

**Architectural Review Board Meeting Agenda**  
**Monday, February 9, 2026, 4:00PM Norfolk**  
**City Hall, 810 Union Street, 11<sup>th</sup> Floor**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Meeting Minutes:**
  - a. January 20, 2025
- IV. Consent Agenda**
  - A. Certificate of Appropriateness:**
    - a. COA #26-00356 – 520 Graydon Avenue – installation of PVC brick moulding.
- V. Continued Applications**
- VI. Certificate of Appropriateness**
  - A. Ghent Historic District:**
    - a. COA #26-00358 – 511 Bissell Avenue – installation of HVAC unit.
  - B. East Freemason Historic District:**
    - a. COA #26-00359 – 601 E Freemason Street – Willoughby Baylor House – after-the-fact wood fence.
- VII. Application(s) Determination of Architectural Appropriateness**
  - a. DAA #26-00349 – 232 W 28<sup>th</sup> Street – Repair to fire-damaged non-conforming structure.
- VIII. Recommendation(s) to City Planning Commission**
- IX. Discussion**
  - a. 485 Saint Paul's Boulevard – Norfolk Academy Building – renovation and construction of an addition.
- X. Public Comments**
- XI. New Business**
  - a. Annual Report 2025
- XII. Old Business**
- XIII. Historic District Design Guidelines Update Work Session**
  - a. Scenarios

**XIV. Staff Updates**

**XV. Adjourn**



Date: February 9, 2026

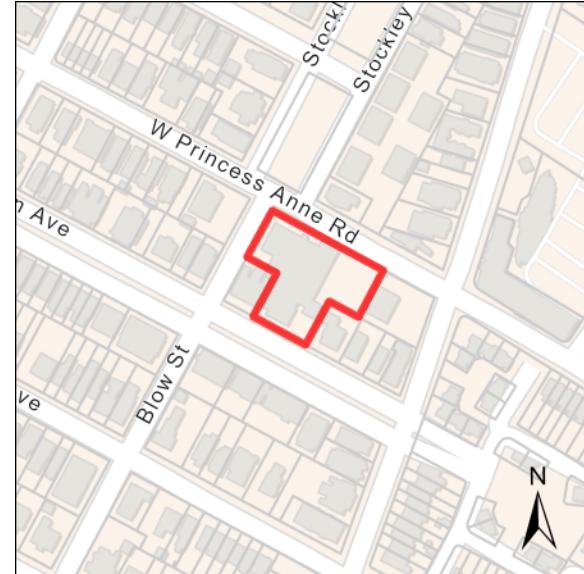
To: Norfolk Architectural Review Board  
City of Norfolk Virginia

From: Faith Hamman, City Planner II -  
Historic Preservation

Subject: #26-00356 COA to install PVC brick  
moulding

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

Recommendation: Approval



Location of 520 Graydon Avenue.

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Approved:

Elizabeth Nowak  
Historic Preservation Officer

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## #26-00356 Certificate of Appropriateness Report

### I. Property Address: 520 Graydon Avenue

### II. Applicant Information

Applicant: Robert Kelly on behalf of Sacred Heart Catholic Church  
Property Owner: Bishop Of The Diocese of Richmond

### III. District Information

Historic District: Ghent Historic District

Contributing/Noncontributing: Contributing

Period of Significance: 1897-1929

Date of Structure: 1923 (NR)/ 1924 (AIR)

Architectural Style: Italian Renaissance (NR)

Architect: Peebles and Ferguson (*Buildings of Virginia: Tidewater and Piedmont*)

#### IV. Project Description

The applicant proposes installing PVC brick moulding around 15 windows on the one-story portion of the Sacred Heart Catholic Church. The applicant received a Certificate of Appropriateness at the September 22, 2025 meeting for replacing 15 non-original windows with new aluminum-clad windows. At that time, the scope of work included repairs or in-kind replacement of the existing wood brick mouldings. A condition of the September 22, 2025 approval reads:

1. Brick mouldings, frames, and lintels that cannot be repaired and are replaced shall match the existing dimensions, joints, and moulding profiles as the existing.

As the applicant is proposing a different material, they have submitted this application.

The applicant proposes using a high-density PVC moulding manufactured by Wolf, Inc., with the same dimensions and same appearance as the existing non-original wood brick moulding. The applicant stated that the existing moulding is "made of finger-jointed yellow pine and is water damaged beyond repair." They also noted that the available wood moulding alternatives are made of soft yellow pine, similar to what currently exists.

#### V. Relevant Guidelines and Plans

##### 2.1 Substitute Materials

3. Replacement of poor quality original materials.

##### 2.3 Exterior Walls and Trim: Wood

1. Preserve and retain historic wood elements that contribute to the historic character of a building, including siding, shutters and trim work. Repair materials whenever possible by removing limited damaged areas and patching them with wood or epoxy that can be painted or stained to blend the repair.

##### 2.4 Windows and Doors

5. If a window is damaged beyond repair or is missing, documentation of its condition must be provided. Wholesale replacement of windows is not appropriate. If a window or windows must be replaced, it should be replaced with one matching the original in design, material, size, depth of reveal, muntin configuration and profile, detail, and color of glass and glazing. It should be a true divided-light window. Insulated glass may be considered when it meets the above criteria.

#### VI. Public Outreach

The applicant contacted the Ghent Neighborhood League on January 16, 2026. As of February 4, 2026, Staff has not received a letter of comment from Ghent Neighborhood League regarding the application.



## **VII. Evaluation and Recommendation**

Staff recommends approval of the application as submitted.

The guidelines for Exterior Walls and Trim: Wood recommend repairing wood trim work whenever possible. The applicant previously provided an inventory of windows and documented the condition of the brick moulding in a window replacement application reviewed and approved by the Architectural Review Board on September 22, 2025. At that time, the applicant reported water damage and rot in the mouldings and had planned to repair the existing wood. In beginning repairs, it was found that the finger-jointed wood is damaged beyond repair.

With the last application, it was believed that the wood mouldings might have been historic, but the presence of finger-jointed yellow pine suggests the mouldings are replacements. Other available wood alternatives sourced by the applicant are similar to the existing yellow pine and will likely deteriorate in the same manner. The guidelines allow for substitute materials when replacing poor-quality materials. The proposed high-density PVC is a more durable option that will replicate the dimensions and smooth wood appearance of the existing moulding and is similar to Azek products, which are identified in the guidelines as acceptable substitutes for other trim elements, such as those on porches.

Given that the windows that are being installed are aluminum-clad wood units, that the brick mouldings will match the existing dimensions and profiles, and as the existing mouldings appear to be replacements, Staff recommends approval as submitted.

**VIII. Site Photographs**



Location of 520 Graydon Avenue. Pictometry, 2025.



Site photo of 520 Graydon Avenue, Photo taken by Staff, 10/15/2024.

## IX. Conditions of Existing Windows



Photograph of windows located on left side of parking lot, Windows A through E.



Photograph of windows located on the right side of parking lot, Windows F through K.



Photograph of windows located on elevation facing West Princess Anne Road, Windows L through N.



Window A – Brick moulding has minor water damage on both sides.



Window B –Brick moulding has damage at bottom left side.



Window C.



Window D.



Window E.



Window F.



Window G –Brick moulding is extensively deteriorated underneath both windows.



Window H –Brick molding has damage on both sides at bottom.



Window I.



Window J.



Window K.



Window L.

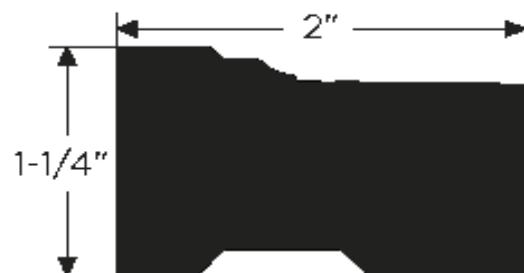


Window M –Brick moulding has minor deterioration at bottom left side.



Window N.

**X. Material Information**



**Brick Mould**  
WPVCM-180  
1202938 - 18'

Dimensions of proposed PVC brick moulding.



Wolf PVC Mouldings and Trim are high-cell density, cellular PVC products designed for exterior or interior use, offering the workability of wood without rotting, splitting, or absorbing moisture. They are available in smooth matte or woodgrain finishes, typically in 18-ft lengths, and are resistant to harsh weather, making them ideal for moisture-prone areas.

#### Key Specifications & Properties:

- **Material:** 100% Cellular PVC (free foam).
- **Density:** Approximately 0.60g/cm<sup>3</sup>

0.60 g/cm<sup>3</sup>

(ASTM D 792).

- **Water Absorption:** <0.3%
- (ASTM D 570).
- **Flame Spread Index:** 25 (ASTM E 84).
- **Coefficient of Linear Thermal Expansion:**  $3.5 \times 10^{-5}$ in/in/°F (ASTM D 696).
- **Warranty:** Limited Lifetime Warranty.

#### Installation & Performance:

- **Workability:** Can be cut, drilled, routed, mitered, nailed, or glued using standard woodworking tools.
- **Fastening:** Stainless steel fasteners are recommended, with the Cortex® fastening system available for a concealed finish.
- **Painting:** Not required, but accepts paint well.
- **Storage:** Should be stored on a flat, level surface.
- **Cleaning:** Can be cleaned with mild soap, water, or denatured alcohol.

Product information sheet.

Date: February 9, 2026

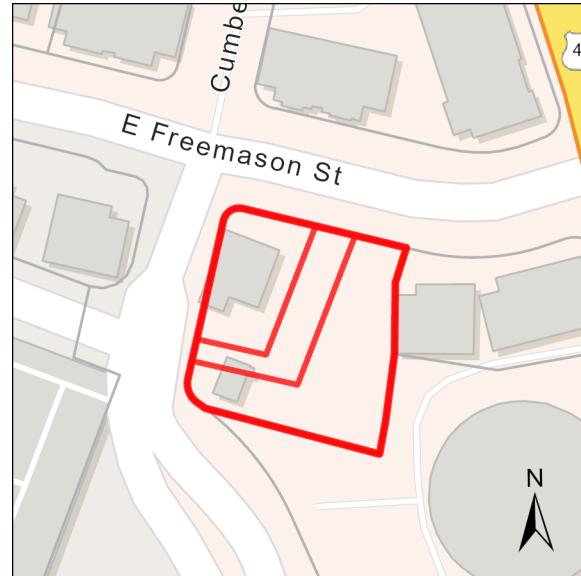
To: Norfolk Architectural Review Board  
City of Norfolk Virginia

From: Faith Hamman, City Planner II -  
Historic Preservation

Subject: #26-00359 COA to Click or tap here  
to enter text.

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

Recommendation: Approval with Conditions



Location of 601 E Freemason Street.

