



ARCHITECTURAL REVIEW BOARD MEETING

Thursday, March 23, 2023 at 7:00 PM

AGENDA

CALL TO ORDER.

DETERMINATION OF A QUORUM & PURPOSE STATEMENT.

APPROVAL OF MINUTES.

- [1.](#) EnterTextHere

NEW BUSINESS.

- [2.](#) Applicant seeks a COA for building improvements and maintenance. Includes front and rear facades and fence.
- [3.](#) Applicant seeks to paint existing building brick on side of building facing 5th Street parking lot.
- [4.](#) Applicant performed emergency structural repairs to building that included removing the existing side wall and replacing it with "like for like" materials.
- [5.](#) Applicant seeks to resurface existing wood signage with vinyl overcoat.
- [6.](#) Applicant seeks to perform maintenance, demolition, and new build features to the building. Items include painting, front steps, removal of back deck, new patio, fence, and signage.

UPDATES.

BOARD MEMBERS TIME.

ADJOURN.



**ARCHITECTURAL REVIEW BOARD OF THE TOWN OF WARRENTON
TOWN HALL
21 MAIN STREET
WARRENTON, VIRGINIA 20186**

MINUTES

**A REGULAR MEETING OF THE ARCHITECTURAL REVIEW BOARD WAS HELD ON
February 23, 2023, AT 7:00 PM IN WARRENTON, VIRGINIA**

PRESENT Ms. Laura Bartee, Chair; Ms. Virginia Gerrish, Vice-Chair; Ms. Karen Lavarney; Mr. Steve Wojcik; Mr. John Thorsen; Ms. Denise Harris, Planning Manager

ABSENT

CALL TO ORDER AND DETERMINATION OF A QUORUM

The meeting called to order at 7:00 p.m., and a quorum was established. Ms. Bartee read the purpose statement.

NEW BUSINESS

COA 23-07 5 N FIFTH STREET

Ms. Harris provides a brief overview of the application.

Ms. Bartee invites the applicant forward to speak.

Ms. Adriene Gwenn, Applicant comes forward to speak.

Mr. Wojcik asks about location of proposed sign.

Ms. Gwen answers indication proposed location.

Ms. Gerrish briefly outlines proposed changes and asks for further details on adhesive proposed to attached sign.

Ms. Harris and the Board briefly discuss usage of adhesive on masonry walls and potential for more traditional attachment methods.

Mr. Wojcik comments on potential for moisture buildup with the adhesive.

Mr. Thorsen comments on the changes to the exterior trim and windows.

Mr. Thorsen and applicant discuss potential shutter options.

Ms. Bartee discusses with the board potential conditions involving the shutters.

Ms. Bartee asks the Board for a motion.

Ms. Lavarney moves to approve COA 23-07 with presented approval conditions, Seconded by Ms. Gerrish.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney; Mr. Thorsen

Absent: N/A

COA 23-08 19 MAIN STREET

Ms. Harris provides a brief presentation on the application.

Ms. Bartee invites the applicant forward to speak.

Mr. Michael Reynold, Owner provides further historical information on the building and scope of work.

The Contractor discusses and provides sample of material for review.

Ms. Bartee briefly discusses material gauge with contractor.

Ms. Bartee asks about changes to down spouts.

Mr. Reynold responds describing reuse of existing gutter.

Mr. Wojcik comments on the work and laments that no one will see the work.

Ms. Gerrish comments on the work and proposed material.

Mr. Thorsen asks about potential to paint vent to match roof.

Ms. Bartee speaks with board and staff about approval conditions.

Ms. Bartee asks for a motion.

Ms. Gerrish moves to approve COA 23-08 with presented conditions, Seconded by Mr. Wojcik.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney; Mr. Thorsen

Absent: N/A

COA 23-09 159 HIGH STREET

Ms. Harris provides a brief description of the application.

Ms. Kathleen Nevill, applicant comes forward to speak.

Ms. Bartee opens the floor to discussion.

Mr. Wojcik asks for clarification on the fence boards and gates.

Ms. Nevill responds providing gate details and locations.

Mr. Wojcik asks for further detail on the potential for rust forming on the wire fence.

Ms. Nevill responds outlining wire material.

Ms. Gerrish asks about type of stain or paint planned for wooden portion of fence.

Ms. Nevill responds detailing potential planned finish.

Ms. Gerrish asks about the location and extent of previous fencing.

Ms. Nevill responds outlining changes to fencing location.

Ms. Bartee asks for clarification on the location of replaced fencing.

Mr. Wojcik asks for clarification on proposed approval conditions.

The Board briefly discuss changes to the proposed approval conditions.

Ms. Bartee asks the Board for a motion.

Ms. Lavarney moves to approve COA 23-09 with proposed changes to conditions,
Seconded by Mr. Wojcik.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney; Mr. Thorsen

Absent: N/A

UPDATES

No updates.

BOARD MEMBERS TIME

Mr. Wojcik updates the Board on his discussion with the owner of Alwington Manor regarding its preservation.

ADJOURN

Mr. Wojcik moved to adjourn. Ms. Gerrish seconded. All in favor, no discussion.

Voting Yea: Ms. Laura Bartee, Chair; Ms. Virginia Gerrish, Vice-Chair; Ms. Karen Lavarney; Mr. Steve Wojcik; Mr. John Thorsen

Absent: N/A

With no further business, this meeting was adjourned at 7:38 PM.

DRAFT



TOWN OF WARRENTON

Department of Community Development

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ARCHITECTURAL REVIEW BOARD

Staff Report COA 2023-10

March 23, 2023

Owner/Applicant: Daniel Woodward

Property: 75 Main Street

Request: Remove existing front door and transom, new window, fill in hole from AC Unit, replace wood and paint materials, repair existing brick on rear, and repair existing fence.

Present Use: Vacant

Zoning: CBD – Central Business District

**Adjacent Property
Zoning and Land Use:**

Direction	Zoning	Use
North:	CBD	Commercial Retail
South:	CBD	Commercial Retail
East:	CBD	Commercial Retail
West:	CBD	Commercial Retail

Proposal:

The applicant is proposing to remove existing front door and transom, new window, fill in hole from AC Unit, replace wood and paint materials, repair existing brick on rear, and repair existing fence.

