

Architectural Review Board Meeting Agenda
Monday, January 5, 2026, 4:00PM Norfolk
City Hall, 810 Union Street, 11th Floor

- I. Call to Order**
- II. Roll Call**
- III. Approval of Meeting Minutes:**
 - a. December 15, 2025
- IV. Consent Agenda**
- V. Continued Applications**
- VI. Certificate of Appropriateness**
 - A. Ghent Historic District:**
 - a. COA #25-00328 – 714 W Princess Anne Road - After-the-fact modifications to porch.
- VII. Application(s) Determination of Architectural Appropriateness**
- VIII. Recommendation(s) to City Planning Commission**
 - a. COA/DR #25-00330 – 520 W 22nd Street – Modification to exterior of building and rezoning into Norfolk & Western Railroad Historic Overlay.
 - b. DR #25-000 – Elmwood Cemetery – Replacement shed
- IX. Discussion**
 - a. #25-000 - 2214 E Ocean View Avenue – Deviation from Coastal Pattern Book
- X. Public Comments**
- XI. Historic District Design Guidelines Update Work Session**
 - a. First Impressions and General Comments
- XII. New Business**
- XIII. Old Business**
- XIV. Staff Updates**
 - a. Draft Window Replacement Inventory Supplement
- XV. Adjourn**

DRAFT Architectural Review Board Meeting Motions

Monday, December 15, 2025, 4:00 PM

Norfolk City Hall, 810 Union Street, 11th Floor

I. Call to Order

Ms. Barrientos called the meeting to order at 4:00 pm.

II. Roll Call:

Airiel Barrientos, Chair
Katie Nguyen, Vice Chair
Robert Wojtowicz
Greta Gustavson
Suping Li

Taylor Gould
Greg Rutledge
Larry Pendleton, CPC Appointment
(Absent)
Karen Reynes

City Staff Present:

Elizabeth Nowak
Faith Hamman

III. Approval of Meeting Motions: November 17, 2025

Vote: Motion by Ms. Gustavson to approve; second by Dr. Wojtowicz. The motion passed by a vote of 7 in favor to 0 against with Ms. Nguyen abstaining as she was absent at the November 17, 2025 meeting.

IV. Request to Withdraw

The request by the applicant for COA #25-97 – 506 W Olney Road – replace windows was approved with no discussion.

Vote: Motion by Dr. Wojtowicz to approve the request; second by Mr. Gould. The motion passed with a vote of 8 in favor and 0 against.

V. Consent Agenda

The two items on the Consent Agenda-- COA #25-100 – 509 Boissevain Avenue – install new sign and COA #25-102 – 530 Pembroke Avenue – construct front porch—were approved with no discussion.

Vote: Motion by Mr. Rutledge to approve the consent agenda items as submitted; second by Ms. Nguyen. The motion passed with a vote of 8 in favor and 0 against.

VI. Continued Applications

There were no Continued Applications.

VII. Certificates of Appropriateness

a. COA #25-99 – 814 Graydon Avenue – replace windows

Speakers: Robyn Thomas (Representative); Mary Goldburg (Owner)

Staff introduce the item, noting that the applicant had previously presented as a discussion item and was returning with a request to replace the identified windows with wood windows. Staff recommended splitting the application to approve replacement of the non-historic windows and continuing the remaining portion of the request pending additional information. Ms. Thomas provided additional information on the current condition of the windows and noted that a window repairman had been consulted. She added that there is a mix of windows in the building, including 22 total vinyl windows between the first and second story.

Ms. Li said that while she would be comfortable with replacing the non-historic windows on the primary elevation, she would like additional information about the west elevation to be reviewed by Staff. Ms. Reynes agreed. Mr. Rutledge said that he felt he did not have sufficient information to make a determination about the west windows.

Ms. Li asked if the storm door on the second story will remain. Ms. Thomas said it would and she and Ms. Goldburg indicated it would be painted to match the new windows.

Dr. Wojtowicz asked whether any of the existing windows could be saved and reused to replace some of the vinyl windows. Mr. Rutledge said that would be difficult given varying window opening sizes and enforcement.

Mr. Gould, Mr. Rutledge, and Dr. Wojtowicz all expressed an interest in splitting the application as there was general consensus supporting replacement of the non-historic windows on the south elevation. Ms. Barrientos asked that specific direction be provided to the applicant stating the information that needed to be provided when the application returns to the board. Mr. Rutledge described what he expected to see in a complete window inventory. Ms. Nowak said that Staff would reach out to the applicant to provide references for the applicant to use for the inventory.

Vote: Motion by Dr. Wojtowicz to split the application into two parts with the first part approving the replacement of the two windows in the south elevation with the

exhibited Pella Reserve window and removal of the metal wrap as presented; second by Mr. Rutledge. The motion pass with a vote of 8 in favor and 0 against.

A second motion by Dr. Wojtowicz to continue replacement of the remaining windows on the south and west elevations until information second by Mr. Gould. The motion passed with a vote of 8 in favor and 0 against.

b. COA #25-99 – 608 Westover Avenue – after-the-fact approval of railing replacement and door removal

Speaker: Doug Kinn (Owner/Applicant)

Staff introduced the application. Mr. Kinn described the extent of changes made to the front porch and to the door opening. He noted that his preference would be to use the existing material rather than installing a metal railing as recommended in the staff report. He complimented Staff's efforts to assist him through the application process.

Dr. Wojtowicz asked whether the opening could be returned to a window. Mr. Kinn and Staff advised that the area behind the door has since been made into a stairwell and it would present significant challenges to restore a window in that location.

Ms. Li asked whether the false door would be recessed. Mr. Kinn said it would be. She also said she preferred a metal railing. Mr. Kinn said that he had concerns about potential issues being created or uncovered with the masonry if a metal railing was to be used. Ms. Reynes asked whether the wood is pressure treated. Mr. Kinn said it was and has been painted. There was general discussion about where the various posts of the railing systems would be fastened to the steps.

Vote: Motion by Ms. Li to approve the application with the wood railing as presented at the meeting with the conditions in the staff report with the deletion of condition 3; Mr. Rutledge seconded the motion. The motion passed with a vote of 8 in favor and 0 against.

VIII. Determinations of Architectural Appropriateness

There were no determinations of Architectural Appropriateness.

IX. Recommendations to City Planning Commission

a. COA/DR #25-93 – 421 E City Hall Avenue and 480 E Plume Street – construct an addition

Speakers: Adam Schultz (Representative); Joeseeph Reynes (Applicant)

Before the item was heard, Ms. Reynes and Mr. Rutledge stated they would be abstaining from the item, citing conflicts of interest with the application that were previously disclosed.

Staff introduced the item, explaining the reasoning for the two recommended conditions to better articulate the addition as seen from E City Hall Avenue and to better relate the addition to the existing building as seen from Court Street. Mr. Schultz presented the revised documentation that had been submitted. He said that they had added articulation to the second story on the north elevation per Staff's recommendation and had added a small hyphen between the addition and building to better resolve the cornice line.

Ms. Li asked Mr. Schultz what had been studied to resolve the cornice line. Mr. Schultz said that they had explored turning the cornice and found the proportions to be too large. Adding the hyphen seemed to soften the abruptness of the previous iteration. Ms. Nguyen asked whether the project will add any screening to the existing roof-mounted mechanical equipment. Mr. Schultz said that as it is an existing condition, they will not be required to add screening, but that the equipment has minimal visibility due to the height of the building.

Vote: Motion by Ms. Li to approve as presented with the revised elevations exhibited at the December 15, 2025 ARB meeting; second by Ms. Nyugen. The motion passed with a vote of 7 in favor, 0 against, and 2 abstentions.

b. DR #101 – 7712-7728 Hampton Boulevard – construct a self-storage facility

Speakers: Will Roberts (Representative)

Staff introduced the item, noting that the design review of this application was added as a condition of approval by City Council when it reviewed and approved a Conditional Use Permit to construct the self-storage facility. Staff noted that the design is consistent with general design recommendations found in the Comprehensive Plan, that it was compatible with the surrounding environment, and that the layout minimizes impacts to the adjacent residential development to the north. Mr. Roberts said Staff's presentation had relayed what he was going to share with the board, and indicated he was available for questions.

Mr. Gould and Ms. Barrientos both said that their primary questions had been about landscaping, but that they were comfortable with the proposed plantings. Staff noted that there is landscaping proposed along all four property lines.

Vote: Motion by Dr. Wojtowicz to recommend approval of the application with the as presented; second by Ms. Gustavson. The motion passed with a vote of 8 in favor and 0 against.

X. Discussion

a. 709 W Princess Anne Road – replacement windows

Speaker: Paul Decker (Representative)

Mr. Decker presented several renderings and a description of how the owner of 709 W Princess Anne Road proposes to mitigate the windows that were removed and replaced without approval. The plan includes: planting a row of tall, columnar evergreen shrubs to screen the west elevation from the right-of-way; replacing the fixed pane windows on the primary elevation with simulated-divided-light windows to approximate a one-over-one configuration; replace the second story windows on the primary elevation, the second story window at the corner of the west and primary elevation, and the dormer windows with one-over-one windows; and replacing the bay windows on the primary elevation on the first story with a four-over-one configuration.

