



MEMORANDUM

TO: Historic Preservation Commission Members

FROM: Linda M. Nesselrodt, Zoning Administrator/Historic Preservation Coordinator

DATE: February 2, 2026

SUBJECT: February 5, 2026 HISTORIC PRESERVATION COMMISSION SPECIAL MEETING

The Staunton Historic Preservation Commission will hold a special meeting on **Thursday, February 5, 2026 at 5:30 p.m.** The meeting will be held in person at City Hall in the Rita S. Wilson Council Chambers; however, remote access via Zoom will be provided for any applicant, upon request. The public also has the option to listen to the meeting via the website, please visit the City of Staunton website, by using the following link: <https://www.ci.staunton.va.us/government/public-meetings>. There will not be a field trip to visit the site.

A G E N D A

1. Call to Order _____
2. Moment of Silence _____
3. Historic Preamble _____
4. Approval of December 23, 2025 Meeting Minutes _____
5. New Business
 - a. CERTIFICATE OF APPROPRIATENESS
Katherine Van Slyck & Timothy Fontaine
Carl Hoffman, Hoffman Consulting LTD
815 W. Beverley Street
Screen Existing Porch

 - b. CERTIFICATE OF APPROPRIATENESS
Katherine Van Slyck & Timothy Fontaine
Phillip Ballurio, Sun Day Solar
815 W. Beverley Street
Solar Installation on Dwelling & Garage Roof

c. CERTIFICATE OF APPROPRIATENESS

New Theatre, LP/The Arcadia Project

Michael C. Brown, Architect

123-125 E. Beverley Street

Request Extension of COA

Replace Doors, Lighting, Signage,

Add Mosaic Art in Windows

6. Old Business

7. Other Business

a. Bylaws Update for Clerk of Commission

b. Annual Report

8. Adjournment

STAUNTON HISTORIC PRESERVATION COMMISSION**December 23, 2025****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Chair**
 Carter Lively
 Dennis Blanton

ABSENT: **Alexander Avery**
 Michael Brown, Vice Chair

ALSO PRESENT: **Linda Nesselrodt, Historic Preservation Coordinator**
 Frank Strassler, Historic Staunton Foundation
 Brad Arrowood, City Council Liaison
 Meggie Taylor, Interim Clerk to Historic Preservation Commission

Ms. Brannock called the meeting to order: “As Chair, I call this meeting of the Staunton Historic Preservation Commission to order. I note that this meeting is being broadcast over the city’s cable channel and streamed live on the city’s website so that members of the public may hear our meeting and participate virtually. The meeting is also being recorded.”

MOMENT OF SILENCE

The moment of silence was observed.

HISTORIC PREAMBLE

Mr. Lively read the historic preamble.

APPROVAL OF MINUTES

Mr. Blanton moved to approve the minutes of the November 25, 2025 meeting.

The motion was seconded by Mr. Lively and approved as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

These minutes are intended to summarize the meetings of the Staunton Historic Preservation Committee. Full recordings of each meeting can be found on the [City’s Youtube page](#).

NEW BUSINESS**a. CERTIFICATE OF APPROPRIATENESS****Natalia Wallace****Heras General Construction LLC****16 Fayette Street****Rebuild Retaining Wall****Discussion:**

Ms. Angie Ramirez, representing the applicant, introduced the project as included in the agenda packet. Mr. Strassler shared Historic Staunton Foundation's recommendation, as included in the agenda packet. The commissioners had no questions.

Motion:

Mr. Lively made a motion to approve the Certificate of Appropriateness at 16 Fayette Street as submitted, the final stucco finish will appear as a historic stucco finish closely matching the rough concrete finish on the existing wall. The final finish shall not appear as a synthetic EIFS finish.

Citing: Staunton Historic District Guidelines, C Fences & Walls, 7, 8, 9

The motion was seconded by Mr. Blanton and carried as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

b. CERTIFICATE OF APPROPRIATENESS**FFT, LLC****Carter Green, Sharp 9 LLC****110 W. Beverley Street****Façade Removal****Discussion:**

Mr. Carter Green introduced the project as included in the agenda packet. Mr. Strassler shared Historic Staunton Foundation's recommendation, as included in the agenda packet. Mr. Green further explained the intent to remove the existing façade to reveal the original elevation, a step necessary to convert the building from a "non-contributing" to a "contributing" structure for tax credit purposes. Mr. Strassler expressed strong support for the long-awaited project, while Mr. Lively inquired if the restoration would reveal two distinct buildings. Mr. Green noted this appears likely but cannot be confirmed until demolition occurs, at which point the applicant will return to the Commission with their findings.