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Approved:

Elizabeth Nowak  
Historic Preservation Officer

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## #26-00359 Certificate of Appropriateness Report

### I. Property Address: 601 E Freemason Street

### II. Applicant Information

Applicant: Patrick Gershon  
Property Owner: City of Norfolk

### III. District Information

Historic District: East Freemason Historic District

Contributing/Noncontributing: Contributing

Period of Significance: 1794

Date of Structure: 1794

Architectural Style: Federal with a Greek Revival porch

Architect/Builder: possibly William Willoughby



#### IV. Project Description

This is an after-the-fact application for the replacement of a rear wood fence at the Willoughby-Baylor House. The previous fence was non-conforming, and the new wood fence, installed in late December 2025 without a Certificate of Appropriateness or a Zoning Certificate, does not comply with the following development standards in the Norfolk Zoning Ordinance Section 5.11.6.A: transparency, height, and design (with the unfinished side facing outward).

The applicant attended the January 20, 2026, meeting for discussion. During that meeting, the board discussed a preference to replace the new fence with a wood picket fence that matches the one currently installed on the west property line. The board also discussed the possibility of retaining the current fence with the following modifications: remove every other picket for the necessary 50% transparency, reduce the height so it aligns with the existing picket fence, and rotate the fence so the finished side faces the street.

The applicant proposes a new fence with the following modifications:

- Cut and reuse existing posts.
- Install 1x6 boards cut to match the height of the picket fence along Cumberland Street, with six-inch gaps between boards.
- Attach 2x4 treated lumber crossbars to the yard side of the existing posts.
- Paint the fence white to match the existing picket fence.

The replacement fence will be limited to the rear of the property; the east side yard fence between the adjacent residences will remain unchanged. There are no plans to replace the wood fence along the eastern property line.

#### V. Relevant Guidelines and Plans

##### 4.1 Fences, Walls and Landscaping

5. New fences and walls may be appropriate in some districts. New fences and walls should be located in the same plane with others on the street or within the district. The new fence or wall must be in keeping with others in the neighborhood and should be similar in material, design, pattern, color, dimension, and location.
7. Materials for a new fence or wall should be those that are predominate in the district, typically brick, metal, wood or stone. Assessment of fences near the subject property should be taken to ascertain which material is most appropriate.
9. Installing new or replacement fences and walls created from chain link, landscape timbers, exposed concrete block, vinyl, and plastic materials is not appropriate.



## **VI. Public Outreach**

The applicant contacted the Downtown Norfolk Council and Downtown Norfolk Civic League on February 4, 2026. As of February 4, 2026, Staff has not received a letter of comment from Downtown Norfolk Council or Downtown Norfolk Civic League regarding the application.

## **VII. Evaluation and Recommendation**

Staff recommends approval of the application with conditions.

The guidelines for fences recommend that new fences be consistent with others in the neighborhood and similar in material, design, pattern, and location. Additionally, materials for new fences should reflect those that are predominantly found in the district. In the East Freemason Historic District, the predominant material is metal; however, there are some examples of wood fences, including the one at the Moses Myers House and the existing wood picket fence along Cumberland Street and wood privacy fence on the other side property line at the Willoughby Baylor House. A wood fence in the rear yard is appropriate as the previous fence was wood and there is an existing wood fencing on the property.

The previous fence along the rear property line was non-conforming, and the wood fence installed without a Certificate of Appropriateness or Zoning Certificate also does not comply with the development standards outlined in Section 5.11.6.A of the Zoning Ordinance.

These standards include requirements for transparency, height, and design. The applicant proposed a new fence constructed with 1x6 boards cut to match the height of the existing picket fence along Cumberland Street, with six-inch gaps to meet the 50% transparency requirement. The fence will also include 2x4 crossbars attached to the existing posts, which will be cut and reused. The fence will be painted white to match the existing picket fence.

Staff recommends approval with the following conditions:

1. The fence shall be rotated so that the finished side faces outward.
2. The fence height and transparency shall comply with the Zoning Ordinance requirements.

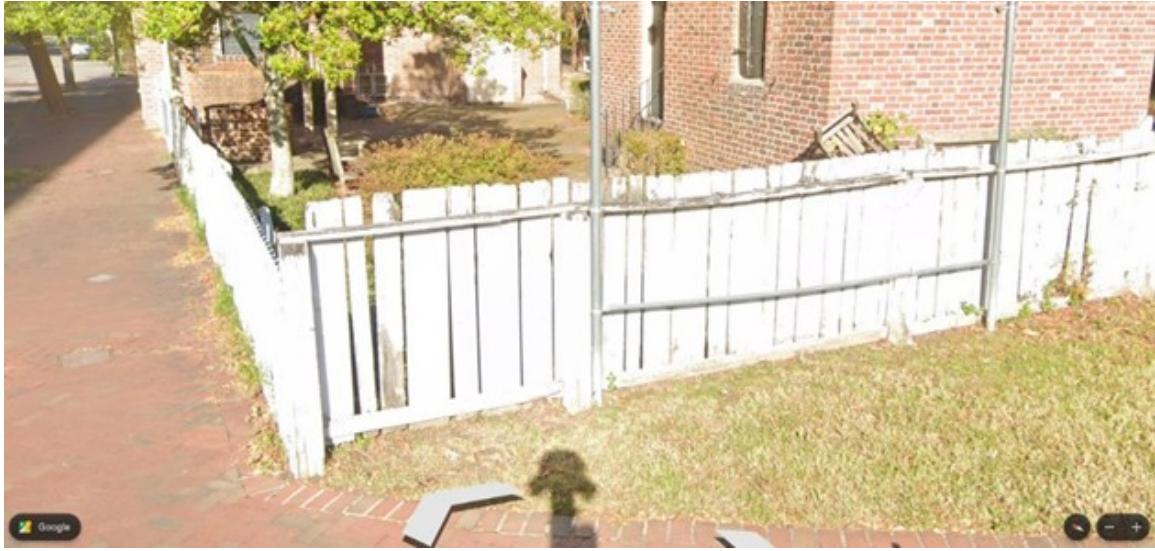
**VIII. Site Photographs**



Location of 601 E Freemason Street. Pictometry, 2025.



Site photo of 601 E Freemason Street. Taken by Staff, 2/2/2026.



Google Streetview of previous fence.



Site photo of previous fence.



Site photo during installation of wood fence. Taken by Staff, 12/30/2025.



Site photo of wood fence. Taken by Staff, 2/2/2026.



Site photo of wood fence. Taken by Staff, 2/2/2026.



Date: February 9, 2026

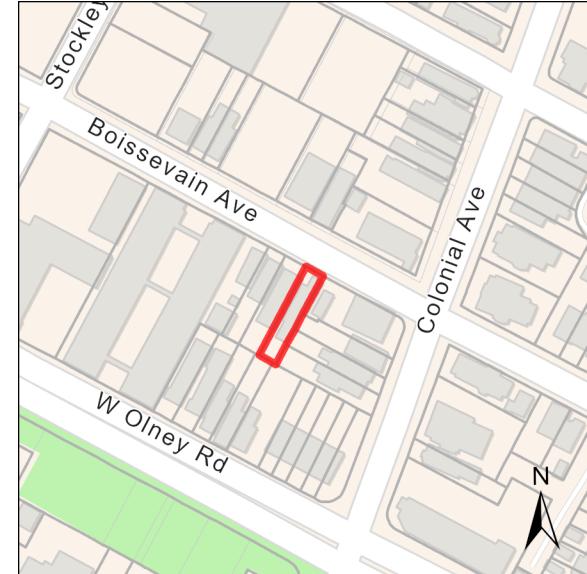
To: Norfolk Architectural Review Board  
City of Norfolk Virginia

From: Faith Hamman, City Planner II -  
Historic Preservation

Subject: #26-00358 COA to approve an  
HVAC mini-split unit and screening

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

Recommendation: Denial



Location of 511 Boissevain Avenue.

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Approved:

Elizabeth Nowak  
Historic Preservation Officer

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## #26-00358 Certificate of Appropriateness Report

### I. Property Address: 511 Boissevain Avenue

### II. Applicant Information

Applicant/ Property Owner: Eric and Rachel Bellows

### III. District Information

**Historic District:** Ghent Historic District

**Contributing/Noncontributing:** Contributing

**Period of Significance:** 1897-1929

**Date of Structure:** 1910 (NR/AIR)

**Architectural Style:** Colonial Revival

**Architect:** N/A



#### IV. Project Description

This is an application for an after-the-fact installation of an HVAC mini-split unit on the east elevation of the building. Staff became aware of the violation in August 2023 and has worked with Zoning Inspectors to have subsequent owners redress the issue. A zoning violation was initially issued on August 15, 2023, and reissued on January 22, 2026, to current owners.

The mini-split unit includes conduits running vertically to the second story and was installed by a previous owner around 2020 without obtaining the required mechanical, electrical, or zoning permits. Additionally, the unit encroaches into the required side yard setback.

**Note:** The Traditional Character District requires a minimum side yard setback of 3 feet.

To retain the mini-split unit in its current location, the property owner would need to submit a variance application to the Board of Zoning Appeals. The variance is required before the applicant can obtain permits.

The applicant is proposing screening options to block the installed mini split from view. The mini split is mounted 80 inches above the ground and measures 23 inches wide by 33 inches tall. Proposed options include:

- Wood lattice trellis extending to the ground.
- Wood lattice trellis with artificial greenery extending to the ground.
- Planter box with artificial greenery covering the unit.
- Planter box with lattice trellis and artificial greenery covering the unit.
- Wood lattice trellis alternative artificial greenery option extending to the ground.
- Geometric pattern screen covering the unit, with options in black or a color matching the brick.

The applicant proposes to paint the mini-split unit and conduit lines in colors to match the existing shingle siding and brick. The first story has red brick, while the second story and half-story are clad in weathered shingles with gray and brown colors. The trim is painted white. A paint professional will match the colors to these materials. Additionally, the applicant plans to paint the mounting brackets red to match the brick.

#### V. Relevant Guidelines and Plans

##### 3.1 Sustainability

17. Mechanical, electrical and other utility connections and equipment should run efficiently, should be located inconspicuously. New equipment should be installed so as to cause as little harm or alteration to the historic building as possible.



#### 4.1 Fences, Walls and Landscaping

1. Preserve and retain historic landscaping features. When such features must be removed, if blighted for example, replacement with new landscaping or appropriate features is recommended.
5. New fences and walls may be appropriate in some districts. New fences and walls should be located in the same plane with others on the street or within the district. The new fence or wall must be in keeping with others in the neighborhood and should be similar in material, design, pattern, color, dimension, and location.
7. Materials for a new fence or wall should be those that predominate in the district, typically brick, metal, wood or stone. Assessment of fences near the subject property should be taken to ascertain which material is most appropriate.

#### 4.2 Driveways, Walkways and Parking Areas

16. Mechanical, electrical and other utility connections and equipment should run efficiently, should be located inconspicuously and screened or landscaped when applicable. New equipment should be installed so as to cause as little harm or alteration to the historic building as possible.