The board expressed general favor for exchanging sashes to create a one-over-one configuration on the primary elevation and to simplify the bay windows on the first story. Dr. Wojtowicz said that he would prefer returning the diamond pattern and recommended exploring whether a custom-milled applied muntin could be made and affixed to the second story windows. Ms. Nguyen echoed this recommendation and suggested reaching out to local mills to explore options. She added to confirm whether there would be any warranty issues with Pella if an after-market grille was applied.

b. 520 W 22nd Street – addition to the Norfolk & Western Railroad District

Speaker: Whitney Denison (Representative)

Ms. Denison presented the applicant's request to rezone 520 W 22nd Street, the former Yukon Lumber building, into the Norfolk & Western Railroad District. She explained that The Monument Companies plans to adapt the former industrial building for reuse as an apartment building. She noted that the sawmill exhaust tower would be retained and rehabilitated and that the applicant plans to pursue tax credits for this project.

There was general consensus from the board expressing support for adding the properties to the district. Additional details were requested to be presented regarding the proposed windows and storefront systems to be used on the building. Mr. Rutledge also requested existing condition photos and to provide information about parking for the new use.

XI. Public Comments

There were no public comments.

XII. Staff Updates

Staff provided project status updates to the board including: a positive recommendation from the State Review Board for the Lindenwood Historic District Preliminary Information Form, the execution of the project agreement between the City and VDHR for the Titustown historic survey funding, and the initiation of a designation audit of National Register- and State Register-listed resources in Norfolk. Staff also reminded the board of the upcoming deadline to provide comments for the draft Design Guidelines.

XIII. New Business

There was no new business.

XIV. Old Business

Staff presented a slightly revised 2026 meeting schedule as there had been two incorrect dates on the previous schedule. The new schedule was adopted unanimously by consent.

XV. Adjournment: 6:05 pm

Date: January 5, 2026

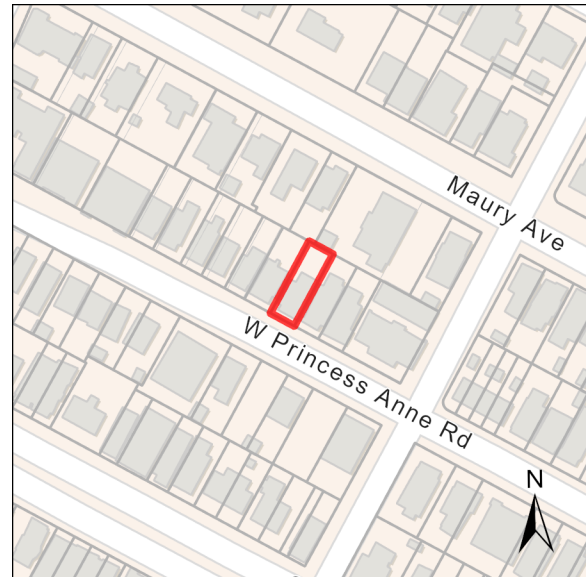
To: Norfolk Architectural Review Board
City of Norfolk Virginia

From: Elizabeth Nowak, Historic
Preservation Officer - Historic Preservation


Subject: #25-00328 COA for after-the-fact
approval of porch and landscape bed
renovation

Ward/Superward: 2 (Doyle)/6 (McGee)

Recommendation: Approval with Conditions



Location of 714 W Princess Anne Road

Approved: 
Elizabeth Nowak
Historic Preservation Officer

#25-00328 Certificate of Appropriateness Report

- I. **Property Address:** 714 W Princess Anne Road
- II. **Applicant Information**
Applicant & Property Owner: Brianna Barnes
- III. **District Information**
Historic District: Ghent Historic District
Contributing/Noncontributing: Contributing
Period of Significance: Late 19th century and early 20th century
Date of Structure: 1909 (NR/AIR)
Architectural Style: Colonial Revival (NR)
Architect: n/a

IV. **Project Description**

In 2020, the owners of the property (the applicant and her then husband) made improvements to 714 W Princess Anne Road without a Certificate of Appropriateness or building permit. A violation for this work was issued in May 2025, however, Staff had been aware of the violation prior to that time and had been attempting contact with the owner to remedy the work.

- Removal of historic balusters and replacement with new composite Chippendale-style railing
- Installation of composite top rail on porch railing
- Replacement of non-historic column capital to match the Ionic capital of the other columns on the porch
- Replacement of porch decking with new composite Trex flooring that was installed parallel to the front elevation
- Replacement of brick front steps with new brick steps with stone treads
- Installation of Chippendale-style screen on the east end of the front porch
- Conversion of the porch roof from a shallow hip to a flat roof for use as a deck
- Conversion of the center window on the second story of the south elevation to a doorway and installation of a one-light modern exterior door and storm door.
- Installation of Chippendale-style railing for the deck area on the porch roof
- Installation of lights in the upper eave and front porch eave
- Replacement of wood-framed landscape beds with red brick masonry beds that have a stone cap that matches the rebuilt steps
- Replacement of concrete with red brick at front porch steps

Additional details are provided here:

Porch Railing Replacement

The balusters that were replaced appear to have been historic. Available photographs depict a short balustrade with a relatively wide, rounded top rail. The railing appears to have been less than 36 inches in height. The balusters were turned with narrow necks, square capitals, and square bases, and were closely spaced. The entirety of the railing—the rails and balusters—was painted white.

The historic balustrade was replaced with Chippendale-style railings that match the railing on the upper portion of the deck. In combination with the installation of a composite board atop the top rail, the railing is now at least 36 inches tall.

Column Capital Replacement

The capital of the porch column second from the west end was replaced at some point in the past with a disproportionate square cap. The applicant removed this and installed a wood Ionic capital that matches the other porch columns.

Porch Decking

The historic porch flooring was wood tongue and groove boards. The applicant replaced these with composite boards parallel to the front elevation; historically, this type of flooring would have been installed perpendicular to the front elevation. The boards are a warm mid-tone brown. Replacement of the flooring included the wood fascia along the top of the porch skirt, which has been replaced with a composite board.

Conversion of the Upper Porch Roof to Deck

A major change resulting from this renovation project was the conversion of the porch roof to an accessible deck. Available photographs indicate the porch had a shallow hipped roof, which is now flat in order to provide a level deck floor. The Chippendale-style railing was installed as one is required for upper decks; the style was selected based on the applicant's research of other Colonial and Colonial Revival architecture. The center window was converted to a door to provide access to the new deck. While the lintel height and width of the opening appear to have been maintained, the opening was altered from the sill down to accommodate a new door and storm door. The outer door appears to either sit flush or slightly proud of the wall plane and brick mould extends beyond where it would historically have been on the wall. The historic jack arch over the opening has been retained and is visible.

Replacement Porch Steps

Available photographs indicate that the front steps have been replaced. The previous flight of stairs had four red brick steps and a single concrete step. The brick steps were laid with a rowlock tread atop a single row of stretchers. The new steps have red brick risers in a running bond with stone treads. The same black metal hand railing has been reused.

Replacement Landscape Beds

No changes were made to the footprint of the previous landscape beds in the front yard. Instead of being bound by a wood frame, the beds are now defined by a low brick wall with a stone cap that matches the new stair treads. The beds are planted with shrubs that provide some softening and screening of the replacement porch railing.

The applicant described the historic porch railing and balustrade as having been compromised due to rot, termite, and other insect damage to the extent that replacement was necessary. The exterior soffit lights were installed to improve safety and visibility; the applicant cited poor lighting of the street and safety concerns as being drivers of this portion of the project.

The applicant is requesting to retain the changes that were made as is.

V. Relevant Guidelines and Plans

2.4 Windows and Doors

2. Avoid altering the number, size, or location of window and door openings on primary or highly visible elevations. If such alteration is necessary, it should be considered on the rear or a secondary elevation and its impact minimized. If windows are to be filled in, such as with brick on a brick building, details such as sills and lintels should remain, and/or brick infill should be recessed to demonstrate the original, former opening.
8. Storm doors are also recommended for energy efficiency. It should be a full-glass door to reveal the historic door.

2.5 Porches, balconies, and entrances

1. Preserve and retain the historic porches, balconies and entrances. Repair components of these areas rather than replacing the material whenever possible, including tongue and groove flooring, beaded board ceilings, trim, railings, columns, steps, balustrades, soffits, brackets, fascia and skirt boards and other ornamental details.
2. Historic material should not be “wrapped” in synthetic materials.
3. It is inappropriate to enclose a historically open porch or balcony on a primary elevation. In limited cases where the porch is minimally visible, it may be approved for enclosure. When enclosure is approved, it should be executed with appropriate materials and should be recessed from existing historic features such as columns. It should be compatible with the overall character of the building, yet distinguishable as a later alteration. It should not compete with the main structure or damage historic elements of the existing building and should be able to be easily removed in the future.
6. Substitute materials such as Azek or other composite material may be used for replacement of porch and balcony flooring and skirt boards, if they closely resemble natural wood, particularly in areas where the applicant can demonstrate continued difficulty maintaining wood in a given area due to its exposure. Any substitute material should be the same as the original in design, size, profile, and finish.
9. Do not introduce, recreate or alter porch or balcony features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence, is required to introduce, recreate or alter such features.

4.5 Lighting

3. When installing new light fixtures, they should be in a style and design that is compatible with the architecture of the building.
4. Materials for new lighting fixtures should primarily be metal in a natural metal color or matte black finish. Assessment of nearby fixtures to the subject property should be taken to ascertain what new fixtures are appropriate.