Motion:

Mr. Blanton made a motion to approve the Certificate of Appropriateness at 108-112 W. Beverley Street for removal of the non-contributing Grand Piano red brick façade as submitted, ultimately for the purpose of qualifying for federal historic tax credits with the understanding that the applicant will return to the commission before further work is done.

Citing: Staunton Historic Guidelines for Existing Buildings, Elements K storefronts

The motion was seconded by Mr. Lively and carried as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

c. CERTIFICATE OF APPROPRIATENESS**William Vaughn****342 N. Lewis Street****Replace Roof with Standing Seam Metal/Gutters****Discussion:**

Mr. William Vaughn introduced the project, as included in the agenda packet. Mr. Strassler shared Historic Staunton Foundation's recommendation, as included in the agenda packet. The applicant noted the existing shingle roof was in a state of disrepair and would like to replace it with a standing seam roof, as has been done with neighboring houses. Mr. Strassler added that this was a common approach for damaged shingle roofs.

Motion:

Mr. Lively made a motion to approve the Certificate of Appropriateness at 342 N. Lewis St. for the installation of a traditionally detailed standing seam metal roof as submitted.

Citing: Guidelines for Existing Buildings, Elements J. Roof

The motion was seconded by Mr. Blanton and carried as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

d. CERTIFICATE OF APPROPRIATENESS**Ryan and Kristen Gundling****334 Sherwood Ave****Install New Fence****Discussion:**

The applicant introduced the project as included in the agenda packet. Mr. Strassler shared Historic Staunton Foundation's recommendation, as included in the agenda packet. The commissioners had no questions or comments.

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Motion:

Mr. Blanton made a motion to approve the Certificate of Appropriateness at 334 Sherwood Avenue for installation of a new wood fence which shall be finished with stain to match the existing porch swing.

Citing: Citing: Staunton Historic District Guidelines, C Fences & Walls, 4, 5, 6, 7, 8, 9, 10

The motion was seconded by Mr. Lively and carried as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

e. CERTIFICATE OF APPROPRIATENESS

Scott & Christine Ogden

675 E. Beverley Street

Add Railings and Handrails

Discussion:

Mr. Scott Ogden introduced the project as included in the agenda packet. Mr. Strassler shared Historic Staunton Foundation's recommendation, as included in the agenda packet. Mr. Ogden acknowledged the commission's preference for the railing along the porch to be a traditional style to match the railing on the stairs, rather than the picket fence style that was proposed in the application. The commission had no questions.

Motion:

Mr. Blanton made a motion to approve the Certificate of Appropriateness at 675 E. Beverley for the installation of railing on the porch to consist of balusters matching those already present on the building with square cross section and shall be finished with white paint.

Citing: Secretary of Interior's Standards for Rehabilitation, 1, 2, 3, 5, 6, 9, 10

Staunton Historic District Guidelines, Entrances, Porches and Doors, 4, and Architectural Details and Trim, 3, 5

The motion was seconded by Mr. Lively and carried as follows:

Ms. Brannock	aye	Mr. Brown	absent
Mr. Avery	absent	Mr. Lively	aye
Mr. Blanton	aye		

OLD BUSINESS

None.

OTHER BUSINESS

None.

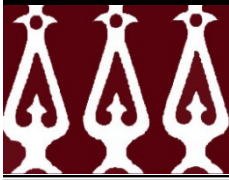
These minutes are intended to summarize the meetings of the Staunton Historic Preservation Committee. Full recordings of each meeting can be found on the [City's Youtube page](#).

186
187 **ADJOURNMENT**
188

189
190 The Chair adjourned the meeting at 5:46 p.m.
191

192
193 _____
194 Meggie Taylor

Interim Clerk to Historic Preservation Commission



Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

January 22, 2026

Certificate of Appropriateness

815 West Beverley Street

Install Screen for Side Porch

Newtown Historic District

Existing Condition: Built between 1870 and 1877 this is a two story, three bay masonry house designed in the Italianate Style. Architectural details include elaborate paired cornice brackets; sawn millwork and scroll brackets on porch; and fish scale shingles in the gable ends. The roof is covered with standing seam metal, and windows include two over two, double hung wood sash.

A two-story porch is located at the northeast rear corner of the house. The lower portion of the porch was remodeled in the past removing the porch details. A modern green house was added in 2006 but later removed. In 2018 a COA was approved and a new lower porch was constructed within the space left by the previous porch.

Proposed Work: See the application for description and photos.

The proposal is to add screen within the existing porch columns.