Historic and Architectural Significance:

Built circa 1931, this building was used as a Western Union Telegraph Office until the 1940s when it became Ellis' Custard Shop, a popular meeting location following a movie in the adjacent theater building. This modest Art Deco building contributes to the historic and architectural character of the Warrenton commercial district. The building is an excellent example of one-part commercial block style building and represents the mid-twentieth-century residential resources within the district. This is a good representation of commercial infill on a predominantly commercial Main Street. The building retains integrity of location, design, setting, feeling, and association. This resource falls within the district's period of significance and contributes to the character of the district. Although the building does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C for architecture.

Historic District Guidelines Considerations:

Historic District Guidelines	Analysis
Guidelines for Painting and Finishes	
1. Preserve original finishes and coatings.	Staff is not able to determine if Guidelines are being met without more information provided.
2. Recreate the historic appearance of the building by repainting or refinishing with colors and coatings that are appropriate to the period of historic significance of the building.	
3. Repaint and refinish to protect the resource, and enhance the original character of the building and the district.	
Guidelines for Storefronts	
1. Preserve and repair historic-age storefronts, including window trim, glass, lintels, sills, architraves, shutters, cornices, pediments, hoods, steps, and all hardware. Owners of buildings with storefronts that have been altered in the past are encouraged to restore these elements to their original appearance based on site evidence and appropriate historic research.	Staff is not able to determine if Guidelines are being met without more information provided.
2. Repair storefront elements by patching, splicing, consolidating, or otherwise reinforcing the historic materials. Such repair also can include the limited replacement in kind or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.	
3. Replace in kind an entire storefront element that is too deteriorated to repair. If the overall form and detailing are still evident, use the physical evidence to guide the new work. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.	
4. Recreate a missing lintel or cornice to help define the storefront. Carry through missing pilaster elements. If the original transom glass is missing, install new glass, but do not infill with a sign or other opaque materials. Use wood and glass or metal and glass doors.	
5. Recreate storefronts by matching the original proportions, sizes, scale, color, and materials of the original, documented storefront. Do not alter the commercial character of the storefront by substantially reducing or enlarging the area of glass in the storefront	
6. Design new storefronts to be compatible with the original building. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a	

Historic District Guidelines	Analysis
new design that is compatible with the style, size, scale, material, and color of the historic building.	
7. Maintain the alignment and rhythm of the front façade when altering or restoring a previously altered storefront. Use traditional materials such as masonry and wood. If using traditional materials is not feasible, use compatible substitute materials that are similar in scale, finish, and character to the original material and have proven durability in the local climate. Expose original storefront elements that have been obscured by modern siding or other materials.	
9. Design operable storefronts that are appropriate to the character of the district. Overhead doors should be used only on former garages, warehouses, or other buildings that would have originally included such doors. Folding-style doors are preferable on typical commercial storefront buildings.	
10. On a typical commercial building from the late nineteenth or early twentieth century, the storefront material should be wood or painted metal.	Staff is not able to determine if Guidelines are being met without more information provided.
11. Design operable storefronts with appropriate proportions. The number of vertical divisions in the storefront and the proportions of frame to glass in each bay should be consistent with the existing rhythm of the building façade, so that when closed, the storefront reads as a typical fixed storefront.	
Guidelines for Maintenance and Cleaning	
Clean masonry surfaces only when necessary using the gentlest means possible. Water washing at 100 PSI sprayed down from the eave (not upward) and avoiding crevices, architraves and openings is recommended. A mild non-ionic detergent may be added to remove oils. A soft natural bristle brush is recommended but avoid joints. Never wash in/near freezing weather. Tests for the proposed method of cleaning should be performed before cleaning the entire area to ensure that the cleaning will not harm the masonry. Tests should be performed over a sufficient period of time to evaluate both the immediate and long-range effects of the cleaning.	Staff is not able to determine if Guidelines are being met without more information provided.
1.Clean building surfaces with the gentlest means possible	
2.Clean surfaces only when sufficiently soiled, to avoid inflicting unnecessary damage to materials. Test all cleaning methods on an inconspicuous surface prior to application on remainder of building.	
Guidelines for Fences and Walls	

Historic District Guidelines	Analysis
1. Retain, protect, and repair existing iron, steel, brick, stone, cast stone, concrete block, and wood fences or walls.	Unclear what the intent is for the fence.
2. New fences and walls should not exceed six feet in height, or the maximum allowed by the zoning district regulations.	Unclear what the intent is for the fence.
For fences and walls between properties, permission and approval of the adjoining owner should accompany the Architectural Review Board application for review consideration	Best practice stated in Guidelines.

Staff Review:

The application is lacking in details for types of materials and the extend of the modifications. Staff has asked the applicant to provide more information.

Staff recommends the following conditions for consideration:

1. All necessary permits are acquired.
2. Other conditions as appropriate when more information is provided.

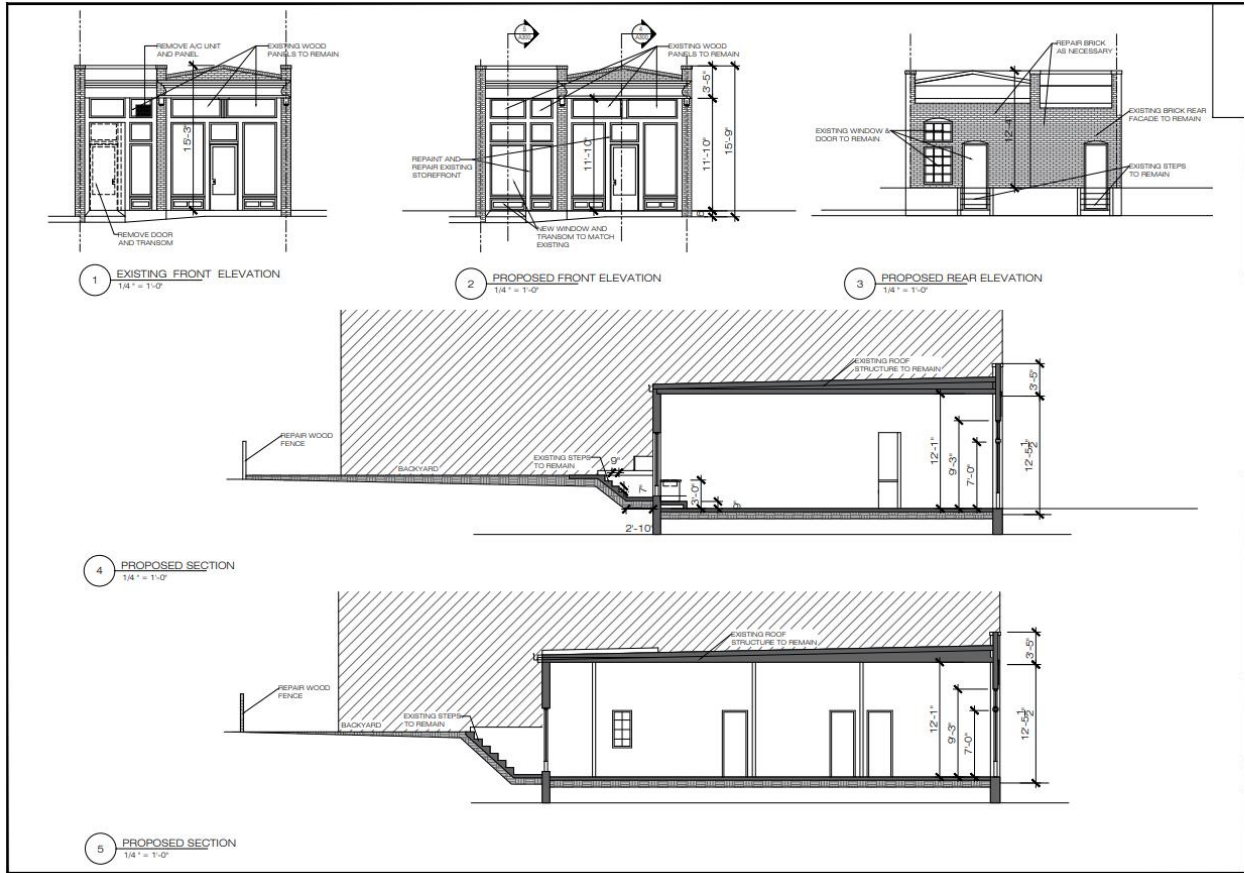
Vicinity Map



Street View



Site Photo



FILE NAME: 7

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 23-10

March 23, 2023

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 23-10** for the proposed exterior alterations at **75 Main Street** with the following conditions:

1. All necessary permits are acquired.
2. Other conditions as appropriate when more information is provided.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0



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ARCHITECTURAL REVIEW BOARD

Staff Report COA 2023-11

March 23, 2023

Owner/Applicant: Clea Investments LLC by John Capetanakis

Property: 100 Main Street

Request: Paint existing brick

Zoning: CBD – Central Business District

**Adjacent Property
Zoning and Land Use:**

Direction	Zoning	Use
North:	CBD	Commercial Retail
South:	CBD	Commercial Retail
East:	CBD	Commercial Retail
West:	CBD	Commercial Retail

Proposal:

The applicant is proposing to paint the existing brick.

Historic and Architectural Significance:

This building was constructed between 1931 and 1947 based on Sanborn maps. The building is a good example of one-part commercial block building and represents the mid-twentieth-century residential resources within the district. The building retains integrity of location, design, setting, feeling, and association. This resource falls within the district's period of significance and contributes to the character of the district. Although the building does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C for architecture.

Historic District Guidelines Considerations:

Historic District Guidelines	Analysis
Guidelines for Painting	
Preserve the original finishes and coatings.	The existing wall is unpainted brick.
Guidelines for Foundations and Walls - Masonry	
Not historically appropriate to paint a previously unpainted masonry building or wall.	The existing brick is not painted

Staff Review:

Staff does not recommend approval of this COA due to it not meeting the Historic District Guidelines.

Vicinity Map
Street View



Street View





Site Photo

Rear of 100 & 102 Main St



Request to paint this in grey to match rest of property.

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 23-11

March 23, 2023

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 23-11** for the proposed exterior alterations at **100 Main Street** with the following conditions:

1. All necessary permits are acquired.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0

MOTION TO DENY

I move to deny the application for **Certificate of Appropriateness 23-11** for the proposed exterior alterations at **100 Main Street** with the following conditions:

1. Proposal does not meet the Historic District Guidelines for painting brick.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0



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ARCHITECTURAL REVIEW BOARD

Staff Report COA 2023-14

March 23, 2023

Owner/Applicant: Malcolm Alls/Chelsea Greer
Property: 194 E Lee Street
Request: Repair structural wall damage
Zoning: RMF – Residential Multi Family District

**Adjacent Property
Zoning and Land Use:**

Direction	Zoning	Use
North:	R-6	Residential
South:	RMF	Residential
East:	R-6	Residential
West:	RMF	Residential

Proposal:

The applicant had to repair and replace an exterior wall. The repair was structural in nature, which required an emergency repair.

Historic and Architectural Significance:

This building was constructed in c.1857 and is in good condition. It served as the Fauquier Female Seminary from its initial construction until c.1920. Very little information was able to be gathered regarding the history of the building. This is an excellent example of an Italianate style building within the district and it represents a mid-nineteenth-century educational resource within the district. The building retains integrity of location, design, setting, feeling, and association. This resource falls within the district's period of significance and contributes to the character of the district. The building possess sufficient architectural significance and possibly sufficient historical significance to qualify for individual listing in the National Register. Further study would be needed to make this determination. It is a contributing resource to the Warrenton Historic District under Criterion C for architecture.

Historic District Guidelines Considerations:

Historic District Guidelines	Analysis
Guidelines for Foundations and Walls	
Retain, preserve, and repair the historic masonry including foundations, walls, and masonry details or features of the building.	The applicant has sample bricks to provide to the ARB and intends to repaint to match the existing structure.
Restore and repair masonry features by patching, piecing in, or consolidating the masonry using recognized preservation methods. Repair also may include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes or sufficient historical documentation for an accurate reconstruction of the original. Do not remove or rebuild a major portion of a masonry feature that can be repaired.	The applicant sought to match the existing structure, lime line, and lentils. The existing windows are being reused.
Replace and recreate original masonry in kind if missing or damaged beyond repair. When damaged or missing masonry must be replaced, use materials of the same size, color, and hardness. When appropriate, alternative materials may be used for masonry that convey the visual appearance of the surviving parts of the masonry feature and that are physically and chemically compatible with the historic fabric.	Applicant had to replace the brick and replaced with a sample to provide to the ARB.