5. Security lighting, motion lights and landscape lights should be placed in minimally visible locations if possible.
9. While still providing for safety and illumination, lighting should be kept at a quantity and level of brightness which is in keeping with the surrounding levels in the area.

VI. Public Outreach

The applicant report to Staff that she contacted the Ghent Neighborhood League on December 22, 2025. As of December 29, 2025, Staff has not received a letter of from Ghent Neighborhood League regarding the application. The applicant has also indicated she has spoken with adjacent neighbors and that they have expressed general support of the changes made to the building.

VII. Evaluation and Recommendation

In Staff's opinion, most of the work that was completed without approval is consistent with the Historic District Design Guidelines and the character of North Ghent. There are elements, however, that deviate from the guidelines and that Staff recommends against approving in their current condition. Conditions included here address how to bring that work into compliance with the Historic District Design Guidelines.

The following elements are, in Staff's opinion, consistent with the Historic District Design Guidelines:

1. Replacement of the non-historic column capital with a matching Ionic capital
2. Conversion of the porch roof to a flat roof/deck with conversion of window opening to doorway
3. Installation of the Chippendale-style railing on the new deck
4. Replacement of brick steps
5. Replacement of wood landscape beds with masonry beds
6. Replacement of concrete pad with red brick

Replacement of the column capital restores the porch's historic design. Conversion or use of the porch roof as a deck was a common historical occurrence. Other historic houses in the 700 block of West Princess Anne Road have railings on porch roofs, though not all appear to be accessible by a door nor currently used as a deck. It is Staff's opinion that this alteration is consistent with historic patterns in the district. Additionally, the Chippendale style was commonly used on buildings with Colonial Revival homes, and 714 W Princess Anne Road is identified as a Colonial Revival in the National Register nomination for North Ghent. The panels used on this building have wide pickets and read as a contemporary addition rather than an attempt to create a false history of the building. By using the center window of the three bays on the second story, the conversion maintains the balance of the Colonial Revival

façade. The simple door and storm door clearly read as a later alteration and serve as a backdrop to the upper railing, giving visual context that there have been alterations made at this level of the building.

Images of the steps that were replaced are insufficient to determine the age of the steps. While the stairs were row locked, the brick was a more uniform light red/salmon color than the dark red of the porch skirt and house. It is not uncommon for porch steps to be reconstructed or replaced. The use of masonry is appropriate and while stone treads would likely not have been used on this type of building, this material and its application also read as a contemporary change to the building. It provides visual and material continuity to the front landscape beds.

Lastly, the replacement of the wood-framed landscape beds for masonry-framed beds is generally consistent with character of North Ghent. Other properties on this block have used masonry edging to define and contain the small planting beds that serve as front yards in North Ghent.

Staff believes the following work can also be considered consistent with recommendations in the Historic District Design Guidelines:

1. Replacement of the porch decking with new composite flooring
2. Installation of lights in the upper eave and front porch eave

While Staff was unable to review the condition of the historic flooring, the material that was used is acceptable. Composite materials for porch flooring are permitted under the guidelines provided they have the same design, size, detail, and ornamentation as the original. Generally, the new composite flooring has a similar appearance, though the new floor was installed parallel to the house rather than perpendicularly. While the change in orientation alters the historic appearance of the porch, it is a horizontal surface that is minimally visible from the right-of-way, and the material is differentiated from historic workmanship.

It is Staff's opinion that the recessed lights that were installed in the upper eave and porch eave are in a generally inappropriate location, however, the design guidelines do not preclude this type of fixture nor their location and the lights appear to have been installed since at least 2016, possibly by a previous owner. Installation of the lights avoided negatively affecting the brackets on both the porch and the upper eave (the design guidelines recommend preserving such character-defining features), but the lights themselves introduce punctures to the soffit. Given the nature of the work and the overall relative impact to historic materials, Staff recommends retaining the lighting as installed as it is directed downwards, uses programmable LED bulbs that are set to a soft white light, and that removal may further compromise historic soffit material.

The remaining alterations, in Staff's opinion, do not meet the Historic District Design Guidelines as they are currently installed:

1. Replacement of historic, turned wood balusters with new composite, square balusters
2. Installation of composite top rail on porch railing
3. Installation of Chippendale-style screen on the east end of the front porch

Staff was unable to review the condition of the historic porch railing that was removed; however, the applicant has said the wood was rotting and insect damaged. Even assuming that all the wood features were beyond repair, the Historic District Design Guidelines recommend replacing features with in-kind designs when the historic material is beyond repair and to not introduce, recreate, or alter porch features that would create a false historical appearance. The turned balusters were a character-defining element of this building and many of the historic porches on the 700 block of W Princess Anne Road retain turned balusters. Reconstruction of the railing necessitated increasing the height to meet current building codes, however, there are measures that can meet the code height requirement while preserving the sense of the original proportions of the railing, such as use of a booster rail. Staff will note that the railings are largely obscured by mature, dense shrubs that have been planted in the front landscaping bed and that effectively screen the porch. Additionally, while the composite rail that was installed atop the Chippendale panels, it is visually distinct and helps identify the railing as a later alteration.

The Historic District Design Guidelines recommend against enclosing porches, especially front porches. The Chippendale-style panels were installed on one end of the porch and are semi-transparent, but they interrupt the rhythm and sight lines created by the historic front porches on the adjacent homes on W Princess Anne Road, which are all open. Staff does note, however, that the Historic District Design Guidelines state that "When installation of screens is approved, it should be behind elements such as columns and should be on recessed framing to further reduce its impact." The panels that make the screen are located between columns and are only visible from certain angles or from adjacent porches.

Staff recommends approval of the request for after-the-fact approval of the porch alterations with the following conditions:

1. The Chippendale panels that partially enclose the east end of the porch shall be removed.
2. The Chippendale-style railing panels on the front porch shall be replaced with turned balusters similar in profile to the historic balusters.

VIII. Site Photographs



Location of 714 W Princess Anne Road, Pictometry, 2025.

IX. Documentation from Applicant

Architectural Review Board Application Packet

Property Address: 714 W Princess Anne Rd, Norfolk, Virginia 23517
Applicant: Brianna Barnes

Cover Letter

December 3, 2025
Norfolk Architectural Review Board

Re: Application for Certificate of Appropriateness – 714 W Princess Anne Rd

Dear Members of the Board:

I respectfully submit this application for a Certificate of Appropriateness concerning exterior improvements at my property performed in 2020. The work performed addressed structural and safety issues while restoring architectural harmony with the home's historic style.

Enclosed, please find:

- A narrative describing the scope of work and the rationale for each improvement.
- Photographs documenting the condition before and after.
- Supporting examples demonstrating that the railing style and lighting are consistent with both the home and the surrounding neighborhood.

Thank you for your consideration.

Respectfully,

Brianna Barnes
714 W Princess Anne Rd
Norfolk, Virginia 23517
757-969-3791
barnesblw@gmail.com

Narrative of Improvements

Replacement of Balustrades

The existing balustrades were structurally compromised due to rot, termite, and insect damage. The balustrades were replaced in-kind with new, structurally sound, insect and rot resistant materials. This work was necessary for safety and maintenance, not solely aesthetic purposes. Additionally, the materials that were replaced were not original to the property.

Column Top Replacement

One column top had previously been replaced with a non-historically appropriate design that did not match the others. That column top was replaced to match the originals, restoring visual consistency. The change brings the façade into architectural alignment with the original historic features.

Installation of Chippendale-Style Railing

The deteriorated railing needed replacement. A Chippendale-style railing, appropriate for the home's period and architectural style, was installed. This design is historically recognized in Colonial Revival and compatible with the character of the district.

Exterior Lighting Replacement

Existing fixtures were outdated and ineffective; the street is poorly lit, and this property and surrounding neighborhood has experienced many break-ins and yard thefts since I purchased this home in 2016. The updated lights improve safety and visibility, are consistent with fixtures used by immediate neighbors, and are not easily visible from the street. The lights installed are smart lights that can be dimmed to whatever lumens but are typically set to soft white.

Exhibits

Exhibit A: Historic Preservation References – Chippendale Railing Examples

The following preserved sites demonstrate the architectural appropriateness of Chippendale railings in Colonial, Federal, and Colonial Revival architecture:

Figure 1: Historic Example of Chippendale Railing - Monticello (Charlottesville, VA) – Chippendale railings on terraces (Jefferson era).



Figure 2: Historic Example of Chippendale Railing - Spring Valley Farm (1837 - 1841) Federal Style Home



Figure 3: Historic Example of Chippendale Railing - Hope Plantation (North Carolina, c. 1803) – Original Chippendale balustrades on portico and widow's walk.



Exhibit B: Before-and-After Photographs

2015





2016

2020



Current



Exhibit C: Neighborhood Lighting Examples

708 W Princess Anne – Demonstrating they have the same can lights as we have installed. Additionally, the decking and stair treads are the same composite materials that we utilized. The railings utilized the same materials as our railings.



Exhibit D: Block Photos

Houses on our block with second floor banisters – 730 and 728 W Princess Anne – demonstrating that 714 is not visually distinct from any surrounding home. Additionally, that all homes on this block look different from the next and are kept in vastly different conditions with respect to maintenance and historical accuracy.



