

**City of Suffolk
HISTORIC LANDMARKS COMMISSION**



August 13, 2020

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, August 12, 2020
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING

AGENDA
Historic Landmarks Commission Meeting
Thursday, August 13, 2020
9:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes
- IV. Annual Election of Officers
- V. New Business
- VI. Old Business
- VII. Staff Reports
 - 1. Enforcement Updates
 - a. Property Maintenance
 - b. Zoning
 - 2. Administrative Approvals
- VIII. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
February 13, 2020
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, February 13, 2020, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
William Bissell
Susan Coley
Mary Austin Darden
Oliver Hobbs
Edward King
Vivian Turner

STAFF:

Claire Jones, Secretary
Sean Dolan, Assistant City Attorney
Grace Braziel, Planner I
Connie Blair, Planning Technician

MEMBERS ABSENT:

Merritt Draper
Larry Riddick

The meeting was called to order by Chairman Hobbs. The roll was called by Ms. Jones and the Chairman was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2019-00033, submitted by Evelio Marulanda, property owner, for after-the-fact exterior alterations to property located at 131 Clay Street. The property is further identified as Zoning Map 34G18, Block A, Parcel 352, Suffolk Voting Borough, zoned CBD, Central Business District, and HC, Historic Conservation Overlay District.

The public hearing item was introduced by Chairman Hobbs, followed by a staff report from Grace Braziel, Planner I. Ms. Braziel stated that the subject property is part of the 2002 East Washington Street expansion of the Suffolk Historic District. This expansion contains a mix of contributing and non-contributing commercial buildings that surround residential neighborhoods. The subject property is a contributing Queen Anne style dwelling constructed between 1895 and 1910 and features a second story bay window and turret.

The applicant is requesting after-the-fact approval of the demolition of a first story rear addition to be replaced with a covered rear wood porch. The applicant is also requesting replacement or removal of selected windows and doors, replacement and additional application of white vinyl siding, and installation of a driveway.

Ms. Braziel explained that the subject structure was previously converted to a multiple unit dwelling and has a rear two-story ell. The structure experienced fire damage to the rear and side of the structure in Spring of 2015 which resulted in heavy damage to the second story rear addition and the roof. The applicant submitted an after-the-fact request to replace the roof with asphalt shingles as well as other repairs. The Historic Landmarks Commission approved the repairs to the structure in October 2015 with the condition that the roof be replaced with silver standing seam metal. The work approved by the 2015 COA was not completed and the property was later sold to a new owner.

Ms. Braziel stated that a new property owner installed an architectural grade shingle roof without a COA in 2017. A Notice of Violation was issued and a COA application was submitted. During a site visit, staff discovered an unpermitted addition on the second floor which was not included as part of the COA application. At the May 2018 meeting of the Historic Landmarks Commission, the request for after-the-fact replacement of the standing seam metal roof with an architectural shingle roof was denied. The applicant appealed to City Council who upheld the HLC decision. The owner sold the property without reinstalling the standing seam metal roof or obtaining the required permitting for the second story rear addition.

Ms. Braziel stated that the current property owner and applicant acquired the subject property in June 2019 and has removed the illegal second story addition and started to demolish the contributing first story rear addition without obtaining a COA. The original rear section of the house still has wood siding. The applicant is requesting after-the-fact approval for the demolition of the first story rear addition including the last standing wall section and window. He is proposing to construct a covered rear porch on the existing foundation. The second story addition has been removed and is not proposed to be replaced.

For the porch construction, Ms. Braziel stated that the applicant is proposing to close an existing door opening and the two original 4/4 wood windows and cover the area with white vinyl siding to match the rest of the structure. The rear door located at the center of the wall is proposed to be replaced with a ½-lite white steel door. The porch is to be constructed using four 6 x 6 treated wood posts, a wooden handrail, and square balusters. It will be built on the existing foundation and utilize existing stairs. The wood will be painted white which is appropriate within the Historic District. The porch is proposed to have a shed roof clad in black ribbed steel. The wood and metal materials proposed for the porch are modern, but are compatible with traditional materials that would be used for a historic residential building.

The applicant is also proposing to remove and cover two original 4/4 wood windows. Ms. Braziel noted that removing original wood windows and closing historic openings should be avoided because this alters the appearance of the structure. There was no documentation provided indicating that the two 4/4 wood

windows are beyond repair; therefore, it is recommended that the two wood windows remain and be restored if necessary.