### **VI. Public Outreach**

As of February 4, 2026, Staff has not received a letter of comment from Ghent Neighborhood League regarding the application.

### **VII. Evaluation and Recommendation**

Staff recommends denial of the application as submitted as the proposal does not meet the *City of Norfolk Local Historic District Design Guidelines*.

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

1. The mini split unit and conduit lines are highly visible from the public right-of-way.
2. The mini split unit is located within the setback, and proposed screening solution would also be located within the setback, further exacerbating the issue.
3. Mounting brackets penetrate the brick, and multiple additional penetrations exist in the exterior walls for conduit lines.
4. Some of the proposed screening solutions include artificial greenery.

The existing mini split, installed by a previous owner, is prominently visible, including the exposed conduits to the upper story. The guidelines for mechanical, electrical and other utility equipment state that units should be located inconspicuously and installed to minimize harm or alteration to historic buildings. As installed and as the unit would be retained, the mini-split system results in multiple penetrations into the building: mounting into the brick and conduit lines into the shingle siding on the upper story. This does not meet the guideline requirement to minimize harm to the building. Multiple penetrations like



these can also increase the risk of water intrusion and create other vulnerabilities in the building envelope.

The guidelines state that screening or landscaping may be used when appropriate, and screening is required when necessary to minimize visual impact. Past applications have used landscaping, such as tall shrubs, to screen units located on side elevations or corner lots. Other applications have located mechanical units to the rear of the property or installed them on roofs. The proposed screening options have a variety of materials. Wood and metal are appropriate and commonly used within the district. However, the use of artificial plants introduces plastic elements, which are not appropriate. The guidelines for landscaping imply that plantings should be living and replaced with living materials when necessary.

The following elements are, in Staff's opinion, inconsistent with recommendations in the Historic District Design Guidelines, but could help mitigate the impact of the existing location:

1. The trellis proposal partially mitigates direct visibility of the unit from certain angles but is less effective than if the unit was relocated to the rear.
2. The proposal to paint the unit and conduits aligns with the guidelines and follows the same mitigation used for other equipment.

While the guidelines recommend screening or landscaping when appropriate, adding screening in this case would introduce an additional element in the setback, adding to the setback encroachment rather than alleviating it. The proposed wood trellis screening option is similar to gates and fences. The guidelines for fences recommend that new fences be consistent with others in the neighborhood and constructed of materials predominant in the district. On the 500 block of Boissevain Avenue, the predominant material for gates and fences is wood, typically solid wood privacy fences. The proposed wood trellis would be generally consistent with the existing gates and fences located on the side elevations that provide access to rear yards, though there will be some visibility of the unit from the side as the trellis is proposed only across the front of the unit.

The proposal includes painting the mini-split and conduit lines, and this will help reduce some of the visual impact. This has also been done in past applications to address visibility concerns. An alternative would be to relocate the mini split to the rear of the property and reassess the conduit placement to minimize the overall impact. Any conduit lines that would need to be on the side elevation should be painted to blend with the building.

Staff recommends denial of this application.

**VIII. Site Photographs**

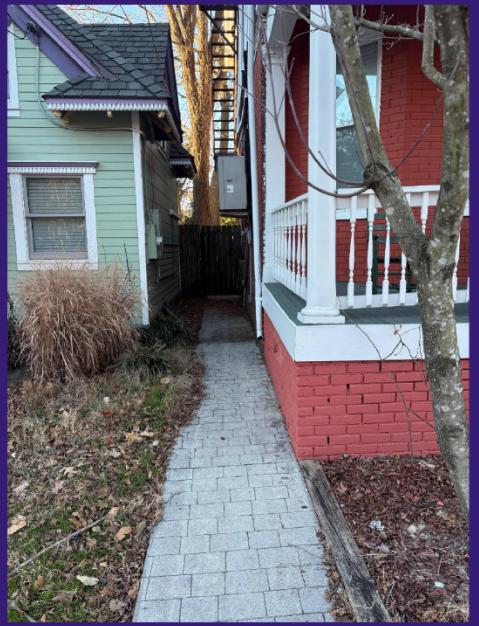


Location of 511 Boissevain Avenue. Pictometry, 2025.

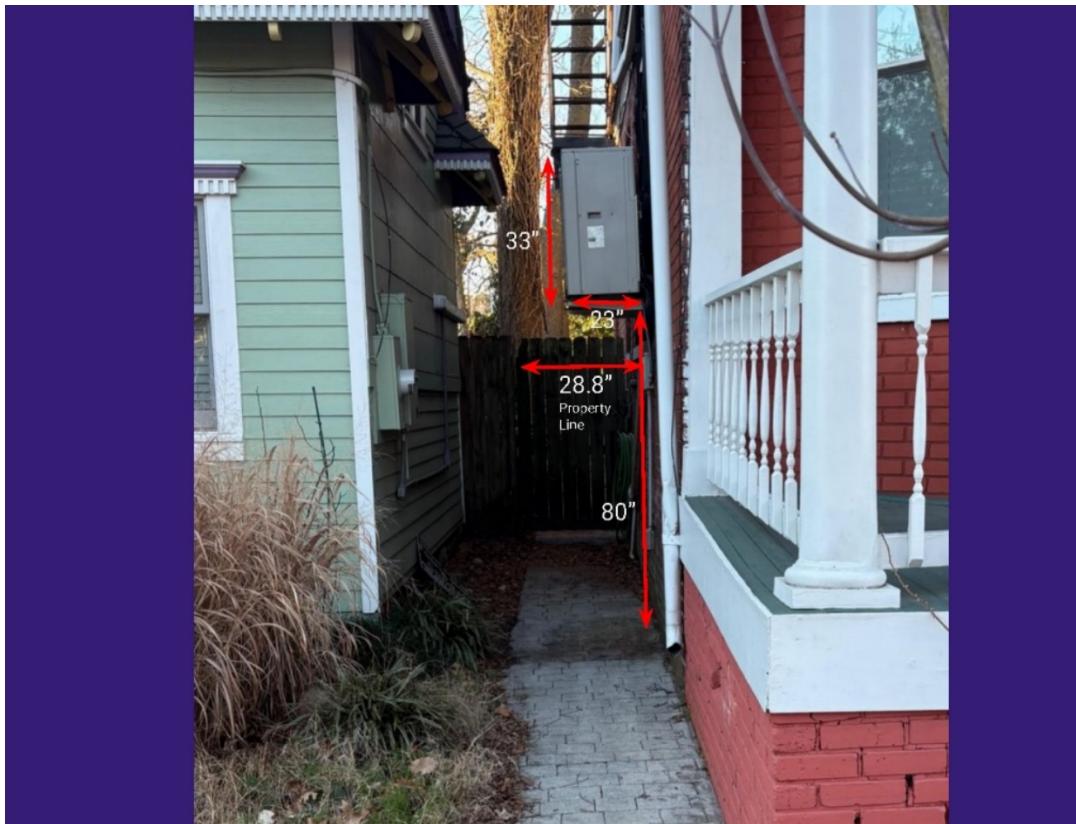


Site photo of 511 Boissevain Avenue. Submitted by applicant.

## Current View



Site photo of existing location of mini split.



Dimensions of mini-split, distance from property line, and mounting height from the ground.

**Mounting Brackets**

**Brackets can be painted to match the siding they are covering ( red).**

**Potential paint colors can be color-matched to the siding by a paint professional in the store.**

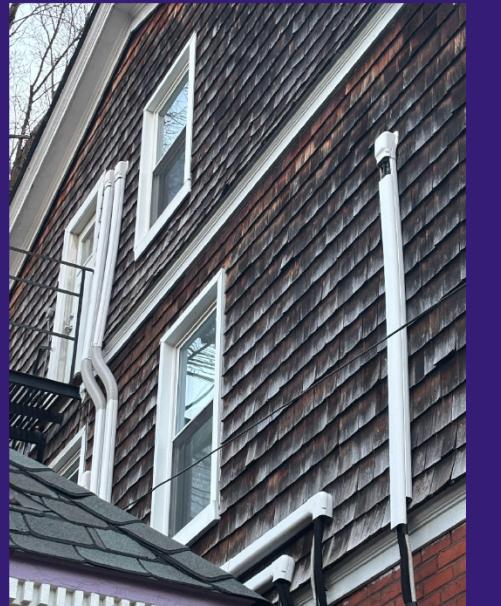


Photograph of mini-split and mounting brackets.

**Line Sets**

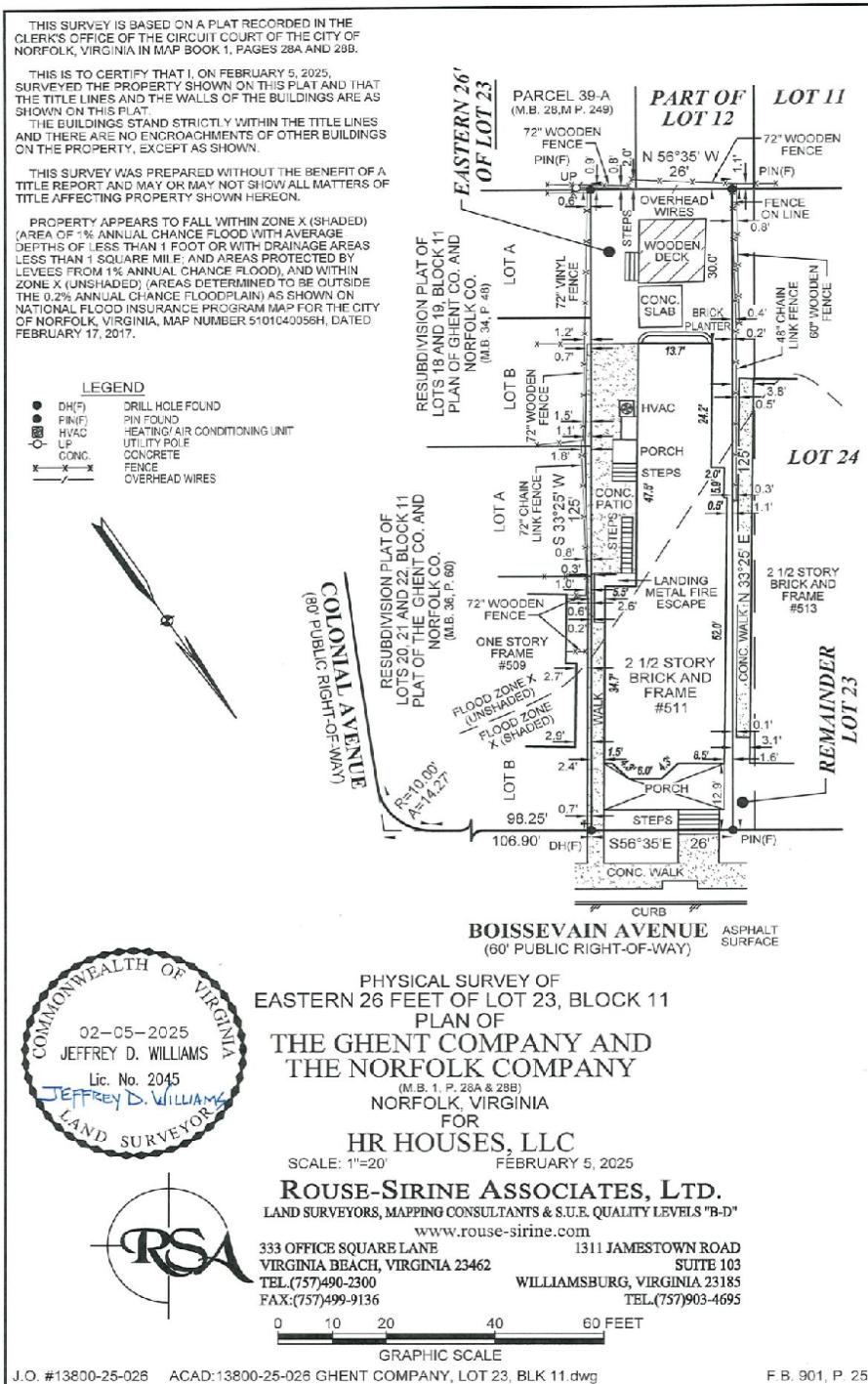
**All Line Sets can be painted to match the siding they are covering (whether red, grey/tan, white, or a combo).**