Date: January 5, 2026

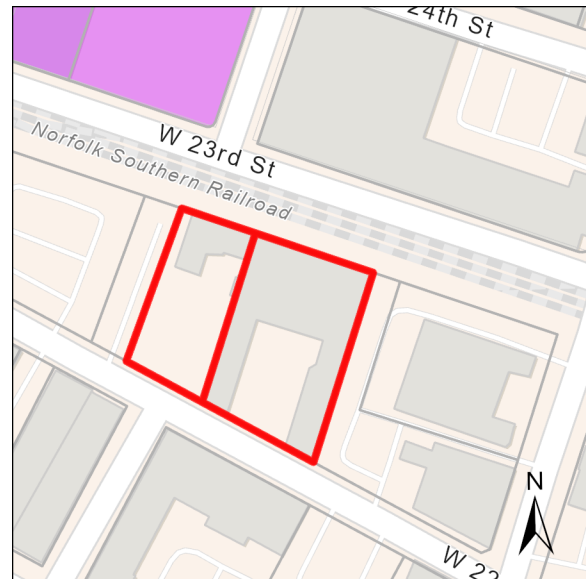
To: Norfolk Architectural Review Board
City of Norfolk Virginia

From: Elizabeth Nowak, Historic
Preservation Officer - Historic Preservation


Subject: #25-00330 COA to rezone 520 W
22nd Street and 700 W 22nd Street into the
Norfolk & Western Railroad Historic District
and to renovate the building for residential
use

Ward/Superward: 2 (Doyle)/6 (McGee)

Recommendation: Approval with Conditions



Location of 520 and 700 W 22nd Street

Approved: 
Elizabeth Nowak
Historic Preservation Officer

#25-00330 Certificate of Appropriateness Report & Rezoning Recommendation to City Planning Commission

- I. **Property Address: 520 and 700 W 22nd Street**
- II. **Applicant Information**
Applicant: The Monument Companies, Inc.
Property Owner: 520 W 22nd, LLC
- III. **Proposed District Information**
Historic District: Norfolk & Western Railroad Historic Overlay District
Contributing/Noncontributing: Contributing
Period of Significance: 1884—1965
Date of Structure: 1948
Architectural Style: Commercial Style (NR)
Architect: n/a

IV. Project Description

The applicant, The Monument Companies, Inc., proposes to rezone 520 and 700 W 22nd Street into the historic overlay district for the Norfolk & Western Railroad Historic District and to adapt the one-story U-shaped former warehouse into a multi-family residential complex. As with past applications to opt into the Norfolk & Western Railroad Historic Overlay, a Certificate of Appropriateness application is being presented simultaneously with the rezoning application.

The properties were most recently occupied by Yukon Lumber. The VCRIS survey card identifies Lühring Motor Company as the historic user, a reconditioning shop. The primary warehouse building at 520 W 22nd Street is identified as a contributing resource to the Norfolk & Western Railroad Historic District, while the two buildings at 700 W 22nd Street, which were used as kilns for Yukon Lumber, are identified as non-contributing.

The Monument Companies Inc. propose to rehabilitate the buildings to create 42 apartments with a leasing office. No additions are proposed to the existing structures. Alterations will be made to existing openings and to exterior walls to create individual entrances to each dwelling unit. The applicant indicates that most steel windows that will be repaired or will be replaced in-kind and that new window openings are proposed on the north elevation; aluminum, fixed, single-pane windows will be used. There is an existing prism glass block wall that has been damaged; the applicant proposed to replace the block with steel windows, which are presumed to have been originally installed.

Historic overhead garage doors will be repaired and placed in the open position within the units so they can be preserved. The applicant proposes to fill the garage door openings with multi-light storefront systems with a grid pattern that mimics the panel configuration of existing wood overhead historic garage doors. Lower panels will be opaque, and the remainder will be transparent glass. A similar storefront will be used on the annex building to infill the primary elevations. Both storefront systems will be finished in a dark bronze color and will be aluminum.

Site improvements include developing parking lots in front of the annex and in the courtyard of the historic warehouse building. The existing sawdust exhaust tower will remain and be rehabilitated. Wood siding and entries that were added during the Yukon Lumber occupation will be removed and the historic CMU and masonry presumed to be beneath it will be restored.

Given the constrained dimensions of the parcels and the need to provide a minimum of one parking space per residential unit, minimal landscaping is proposed. Landscaping includes a row of plantings along W 22nd Street, including two Black Gum trees and a 14-foot landscape buffer along the west property line of 700 W 22nd Street.

V. Relevant Guidelines and Plans

Norfolk Zoning Ordinance Section 3.9.8.E(2)(b) Eligibility for Rezoning:

At the time of the creation of this overlay district, no properties are zoned or rezoned to lie within the district. To be included in the overlay district, a map amendment must be approved (see [Section 2.4.3, Zoning Map Amendment](#)). No property is eligible to be rezoned to this overlay district except those which are already included in either the Norfolk & Western Railroad or the Williamston-Woodland historic districts (identified in subsection (a), above) at the time the rezoning application is filed.

Norfolk & Western Railroad Historic Overlay Design Guidelines (2019)

Masonry

- Preserve and retain the historic masonry material and detailing to the greatest extent possible.
- Repair masonry where necessary by removing damaged areas and patching them with materials similar in texture, composition, and strength.
- Covering or concealing historic masonry is not recommended as the historic material is a defining feature of buildings within the overlay and the overlay.

Fenestration

- Historic windows should be retained and repaired to the greatest extent possible.
- There should be a continuation and preservation of the position, number, size, proportion, and arrangement of window openings in a structure wall. Windows should not be altered or added to the structure wall unless changes are based on documentation or physical evidence of the original design.
 - Further, it is recommended that window openings not be added, removed, reduced in size, or enlarged in size unless the alteration is based on documentation or physical evidence of the original design or the alteration is integral to the new use of the building.
- Historic doors should be retained and preserved whenever possible, along with their original materials and functional and decorative features which contribute to the character of the building.

Parking Areas, Driveways and Walkways

- Retain and preserve parking areas, driveways, and walkways that contribute to the historic overlay.
- Parking between two adjacent buildings should be utilized whenever possible.
- Parking areas should be divided with planting islands or other landscaped areas and should also be screened with vegetation or fencing.
- Buffering of parking areas should remain consistent with existing landscaping within the overlay and adjacent properties. Few trees and shrubbery are currently found in the area that encompasses the overlay and this trend should be continued.

Landscaping

- Landscaping should be minimalistic in design, accounting for the lack of landscaping precedent in within the area that encompasses the overlay.
- Landscaping should primarily emphasize the horizontal plane of a site and have little to no impact on the vertical plane of a site.
- Landscaping should not detract from the existing relationship between the streetscape and the site they are associated with.

Signage

- Preserve and retain historic signage that contribute to the overlay or building. This should include signage painted on the exterior walls of structures within the overlay.

VI. Public Outreach

The applicant met with the Ghent Business Association regarding the rezoning and proposed reuse this fall.

VII. Evaluation and Recommendation

The application to rezone these two properties into the Norfolk & Western Railroad Historic Overlay meets the criteria set forth in Sec. 3.9.8.E(2)(b). Both are within the boundaries of the National Register historic district. Staff recommends support of the requested rezoning of 520 and 700 W 22nd Street into the Norfolk & Western Railroad Historic Overlay District.

The proposed adaptive reuse of the properties is generally consistent with the Norfolk & Western Railroad Historic Overlay Design Guidelines. The applicant intends to repoint, repair, and repaint the historic masonry of all buildings, repair historic steel windows, and maintain the existing footprints of all buildings. As this building is very utilitarian and plain in design, the footprint, materials, and fenestration are the primary character-defining elements of this complex.

In order to adapt the building to a residential use, it is necessary to infill the existing garage openings to create suitable exterior walls. The proposed storefront solution maintains the historic configuration of the panel overhead garage doors and the rhythm of void to solid in the interior of the U-plan while also enabling a new use for the building. The new proposed windows are also required to provide sufficient light and egress for interior units; the new windows follow the regular fenestration pattern and, as a fixed pane of glass, are differentiated from the historic windows. The guidelines permit the addition of windows when they are integral to a new use, such as in this case.

The applicant has stated they will retain the existing sawdust exhaust tower, rehabilitate it, and restore the painted signage. This work is consistent with the district's guidelines for signage. Staff notes that there is a painted sign on the east elevation of the west wing of the U plan that should also be retained.

Staff notes that the applicant has stated an interest in pursuing Rehabilitation Tax Credits for this adaptive reuse project and will be coordinating with the Virginia Department of Historic Resources.

Staff recommends approval of a Certificate of Appropriateness to accompany the requested rezoning application with the following conditions:

1. The painted "YUKON" wall sign shall be retained.

VIII. Site Photographs



Location of 520 and 700 W 22nd Street, Pictometry, 2025.





















