

**MINUTES**  
**HILTON VILLAGE ARCHITECTURAL REVIEW BOARD**  
**WEDNESDAY, OCTOBER 5, 2011**  
**HILTON LIBRARY**  
**7:00 P.M.**

**PRESENT:** J. Roger Hamilton, III; Chairman; Connie Keator; Allison Hund; Ray Spencer

**ABSENT:** Douglas Nunnally; Vice-Chairman; David Chappell

**STAFF:** Johnnie E. Davis; Staff; HVARB

- (1) Mr. Hamilton called the meeting to order and welcomed the audience.
  
- (2) Mr. Hamilton asked if there was a motion on the September 20, 2011 minutes. Mr. Spencer stated that Mr. Chappell's name should replace Mr. Hamilton's name in the first sentence, item 2, on page 1. The motion was seconded by Ms. Hund and approved with a 4:0 vote.
  - (A) Application No. CA-11-1600 – Kippe H. O'Neal, 222 Ferguson Avenue, requests to resurface the stucco on the first-story of the house, and on the addition at the rear of the house.

Mrs. Kippe O' Neal; the applicant, submitted photos to the board. She pointed out on the photos the sample patch that her contractor did on the side of the house. Mrs. O' Neal said that rocks were added to the finish to make it look more like Hilton stucco. Mr. Hamilton stated that the sample stucco looked better than the

previous stucco finish. Ms. Hund moved that the application be approved as submitted. Mr. Hamilton asked if there were any questions from the board or the audience. There were not any questions. The motion was seconded by Mr. Spencer, and approved with a 4:0 vote.

- (B) Application No. CA-11-1601 – Clint Cyr, 307 Ferguson Avenue, requests to construct an 8’ – 0” x 8’ – 0” shed in the rear yard.**

Mr. Clint Cyr; the applicant, showed the board drawings of the shed. He stated he followed the suggestion that the board gave him at the last meeting. Mr. Hamilton asked about the siding. Mr. Cyr said the siding will be exterior grade plywood with 1 1/2” vertical battens. Mr. Hamilton asked about the door. Mr. Cyr replied he was not able to find an example of a shed door in the guidelines. He said Mr. Davis informed him that there was a drawing in the previous guidelines; however, it did not make it into the new guidelines. Mr. Cyr showed the board examples of two types of doors. He said it did not matter to him which door is used on the shed. The board selected the door. Mr. Cyr stated the shed will be painted the same color of the house. After further discussion, Mr. Hamilton asked if there were any questions from the audience. There were not any questions. Ms. Hund moved that the shed be approved using the door that was selected by the board. The motion was seconded by Mr. Spencer and approved with a 4:0 vote.

- (C) Application No. CA-11-1602 – Bank of America, 69 Main Street, requests to make repairs to the rafters and underlayment on the addition at the rear of the house, and replace the roof’s membrane**

material with new rubber membrane material on the addition.

Ms. Sherry Wilson; the realtor for the applicant, stated that the rubber-membrane on the roof of the addition will be replaced. Mr. Davis stated there will also be some rafters replaced. After further discussion, Mr. Hamilton asked if there were any questions from the audience. There were not any questions from the audience. Mr. Spencer moved that the application be approved as submitted. The motion was seconded by Ms. Hund and approved with a 4:0 vote.

- (D) Application No. CA-11-1603 – Christopher & Susan North, 205 Palen Avenue, requests to enclose the two-story addition at the rear of the house, and install a central air conditioning unit.

Mr. Herbie Morewitz; the realtor for the applicant, stated he submitted a new elevation drawing that shows the changes that the board had suggested at the last meeting. He said he reduced the number of windows on all sides of the addition, and he thinks that the addition actually looks better. Ms. Hund said she agrees, and she said the addition looks more in keeping with the style of the village. Mr. Morewitz stated he had originally thought that there would be two air conditioning units that would be used; however, since the house has three-stories there is a possibility that three units will be needed. He said whatever number of units that will be used, they will be installed in the rear yard and you will not be able to see them, since they will be landscaped with shrubs planted around them. Mr. Morewitz said he has submitted the specifications for the units that will be used. He stated he understands that the windows grids have to be on the outside of the windows. He asked if the windows should be four over