Staff Review:

Staff recommends the following conditions for consideration:

1. All necessary permits are acquired.

Vicinity Map

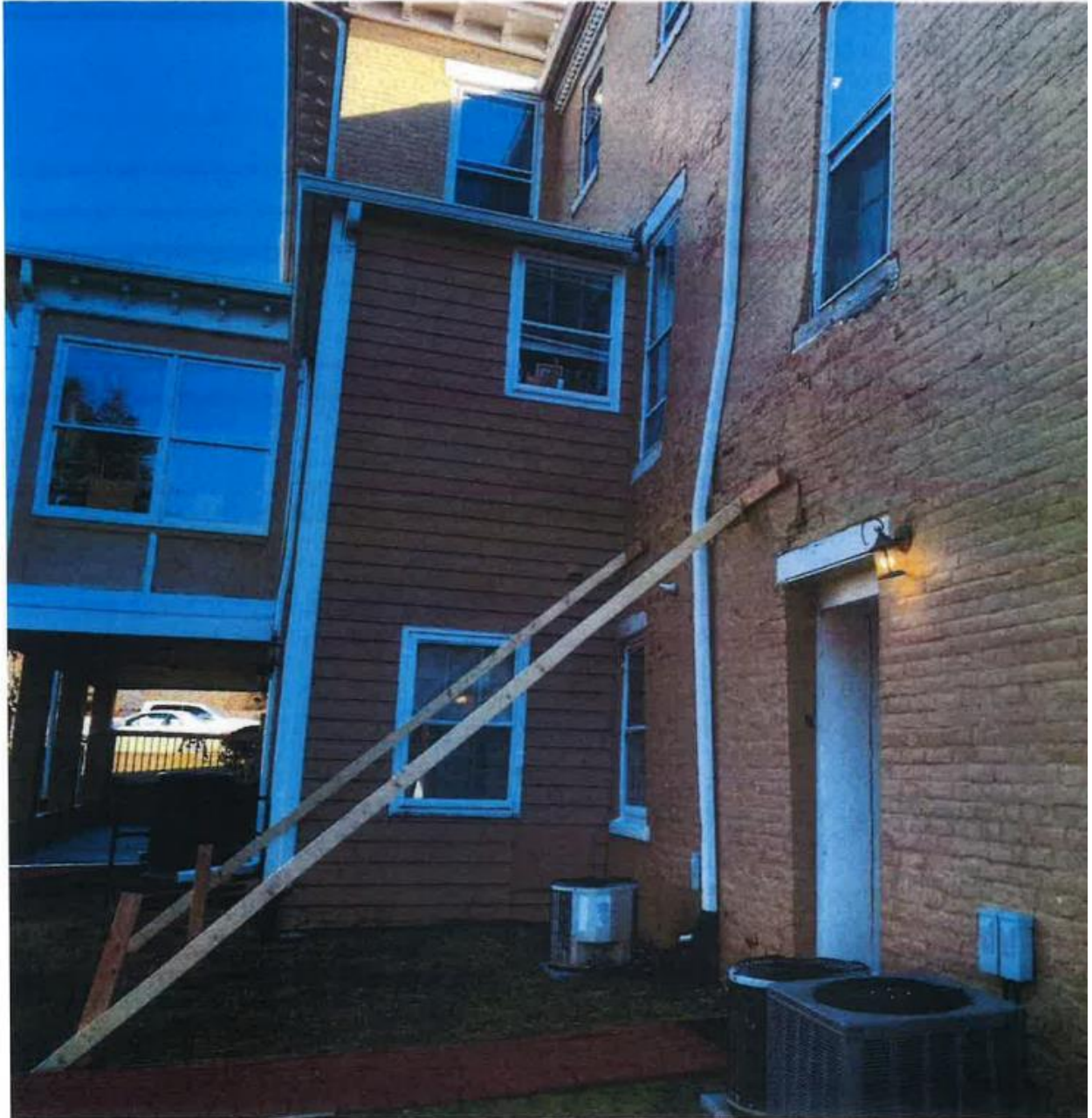
Street View

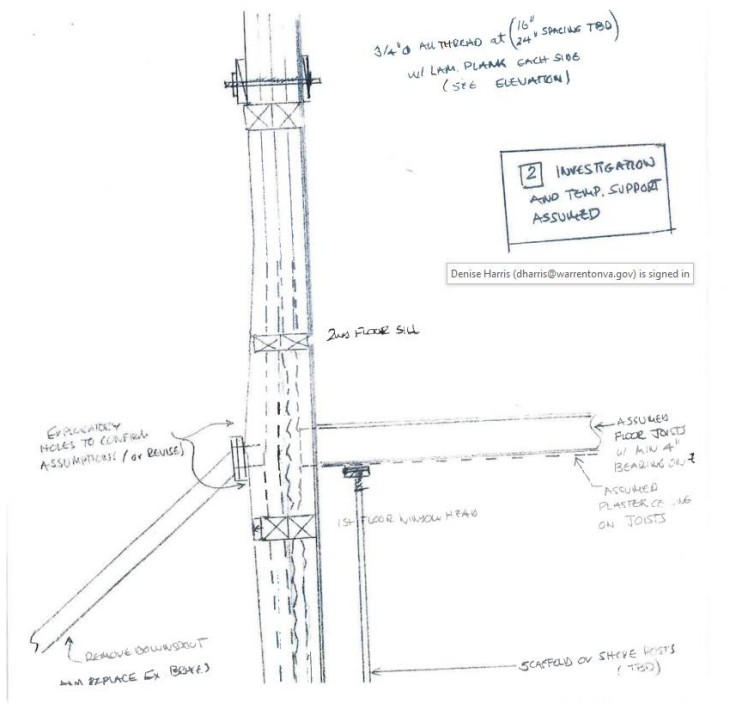
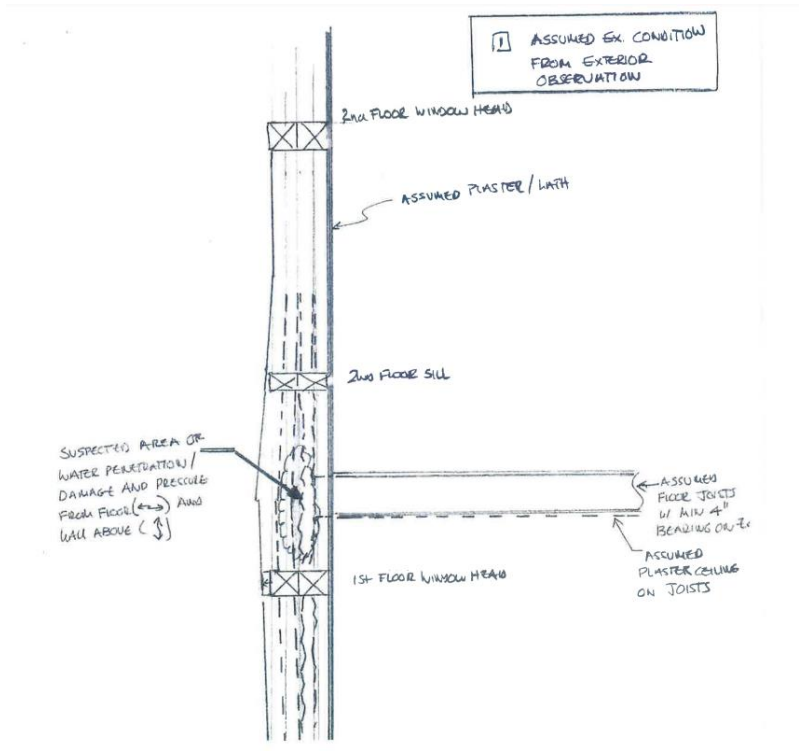


