

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

PRESENT: J. Roger Hamilton, III; Chairman, Robert Saunders, David Chappell, Ryan J. Frantz

ABSENT: Douglas Nunnally, Vice-Chairman, Connie Keator, Katie Stodghill

STAFF: Johnnie E. Davis, Executive Secretary

- (1) Mr. Hamilton called the meeting to order.
- (2) Mr. Frantz stated the first sentence in item D., page 3, should be corrected to reflect that Mr. Hamilton also stepped down from the board. Mr. Frantz moved that the August 5, 2009 minutes be approved as corrected. The motion was seconded by Mr. Saunders and approved with a unanimous vote.
- (3) Mr. Al Riutort; Director of Planning, stated the Department of Planning had won an award from the American Planning Association (APA) as one of America's Ten Great Neighborhoods in the country. Mr. Riutort stated that this is a very prestigious award, and that many communities across the country had competed for the award. He stated APA is announcing the winners in a media blitz to all of the national and local media markets. Mr. Riutort said the award will be presented to the mayor on October 21, 2009 at the city council meeting, at 7:00 p.m., and the board should attend the meeting. He stated there will be a recognition ceremony held for Hilton on October 24, 2009, at 11:15 a.m, in the parking lot at the corner of Warwick Boulevard and Main Street. Mr. Riutort stated the ceremony will be held in conjunction with the Village's Oktoberfest, and that the award will be presented by someone from APA to the board and the residents of the Village. Mr. Riutort said the ceremony will probably be attended by state and local officials.
 - (A) **Application No. CA-09-1545 – Mary Ellen O’Neill, 220 Ferguson Avenue, requests to replace ten (10) of the original windows in the house with vinyl thermal-paned windows that match the style of the original window.**

Mr. Davis projected photos of the applicant's windows on the screen. He explained the details of the request, and pointed out where the windows will be replaced on the house. Ms. Mary O'Neill stated she decided to use the same window manufacturer that Mr.

Oliver Carrithers used on his house at 98 Hopkins Street. The board briefly discussed the request. Mr. Hamilton asked if there were any comments from the audience. There were not any comments. Mr. Chappell moved that the application be approved as submitted. The motion was seconded by Mr. Saunders and approved with a unanimous vote.

- (B) Application No. CA-09-1546 – David Reed, 84 Hopkins Street, requests to replace ten (10) windows in the sunroom on the side of the house with thermal-paned windows that match the style of the original windows in the house.**

Mr. Davis projected photos of the applicant's windows on the screen. He explained the details of the request, and pointed out where the windows will be replaced on the addition. Mr. David Reed stated he will also be using the same window manufacturer that Ms. O'Neal will be using. Mr. Hamilton asked if there were any comments from the audience. There were not any comments. Mr. Saunders moved that the application be approved as submitted. The motion was seconded by Mr. Frantz and approved with a unanimous vote.

- (C) Application No. CA-09-1547 – Dana & Cynthia Light, 10218 Warwick Boulevard, install a 6' dog-eared, privacy fence to run 44 feet along the right side property line and continue with a 4 foot, dog-eared fence for 6 feet to the rear property line.**

Mr. Light stated he would like to change his request by adding a gate and changing the style of the fence to a different picket style. He said the gate will be either 36 inches or 48 inches in height. He submitted a catalog sheet of the fence to the board. Mr. Hamilton stated that the proposed style is an approved style from the guidelines. The board discussed the location of the fence. Mr. Hamilton asked if there were any comments from the audience. There were not any comments. Mr. Saunders moved that the application be approved with the following stipulations: (1) that the fence style shall be changed to an approved style as submitted by the applicant, and (2) that a 36 inch or 48 inch high gate shall be install as shown on the submitted drawing by the applicant. The motion was seconded by Mr. Chappell and approved with a unanimous vote.

- (D) Preliminary Design Review – Wayne Blanks, 316 Palen Avenue, requests to make repairs to the slate on the roof of the house and the fence in the side yard.**

Mr. Wayne Blanks stated a tree had fallen on the roof of his house and damaged some of the slate which will have to be replaced. He said he had discussed the repairs with Mr. Davis and that he had suggested that he attend the meeting and bring it to the attention of the board. Mr. Blanks said he will be using natural Vermont Slate to replace the shingles. He also stated when the tree fell that it damaged the wooden fence in the side yard, and he would be repairing the fence exactly the way it previously existed. Mr. Davis said Mr. Blanks had also discussed the repairs with the Department of Codes Compliance, and it appears that the repairs will come under the provisions of ordinary repairs. He said Mr. Blanks is aware that if the repairs exceed the provisions that he will have to come before the board to get approval to complete the repairs. Mr. Blanks stated he would submit an application to the board if it becomes necessary.

(E) Preliminary Design Review – Brenda G. Hart, 310 Palen Avenue, requests to repair the shed in the rear yard.

Ms. Brenda Hart stated her storage shed was in need of extensive repairs, and she explained to the board the repairs that need to be done. Mr. Hart stated they have a lot of trees which presents a moisture problem on the roof of the shed, and they were considering replacing the asphalt shingles with a tin roof if the board would allow it. Mr. Hamilton explained that a tin roof is not one of the approved materials from the guidelines that the board could approve, and he suggested trimming back the tree branches, and using asphalt or fiberglass shingles. Mr. Hart stated they had selected an asphalt shingle to use in the event that they could not use tin, and that they would submit it with their application. He stated they were considering using T111 as the exterior siding, and that it would be painted to match the color of the house. Mr. Hart said he would like to remove the window in the rear wall and install it in the front wall to match the window on the other side of the wall. He said he will submit photographs with his application for the next meeting.

- (4)** Mr. John Lash complemented the Planning Department for winning the APA award. He stated he knew that a lot of work went into winning the award, and that he has received phone calls from people that live in other states about the award.
- (5)** Mr. Saul Gleiser; Senior District Planner, asked the board about comments on the proposed guidelines from Bam; the consultant. Mr. Hamilton gave Mr. Gleiser a mark-up copy of the proposed guidelines. He stated he had gone through the guidelines and corrected things that were not in the original guidelines.

- (6) Mr. Saunders moved that the meeting be adjourned. The motion was seconded by Mr. Chappell and approved with a unanimous vote.
- (7) The meeting was adjourned at 9:00 P.M.

Johnnie E. Davis
Executive Secretary, HVARB

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