The applicant is proposing to install two 6/6 white vinyl clad wood windows on the second story and replace the missing vinyl siding on the second floor with white vinyl siding. Installation of vinyl siding along the rear wall where it is missing and the installation of 6/6 or 8/8 vinyl clad wood windows had previously been approved as part of HC-2015-20; therefore, staff recommends approval of this request.

The remaining original wood siding not previously covered by vinyl is now proposed to be covered with white vinyl siding to match the rest of the structure. The demolition of the first story rear addition revealed that the original rear section of the home still has wood siding which is in good condition; therefore, staff recommends the remaining wood siding be preserved and repaired.

Along the southern and northern façades, the applicant is proposing to replace missing and damaged sections of white vinyl siding. This request was approved in 2015; therefore, staff recommends approval.

Along the front façade, the applicant is proposing to replace the existing single leaf wood front door with a new oval lite white steel door. No documentation was submitted indicating that the wood door is beyond repair. Ms. Braziel noted that the current wood door is historically appropriate in material and design and does not appear to require replacement; therefore, it is recommended that the wood door remain and be restored as necessary.

Lastly, the applicant is proposing to install a concrete driveway, 7'5" x 15', that would lead out onto Clay Street. There is already an existing driveway entrance onto Clay Street that has been used to park along the northern side of the property. This request is consistent with other driveways on Clay Street.

The requested after-the-fact demolition of the first story addition and replacement with a rear covered porch would be appropriate because the original material has already been removed and the proposed porch is compatible with the structure. The applicant's proposal to install two 6/6 vinyl clad wood windows on the second floor of the rear addition was previously approved in 2015. The requested covered rear porch and window installation would have little to no impact on the Historic District. The applicant's request to install a concrete driveway along the northern property line of the property is consistent with other properties on the street and in the District. Therefore, staff recommends approval of these actions.

The request to remove two 4/4 wood windows and replace wood siding with white vinyl siding is not appropriate according to the Guidelines and other actions in the District. In addition, the front single leaf wood door has not been documented as being beyond repair. The wood door should remain and be restored or repaired. Staff recommends denial of these actions.

The public hearing was opened and Mr. Evelio Marulanda, property owner, spoke in favor of the application. There being no additional speakers in favor or in opposition, the public hearing was closed.

The Commission briefly discussed the extent of the wood siding on the back elevation and the 4/4 windows that the property owner is proposing to remove and cover with vinyl siding. They also discussed the foundation for the proposed porch as well as the foundation for the entire structure. A motion was made by Commissioner Darden to approve staff's recommendations as presented. The motion was seconded by Commissioner King and approved by a recorded vote of 7-0.

Request for Certificate of Appropriateness HLC2019-00047, submitted by Justin Bush, Bush and Taylor P.C., property owner, for after-the-fact exterior and site alterations to property located at 205 Grace Street. The property is further identified as Zoning Map 34G18, Block A, Parcel 87, Suffolk Voting Borough, zoned RM, Residential Medium zoning district, and HC, Historic Conservation Overlay District.

The public hearing item was introduced by Chairman Hobbs, followed by a staff report from Grace Braziel, Planner I. Ms. Braziel stated that the subject property is part of the original Suffolk Historic District that was created in 1987. She noted that the 200 block of Grace Street consists almost entirely of two-story Vernacular frame dwellings built in the last two decades of the nineteenth century, giving it a strongly cohesive historic impression. According to the National Register of Historic Places Nomination Form, the subject property is called the Sally Ann Apartments. It is a contributing Vernacular structure constructed circa 1910 and consists of a wood frame with stucco. It has a Vernacular porch with 2-story square stucco piers.

A Notice of Violation was issued on November 7, 2019, for installing a 6-foot-tall wooden fence trash enclosure and replacing a portion of the first and second story wood porch ceilings and fascia boards with white vinyl materials along the primary façade. The property owner then submitted a COA application.

The applicant is requesting after-the-fact approval to remove wood ceiling boards and soffits on the first and second floor porches and replace them with vented white PVC material that has already been installed. The applicant is also requesting to remove wood fascia boards on both the first and second floor of the primary façade and replace them with like material wrapped in white PVC materials. The applicant also proposes to repair a missing section of concrete located along the bottom right side of the second floor balcony. All sections of concrete below the second story balcony are also proposed to be wrapped in white aluminum.

Ms. Braziel explained that Chapter 4, Section H.2. of the Historic District Design Guidelines, states that vinyl and aluminum siding is not acceptable as a substitute siding material. Vinyl has not typically been allowed to cover or replace wood materials except in cases where they existed at the time that a property was added to the District. Staff recommends that the wood ceiling boards and soffit be replaced with like material and be painted white to match the existing color and that only the wood that is beyond repair be replaced with like material and be painted white to match the existing color. Staff also recommends that the missing section of concrete be replaced as proposed, but not wrapped in metal. Therefore, staff recommends denial of these two requests.