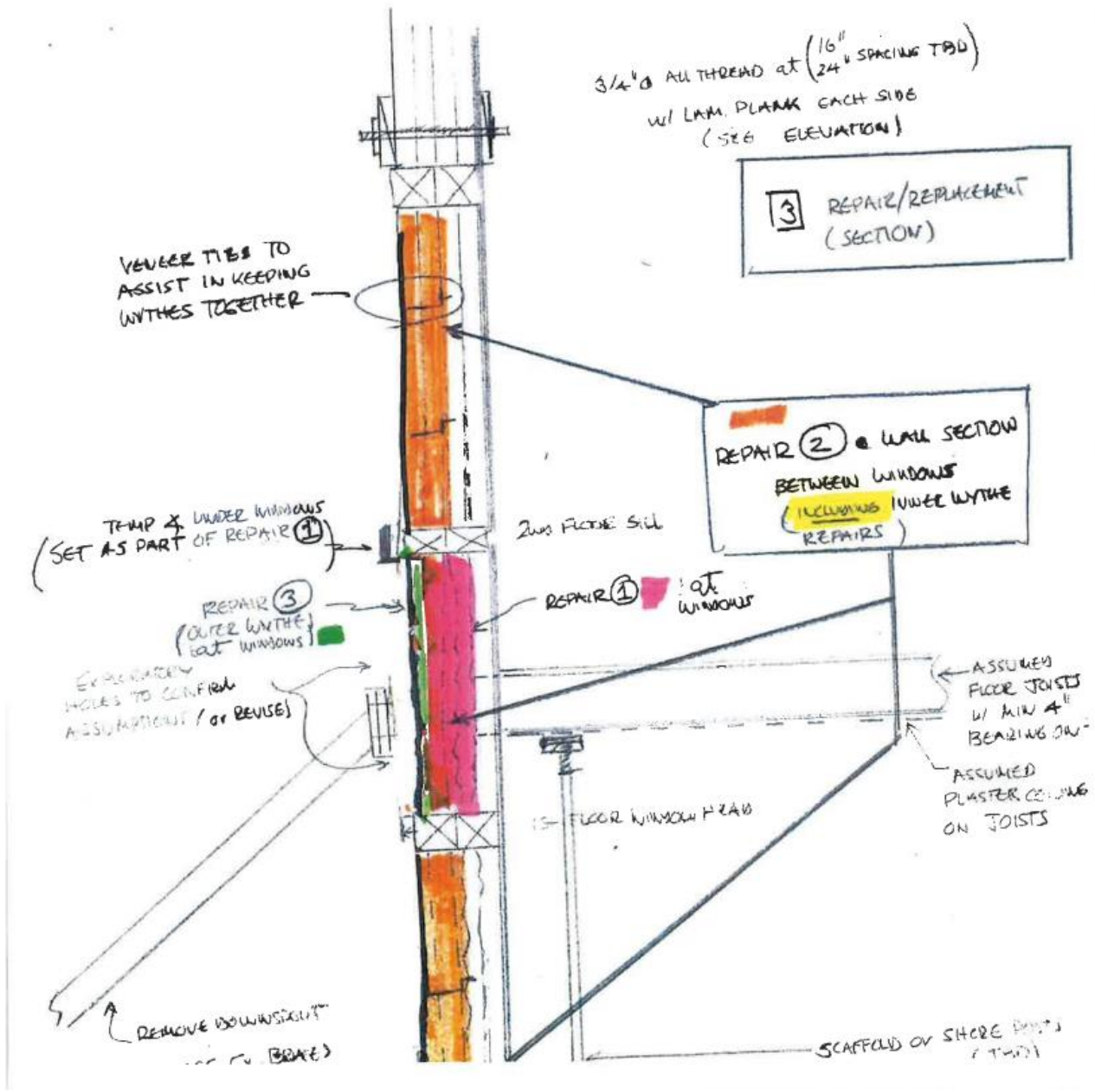
Street View

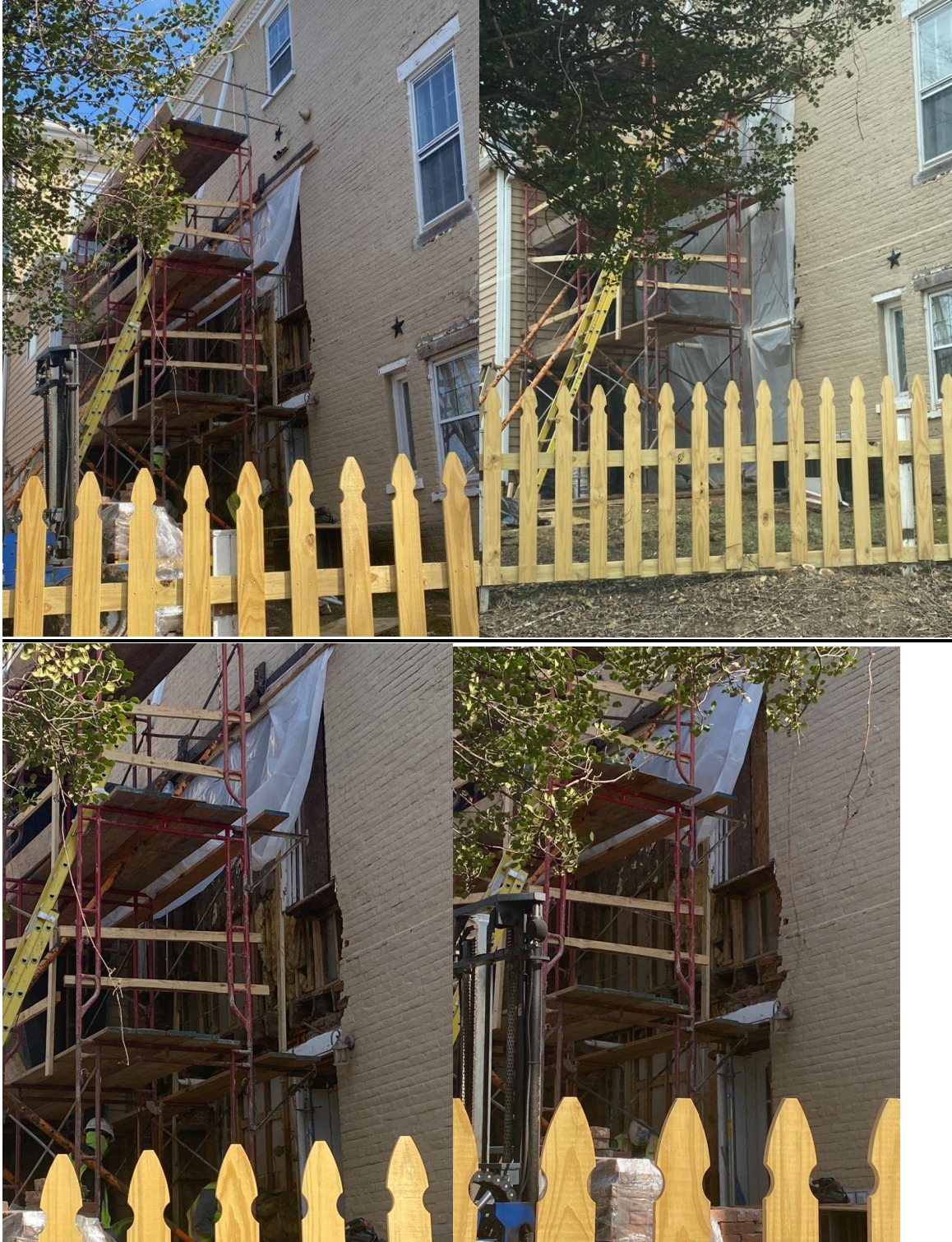


Site Photo











ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 23-14

March 23, 2023

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 23-14** for the proposed exterior alterations at **194 E. Lee Street** with the following conditions:

1. All necessary permits are acquired.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0



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ARCHITECTURAL REVIEW BOARD

Staff Report COA 2023-15

March 23, 2023

Owner/Applicant: Graham-George, LLC/Gregory Watts (Piedmont Press)

Property: 50 Culpeper Street

Request: Resurface existing 40"x24"x1/2" wood sign with vinyl

Zoning: CBD – Central Business District

**Adjacent Property
Zoning and Land Use:**

Direction	Zoning	Use
North:	PSP	Office/Courts
South:	PSP	Office
East:	CBD	Commercial/Office
West:	PSP	Parking

Proposal:

The applicant proposes to resurface existing wood sign with vinyl using 3/8" lag shields with 2 ½" x 3/8" lag screws.

Historic and Architectural Significance:

This former dwelling, known as the Norris-Chilton House, was constructed in c.1822. The former Learning Technology Institute, this building is in fair condition. Although the site has been altered to accommodate the change in use, this work appears to have been undertaken within the period of significance. Furthermore, the building itself still retains integrity despite its change in use. Specifically, it retains integrity of location, design, materials, workmanship, and feeling. Although no longer functioning as a dwelling, this resource contributes to the residential character of the district. It also falls within the district's period of significance. While it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C, for architecture, and Criterion A for education.

Historic District Guidelines Considerations:

Historic District Guidelines	Analysis
Guidelines for wall signage	
1. Wall signs should be scaled and sized according to the building to which they are proposed. They should not cover or obscure important architectural elements.	The existing wall signage is 40"x24"x1/2"
2. Applied wall signs should be of painted wood, metal, or substantial and durable composite materials.	The proposed signage is made of wood.