Discussion:

The Secretary of the Interior's Standards for Rehabilitation:

http://www.nps.gov/history/hps/tps/standguide/rehab/rehab_index.htm

The 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. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. 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.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

See Staunton Residential Historic District Guidelines -

<https://www.ci.staunton.va.us/home/showdocument?id=1672>

Entrances, Porches and Doors

Entrances and porches are often the primary focal points of a historic building and, because of their decoration and articulation, help define the style of the structure. Entrances are functional and ceremonial elements for all buildings. Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of the residence.

The important focal point of an entrance or porch is the door. Doors are often a character-defining feature of the architectural style of a building. Residences may have any of a variety of door types reflecting the variety of styles of residential buildings.

1. Inspect masonry, wood, and metal of porches and entrances for signs of rust, peeling paint, wood deterioration, open joints around frames, deteriorating putty, inadequate caulking, and improper drainage. Correct any of these conditions.
2. Repair damaged elements, matching the detail of the existing original fabric. Reuse hardware and locks that are original or important to the historical evolution of the building.
3. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible.
4. Do not strip entrances and porches of historic material and details. Give more importance to front or side porches than to utilitarian back porches.
5. Avoid substituting the original doors with stock doors that do not fit the openings properly.
6. Do not remove or radically change entrances and porches important in defining the building's overall historic character. Avoid adding "Colonial" decorative elements, such as broken pediments, columns, and pilasters; installing decorative iron supports; or adding a new entrance to the primary elevation.
7. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.
8. Paint aluminum storm doors to match other doors or trim.
9. On residential buildings, provide any needed barrier-free access through removable or portable ramps when possible, rather than permanent ramps that may alter features of the historic building.

G. Architectural Details & Trim

Decorative elements like window and door surrounds and caps, columns and piers, railings, carved porch and cornice trim, and brackets as well as masonry decorative elements and patterns, and metal roof cresting and finials, are all examples of details that add richness and integrity to the design of historic buildings. Some of these items are more exposed to the effects of weather and deteriorate, or they are removed because of the difficulty of accessing and maintaining them or finding replacements.

GUIDELINES:

1. Historic architectural detailing should be maintained and preserved rather than removed, simplified, and/or replaced.
2. If the detailing is deteriorated beyond repair, it should be duplicated using historic building materials wherever possible or using an acceptable substitute which matches the historic in composition, design, color, texture, and other visual qualities.
3. Any missing details should match the historic as closely as possible and be based on physical evidence and/or historic photos.

Inappropriate Treatments:

4. Do not remove architectural details that are character-defining features of the building.
5. Detailing which was not historically used on a building, or which represents another architectural era, should not be added to the building. This includes brackets, columns, dormers, dentils, shutters, cupolas, etc., that are sometimes added in an attempt to dress up a building or to make it appear older than it actually is.

HSF Recommendation: HSF recommends the certificate of appropriateness be approved. The porch is located at the side and toward the rear of the house with limited view. The treatment does not enclose the porch and will not alter the size, scale, or materials of the porch.

Staunton Residential Historic District Guidelines

Entrances, Porches and Doors

10. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.

The Secretary of the Interior's Standards for Rehabilitation:

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Sample Motion: I move the Certificate of Appropriateness be appropriateness be approved as submitted.

The porch is located at the side and toward the rear of the house with limited view. The treatment does not enclose the porch and will not alter the size, scale, or materials of the porch.

Staunton Residential Historic District Guidelines

Entrances, Porches and Doors

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LOCATION/OWNERSHIP

Name of Structure J.A. Wise Residence
 Street Address 815 W. Beverley Street
 Present Owner(s) _____
 Mailing Address _____
 Present Use Residence

LEGAL DESCRIPTION

Account No. _____
 Assessor's Map No. 375
 Block & Lot L-16
 Present Zoning B-1
 Accessible to Public No
 Additional Surveys _____

Original Use Residence
 Date of Construction 1870-1877
 Source of Date Estimate from maps
 Date of Major Known Remodeling _____
 Source of Date _____
 Architect or Builder Unknown

PHYSICAL DESCRIPTION

No. of Bays 3 No. of Stories 2
 Roof Type Complex gable
 Porch Type 1-story across 1/2 front
 Building Materials: Clapboards ☐ Brick ☒ Stone ☐
 Stucco ☐ Shingles ☐ Board & Batten ☐
 Other: _____

Notable Architectural Features: elaborate paired cornice brackets; sawn millwork and scroll brackets on porch; fishscale shingles in gable ends.