Ms. Braziel stated that the applicant is also requesting after-the-fact approval for the installation of an enclosure to store trash cans to visually conceal them from the street. The enclosure consists of two sections of 6-foot-tall wood fence that connects to an existing privacy fence. It is located at the rear corner of the property along the southern property line. The proposed fencing is visible from Grace Street, but because it is adjacent to an existing 6-foot-tall fence and is approximately 95 feet from the sidewalk, it has a minimal visual impact from the street. The applicant proposes to paint the fencing white, which is an appropriate treatment of wood fencing according to the Historic District Design Guidelines.

Ms. Braziel explained other exterior alterations that can be approved administratively, but are being considered under this application. The applicant is proposing to: replace missing knee wall caps on the first floor with new wood caps to be painted the same color; repair a section of stucco on the column closest to Bank Street with like material to be painted to match the existing color; and replace existing or missing black jelly jar light fixtures at each unit front door with a new wall light fixture matching in color and style. Replacing wood and repairing stucco with like material as well as replacing lights with the same light fixture are appropriate treatments. The applicant is also requesting to install a white full view storm door on each unit door. The original doors will not be covered up and will be clearly seen. The storm doors will be white to match the existing trim color. Ms. Braziel noted that all of the requested alterations meet the Historic District Design Guidelines.

The public hearing was opened and Mr. John Warner, representing the property owner, spoke in favor of the application. Mr. Charles G. Brown also spoke in favor of the application. There being no additional speakers in favor or in opposition, the public hearing was closed.

The Commission discussed the existing wood on the building and looked at samples of materials proposed to be used. They also discussed the porch ceiling and other materials that had been replaced with vinyl. According to the Guidelines, vinyl and aluminum siding are not acceptable materials to use. The Commission discussed the fence and trash enclosure and its location on the property. A motion was made by Commissioner Bissell to approve staff's recommendations as presented. The motion was seconded by Commissioner Darden and approved by a recorded vote of 6-0. Commissioner Bailey abstained from the vote.

OLD BUSINESS:

There was no old business to discuss.

STAFF REPORTS:

Enforcement Update:

Donald Bennett, Property Maintenance Official, reported on the following properties:

- 342 N. Main Street – Court case continued until 3-5-20
- 123 Wellons Street – Cited on 1-30-20 for exterior paint peeling code violations
- 179 E. Washington Street – Court case continued until 3-5-20

- 131 Clay Street – Case heard before HLC on 2-13-20
- 127 Brewer Avenue – Court case continued until 3-5-20

Zoning Update:

Matthew Levy, Zoning Inspector II, reported on the following properties:

- 131 Clay Street – Case heard before HLC on 2-13-20
- 128 Brewer Avenue – Notice of Violation sent 1-23-20
- 205 Grace Street – Case heard before HLC on 2-13-20

Administrative Approvals:

Ms. Jones provided a brief report on one administrative COA approved since the last HLC meeting in January.

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



February 13, 2020

Motion: To approve with staff's recommendations as presented

1st: Darden
2nd: King

Motion: To approve with staff's recommendations as presented

1st: Bissell
2nd: Darden

COMMISSIONERS	ATTENDANCE		HLC2018-00033		HLC2019-00047	
	PRESENT	ABSENT	7-0		6-0	
			YES	NO	YES	NO
Bailey, George	X		X		Abstain	
Bissell, William N.	X		X		X	
Coley, Susan	X		X		X	
Darden, Mary Austin, <i>Vice Chairman</i>	X		X		X	
Draper, Merritt		X				
Hobbs, Oliver, <i>Chairman</i>	X		X		X	
King, Edward L.	X		X		X	
Riddick, Larry		X				
Turner, Vivian	X		X		X	



CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

August 13, 2020

Suffolk Historic Landmarks Commission
City of Suffolk, Virginia

Subject: Election of Officers

Dear Commissioners,

Please be advised that the annual election of officers will be held at the August 13, 2020 meeting of the Historic Landmarks Commission. Specifically, the Commission shall elect the Chairman and Vice Chairman from among the commission's members.