5. Wall signs should be attached in the least damaging means to the building's materials and other character-defining features. Try to reuse earlier holes for mounting rather than making new ones. When new holes are necessary, always try to fasten into the mortar instead of compromising the strength of a brick.	The signage is proposing to use using 3/8" lag shields with 2 1/2" x 3/8" lag screws.
Not historically appropriate: a. Vinyl, plastic, or internally illuminated signs	The proposal would wrap an existing wood sign in vinyl
Not historically appropriate: b. Signage that is oversized, overstated, inappropriate for use in historic districts. Such signage is inappropriate in the Warrenton Historic District.	The proposal would use the existing wall signage 40"x24"x1/2"

Staff Review:

While the existing wood sign is in conformance with the Historic District Guideline, the proposed vinyl overlay does not comply. In addition, there is also an A/C unit (potential mini split) in the front yard exposed without the benefit of screening.

Staff does not recommend approval of the COA request. If the ARB proceeds, the following conditions are for consideration:

1. All necessary permits are acquired.
2. The sign shall resurface the existing 40"x24"x1/2" wood sign.
3. The sign shall be attached in the mortar of the building in the least damaging methods.

Vicinity Map

Street View



Street View





Site Photo



Client install Resurface existing Sign
40"X24" 1/2" Wood (single-sided)
Attached to Brick Using
3/8" Lag Shields with 2 1/2"x 3/8" Lag screws



Existing sign



ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 23-15

March 23, 2023

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 23-15** for the proposed exterior alterations at **50 Culpeper Street** with the following conditions:

1. All necessary permits are acquired.
2. The sign shall resurface the existing 40"x24"x1/2" wood sign.
3. The sign shall be attached in the mortar of the building in the least damaging methods.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0

MOTION TO DENY

I move to deny the application for **Certificate of Appropriateness 23-15** for the proposed exterior alterations at **50 Culpeper Street** with the following conditions:

1. The application does not meet the Historic District Guidelines.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0



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ARCHITECTURAL REVIEW BOARD

Staff Report COA 2023-16

March 23, 2023

Owner/Applicant: Jordan Hill

Property: 30 S. Third Street

Request: Repaint exterior brick, repair wood trim, demolish back deck, build brick patio, brick front steps, add light, sign.