four or six over six. Mr. Hamilton stated the windows should be six over six so that they match the style of the original windows on the house. Mr. Morewitz said Mr. Peter Dujardin; the adjacent duplex owner, is present, and that they have agreed to paint both sides of the duplex the same color. Mr. Davis said they can receive administrative approval for the painting, providing that they use the approved colors from the paint chart. Mr. Morewitz stated he will let Mr. Dujardin select the paint colors. Ms. Keator asked if any of the connections to the air conditioning units will be visible. Mr. Morewitz said none of the connections will be visible, since the furnace will be installed in a room inside of the enclosed addition. Mr. Hamilton asked what type of material will be used for the siding. He asked if concrete clapboard siding, such as, HardiPlank will be used. Mr. Morewitz stated he had intended to use wood siding. He said he did not know that he could use HardiPlank; however, that would be his preference. Ms. Keator said you can get HardiPlank that looks like clapboard; however, the depth and the width of the siding will have to match the original wood clapboard siding.

Mr. Dujardin stated he has some vinyl siding on his side of the duplex and a door on the second-floor that he would like to remove and patch over. He asked the board if vinyl siding could be used to patch over the door, since he already has vinyl siding. Mr. Hamilton stated he could cover the door with vinyl if he uses the same size and type of siding. Mr. Hamilton said the board would consider that to be a repair. He stated if the rest of the siding or a major portion is removed, than the vinyl will have to be replaced with an approved material, such as, wood clapboard or HardiPlank. Mr. Dujardin said he presently has nine windows, and he would like to reduce them to

five. He stated he would submit an application to the board that will show all of the changes.

Mr. Hamilton asked Mr. Morewitz about the windows. Mr. Morewitz replied he will be using single-paned windows according to the submitted catalog cut which shows four over four windows. He said if the board is willing to approve the windows that he did not have a problem with coming back next month with the proper submittal for the six over six windows. After further discussion, the board agreed to allow Mr. Morewitz to submit a catalog cut for six over six, single-paned windows to staff for approval. Ms. Hund moved to approve the application with the stipulation that the applicant submits a catalog cut to staff for approval providing the windows are six over six, single-paned windows from the same manufacturer as the submitted four over four catalog cut. The motion was seconded by Mr. Spencer and approved with a 4:0 vote.

- (3) Preliminary Design Review – Jeff Yell & David Yell, 96 Post Street, requests to replace all of the windows in the house with replacement thermal-paned windows that match the style and size of the original windows, and install half-round gutters on the house.

Mr. Yell submitted a letter from the glue manufacturer which describes the different types of material that it can be used on. He showed the board a prototype window that he had installed the window grids on according to the guidelines specifications. Mr. Yell said the window that he installed the grids on is a Pella window

which he got at a good price to use as an example. He said the windows that he will be installing will be American Craftsman windows which are manufactured by Anderson. The board discussed the window. Ms. Keator said the window looks like it came from the manufacturer. Ms. Hund agreed. Mr. Yell stated he will submit an application for the next meeting.

- (3) Mr. Davis stated the Department of Planning has been asked by the Virginia Citizens Planning Association to help host their “2011 Commonwealth Land Use and Zoning Conference” by conducting a workshop and mobile tour of Hilton Village and Port Warwick. Mr. Davis said he will show the participants a video at the workshop. He stated the video was produced by Video Production for Newport News TV, the City’s TV channel when the village won the “APA’s Great Places in America Neighborhood Award”. Mr. Davis stated he will then take the participants on a walking tour of the village so that they can see examples in the village of neo-traditional architecture and planning elements. Mr. Davis said Jeff Stodghill has agreed to conduct the walking tour for Port Warwick. He said the theme of the tour is to show how neo-traditional planning that started in Hilton Village has inspired new urbanism planning as demonstrated by the planning elements in the Port Warwick development.
- (4) Ms. Keator said Mr. Davis had mentioned that all of the drawings for sheds did not get into the new guidelines, and that nothing was suppose to have been changed in the new guidelines except for the formatting. She said the drawings should be added into the new guidelines. Mr. Hamilton stated that he agreed, and he said that the drawings will be added with the next revisions to the guidelines.

(5) There not being any further business, Mr. Spencer moved that the meeting be adjourned. The motion was seconded by Ms. Keator and approved with a unanimous vote.

(6) The meeting was adjourned at 8:35 P.M.

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Johnnie E. Davis

Staff; HVARB

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