Date 3/81 Surveyed By EAB
 Photograph Roll No. 2190 Neg. No. 32

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

None

Architectural Style ☐ or
 Characteristics ☒ :
 Greek Revival ☐
 Gothic Revival ☐
 Stick Style ☐
 Italianate ☒
 Queen Anne ☐
 Chateausque ☐
 Romanesque Revival ☐
 Shingle Style ☐
 Colonial Revival ☐
 Beaux Arts ☐
 Vernacular ☐
 Other _____



EVALUATION

Building Condition:

Excellent ☐ (3)
 Good ☒ (2)
 Fair ☐ (1)
 Deteriorated ☐ (0)

Alteration of Original Design:

None or Minor ☒ (3) ↑
 Moderate ☐ (2)
 Considerable ☐ (1)

Importance to Neighborhood:

Great ☒ (3)
 Moderate ☐ (2)
 Minor ☐ (1)

Incidence in Area:

Rare ☐ (2)
 Frequent ☒ (1)

Architectural Value:

Outstanding ☐ (6)
 Notable ☒ (4)
 Worthy of Mention ☐ (2)

Associative Value:

National ☐ (3)
 Regional ☐ (2)
 Local ☐ (1)
 Unknown ☒ (0)

TOTAL PRESERVATION VALUE: 13

Category: A ☐ (15-20) B ☒ (11-14) C ☐ (6-10) D ☐ (0-5)

OLD MAP REFERENCES:

YEAR	PAGE	USE
1857		
1870	A structure appears *	
1877	" " " "	*
1884	(Lot # 308) Meade F. White	
1886	Area not included	
1891	" " "	
1894	" " "	
1899	10 #809 Dwelling	
1904	10 " "	
1909	7 #815 "	
1914	7 " "	
1921	7 " "	
1929	7 " "	

Other: _____

OLD PHOTO REFERENCES:

Staunton - 1901; p. 10
 Staunton 1906; p. 15

BIBLIOGRAPHIC REFERENCES:

Staunton - 1901; pg. 10

ADDITIONAL MAP INFORMATION:

* structure is much smaller,
 may be portion on the right or
 be different building

MAJOR ALTERATIONS:

DEED RESEARCH AND ADDITIONAL INFORMATION:



IMPORTANT NOTE: The complete application must be filed with the City of Staunton's Planning & Zoning Division no later than the first Tuesday of the month to be heard at that month's Historic Preservation Commission Meeting. Applications received after the first Tuesday of the month will be heard at the next month's meeting.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
City of Staunton, Virginia

Historic Preservation Commission
116 W. Beverley Street
Staunton, VA 24401
Phone: (540) 332-3862 Fax: (540) 332-3807

815 W. Bev

Location of property	<i>STAUNTON WEST END</i>	Historic District	<i>NEWTOWN</i>
Business Name			
Application Fee \$50 Paid	☒ YES ☐ NO		

Applicant/Property/ Owner Name (PRINT) <i>KATE GLOCK & TIM FONTAINE</i>	Representative Agent(s) Name <i>CARL HOFFMAN</i>
Signature <i>[Signature]</i>	Firm <i>HOFFMAN CONSULTING LTD</i>
Mailing Address <i>815 W. BEVERLEY ST</i>	Mailing address <i>317 BEVERLEY PL</i>
City/State/Zip <i>STAUNTON VA 24401</i>	City/State/Zip <i>STAUNTON VA 24401</i>
Phone/Fax <i>[Redacted]</i>	<i>[Redacted]</i>
<i>[Redacted]</i>	<i>[Redacted]</i>

(Check the appropriate boxes—CHECK ALL THAT APPLY)

☐	Exterior Change	☐	Addition	☐	Relocation
☐	Wall/Fence	☐	Deck/Porch	☐	Demolition
☐	Driveway/Parking Area	☐	New Structure/Building	☐	Grounds/Landscaping
☐	Signage	☐	Dumpster Screen	☐	Other _____
☒	Other <i>SCREEN EXISTING PERMIT</i>	☐	Other _____	☐	Other _____

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Commission Meeting on the date listed above to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval.

[Signature]

 SIGNATURE

12/31/25

 DATE

PLEASE READ: Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by the Historic Preservation Commission members and staff. Incomplete applications that do not clearly communicate the proposed improvements or changes will be denied.

FULL DESCRIPTION OF PROPOSAL:

SCREEN IN EXISTING SIDE PORCH WITH FIBERGLASS INSECT SCREEN.