Zoning: CBD – Central Business District

**Adjacent Property
Zoning and Land Use:**

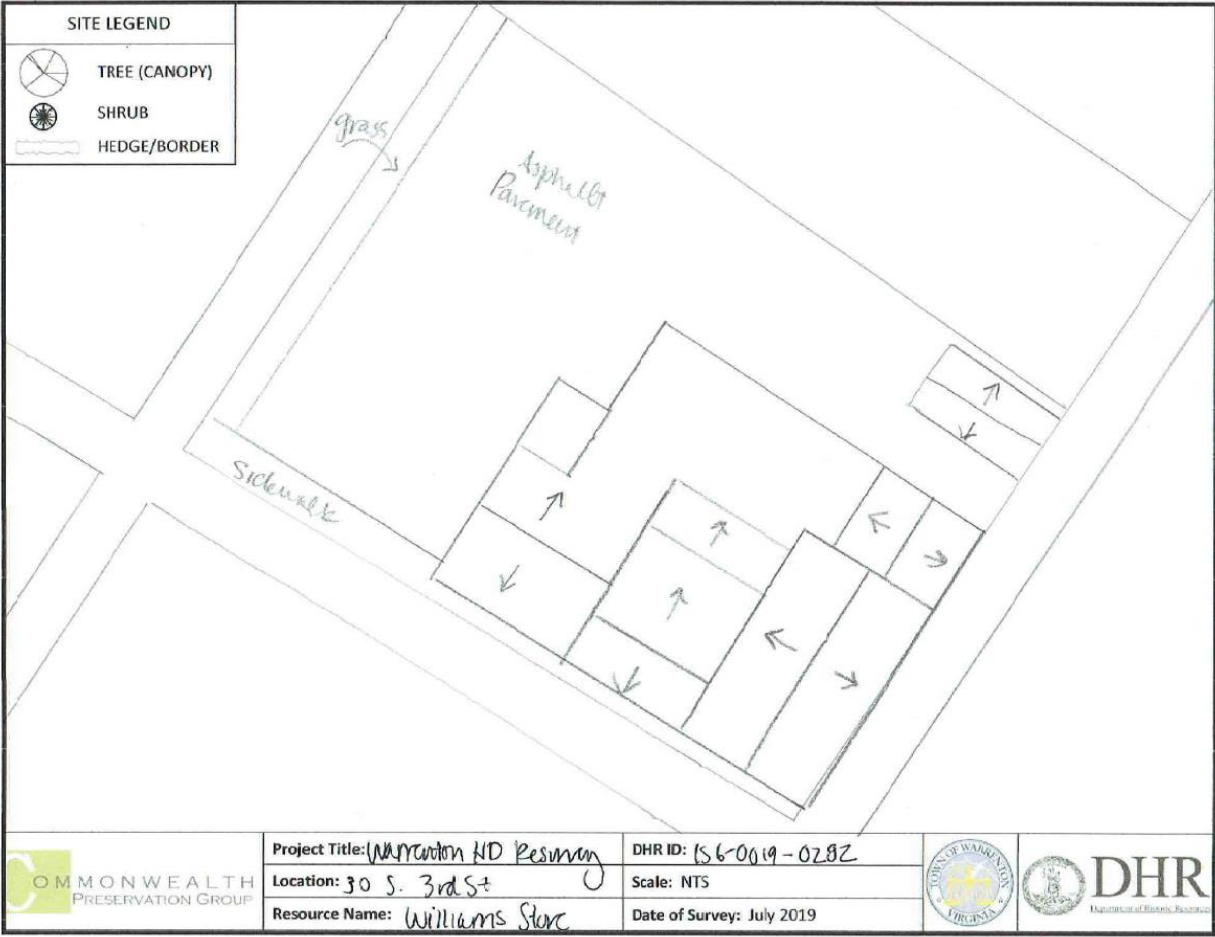
Direction	Zoning	Use
North:	CBD	Commercial Retail
South:	CBD	Commercial Retail
East:	CBD	Commercial Retail
West:	CBD	Commercial Retail

Proposal:

The applicant is seeking a COA approval for repainting exterior brick, repair wood trim, demolish back deck, build brick patio, brick front steps, add light, and sign. Staff has reached out for more information and sketches. During a site visit staff discovered the applicant already installed the brick steps, demolished the back porch, built a six foot board on board fence that was not included in the COA, and brick patio.

Historic and Architectural Significance:

This resource was constructed in sometime between c.1915 and c.1924 and remains in good condition. This resource represents a typical early-twentieth-century main street commercial-style building within the commercial areas of the district. This resource retains integrity of location, design, setting, workmanship, feeling, and association. It falls within the district's period of significance and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C, for architecture.



Historic District Guidelines Considerations:

Historic District Guidelines	Analysis
Guidelines for Painting and Finishes	
1. Preserve original finishes and coatings.	The applicant indicated the intent to paint Sherwin Williams Refuge
2. Recreate the historic appearance of the building by repainting or refinishing with colors and coatings that are appropriate to the period of historic significance of the building.	
3. Repaint and refinish to protect the resource, and enhance the original character of the building and the district.	
Guidelines for Storefronts	
1. Preserve and repair historic-age storefronts, including window trim, glass, lintels, sills, architraves, shutters, cornices, pediments, hoods, steps, and all hardware. Owners of buildings with storefronts that have been altered in the past are encouraged to restore these elements to their original appearance based on site evidence and appropriate historic research.	The applicant intends to paint the brick on three sides of the building (fourth side is too close to adjacent structure).
2. Repair storefront elements by patching, splicing, consolidating, or otherwise reinforcing the historic materials. Such repair also can include the limited replacement in kind or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.	
3. Replace in kind an entire storefront element that is too deteriorated to repair. If the overall form and detailing are still evident, use the physical evidence to guide the new work. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.	
4. Recreate a missing lintel or cornice to help define the storefront. Carry through missing pilaster elements. If the original transom glass is missing, install new glass, but do not infill with a sign or other opaque materials. Use wood and glass or metal and glass doors.	
5. Recreate storefronts by matching the original proportions, sizes, scale, color, and materials of the original, documented storefront. Do not alter the commercial character of the storefront by substantially reducing or enlarging the area of glass in the storefront	
6. Design new storefronts to be compatible with the original building. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a	