**Potential paint colors can be color-matched to the siding by a paint professional in the store.**

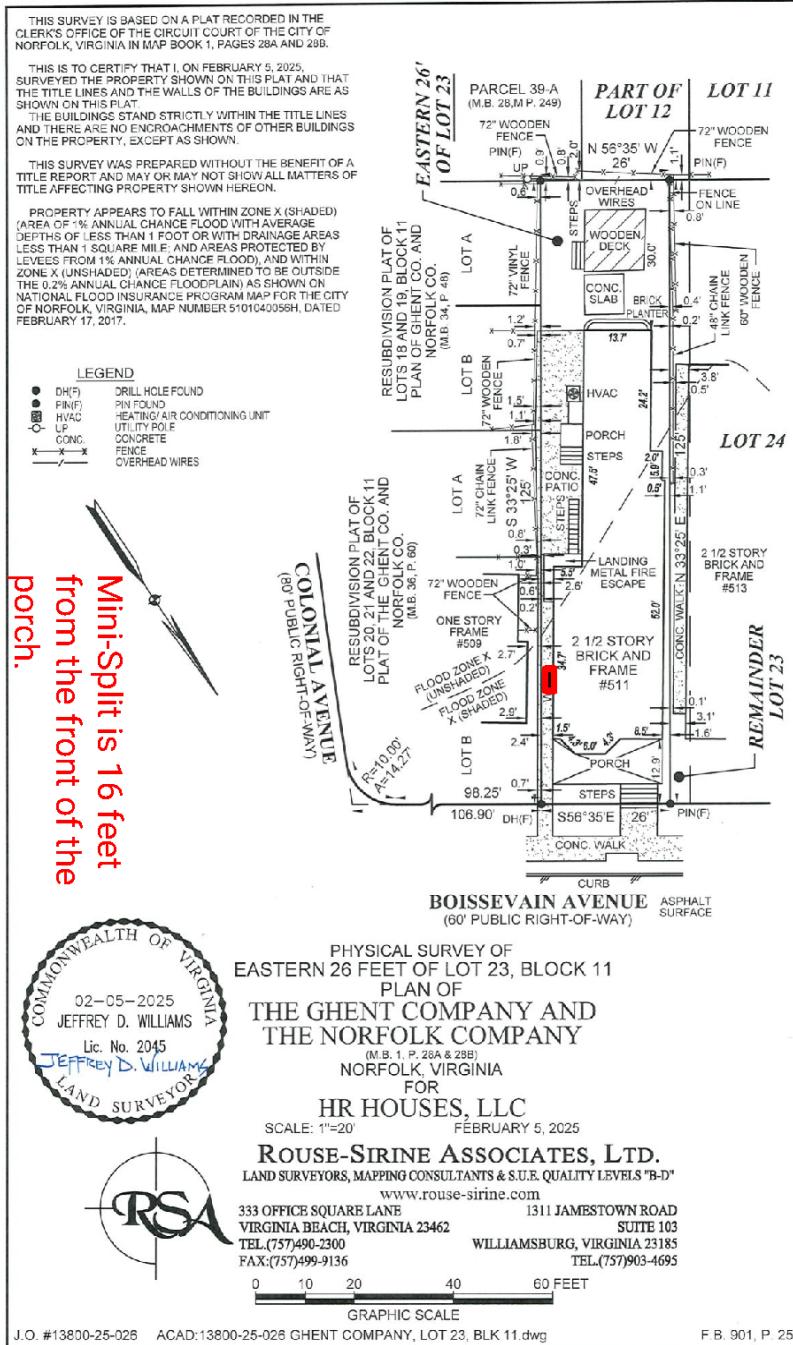


Photograph of conduit lines.

## IX. Survey

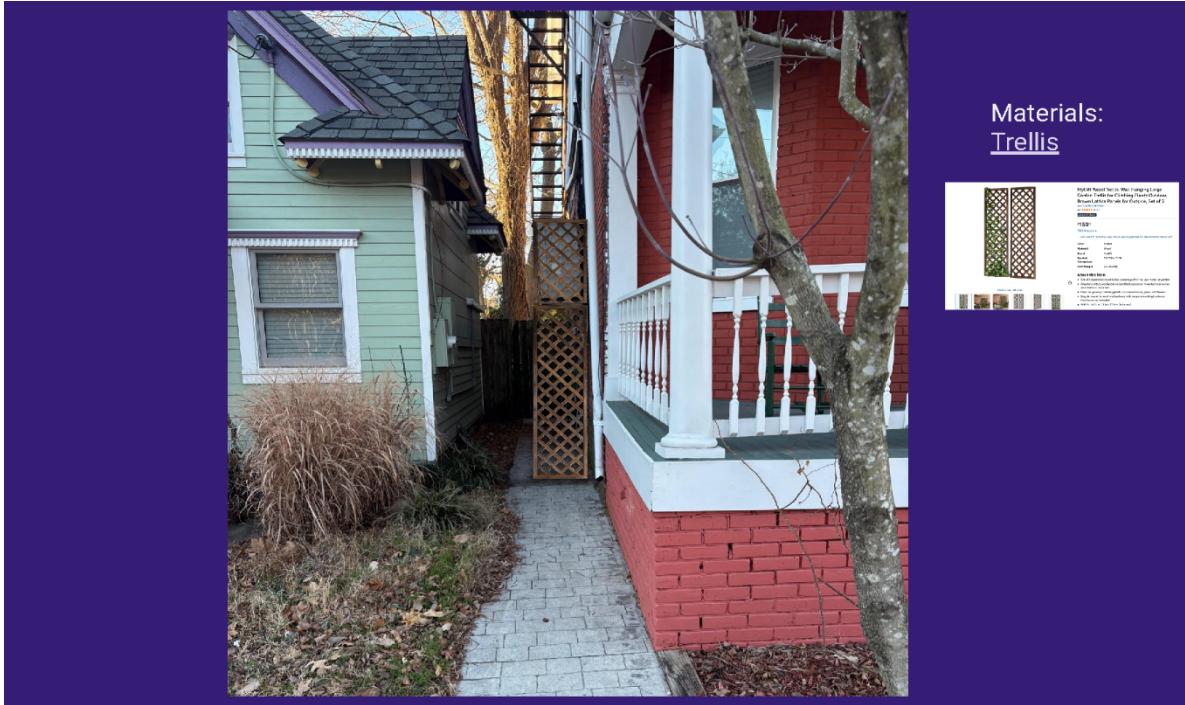


Survey of 511 Boissevain Avenue completed February 5, 2025.

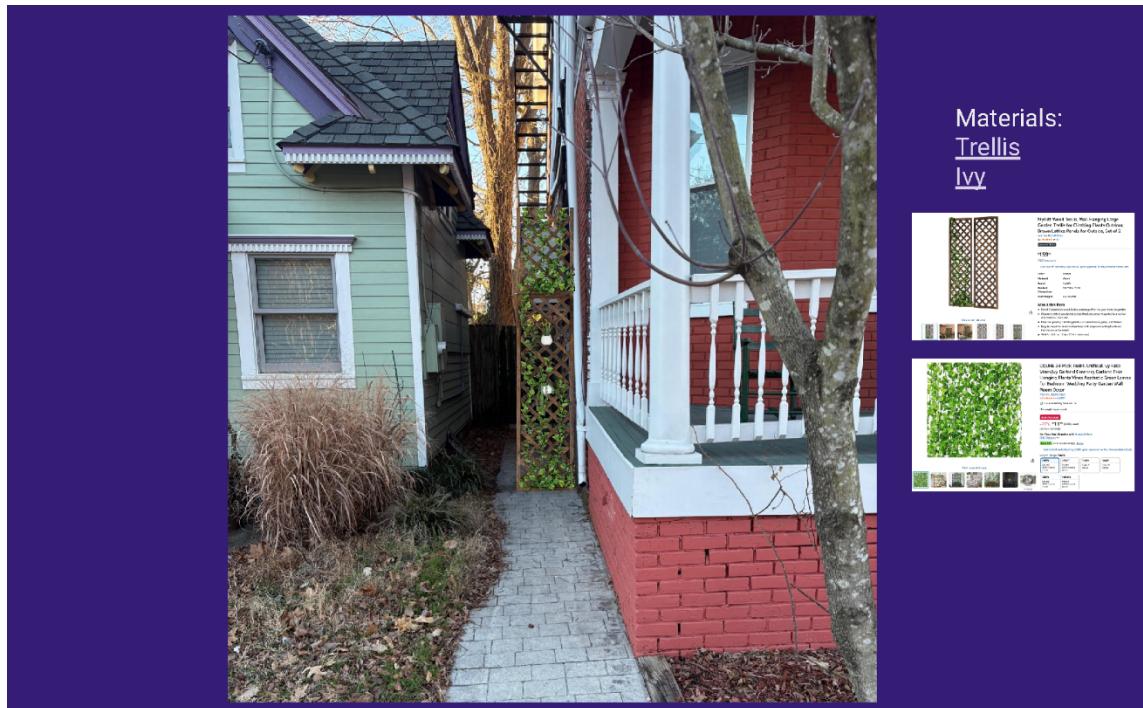


Survey of 511 Boissevain Avenue completed February 5, 2025; annotated by applicant with location of mini split.