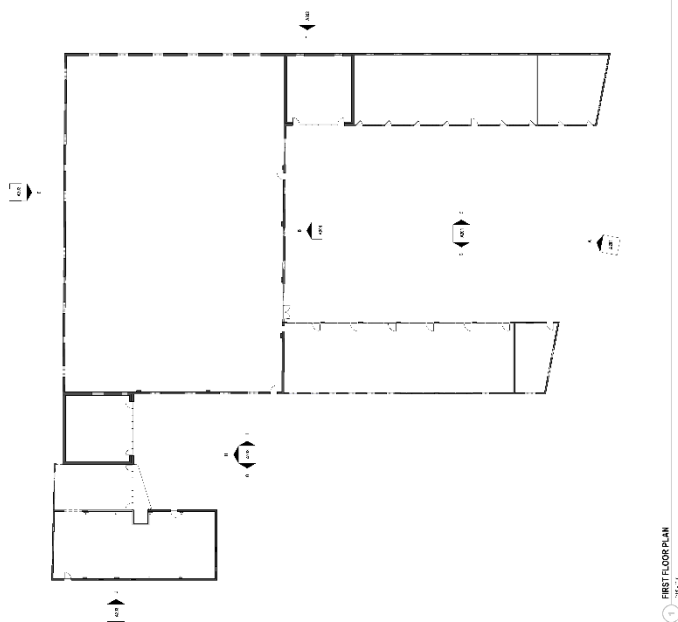
XI. Elevations

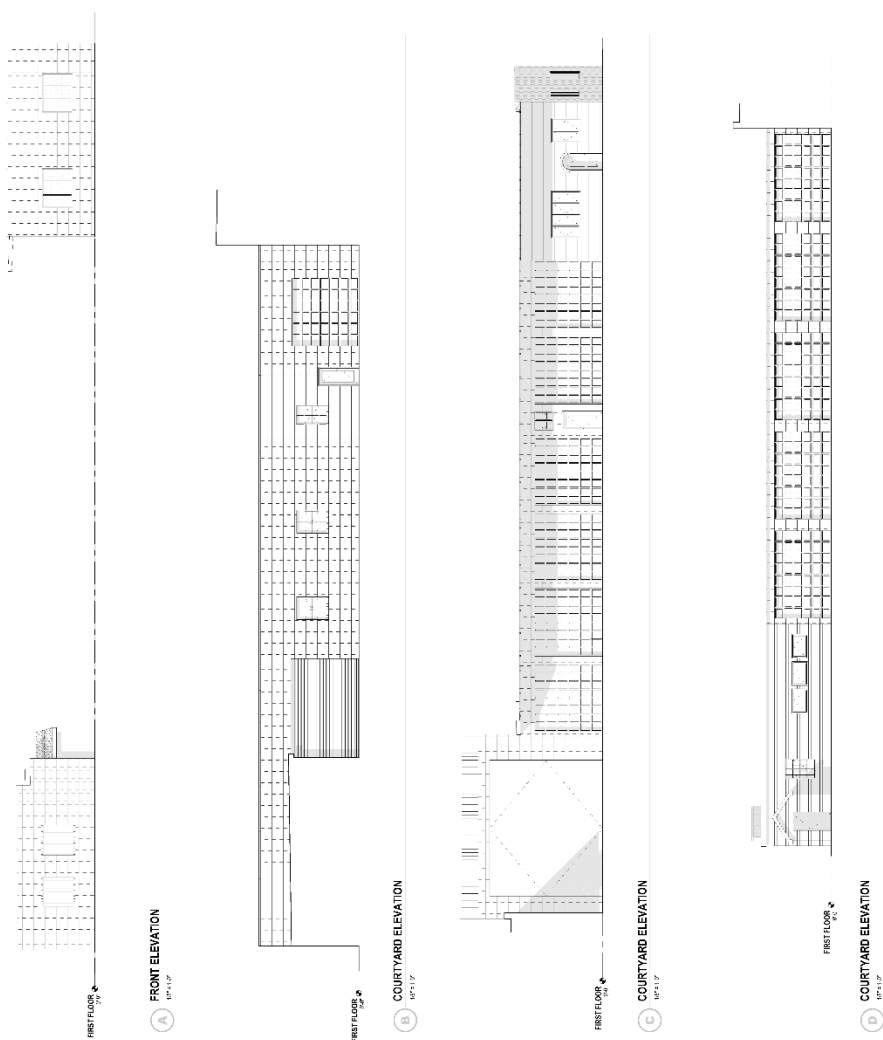
archsmith
 studio

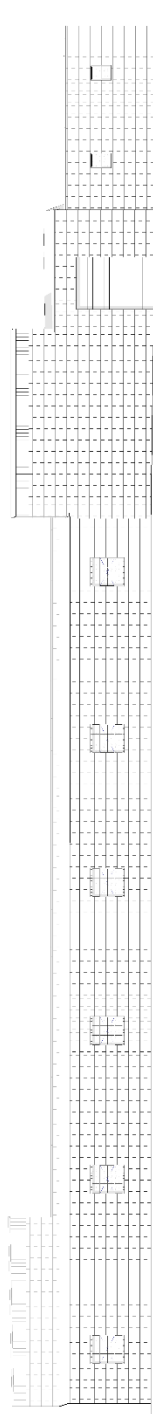


YUKON LUMBER
 3800 W. 20TH STREET, NORFOLK, VA 23507
 757.646.1234
 PROPOSED ELEVATIONS

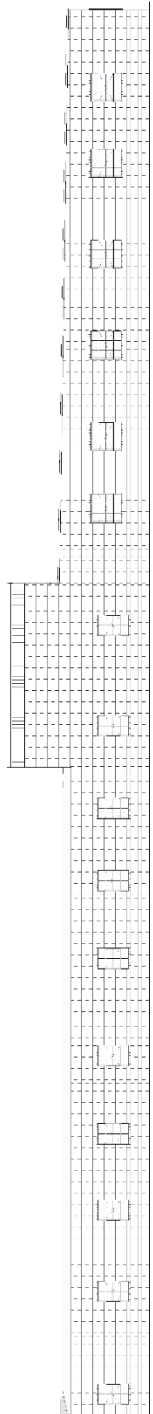
A101
 FLOOR PLAN



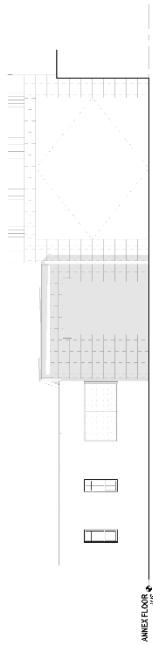




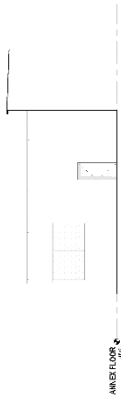
ELEVATION - TRAIN TRACKS
 1/8" = 1'-0"



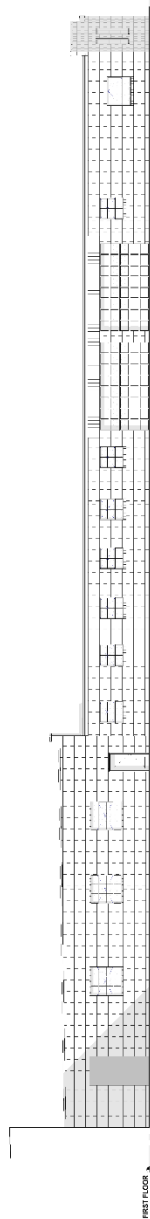
SIDE ELEVATION AT LINDE
 1/8" = 1'-0"



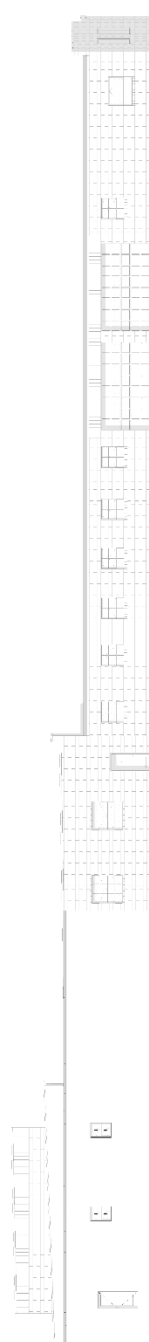
ANNEX - FRONT ELEVATION
 1/8" = 1'-0"



ANNEX - COURTYARD ELEVATION
 1/8" = 1'-0"



SIDE ELEVATION AT ANNEX
 1/8" = 1'-0"



ANNEX - SIDE ELEVATION
 1/8" = 1'-0"



1
 FIRST FLOOR PLAN - SCHEMATIC PROPOSED
 1/8" = 1'-0"

XII. Material Information

2/3/2016

Kawneer's Standard Commercial Storefront Door Entrances, 190/350/500 - 1-3/4"



190/350/500 Standard Entrances

- 2-1/8" (54mm), 3-1/2" (87.9mm), or 5" (127mm) sightline
- 1-3/4" (44.5mm) depth
- Non-thermal performance
- Moderate to high traffic application



Product Features

Tough yet attractive, the clean lines of Kawneer's Standard Entrances are designed as a single-source package of door, door frame and hardware that is easily adaptable to custom requirements.

Designed to complement new or remodel construction, modern or traditional architecture, they are engineered, constructed and tested to make good first impressions while withstanding the rigors of constant use by occupants and visitors.

