not send everyone a copy of the new guidelines, and she asked if there would be a copy available in the library. Mr. Gleiser said everyone would not receive a copy. He said the way

that it was done in Richmond was a copy was placed in all of the libraries and the City would print a copy for \$10.00 for anyone who requested it. A member from the audience said that Historic Hilton Village, Inc. puts together a welcome kit for the new people who move into the Village, and in the kit there is a copy of the Homeowner's Guide. She said many of the people who move into the Village complained that they did not know about the Board or the guidelines, so that is the reason why they make the copies available. She said if the City starts to charge \$10.00 for them, that she did not think that many people would purchase them, and they will go on and commit violations. She said in the past, the City has been nice about supplying copies, but if they cost \$10.00 that she is not sure if that will continue in the future. Mr. John Schmied asked if the Board will have final approval over the guidelines? Mr. Gleiser responded yes. Mr. Schmied asked who would he need to talk to about getting street signs in the residential area that looks like the street signs in the commercial district? Mr. Riutort said the Director of Engineering is responsible for the street signs. Mr. Gleiser said if the district would ever want to become a Certified Local Government (CLG) that the guidelines would have to meet the Secretary of Interior Standards. Ms. Stodghill said the letter stated that the guidelines exceed the standards. She said she did not understand paragraph 2. in the letter from Pam Schenian. She said she will go back and read it again. A member from the audience asked if the guidelines will have to be changed if there is something that conflicts with the state's standards? Mr. Riutort said only the Board can decide if the guidelines will be changed. Ms. Stodghill asked Mr. Riutort if the Board needed to vote on it. Mr. Hamilton said that most of the changes found by Ms. Schenian were grammatical and that it could be easily corrected. Mr. Nunnally said he agrees with Mr. Hamilton. He said he appreciate the effort, and that it was a nice thing to have done, but he did not think that it was necessary. Ms. Keator said she agrees with Mr. Nunnally. She said that in these economic times that she did not see how it could be justified. Mr. Saunders asked if anyone else had any comments. Ms. Stodghill read the first paragraph from Pam Schenian letter that explained how the Homeowner's Guide could be better organized. Mr. Riutort said he had problems understanding the present guidelines, and the new guidelines would be a good marketing tool for the Village. Mr. Saunders asked if the new Homeowner's Guide would describe how tax credits work. Mr. Gleiser said there would be a reference in the guidelines that will let you know where you can get information on tax credits. Mr. Waters moved that the Board allow BAM to review and revise the Homeowner's Guide under the Board's supervision. The motion was seconded by Mr. Nunnally and the Board voted 4

to 2 to approve the motion with Ms. Keator and Mr. Hamilton voting against. Mr. Riutort said he will have BAM come to the next meeting to make a presentation to the Board.

Mr. Hamilton asked if there was a motion to approve the December 18, 2008 minutes. Ms. Stodghill moved that the minutes be approved as submitted. The motion was seconded by Mr. Nunnally and approved with a unanimous vote.

Mr. Hamilton asked if there was a motion to approve the January 2, 2009 minutes. Ms. Keator moved that the minutes be approved as submitted. The motion was seconded by Mr. Nunnally and approved with a unanimous vote.

Ms. Keator moved that the meeting be adjourned; the motion was seconded by Mr. Saunders and approved with a unanimous vote.

The meeting was adjourned at 9:00 P.M.

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Johnnie E. Davis  
Planner - Planning Services

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