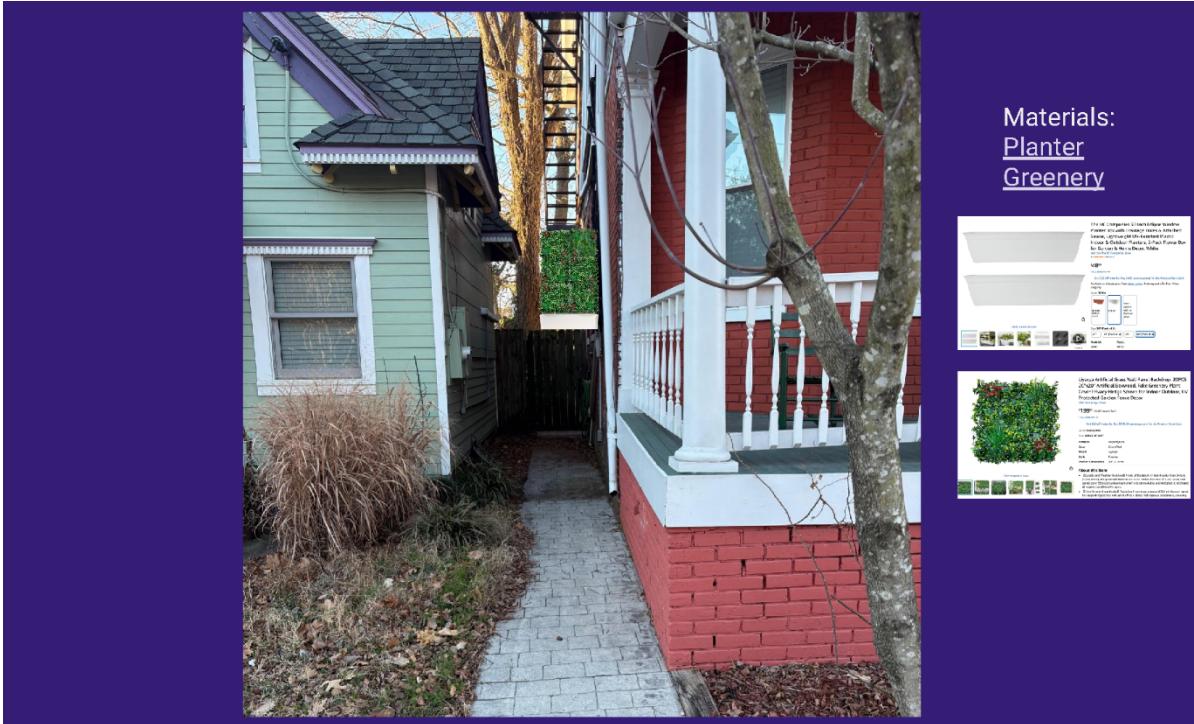
## X. Proposed Screening Options



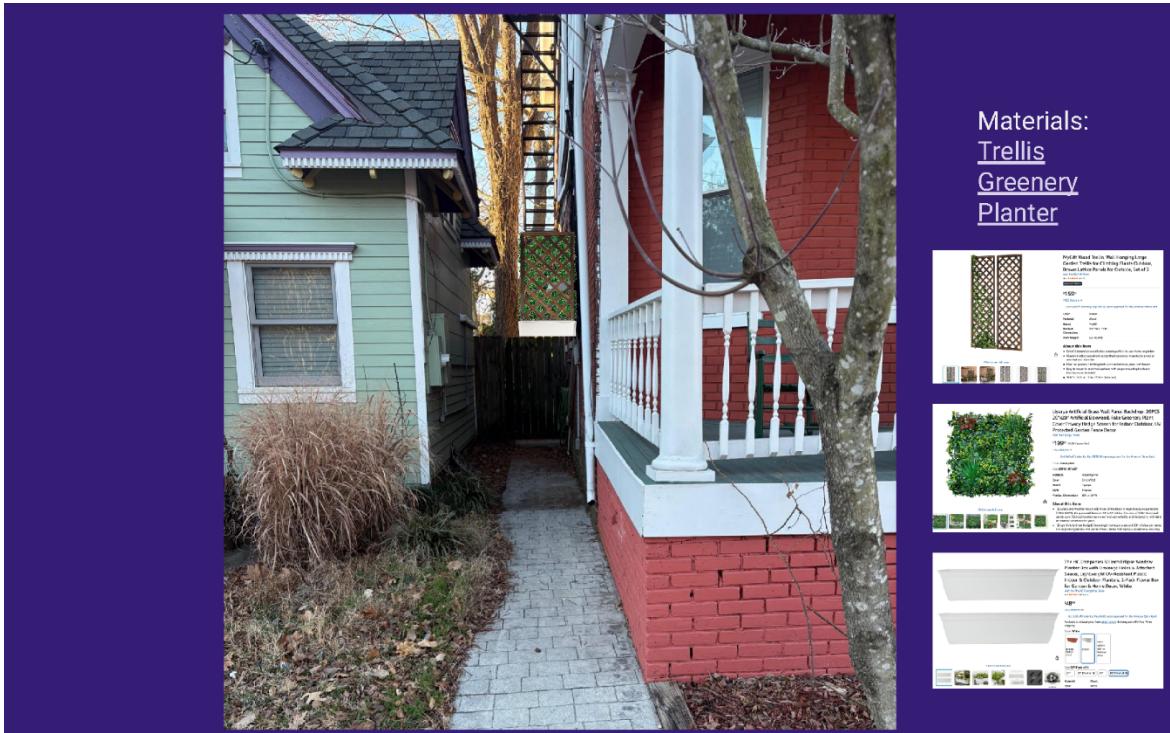
Screening proposal: Wood lattice trellis extending to the ground.



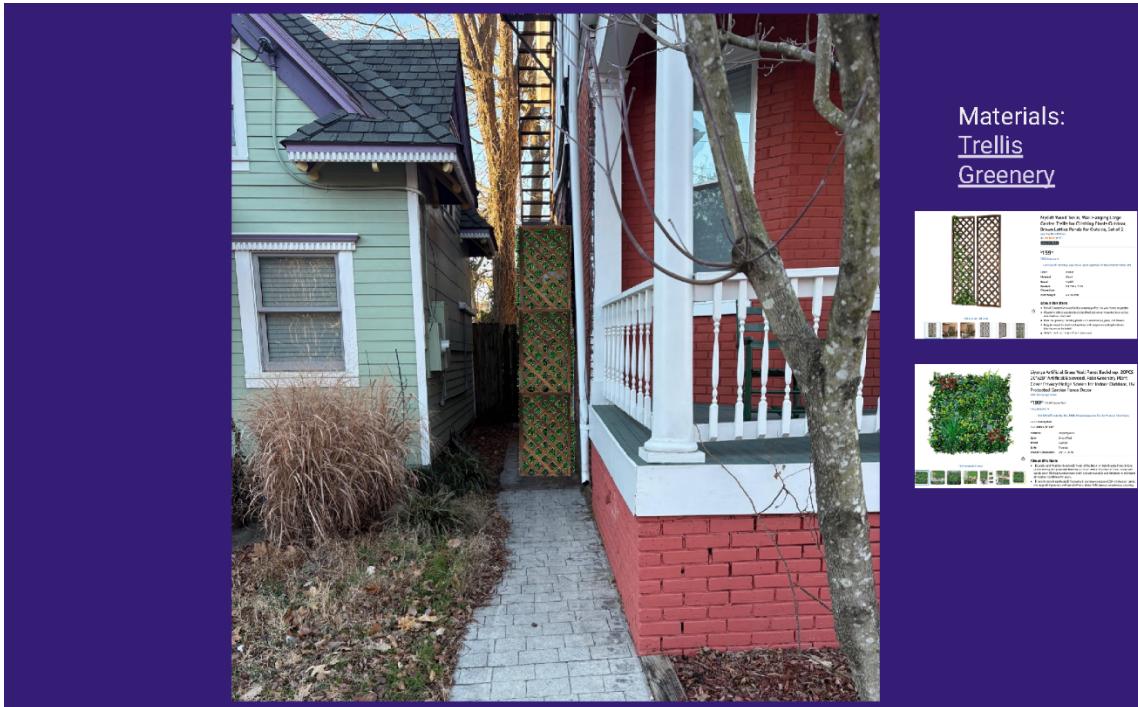
Screening proposal: Wood lattice trellis with artificial greenery extending to the ground.



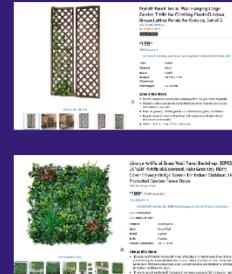
Screening proposal: Planter box with artificial greenery covering the unit.



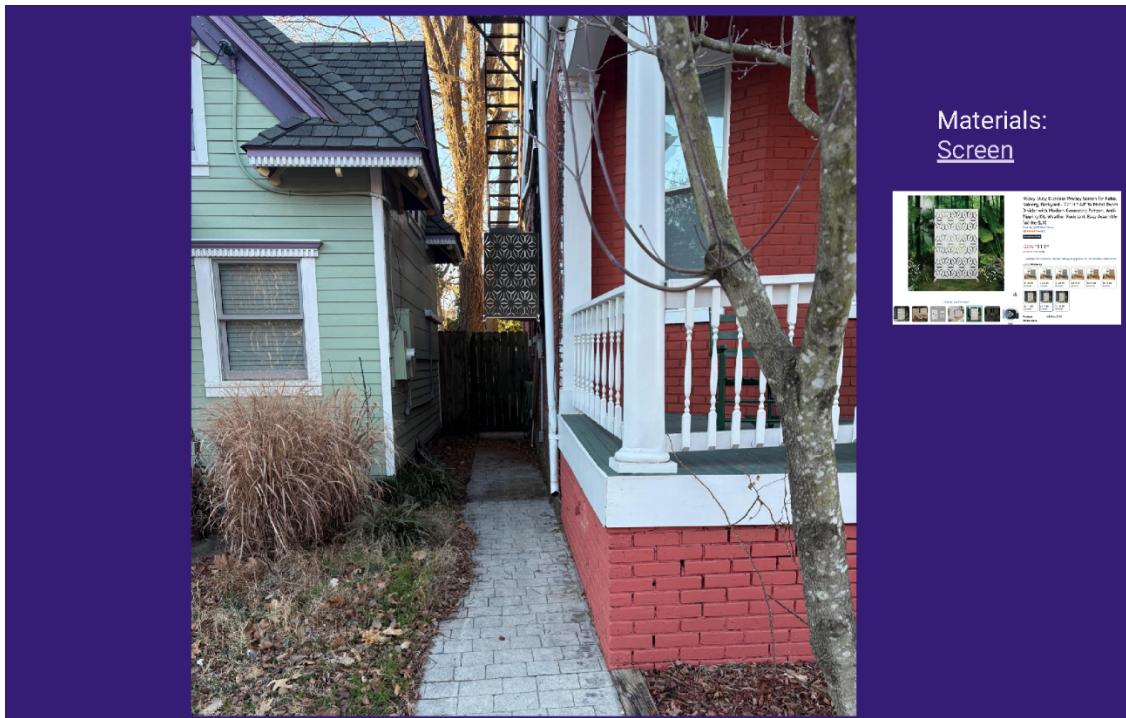
Screening proposal: Planter box with lattice trellis and artificial greenery covering the unit.