The 190 Narrow Stile Entrance

- Is engineered for moderate traffic in applications such as stores, offices and apartment buildings
- Vertical stile measures 2-1/8" (54); top rail 2-1/4" (57.2) and bottom rail 3-7/8" (98.4)
- Results in a slim look that meets virtually all construction requirements

The 350 Medium Stile Entrance

- Provides extra strength for applications such as schools, institutions and other high traffic applications
- Vertical stiles and top rails measure 3-1/2" (88.9)
- Bottom rail measures 6-1/2" (165.1) for extra durability

The 500 Wide Stile Entrance

- Creates a monumental visual statement for applications such as banks, libraries and public buildings
- Vertical stiles and top rail are 5" (127); bottom rail measures 6-1/2" (165.1)
- Results in superior strength for buildings experiencing heavy traffic conditions

http://www.kawneer.com/kawneer/north_america/en/product.asp?cat_id=1339&prod_id=1816&desc=storefront-glass-door-entrances

1/2

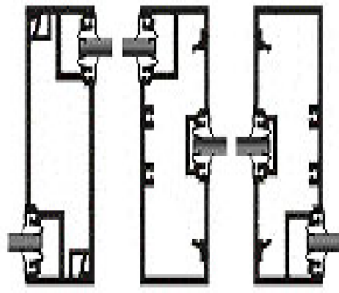
2/3/2016

Kawneer's Standard Commercial Storefront Door Entrances, 190/350/500 - 1-3/4"

General

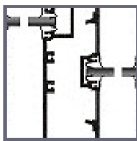
- Heights vary to 10 feet; widths range from approximately 3 to 4 feet
- Door frame face widths range to a maximum of 4" (101.6), while depths range to 6" (152.4)
- Door operation is single or doubleacting with maximum security locks or Touch Bar Panics standard
- Architect's Classic one inch round, bent bar push/pull hardware is available in various finishes and sizes
- Infills range from under 1/4 (6.4) to more than 1" (25.4)

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Trifab™ VersaGlaze™ 450 Framing System 1- 3/4" sightline

- 1-3/4" (44.5mm) sightline
- 4-1/2" (114.3mm) depth
- Non thermal performance
- Center, back, front, multi-plane glazed options
- Structural silicone glazed (SSG) options



Product Features

Trifab® VG (VersaGlaze®) is built on the proven and successful Trifab platform – with all the versatility its name implies. Trifab set the standard and Trifab® VG improves upon it.

There are enough fabrication, design and performance choices to please the most discerning building owner, architect and installer. Plus the confidence a tried and true framing system instills.

Select from four glazing applications, four fabrication methods and multiple infill choices.

Consider thermal options and performance, SSG and Weatherseal alternatives and your project takes an almost custom shape whether your architecture is traditional or modern and the building is new or retrofitted.

Key Features Include:

- Hurricane Impact tested on Shutter Application Only
- Trifab® VG 450 is 4-1/2" (114.3) deep with a 1-3/4" (44.5) sightline
- Front, Center, Back or Multi-Plane glass applications
- Flush glazed from either the inside or outside
- Screw Spline, Shear Block, Stick or Type-B fabrication
- SSG / Weatherseal option
- 1/8" (3.2), 1/4" (6.4) or 3/8" (9.5) infill options
- Permanodic® anodized finishes in 7 choices
- Painted finishes in standard and custom choices

Optional Features:

2/3/2016

Trifab™ Exterior Aluminum Structural Framing Systems, 450 Standard

- High performance interlocking flashing

Product Applications:

- Storefront, Ribbon Window or Punched Openings
- Single-span
- Integrated entrance framing allowing Kawneer standard entrances or other specialty entrances to be incorporated
- Kawneer Sealair® windows or GLASSvent™ are easily incorporated

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Fixed Unit

Westco Commercial Aluminum Series

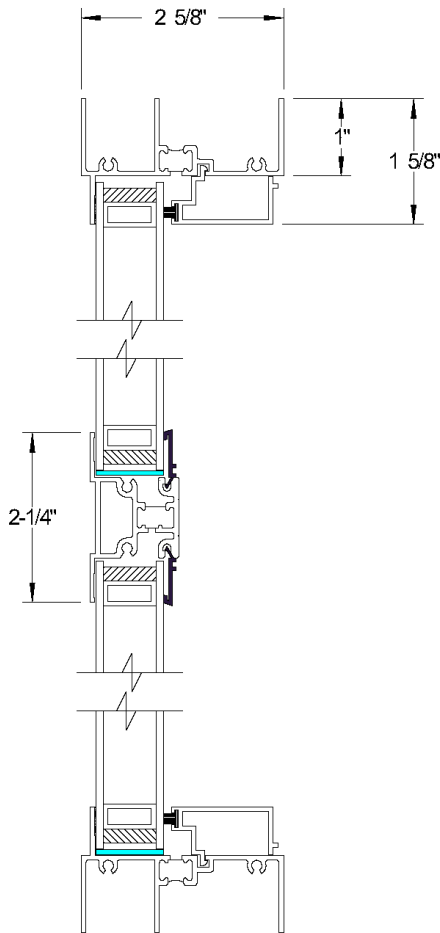
Commercial Aluminum Fixed Unit (SH, SL) FW-C85

Standard Features

- 2-5/8" Frame Depth
- T-6063 Aluminum Extrusions with .062" walls
- Thermally Broken Frame
- Factory Glazed with 7/8" Insulated Glass with Super Spacer® warm edge spacer technology for superior thermal performance.
- Equal Leg Frame
- Interior Glazed – Field Serviceable. The glazing bead can be removed and reinstalled to conceal installation fasteners.
- Architectural paint finish meets AAMA 2603. Colors available for normal lead times: White, Bronze, Tan, and Clear Anodized. For large projects, custom colors are available on a special order basis – please contact our office for details.
- Available with nailing fin for new construction or without nailing fin for replacement applications.

Optional Features

- Numerous high performance glazing options
- Mullion for multiple units
- Many Grid Between Glass (GBG) configurations are available for greater design flexibility and low maintenance.
- Three-Piece Mullion and Two-Piece Receptor System
- Optional Face Flange
- Extruded Aluminum Muntin to divide glass
- 7/8" Foam Insulated Panel is especially useful for concealing drop type ceilings.



The Westco Commercial Aluminum Fixed Unit for the Single Hung and Slider is a heavy-duty aluminum light commercial window with the availability of an extruded aluminum muntin bar for dividing the glass as required. The muntin bar allows you to configure the window many different ways to solve your unique design requirements, such as installing an insulated panel in the top lite to conceal a drop ceiling or by adding multiple vertical muntins to replicate the look of existing windows. The Westco Commercial Aluminum Fixed Unit has been used in numerous schools, hotels, and other commercial and residential applications for many years.

Form 4924-A

West Window Corporation

P.O. Drawer 3071

Martinsville, Virginia

276-638-2394

Fax 276-638-2300

www.westwindow.com

Westco Thermal Aluminum Fixed-SH/SLDR Series Test Summary

Structural Test Data						
Tested Size	Performance Grade - DP	Uniform Load	Water Resistance	Air Infiltration	Test Method	Test Report Number
72 x 72	FW-C85	+/- 127.5 psf	WTP= 12.0	0.01 cfm/ft ²	I.S.2-97	110-8375-4

Westco SH/SLDR Series Fixed PW	Configuration	U-Factor	SHGC	Vis Transmit	CRF
Clear	No Grid	0.54	0.69	0.72	43
Clear	With Grid	0.54	0.62	0.65	43
Low-E2-270	No Grid	0.39	0.33	0.62	45
Low-E2-270	With Grid	0.39	0.30	0.55	45
Low-E2-270/Argon	No Grid	0.35	0.33	0.62	46
Low-E2-270/Argon	With Grid	0.35	0.30	0.55	46
Low-E3-366	No Grid	0.39	0.25	0.57	45
Low-E3-366	With Grid	0.39	0.23	0.51	45
Low-E3-366/Argon	No Grid	0.35	0.25	0.57	45
Low-E3-366/Argon	With Grid	0.35	0.23	0.51	45
Low-E-240	No Grid	0.40	0.23	0.35	45
Low-E-240	With Grid	0.40	0.21	0.32	45
Low-E-240/Argon	No Grid	0.36	0.23	0.35	49
Low-E-240/Argon	With Grid	0.36	0.21	0.32	49

Additional Information

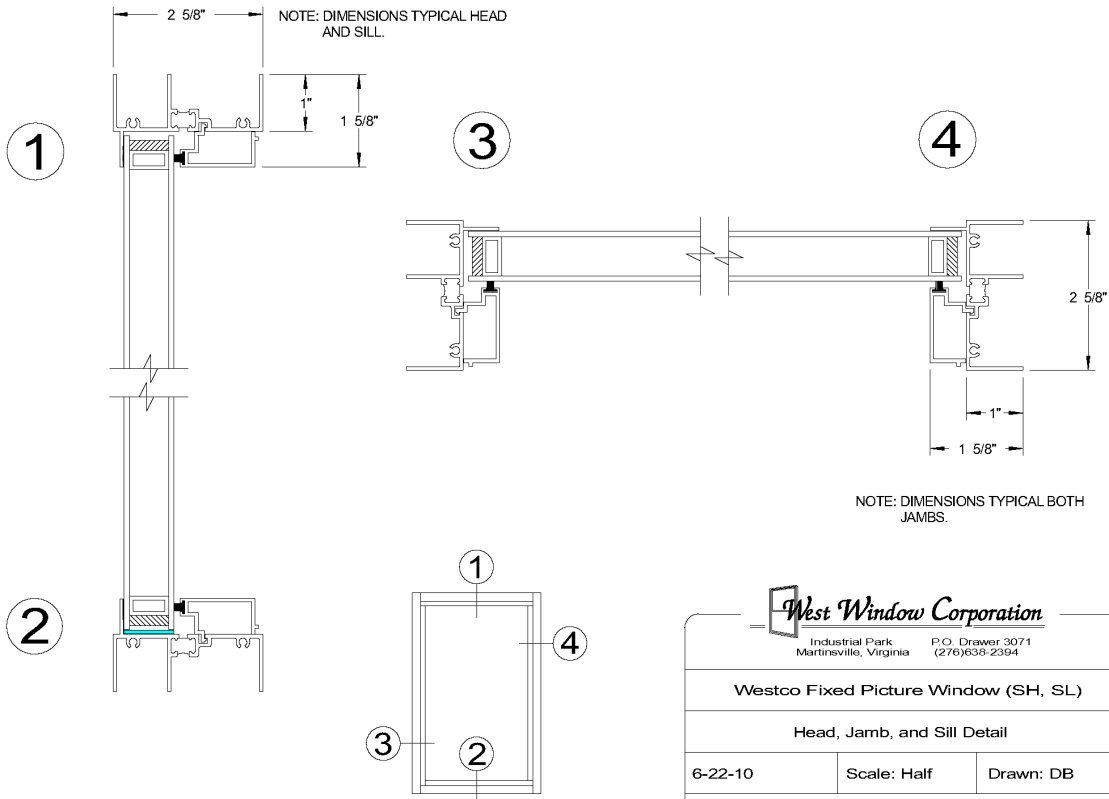
Daylight Calculation Example:					
Window Size	Width Deduction	Height Deduction	Net Clear Light Width	Net Clear Light Height	Daylight Opening
72 x 72	3.250	3.250	68-3/4"	68-3/4"	32.823 Sq Ft

Complete test reports are available upon request.



