

**COMMISSION OF ARCHITECTURAL REVIEW
MEETING OF MARCH 25, 2010**

Members Present

Fred Meder
Cynthia Castle
Jeffrey Carson
Robin Crews
Richard Morris

Members Absent

Luis Abreu
Susan Stilwell

Staff

Renee Blair
Clarke Whitfield
Christy Taylor

City Attorney, Clarke Whitfield called the meeting to order at 3:35 p.m.

I. ELECTION OF OFFICERS

Clarke Whitfield called for nominations for chairman. Mr. Carson made a motion to nominate Mr. Meder as chairman of the Commission of Architectural Review. Nominations were closed unanimously. The motion to nominate Mr. Meder as chairman was approved by a 4-0 vote.

Clarke Whitfield called for nominations for vice-chairman. Mrs. Castle made a motion to nominate Mr. Carson as vice-chairman of the Commission of Architectural Review. Nominations were closed unanimously. The motion to nominate Mr. Carson as vice-chairman was approved by a 4-0 vote.

Mr. Carson now presided over the meeting.

II. ITEMS FOR PUBLIC HEARING

Item 1. Request for a Certificate of Appropriateness to install a wrought iron fence at 900 Green Street.

Present on behalf of the request was Fred Meder. Mr. Meder stated that this request was approved last year and due to time issues the Certificate expired.

Mrs. Castle made a motion to approve the request. Mrs. Crews seconded the motion. The motion was approved by 3-0-1 (Mr. Meder abstained after reading a Conflict of Interest Statement).

Mr. Morris arrived at 3:43 pm.

Item 2. Request for a Certificate of Appropriateness to remove mansard roof and restore exterior per submitted plans at 807 Pine Street.

Mrs. Blair presented a larger set of plans.

Present on behalf of the request was Mark Willard, President of Danville Historical Society.

Mr. Whitfield asked if anyone other than Mr. Meder was a member of the Historical Society?

Mrs. Castle responded that she was a member.

Mr. Carson asked if the mansard roof was on the side of the building?

Mr. Willard responded yes, that it is the side that faces Jefferson Street.

Mr. Carson asked if there was any other attempt other than what was submitted?

Mr. Willard responded only to remove the mansard roof according to plans submitted and restore it back to the original appearance.

Mr. Meder asked what was the original appearance?

Mr. Willard responded that the other side actually had a building there at one time where the parking lot is now.

Mrs. Blair reminded Mr. Meder that he could not participate due to conflict of interest.

Mr. Meder asked if he could ask questions?

Mrs. Blair responded no.

Mr. Carson asked if he would be restoring the main entrance side?

Mr. Willard responded yes. He stated that this would be a tax credit project and Secretary of Interior Standards would be used.

Mr. Carson asked what would the doors look like?

Mr. Willard responded that there are simple one light doors there now. This was originally a meat market and then it was turned into a Laundromat. We are actually putting it back to the way it originally looked like as a meat market.

Mr. Carson asked if there was any intent for exterior lights?

Mr. Willard responded there are a couple of lights there now. In this area lighting is very simple types that come out with a canopy. That would be what we would want to put back as well as security lighting around the building.

Mr. Carson asked if there was any intent to clean the brick?

Mr. Willard responded according to those standards, we cannot do that. We have to repair the mortar and then lightly clean and re-paint. So, at this point no.

Mr. Carson asked according to these standards and history of this building was it always painted?

Mrs. Blair responded I would think not. Mrs. Blair stated that she did not know at what point the original brick was painted.

Mr. Carson asked what is the reason for not removing the paint?

Mrs. Blair responded the concern of the removal of the paint in harming the structure and harming the brick material itself.

Mr. Willard stated that they do not like you do a lot of strenuous work to remove paint or anything of that type on brick. Since this is a tax credit project, we are going to paint the brick. Mr. Willard stated that this is a Bryant Heard building and that is one reason why we want to restore it.

Mrs. Crews asked what the building was going to be used for?