**Materials:**  
Trellis  
Greenery



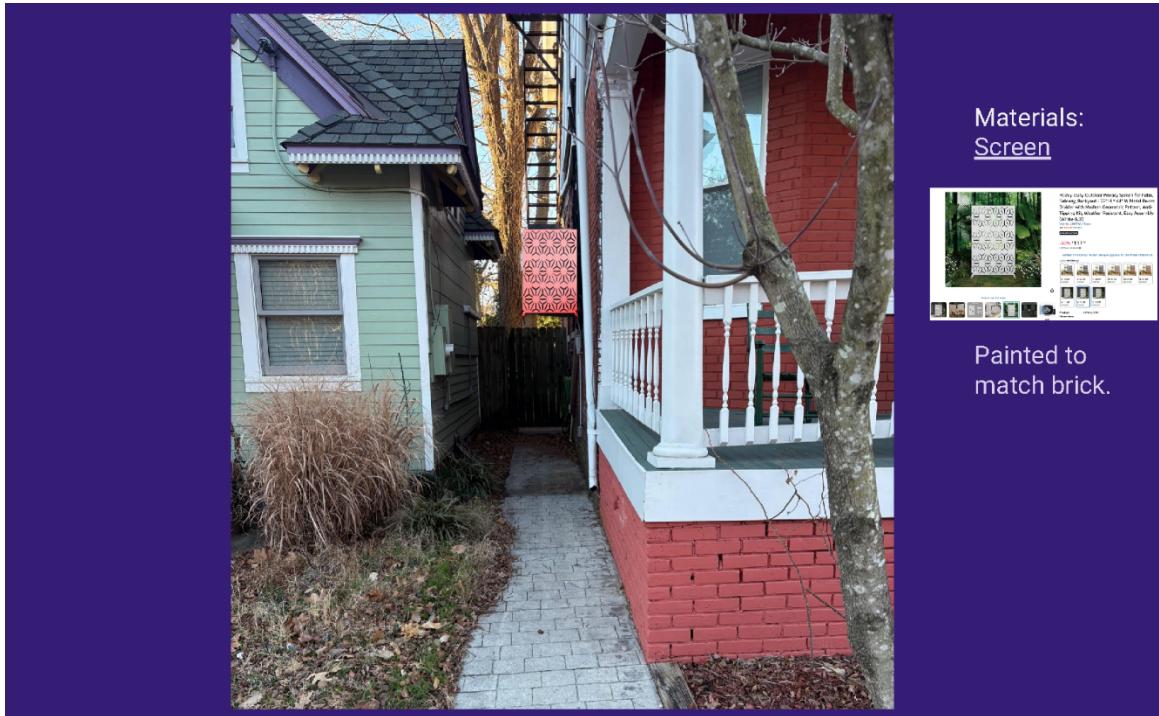
Screening proposal: Wood lattice trellis with alternative artificial greenery option extending to the ground.



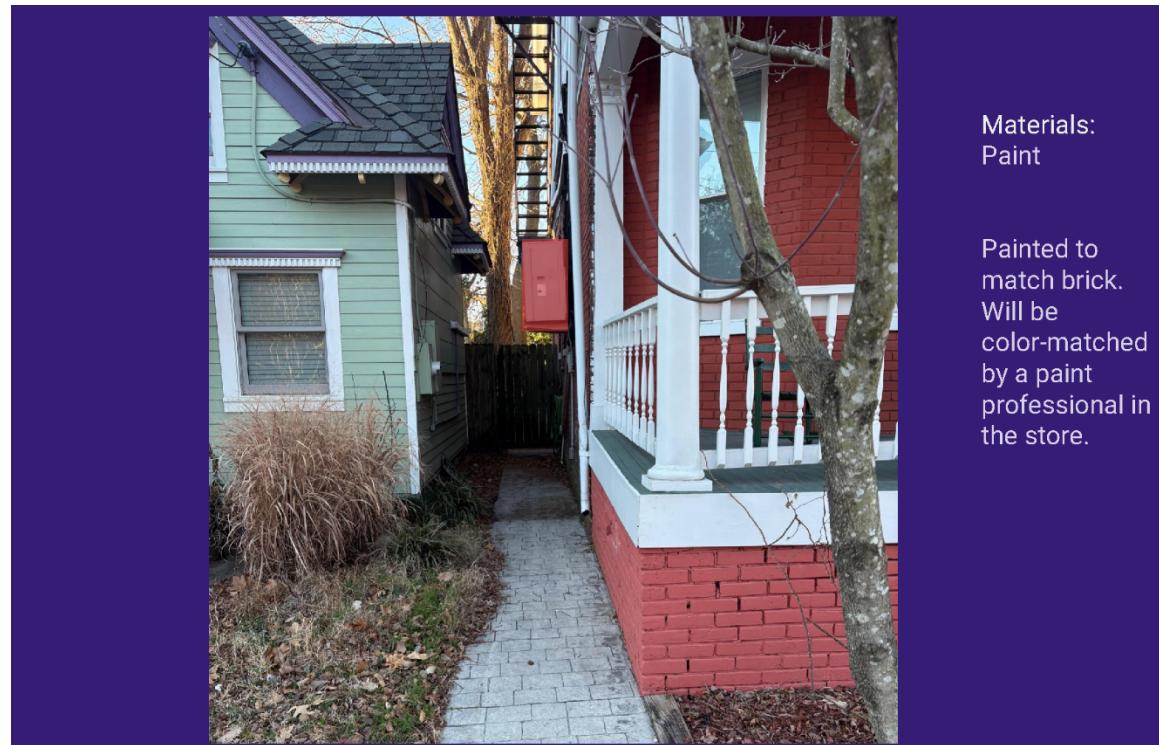
**Materials:**  
Screen



Screening proposal: Geometric pattern screen covering the unit in black.



Screening proposal: Geometric pattern screen covering the unit in a color matching the brick.



Proposal to paint mini split in a color matching the brick.



Date: February 9, 2026

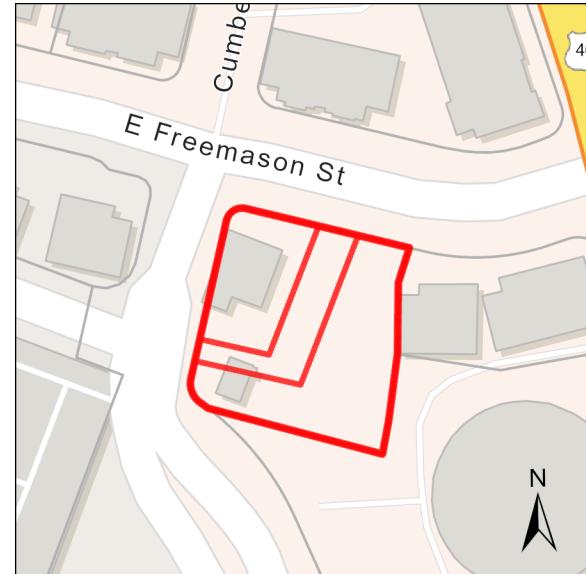
To: Norfolk Architectural Review Board  
City of Norfolk Virginia

From: Faith Hamman, City Planner II -  
Historic Preservation

Subject: #26-00359 COA to install wood  
fence

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

Recommendation: Approval with Conditions



Location of 601 E Freemason Street.

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Approved:

Elizabeth Nowak  
Historic Preservation Officer

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## #26-00359 Certificate of Appropriateness Report

### I. Property Address: 601 E Freemason Street

### II. Applicant Information

Applicant: Patrick Gershon

Property Owner: City of Norfolk

### III. District Information

Historic District: East Freemason Historic District

Contributing/Noncontributing: Contributing

Period of Significance: 1794

Date of Structure: 1794

Architectural Style: Federal with a Greek Revival porch

Architect/Builder: possibly William Willoughby



#### IV. Project Description

This is an after-the-fact application for the replacement of a rear wood fence at the Willoughby-Baylor House. The previous fence was non-conforming, and the new wood fence, installed in late December 2025 without a Certificate of Appropriateness or a Zoning Certificate, does not comply with the following development standards in the Norfolk Zoning Ordinance Section 5.11.6.A: transparency, height, and design (with the unfinished side facing outward).

The applicant attended the January 20, 2026, meeting for discussion. During that meeting, the board discussed a preference to replace the new fence with a wood picket fence that matches the one currently installed on the west property line. The board also discussed the possibility of retaining the current fence with the following modifications: remove every other picket for the necessary 50% transparency, reduce the height so it aligns with the existing picket fence, and rotate the fence so the finished side faces the street.

The applicant proposes a new fence with the following modifications:

- Cut and reuse existing posts.
- Install 1x6 boards cut to match the height of the picket fence along Cumberland Street, with six-inch gaps between boards.
- Attach 2x4 treated lumber crossbars to the yard side of the existing posts.
- Paint the fence white to match the existing picket fence.

The replacement fence will be limited to the rear of the property; the east side yard fence between the adjacent residences will remain unchanged. There are no plans to replace the wood fence along the eastern property line.

#### V. Relevant Guidelines and Plans

##### 4.1 Fences, Walls and Landscaping

5. New fences and walls may be appropriate in some districts. New fences and walls should be located in the same plane with others on the street or within the district. The new fence or wall must be in keeping with others in the neighborhood and should be similar in material, design, pattern, color, dimension, and location.
7. Materials for a new fence or wall should be those that are predominate in the district, typically brick, metal, wood or stone. Assessment of fences near the subject property should be taken to ascertain which material is most appropriate.
9. Installing new or replacement fences and walls created from chain link, landscape timbers, exposed concrete block, vinyl, and plastic materials is not appropriate.



## **VI. Public Outreach**

The applicant contacted the Downtown Norfolk Council and Downtown Norfolk Civic League on February 4, 2026. As of February 4, 2026, Staff has not received a letter of comment from Downtown Norfolk Council or Downtown Norfolk Civic League regarding the application.

## **VII. Evaluation and Recommendation**

Staff recommends approval of the application with conditions.

The guidelines for fences recommend that new fences be consistent with others in the neighborhood and similar in material, design, pattern, and location. Additionally, materials for new fences should reflect those that are predominantly found in the district. In the East Freemason Historic District, the predominant material is metal; however, there are some examples of wood fences, including the one at the Moses Myers House and the existing wood picket fence along Cumberland Street and wood privacy fence on the other side property line at the Willoughby Baylor House. A wood fence in the rear yard is appropriate as the previous fence was wood and there is an existing wood fencing on the property.

