

**MINUTES**  
**HILTON VILLAGE ARCHITECTURAL REVIEW BOARD**  
**WEDNESDAY, APRIL 6, 2011**  
**HILTON LIBRARY**  
**7:00 P.M.**

**PRESENT:** J. Roger Hamilton, III; Chairman; Douglas Nunnally; Vice-Chairman; Connie Keator; David Chappell; Allison Hund; Ray Spencer

**ABSENT:**

**STAFF:** Johnnie E. Davis; Executive Secretary

- (1) Mr. Hamilton called the meeting to order and welcomed the audience.
- (2) Mr. Hamilton asked if there was a motion on the minutes. Mr. Chappell moved that the minutes of March 2, 2011 be approved as written. The motion was seconded by Ms. Hund and approved with a 6:0 vote.

**(A) Application No. CA-11-1592 – Susan Lawlor, 314 Palen Avenue,** requests to construct a 16' – 0" x 18' – 0" deck on the rear of the house.

Mr. Davis projected photographs of the area of the house where the deck will be constructed and explained the details of the request. Mr. Hamilton asked if the stairs on the back porch will be covered or if they will be removed. Ms. Susan Lawlor; the applicant, stated she intends to cover the steps with the construction of the deck. Mr. Hamilton asked if there were any further questions. There were not any questions. Ms. Keator moved that the application be approved as submitted. The motion was seconded by Mr. Spencer and approved with a 6:0 vote.

**(B) Preliminary Design Review – Chris Reagan, 214 Ferguson Avenue,** requests to install a central air conditioning unit in the side yard of the house, and paint the exterior of the house.

Mr. Chris Reagan; the applicant, stated he would like to install a somewhat unconventional air conditioning system. He said the system is a ductless air conditioning system. Mr. Reagan said he has talked to a contractor about the best way to install the system. He said the dimensions of the unit is 31" x 31" x 12" and the unit does not require a concrete pad underneath. Mr. Reagan said he intends to run the refrigerant lines beside the downspout of the gutter, and the refrigerant lines come with a cover that is either vinyl

or PVC that can be painted. He stated he also wanted to paint the house; however, he wanted to get the air conditioning approved first, and then paint the house and covers to match. Mr. Chappell asked how large are the lines, and will all of the lines be on one side of the house. Mr. Reagan said the lines are one-inch in diameter, and all of the lines will be on one side of the house. Mr. Chappell asked which side of the house? Mr. Reagan replied on the side of the house that faces Main Street. Mr. Spencer asked if the lines will be insulated. Mr. Reagan replied that the lines will be insulated, and with the covers around them the diameter will be 2  $\frac{3}{4}$ ". Mr. Hamilton stated one of the concerns would be the neighbors, since it is located on the side of the house there may be some noise from the compressor. Mr. Davis said previous boards have had some objections to this type of installation for several reasons. He said one of the objections was the visibility from the street, the potential of the compressor to make noise underneath the neighbor's windows, and the refrigerant lines which run up the wall to the second story has been considered unsightly. Mr. Davis said the board has always recommended that the units be installed in the rear yard. He said in this situation, he was not certain that since the lines would be covered and painted, if it would still be as objectionable. Mr. Reagan stated he was told that the unit operates whisper quiet, and it would be installed behind a fence which would block the view of it. Mr. Hamilton stated he thinks that the board would have to look at the entire application in order to make a decision. Mr. Chappell suggested that Mr. Reagan get with his contractor to come up with the type of installation that would be as less intrusive to the house as possible. Mr. Reagan stated he would consult with his contractor and submit an application for the next meeting.

**(B) Preliminary Design Review – Marcus A. Cox, 82 Post Street, requests to paint the exterior of the house.**

Mr. Marcus Cox stated they would like to paint the exterior of their house; however, the colors of the paint that they would like to use do not exactly match the colors on the approved paint chart. Mr. Cox showed the board the samples of the colors. Mr. Davis stated in situations of this nature that a judgment call will have to be made. He said if the paint colors are not close enough to the approved colors, than the board can have Mr. Cox submit an application for board approval. He said; however, if the board thinks that the colors are close enough to the approved colors, than a certificate can be issued as an administrative approval. It was the consensus of the board that the colors can be approved administratively.