Historic District Guidelines	Analysis
new design that is compatible with the style, size, scale, material, and color of the historic building.	
7. Maintain the alignment and rhythm of the front façade when altering or restoring a previously altered storefront. Use traditional materials such as masonry and wood. If using traditional materials is not feasible, use compatible substitute materials that are similar in scale, finish, and character to the original material and have proven durability in the local climate. Expose original storefront elements that have been obscured by modern siding or other materials.	
9. Design operable storefronts that are appropriate to the character of the district. Overhead doors should be used only on former garages, warehouses, or other buildings that would have originally included such doors. Folding-style doors are preferable on typical commercial storefront buildings.	
Guidelines for Entrances and Porches	
1. Preserve and retain entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building such as doors, transoms, fanlights, sidelights, pilasters, entablatures, columns, balustrades, stairs, flooring, columns, railing, brackets, modillions, dentils, cornice, and pediments.	The applicant bricked the front steps and removed the back deck.
2. Repair entrances and porches by patching, splicing, consolidating, or otherwise reinforcing the historic materials. Such repair also can include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, friezes, brackets, and stairs.	
3. Replace in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered. Do not replace an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.	
4. Design new entrances and porches to be compatible with the historic building.	
5. Design the replacement entrance, porch, or stoop to relate to the overall scale of the primary building. Research the history of the building to determine the location,	

Historic District Guidelines	Analysis
appearance, and materials of the original entrance, porch, or stoop.	
6. Design porch enclosures to have minimal visual impact on the historic building and district. In general, porches should not be enclosed, unless there is historic precedent.	
7. Design new porches and entrances to be Americans with Disabilities Act- (ADA-) compliant whenever possible and when required by law.	
Guidelines for Maintenance and Cleaning	
Clean masonry surfaces only when necessary using the gentlest means possible. Water washing at 100 PSI sprayed down from the eave (not upward) and avoiding crevices, architraves and openings is recommended. A mild non-ionic detergent may be added to remove oils. A soft natural bristle brush is recommended but avoid joints. Never wash in/near freezing weather. Tests for the proposed method of cleaning should be performed before cleaning the entire area to ensure that the cleaning will not harm the masonry. Tests should be performed over a sufficient period of time to evaluate both the immediate and long-range effects of the cleaning.	Staff is not able to determine if Guidelines are being met without more information provided.
1.Clean building surfaces with the gentlest means possible	
2.Clean surfaces only when sufficiently soiled, to avoid inflicting unnecessary damage to materials. Test all cleaning methods on an inconspicuous surface prior to application on remainder of building.	
Guidelines for Fences and Walls	
1. Retain, protect, and repair existing iron, steel, brick, stone, cast stone, concrete block, and wood fences or walls.	The applicant built a 6’ high wooden privacy fence.
2. New fences and walls should not exceed six feet in height, or the maximum allowed by the zoning district regulations.	
For fences and walls between properties, permission and approval of the adjoining owner should accompany the Architectural Review Board application for review consideration	Best practice stated in Guidelines.
Guidelines for exterior lighting	
1. Preserve, repair, and retain any light fixtures that are original to the building or property including porch lights, lamp posts, sconces, lanterns, and the like.	Applicant has provided no details regarding exterior lighting.
2. Design new lighting to be compatible with the historic resource and neighborhood	

Historic District Guidelines	Analysis
3. Design new exterior illumination in an inconspicuous and non-destructive manner. If possible, it should be hidden behind parapets, screened with landscaping, or attached to separate structures, such as light poles. If	
4. Rust resistant hardware should be used to prevent staining of the façade. Wires and conduits should be kept off of primary building façades.	
Installation methods should not damage original building materials or finishes and should not obscure historic detailing.	
Lighting that scallops the building surface or distorts the building with shadows or other shapes should be avoided.	
Guidelines for wall signage	The applicant has provided no information related to signage.
1. Wall signs should be scaled and sized according to the building to which they are proposed. They should not cover or obscure important architectural elements.	
2. Applied wall signs should be of painted wood, metal, or substantial and durable composite materials.	
5. Wall signs should be attached in the least damaging means to the building's materials and other character-defining features. Try to reuse earlier holes for mounting rather than making new ones. When new holes are necessary, always try to fasten into the mortar instead of compromising the strength of a brick.	

Staff Review:

Additional information is needed to inform recommended conditions.

Staff recommends the following conditions for consideration:

1. All necessary permits are acquired.
2. Additional conditions of approval may be developed with more information based on the Historic District Guidelines.

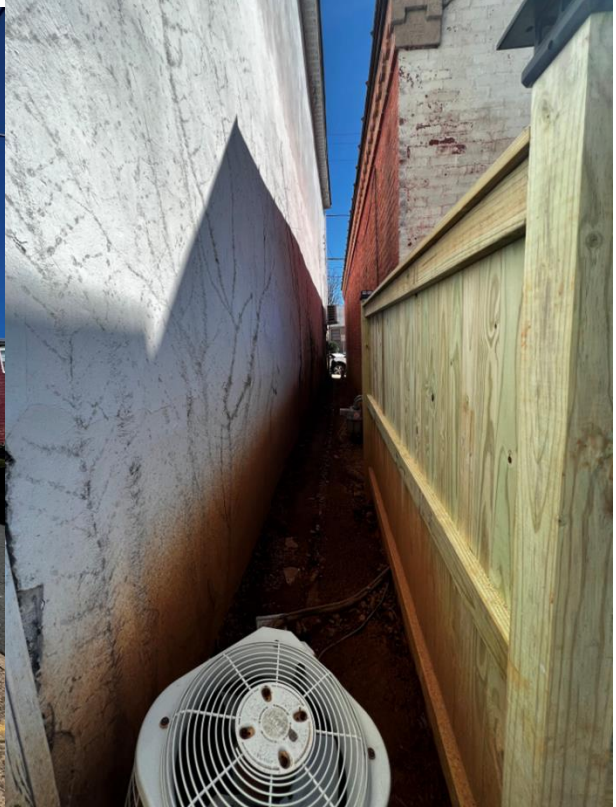
Vicinity Map
Street View



Street View



Site Photo





ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 23-16

March 23, 2023

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 23-16** for the proposed exterior alterations at **30 S Third Street** with the following conditions:

1. All necessary permits are acquired.
2. Other conditions as appropriate when more information is provided.

Motion to Approve By:

Seconded By:

For: 0 Against: 0 Abstained: 0