The previous fence along the rear property line was non-conforming, and the wood fence installed without a Certificate of Appropriateness or Zoning Certificate also does not comply with the development standards outlined in Section 5.11.6.A of the Zoning Ordinance. These standards include requirements for transparency, height, and design. The applicant proposed a new fence constructed with 1x6 boards cut to match the height of the existing picket fence along Cumberland Street, with six-inch gaps to meet the 50% transparency requirement. The fence will also include 2x4 crossbars attached to the existing posts, which will be cut and reused. The fence will be painted white to match the existing picket fence.

Staff recommends approval with the following conditions:

1. The fence shall be rotated so that the finished side faces outward.
2. The fence height and transparency shall comply with the Zoning Ordinance requirements.

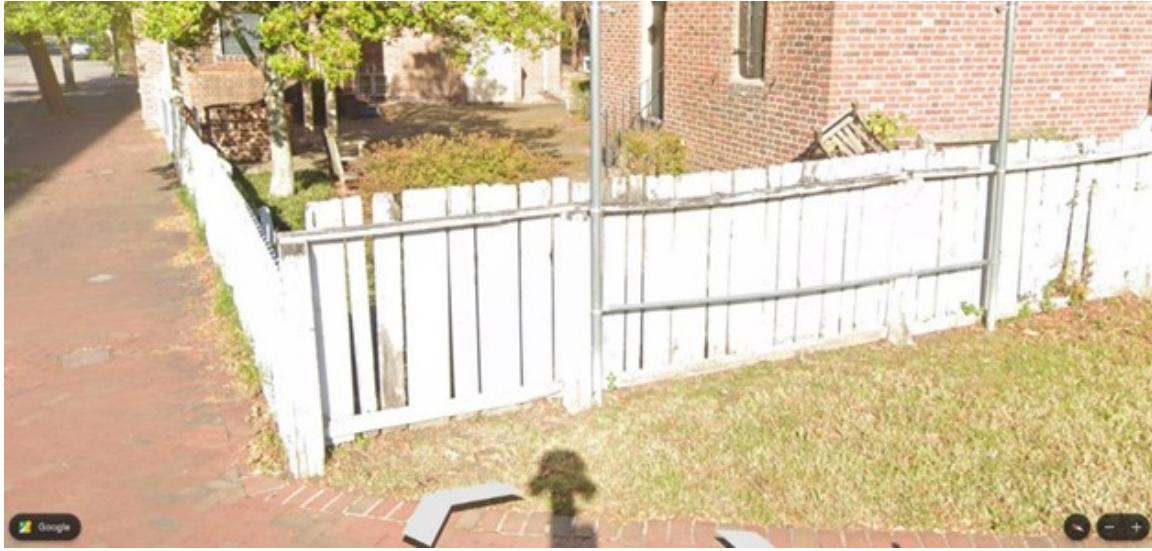
**VIII. Site Photographs**



Location of 601 E Freemason Street. Pictometry, 2025.



Site photo of 601 E Freemason Street. Taken by Staff, 2/2/2026.



Google Streetview of previous fence.



Site photo of previous fence.



Site photo during installation of wood fence. Taken by Staff, 12/30/2025.



Site photo of wood fence. Taken by Staff, 2/2/2026.



Site photo of wood fence. Taken by Staff, 2/2/2026.



Date: February 9, 2026

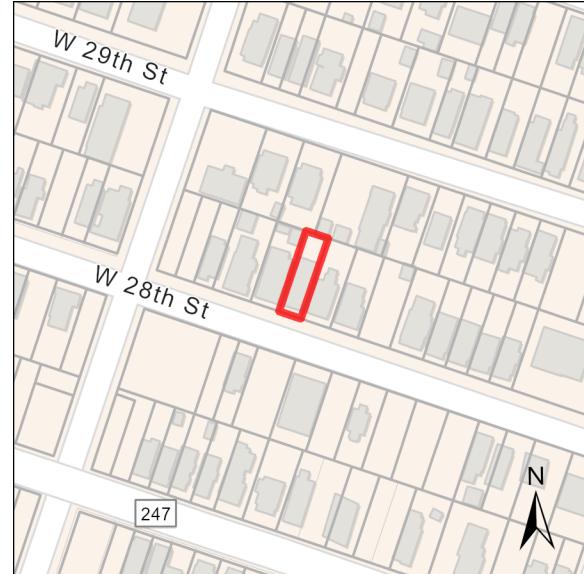
To: Norfolk Architectural Review Board  
City of Norfolk Virginia

From: Elizabeth Nowak, Historic  
Preservation Officer - Historic Preservation

Subject: #26-00349 DAA to repair fire-  
damaged non-conforming structure

Ward/Superward: 2 (Doyle)/7 (Clanton)

Recommendation: Approval with Conditions



Location of 232 W 28th Street

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Approved:

Elizabeth Nowak  
Historic Preservation Officer

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## #26-00349 Determination of Architectural Appropriateness Report

### I. Property Address: 232 W 28<sup>th</sup> Street

### II. Applicant Information

Applicant: Joseph Allen

Property Owner: Jallen Management LLC

### III. District Information

**Relevant Documents:** *Secretary of the Interior's Standards for Rehabilitation (2017)*

**Civic League:** Park Place

**Date of Structure:** 1906

**Historic District:** Park Place National Register Historic Places

**Contributing/Noncontributing:** Contributing

**Zoning:** Multi-Family Neighborhood Scale (MF-NS); Park Place Neighborhood Resilience Overlay (NRO)

#### IV. Project Description

The applicant is requesting a Determination of Architectural Appropriateness in order to retain and rehabilitate a nonconforming structure at 232 W 28<sup>th</sup> Street per [Section 6.3.1.A\(1\)\(a\)\(i\)\(C\)](#) of the Zoning Ordinance. This section allows expansions, improvements, and alterations of a nonconforming structure if it is certified to be a contributing resource in a historic district. The 1906 Free Classic Victorian style house at 232 W 28<sup>th</sup> Street is a contributing structure in the Park Place Historic District, which was listed in the National Register of Historic Places in 2006.

Review of Sanborn Company Fire Insurance Maps indicates the existing two-and-one-half-story duplex was constructed on this lot by 1928. (The 1910-1921 revised maps depict a two-story, single-family dwelling; while possible that this building was converted, it may also have been replaced by the existing structure.) The current footprint of the building, including the rear one-story addition with corner porches, is the same as shown in the 1928 Sanborn Map. The overall form of the house remains intact, though there have been some material changes to the building such as the application of vinyl siding, changes to porch columns and railings, and replacement windows; these changes are common throughout Park Place and are noted in the National Register nomination for the district.

The applicant seeks to repair damage caused by fires that occurred in the last few years and that have made the building currently uninhabitable. The applicant would like to continue to use the building as a duplex, which is not permitted on lots smaller than 7,500 square feet in the Multi-Family Neighborhood Scale (MF-NS) zoning district. This lot is only 3,150 square feet. The building additionally has non-conforming front yard and side yard setbacks.

Only minimal exterior alterations are proposed for the building with the applicant's plans. General repairs will be made:

- New sheathing and asphalt shingles will be used to repair the primary roof and the roof of the one-story rear addition. No changes will be made to the pitch and configuration of the roofs.
- Damaged siding and sheathing will be removed and replaced with new exterior vinyl siding.

Minor alterations will be made, primarily changes to the rear elevation to accommodate the construction of a new bedroom on the first story of each unit:

- A window on the side elevation will be made smaller.
- Existing rear entry doors will be converted to egress windows.
- Existing closets will be converted to hallways with new entry doors.



## **V. Relevant Plans, Pattern Books, and Design Guidelines**

### *Secretary of the Interior's Standards for Rehabilitation*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
5. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

## **VI. Public Outreach**

The applicant contacted the Park Place Civic League by email on January 20, 2026. As of February 4, 2026, Staff has not received a letter from the Park Place Civic League.

## **VII. Evaluation and Recommendation**

In Staff's opinion, the applicant's request is generally reasonable and consistent with current and historic development pattern of Park Place. The applicant's proposal will make no changes to the overall footprint or massing of the building and will continue an established, historic use of the building. Further, it will preserve a contributing structure in one of the city's National Register historic districts.

Staff notes that the proposal to use vinyl siding is inconsistent with the Secretary of the Interior's Standards for Rehabilitation, which recommend in-kind replacement of historic siding or restoration of the historic material when feasible. Photographs of the building's damaged exterior walls suggest that the existing vinyl siding was likely installed atop wood siding and, in at least one location, was installed over another layer of siding. The condition and extent of wood siding is yet to be determined, but it is relatively common to find that wood siding that has been covered with later synthetic materials has been well preserved. It is also common in Park Place to find vinyl siding on historic buildings, including ones that are identified as contributing resources. Given this, the retention of vinyl siding would not adversely affect the resource or the district. In Staff's opinion, the general integrity of the



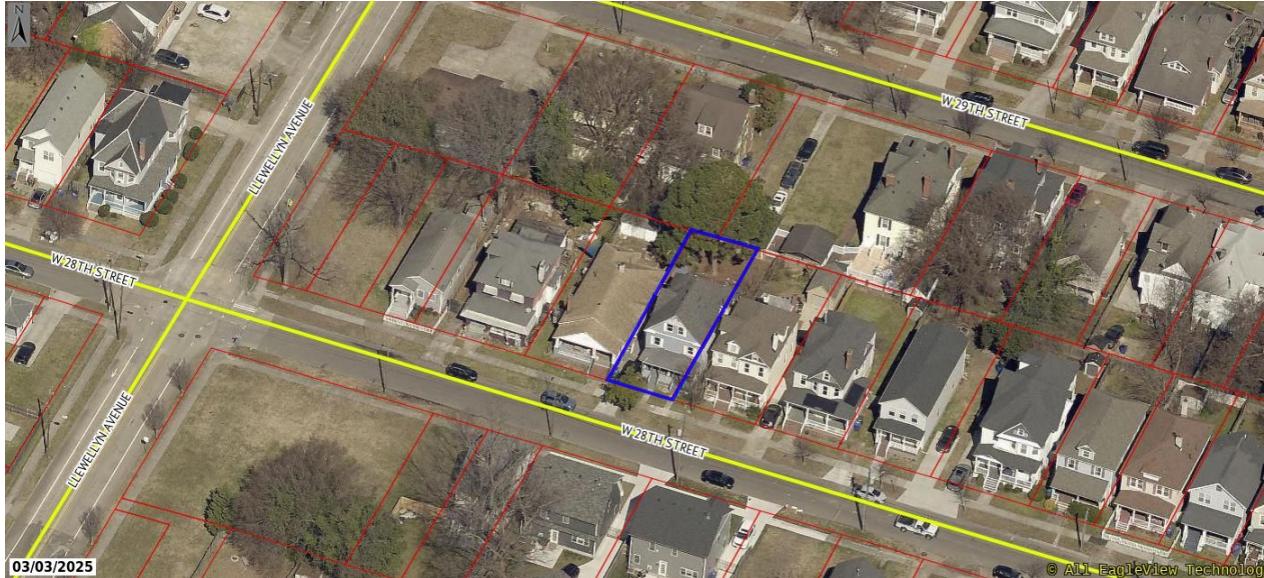
Park Place Historic Districts is primarily in the preservation of its location, setting, association, and feeling. Loss of the structure would result in loss of the density, setback, and massing that are historic to Park Place, a far greater adverse effect than to replace existing vinyl siding. Repair and rehabilitation of the structure will allow the historical use of the building to continue, which is among the more significant features of the property's association with the Park Place Historic District.