Respectfully submitted,

David Hainley
Director of Planning and Community Development

HLC PROPERTY MAINTENCE CODE ENFORCEMENT UPDATE

AUGUST 2020

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • PEELING PAINT • DETERIORATED ROOF • DETERIORATED PORCH • DETERIORATED EXT WALLS 	OWNER FINED (\$450.00) MARCH 2020 STILL IN VIOLATION; NEW SUMMONS SUBMITTED FOR OCTOBER 2020
123 WELLONS ST	COMPLIANCE	PROPERTY MAINTENANCE CLOSED APRIL 14, 2020
179 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • DETERIORATED EXT WALLS • DETERIORATED WINDOWS AND DOORS 	OWNER FINED (\$700.00) MARCH 2020 STILL IN VIOLATION; NEW SUMMONS SUBMITTED FOR OCTOBER 2020
131 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • DETERIORATED EXT WALLS • DETERIORATED EXT DOORS • DETERIORATED PORCH • DETERIORATED ROOF 	ON GOING REPAIRS - BLDG PERMIT AND CERTIFICATE OF APPROPRIATENESS (HISTORIC CONSERVATION OVERLAY DISTRICT)
127 BREWER AVE	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • PEELING PAINT ON EXT • DETERIORATED PORCH • DETERIORATED EXT WALLS • DETERIORATED ROOF AND GUTTERS • DETERIORATED RETAINING WALL AND MASONARY 	STILL IN VIOLATION (PROGRESSING) ON THE DOCKET AUGUST 2020 AND WILL BE EXTENDED TO OCTOBER 2020 COURT DAY
101 S SARATOGA ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF IN DISREPAIR • REAR EXTERIOR WALL COLLAPSED • STRUCTURAL DAMAGE 	NOV WILL BE MAILED CERTIFIED TO OWNER OF RECORD.

*Zoning
Case Activity Report
August 2020*

<i>PROPERTY OWNER(S)</i>	<i>LOCATION</i>	<i>VIOLATION(S)</i>	<i>JUDGEMENT</i>	<i>INSPECTOR</i>
JANICE L SIGNORE TR	128 Brewer Ave	Working without an approved COA	NOV sent 1/23/2020	Christine



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2020-00004

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the signs located at the following location have met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 126 W. Washington Street

Property Owner: Washington Lofts, LLC

Property Owner's Address: 2005 Old Greenbrier Rd., Chesapeake, VA 23320

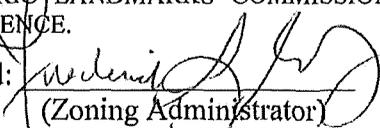
Property Zoning Map Identification: 34G18(A)*303

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

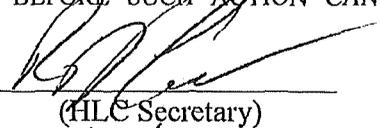
The following actions/conditions are approved:

1. Install one window sign, 1.76 square feet in area, on the middle window on the right side of the primary façade as submitted. which is less than 10% of the size of the three glass windows.
2. Install one window sign, 1.76 square feet in area, on the middle window on the left side of the primary façade as submitted.
3. Install one window sign, 1.76 square feet in area, on the front door of the primary façade as submitted.
4. All three window signs are less than and shall not exceed 10% of the size of the six storefront windows and front door.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: 
(Zoning Administrator)

Date: 3/4/2020

Signed: 
(HLC Secretary)

Date: 3/3/20



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2020-00005

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the accessory structure located at the following location have met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 228 Pinner Street

Property Owner: Mr. and Mrs. Weisner

Property Owner's Address: 228 Pinner Street

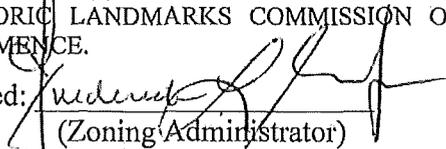
Property Zoning Map Identification: 34G19(A)*22

Property Zoning: RM, Residential Medium Zoning District, and HC, Historic Conservation Overlay District

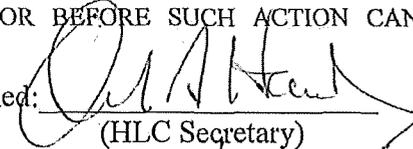
The following actions/conditions are approved:

1. Construct a new 18' x 12' x 10' accessory structure in the rear yard, which is not visible from the public right of way, as shown on the approved attachments. The siding shall consist of wood siding and the roofing shall consist of black architectural roof shingles.
2. The accessory structure shall be painted Outside White (CW712) and the trim shall be painted Benjamin Powell House Green (CW420) or equivalent from the approved Williamsburg Color Collection to match the existing residential building.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: 
(Zoning Administrator)

Date: 3/25/2020

Signed: 
(HLC Secretary)

Date: 3/24/20