[Click Here to download DWG or DXF files from westwindow.com.](#)

Form 4925




West Window Corporation
 Industrial Park
 Martinsville, Virginia
 P.O. Drawer 3071
 (276)638-2394

Westco Fixed Picture Window (SH, SL)

Head, Jamb, and Sill Detail

6-22-10

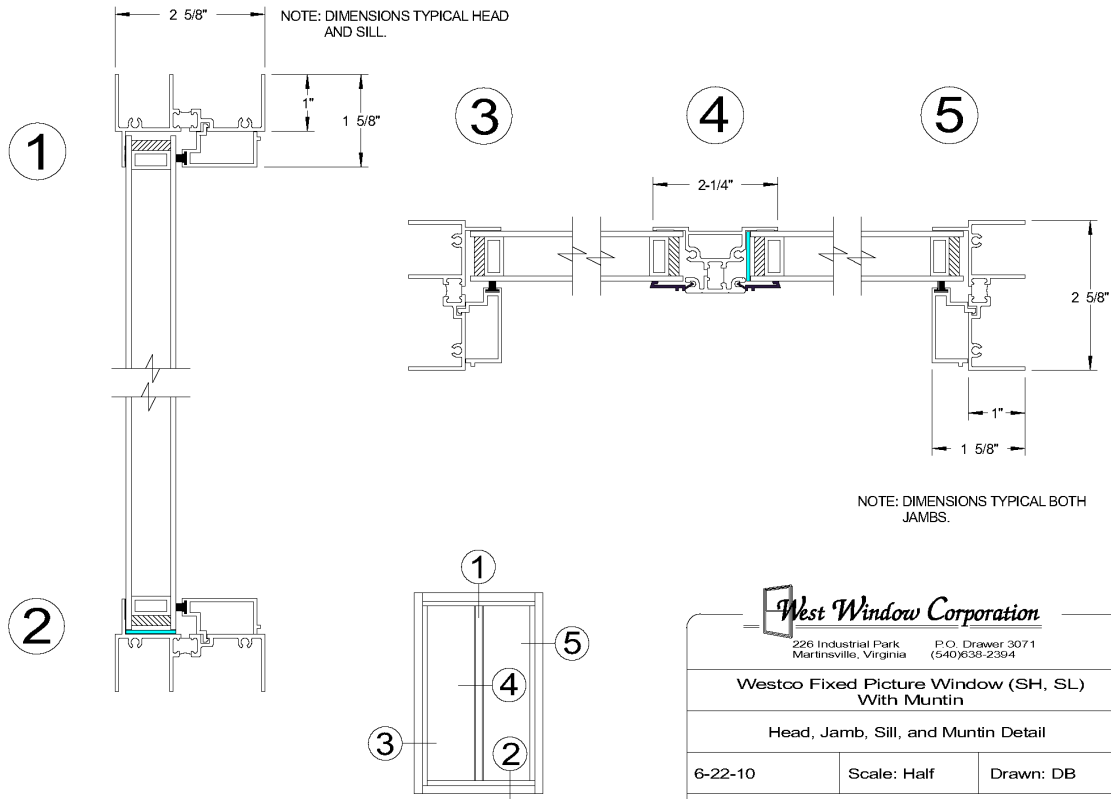
Scale: Half

Drawn: DB

Sheet: 1 of 2

[Click Here to download DWG or DXF files from westwindow.com.](#)

Form 4926



West Window Corporation
 226 Industrial Park
 Martinsville, Virginia
 P.O. Drawer 3071
 (540)638-2394

Westco Fixed Picture Window (SH, SL)
With Muntin

Head, Jamb, Sill, and Muntin Detail

6-22-10

Scale: Half

Drawn: DB

Sheet: 2 of 2

Westco Fixed PW FW-C85 Specifications

MANUFACTURER: Manufacturer shall be West Window Corporation, located at 226 Industrial Park, Martinsville, Virginia. (P.O. Box 3071, Martinsville, VA 24115, phone 276-638-2394.)

MATERIALS: Frame main members are made of T6063-T6 aluminum alloy extrusions with a poured in channel urethane thermal barrier, debridged to resist temperature transfer through the extrusion. Typical extrusion wall thickness is .062 inches.

CONSTRUCTION: Frame components are assembled using double screw butt corner construction and are secured by #8 x 1" 410 hardness stainless steel screws. Frame corner seams are sealed with a low modulus, non acetic silicone sealant. Frame depth is 2 5/8". Frames are available in new construction as well as replacement configurations.

GLAZING: Fixed lite is interior glazed using silicone back-bedding along the perimeter of a sealed insulating glass unit. An interior bulb vinyl glazing gasket in a snap-in extruded aluminum glazing bead is employed.

Standard INSULATING GLASS UNITS have an overall thickness of 7/8" and consist of two lites of glass and one air space. The air space is created by a Warm-Edge TSS (Thermoset Spacer Technology) polymer spacer system. The edge seal consists of a uniform layer of hot melt butyl sealant. Insulating glass seal durability meets ASTM E2188-02, ASTM E2189-02, & ASTM E2190-02 specifications. Glazing options consist of clear, low emissivity, tinted, obscure, and tempered glass. Other glazing options available upon request.

FINISHES: All aluminum extrusions in master frame and glazing bead are finish painted with an electrostatically applied enamel in a choice of three colors: White, Bronze, Tan. Clear Anodized is also available.

INSTALLATION: Installation of window shall be furnished by others and shall be done in a professional manner. Window shall be set plumb and square in opening with no twisting or distorting of the window, and shall be properly anchored. A non-hardening sealant compatible with aluminum shall be provided by the installer and applied by the installer in sufficient quantity to provide a watertight seal between the window and opening.

CERTIFICATION: Window shall conform to AAMA/NWWDA 101/I.S.2-97 specification and meet all applicable criteria for FW-C85 certified windows. Copies of certified test reports are available on request and may be obtained by writing West Window Corporation, P.O. Box 3071, Martinsville, VA 24115, or by calling (276) 638-2394.

WARRANTY: Window is covered by West Window Lifetime Limited Warranty. Details of the provisions of this warranty are available on request. West Window commenced operation in 1949.

Date: January 5, 2026

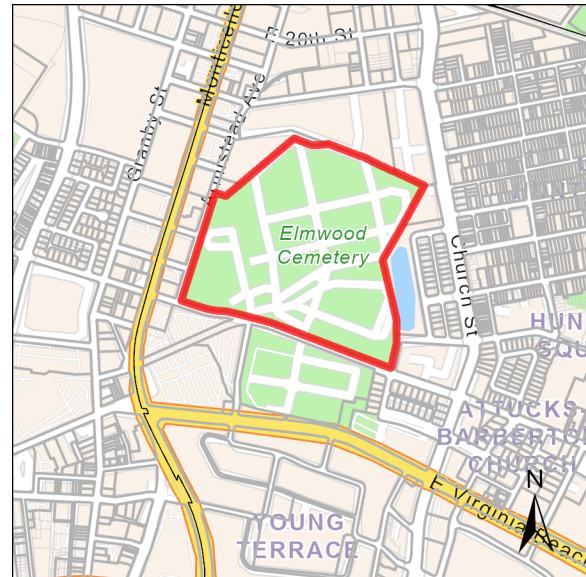
To: Norfolk Architectural Review Board
City of Norfolk Virginia

From: Faith Hamman, City Planner II -
Historic Preservation


Subject: #25-329 DR to construct new shed

Ward/Superward: 4 (Paige)/7 Clanton

Recommendation: Approval



Location of 238 E Princess Anne Road

Approved: 
Elizabeth Nowak
Historic Preservation Officer

#25-329 Design Review Report Without Development Certificate

- I. **Property Address:** 238 E Princess Anne Road
- II. **Applicant Information**
Applicant: Dominion Builders & Contracting LLC
Property Owner: City of Norfolk
- III. **District Information**
Relevant Documents: N/A
Civic League: N/A
Date of Structure: N/A
Historic District: West Point Cemetery
Contributing/Noncontributing: Noncontributing
Zoning: OSP (Open Space and Preservation)

IV. Project Description

The applicant proposes to construct a new equipment storage shed within West Point Cemetery to replace an existing shed. The new structure will measure 20 feet by 16 feet with an overall height of 10 feet and will have a front-gable roof. It will be installed on the existing concrete pad of the current shed, with an additional CMU course added and secured with anchor bolts. No additional ground disturbance is anticipated.