Mr. Willard stated that it would be a wood-working furniture shop.

Mrs. Crews made a motion to approve the request. Mr. Morris seconded the motion. The motion was approved by a 3-0-2(Mrs. Castle and Mr. Meder abstained after reading a Conflict of Interest Statement).

Item 3. Request for approval of modifications to the Old Westend Design Guidelines.

Chairman, Fred Meder now presided over the meeting.

Mr. Carson stated that he had two (2) suggestions, and could provide the page numbers. On page twenty (20), windows and doors, section one (1) A has to do with shutters. Mr. Carson stated that very little is stated about shutters except there should be some indication of whether or not a building had shutters to begin with before shutters are re-applied. Mr. Carson stated that his observation is that there are two (2) things missing. One (1), the shutters should be designed to fit the windows. The dimensions should be appropriate for the windows which applied. Two (2), they must be working shutters with hinges. Mr. Carson stated that nailing shutters to the wall is not appropriate under any circumstances. On page thirty-one (31) under awning signs, I have no objection to lettering on signs. Mr. Carson asked if there was any maximum letter size?

Mrs. Blair responded that the sign coverage is the overall square footage. It does not regulate a maximum height of letters. The square footage is derived from the linear footage of the store front. Mrs. Blair stated that downtown CB-C Central Business Commercial district limits two (2) square feet of signage per one (1) foot of linear store front. Otherwise in OT-R Old Town Residential district you would not have that issue. On the south end of Main, in the N-C Neighborhood Commercial and TO-C Transitional Office district it allows one half (½) square foot of signage per one (1) foot of linear store front. Mrs. Blair stated that it is rather restrictive. Your maximum ground sign would be thirty-two (32) square feet in any district. This is the way we handle it from the zoning stand point.

Mr. Carson made a motion to approve the request with the suggested amendments. Mrs. Castle seconded the motion. The motion was approved by a 5-0 vote.

III. APPROVAL OF MINUTES

Renee Blair stated that one (1) correction needed to be made on the last page of the minutes. Public school has been corrected to read Private school.

The minutes were approved including the correction by a unanimous vote.

III. OTHER BUSINESS

Mrs. Castle asked Mrs. Blair about 846 Pine Street, is that the yellow house?

Mrs. Blair responded that it is a one (1) story house that sits recessed from the road and has a large pine tree in the front. Mrs. Blair stated that little progress has been made and it looks like demolition.

Mr. Meder asked if Staff was aware of the Doves house at the end of Green Street having trash issues?

Mrs. Blair responded that several visits have been made in the last couple of weeks. It has been noticed that there are a lot of containers and a great deal of trash.

Mr. Meder stated that this is hazardous because it contains a lot of diapers and they are falling out.

Mr. Carson asked if it is a health hazard would the health department get involved?

Mr. Whitfield responded that the Public Works Department should discuss it with them before the Health Department is involved.

Mr. Meder stated that trash pick-up is on Thursdays and they are putting this out on Fridays.

Mr. Whitfield stated that it may be apparent that they do not know the scheduled day for collection.

Mrs. Blair stated that they have new staff members.

Mr. Meder asked if the City was picking up their trash because it is semi-commercial?

Mr. Whitfield responded that the City does have a commercial rate. Mr. Whitfield stated that Staff would have Public Works talk to them about it.

Mrs. Blair stated that the Annual Report for 2009 and the Attendance Records were in the packet.

Mr. Meder stated that he really liked the Annual Report because it depicted what the Commission does.

Mr. Meder asked if Staff could add the term expiration to the report?

Mrs. Taylor asked if members would like to receive contact information for each member that would include their expiration date for their term?

Mr. Meder responded yes.

Mr. Meder asked if the new software program would generate notification of certificate expiration?

Mrs. Blair responded yes. The software will give notification a month prior to expiration so that an inspection can be made to check work progress and the individual can be contacted.

With no further business, the meeting adjourned at 4:00 p.m.

APPROVED