In Staff's opinion, as the building's status as a contributing structure in the Park Place Historic District is what qualifies the continuation of the nonconforming use and as the applicant will be retaining a non-historic cladding and will be further modifying fenestration, improvement of the front porch to remove non-historic elements and replace them with appropriately proportioned features (columns and railings) is warranted. Most of the front porch appears to have been reconstructed at some point in the past. The existing front railings—which are approximately 42 to 45-inches tall—are too tall and have too narrow and closely spaced balusters. The posts are similarly insubstantial as 6"x6" posts. A 36-inch tall railing with 2"x2" balusters with at least 4-inch spacing and 10"x10" posts with a cap would be more appropriate for the house. This mitigation would, in Staff's opinion, offset some of the other proposed modifications of the building and better relate the building with the rest of the 200 block of W 28<sup>th</sup> Street. Staff does note, however, that the current front porch configuration has existed since at least 2007 according to available street images from Google Streetview.

Staff recommends approval of the Determination of Architectural Appropriateness with the following conditions:

1. Annotated elevation drawings shall be provided to City Staff identifying the extent of fire damage to the exterior wall, siding, and roof.
2. The plans shall be revised to retain any historic wood siding on the building and to install new vinyl siding over any historic siding in a way that can be reversed in the future.
3. The front porch shall be modified to have more historical proportions, including lowering the current railing height to no more than 36 inches, replacing the existing balusters, and replacing the 6"x6" posts with 10"x10" posts, subject to ARB Staff review and approval.
4. Repairs to the roof shall be in-kind with similarly colored dark gray asphalt, composite, 3-tab or dimensional shingles.
5. Any changes to the scope of work affecting the exterior of the building shall be returned for review and approval to the Architectural Review Board.

## VIII. Site Photographs



Location of 232 W 28<sup>th</sup> Street, Pictometry, 2025.



Site photo of 232 W 28<sup>th</sup> Street, 1/29/2026.



Primary elevation of 232 W 28<sup>th</sup> Street, 1/29/2026.



Fire damage in upper front gable, 1/29/2026.



Damaged siding on east elevation, 1/29/2026.



West elevation, 1/29/2026.



Damage to rear addition, 11/20/2025.



Damage to rear addition, 11/20/2025.



Damaged east elevation and rear addition showing asbestos and wood siding beneath vinyl siding, 11/20/2025.



Damage to east elevation, 11/20/2025.

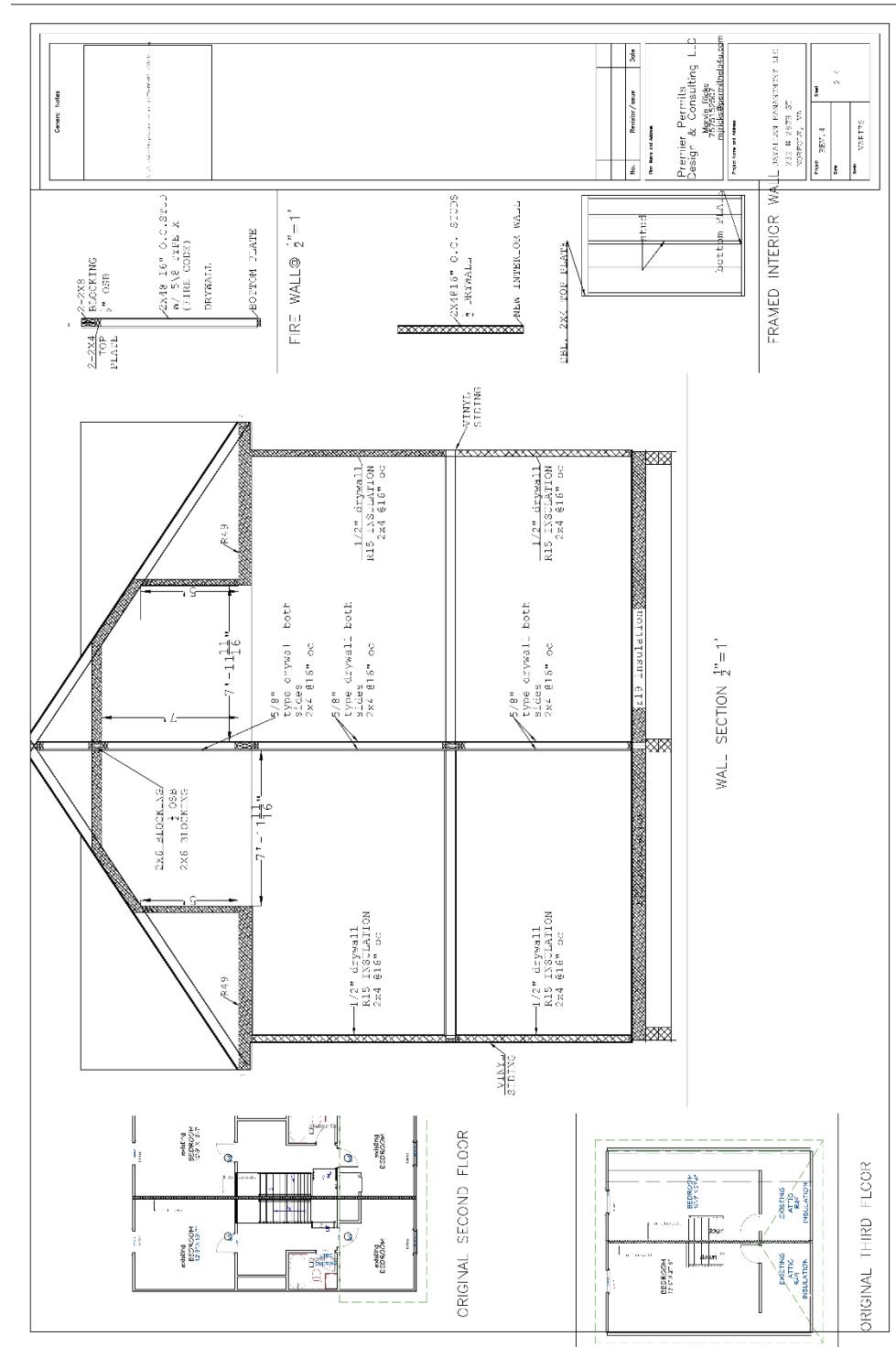


Damaged east elevation and rear addition showing asbestos siding beneath vinyl siding, 11/20/2025.

## IX. Floorplans

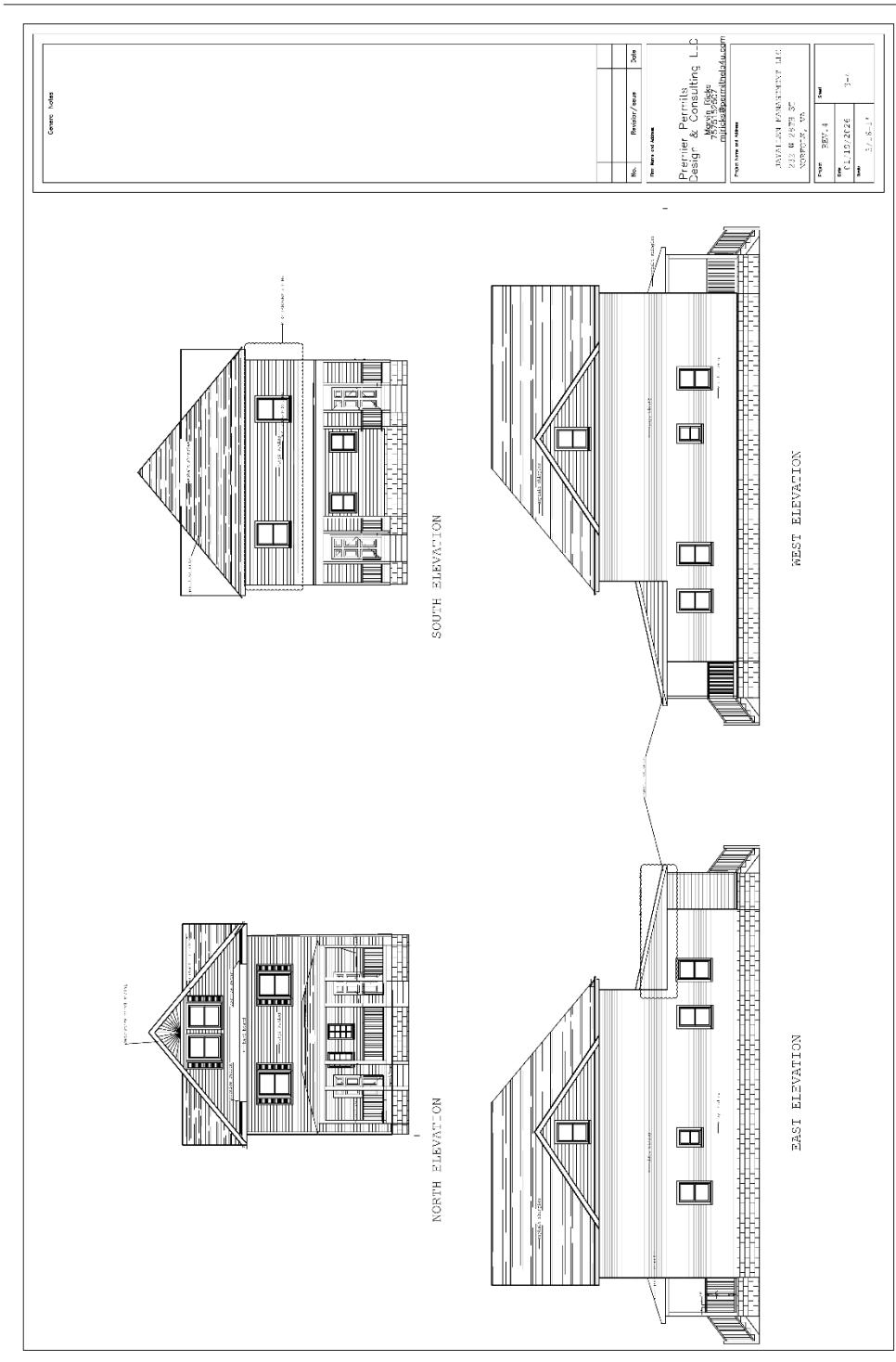


## X. Section of Existing Conditions





## XI. Existing Elevations





## XII. Proposed Elevations