The exterior will be clad in T1-11 plywood siding and finished with painted. PVC trim and soffits will also be installed and painted. The roof will be covered with architectural shingles and include a ridge vent. The shed will have double metal mechanical doors, and no windows will be installed.

The shed will be located off Fullert Street (within the cemetery), near Sections 1 and 5. The closest adjacent marker is approximately 3 to 8 feet from the shed's exterior wall.

V. Evaluation and Recommendation

Staff recommends approval of the request to construct a new equipment storage shed. The existing storage shed is not mentioned in the 2007 National Register Nomination for West Point Cemetery; however, it would be considered a non-contributing structure. The proposed shed will have a simple front gable shed design, similar to the current shed.

The applicant plans to use the existing concrete pad, which is ideal because it avoids additional ground disturbance. The applicant stated that there are no known burials at the shed's location. The surrounding mature vegetation will help with screening the shed.

Staff recommends approval of the application as submitted.

VI. Site Photographs



Location of 238 E Princess Anne Road. Pictometry, 2025.



Location of existing shed.



Site photo of existing shed.



Site photos of existing shed.

VII. Elevations

PROJECT SUMMARY

Project Location: Elmwood Cemetery, 238 Princess Anne Rd, Norfolk, VA

Structure Size: 20' x 16'

Overall Height: 10 feet

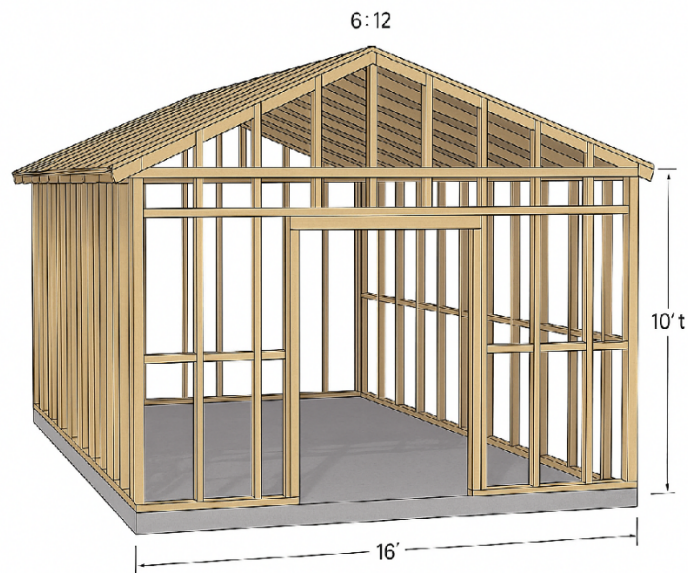
Roof: Shed roof, 6:12 pitch with ridge vent

Foundation: Concrete slab with additional CMU course and grounded anchor bolts

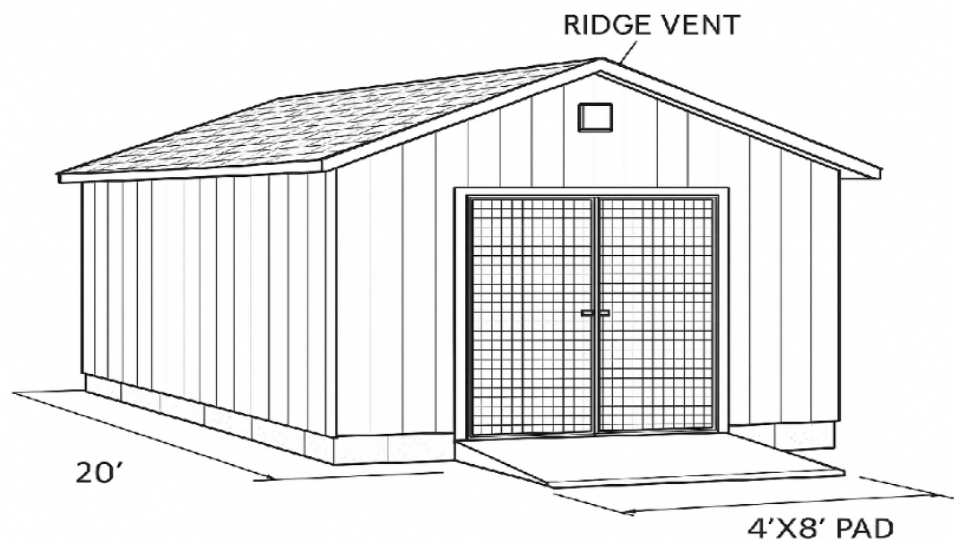
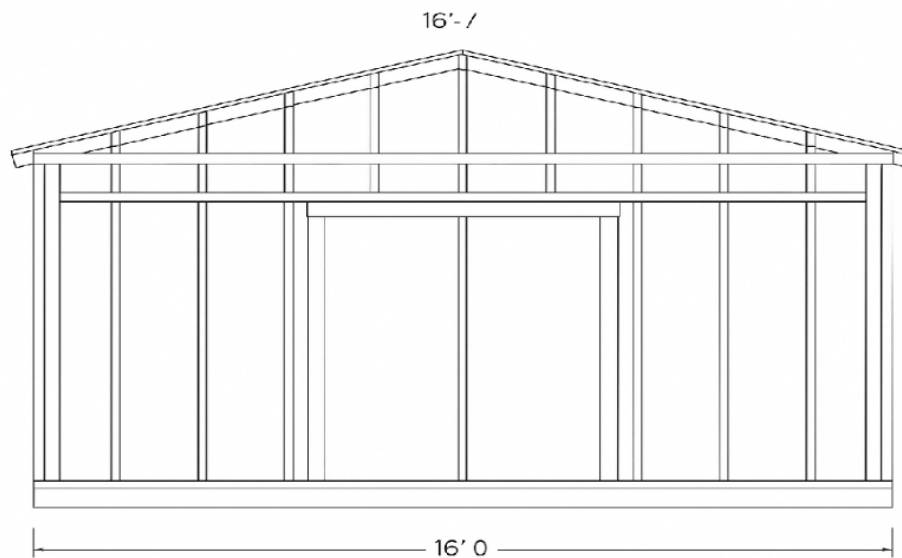
Entrance: 4' x 8' concrete access pad

Electrical: Existing panel temporarily relocated to fencing post for job-site power and reinstalled on new structure upon completion.

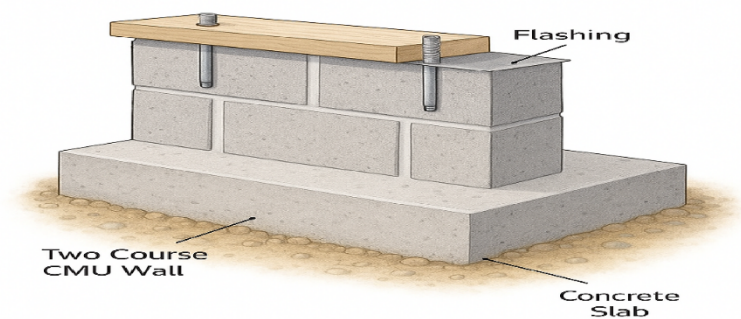
BUILDING HEIGHT & FRAMING VIEW



Proposed shed details with framing view.



Framing view and 3D rendering of proposed shed.



**Footing Detail and Wall Section
Proper Anchorage and Flood Resistant**

Footing details.

VIII. Material Information



Dominion Builders & Contracting LLC
P.O. Box 1482, Yorktown, VA 23692
Phone: 757-206-2754 | Fax: 757-766-2977
Email: sdiaz@dominionbuildersllc.com

DESIGN REVIEW SUBMITTAL – COVER LETTER

To the City of Norfolk Planning Department and Architectural Review Board:

Dominion Builders & Contracting LLC respectfully submits this Design Review application for the construction of a new equipment storage shed at Elmwood Cemetery, 238 Princess Anne Road, Norfolk, Virginia. The proposed structure is located entirely on City-owned property and is intended to support cemetery maintenance operations.

The proposed shed will measure 20 feet by 16 feet with an overall height of 10 feet and will feature a shed-style roof with a 6:12 pitch. Construction will consist of a concrete slab foundation with an additional CMU course added to the base wall, including grounding provisions for anchor bolts, to enhance durability and stability.

Exterior finishes include T1-11 siding with PVC trim and soffits. All PVC trim and soffit will be painted once final paint selections have been determined. Roofing will consist of architectural shingles with a ridge vent. The building will contain no windows and will include double metal mechanical doors to allow for equipment access.

An existing electrical panel currently mounted on the existing structure will be temporarily removed and relocated to a temporary fencing post. The panel will serve as temporary power for the job site during construction and will be reinstalled and permanently mounted to the new shed upon completion, in compliance with applicable electrical codes.

A new 4-foot by 8-foot concrete pad will be constructed at the main entrance of the building to provide safe and durable access.

The shed location is surrounded by mature trees and open cemetery grounds, with tombstones being the only nearby features. The nearest cemetery fence is approximately 200 feet away, and the structure will have minimal visibility from Princess Anne Road.

We respectfully request review and approval of this application.

Sincerely,
Dominion Builders & Contracting LLC

Cover letter, submitted by the applicant.