- (3) Mr. Hamilton opened discussion on the proposed guidelines. He asked Mr. Davis about the proposed revisions. Mr. Davis stated what he had done was taken those items that the board had discussed in the past as possible changes to the guidelines, and put them into draft form for the board's review. He said the only two items that have been discussed, thus far, for possible changes are handicapped ramps and cupolas. He stated he will explain his rationale for how he drafted the revisions that are before the board. Mr. Davis stated the board can advertise the guidelines in one of two ways. He said last year, since the guidelines were being reformatted, the board advertised the entire guidelines and presented the entire guidelines for possible changes at the public hearing. Mr. Davis said the board can still advertise the guidelines in that manner, if it chooses to do so. However, he said historically what the board has done in the past is to only advertise those items that are being considered for changing. Mr. Davis said the board then receives comments from the public on other possible changes. He stated if other changes are warranted, than those changes are advertized for another public hearing before the board acts on them. He said the proposed guidelines were drafted for the purpose of discussion, and any additional items can be added. Mr. Davis stated the public hearing will have to be held next month. He passed out additional information on cupolas. Ms. Hund asked if the public hearing will be held in addition to the regular scheduled meeting or during the regular scheduled meeting. Mr. Davis said it could be done either way. Ms. Keator said what the board has done in the past, when it knows that there are somewhat controversial issues, a separate meeting just for the proposed revisions would be held. She said if it is not dealing with controversial issues than it is usually done during the regular meeting. Mr. Chappell stated he read the proposed revisions for the handicapped ramps, and he thought that they were fine. He said he thinks that ramps should be part of the guidelines, so that the board will have some type of structural basis to use other than just those for decks. Mr. Chappell said he especially liked the revision that states that if it is an existing stoop that it should remain intact and constructed over, instead of removed. He said that makes it perfectly clear that the board considers ramps to be a temporary structure. Ms. Keator agreed that ramps should be considered temporary. Mr. Chappell stated where he has problems is with the cupolas. Mr. Davis said cupolas were not part of the original architecture of the village. Mr. Hamilton said he did not particular like cupolas. Mr. Chappell said he understands why people would want one from the perspective of how it offers ventilation for a shed; however, he did not think that the board should encourage them. Ms. Keator said she thinks the only reason that the board has considered them in the past is that they sort of fit in with the English Village concept, although the board recognize that they were not part of the original village. She said perhaps the board should consider them on an individual basis. Ms. Hund and Mr. Spencer agreed. Ms. Hund stated the board should only encourage those

things that are in keeping with the original village. Mr. Hamilton stated it seems to be the consensus of the board not to add cupolas at this time. Mr. Spencer asked if there were any other items that the board needed to discuss. Mr. Hamilton stated in the Criteria Chart, there is a provision which gives staff the authority to approve any windows which are replaced with an exact match in the commercial district. Mr. Hamilton said he thinks that was an oversight from the last revision, and it should have never been part of the guidelines. He said it should be changed, since it would be possible to have some very inappropriate windows replaced. The board agreed. Mr. Spencer said that not only are inappropriate windows in the commercial district a problem, but that there are a number of non-contributing buildings in the commercial district, and he said he does not recall seeing the word "non-contributing" anywhere in the guidelines. Mr. Davis said the problem is that there are two sets of guidelines which address the commercial district. He said there is a guidelines manual, and then there is another separate manual titled "The Hilton Village Commercial Area Master Plan" which was done by PMA. He showed Mr. Spencer a copy of the commercial area manual. Mr. Davis stated the board had requested that once the reformatting is done that the commercial area manual should be incorporated into the guidelines; however, he stated it is still a separate document. Mr. Davis said in the commercial area guidelines there are recommendations for modifications to just about every building. He stated what the plan does is to give the commercial district an overall architectural theme with the emphasis being on the porches. He said in some areas it requires you to project out about three-feet to bring about the architectural style of the plan. Mr. Davis said there has only been one business which has followed the plan. He said the Sullivan's modified their building, and they followed the plan to the letter. Mr. Spencer asked if the commercial district complies with the guidelines. Mr. Davis replied that it does comply with the guidelines; however, the guidelines provisions overlap. He said it overlaps with regards to windows and the overall fundamental principles of the guidelines; however, there are things that the commercial district guidelines will circumvent when you start looking at a total remake. He said if someone wanted to change their facade, than that is when the commercial guidelines would apply the most. Mr. Davis said but in terms of windows, colors, and anything else, it all comes under the original guidelines. He said the commercial area guidelines are used primarily when you are planning to renovate the facades. Mr. Chappell stated in his opinion he thinks that it would be better just to leave it separate, since it addresses primarily facade renovations. He said although, it is important that the commercial districts owners are aware that they have to use those guidelines, whenever, they are planning major renovations to their facades. Mr. Hamilton stated since there is some overlapping in the regulations, that was the reasons why the board did not want two separate documents so as to avoid confusion. Mr. Davis said it is very obvious

what the differences are between the guides. He said the only time that anyone would look at that guide closely would be when they wanted to renovate the entire facade. Ms. Hund stated a total renovation is something that you will not see happening that frequently. Mr. Davis said that is correct. Ms. Keator stated she thinks that another reason why the board wanted to combine the two documents is that the board wanted to present a more united front by stating that even though the commercial district is different from the residential district that it is still under the purview of the board. She said the board wanted to really emphasize that fact. Mr. Davis said that is correct, the board does have the same purview over the districts. He stated anything that the board looks at in the residential district, such as, gutters, roofing, and colors all have the same criteria as in the commercial district. Mr. Hamilton asked if that was stated anywhere in the guidelines? Mr. Davis replied no it is not. Mr. Hamilton said it should be stated somewhere in the guidelines. Mr. Chappell agreed, and he said it should be placed somewhere in the front of the guidelines. The board agreed that a statement is needed. Mr. Hamilton told Mr. Davis to draft a commercial area guidelines statement for inclusion in the proposed revisions. Mr. Davis stated he would draft the statement, and the board will have an opportunity to tweak it, if necessary, at the next meeting.

- (4) There not being any further business, Mr. Chappell moved that the meeting be adjourned. The motion was seconded by Ms. Hund and approved with a 6:0 vote.
- (6) The meeting was adjourned at 8:15 P.M.

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Johnnie E. Davis  
Staff, HVARB

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