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project)

☒ Sketch, drawing and/or elevations showing the proposed changes or improvements
PROVIDED

☐ Site plan or plat of property
NOT APPLICABLE
NO CHANGES TO, OR ADDITIONS TO BUILDING STRUCTURE
OR BUILDING FOOTPRINT

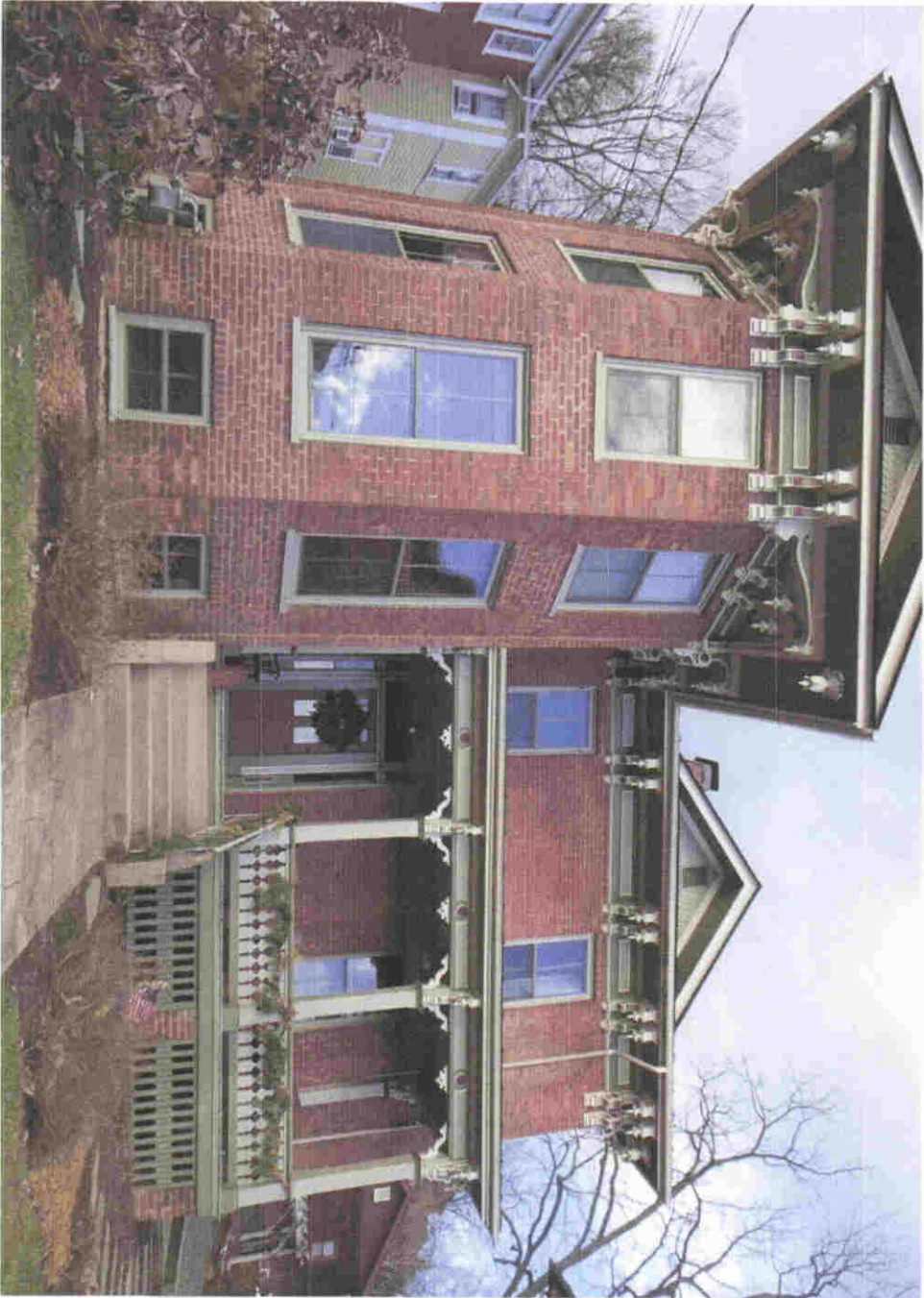
☒ Photographs showing property, work in question, and the area of the proposed project
PROVIDED

☐ Other (please list)

☒ A list of materials that identifies the type and quality of materials to be used in the Proposed project
FIBERGLASS SCREEN - SAMPLE PROVIDED
ALUMINUM INSECT SCREEN TRACK - SAMPLE PROVIDED

☒ One (1) paper copy of all information and materials for use by the Historic Preservation Commission members and staff in the review of this request (REQUIRED)

The Historic Preservation Commission meets on the fourth Tuesday of every month at 5:30 p.m. at City Hall, City Council Chambers. The applicant or an agent must attend the meeting to discuss the project. Sign applications are reviewed administratively and do not require attendance at a meeting.



815 W. BEVERLEY ST

W (KOUS) TF



815 W. BEVERLEY ST
SCREEN DOOR
VISIBLE FROM STREET

TF

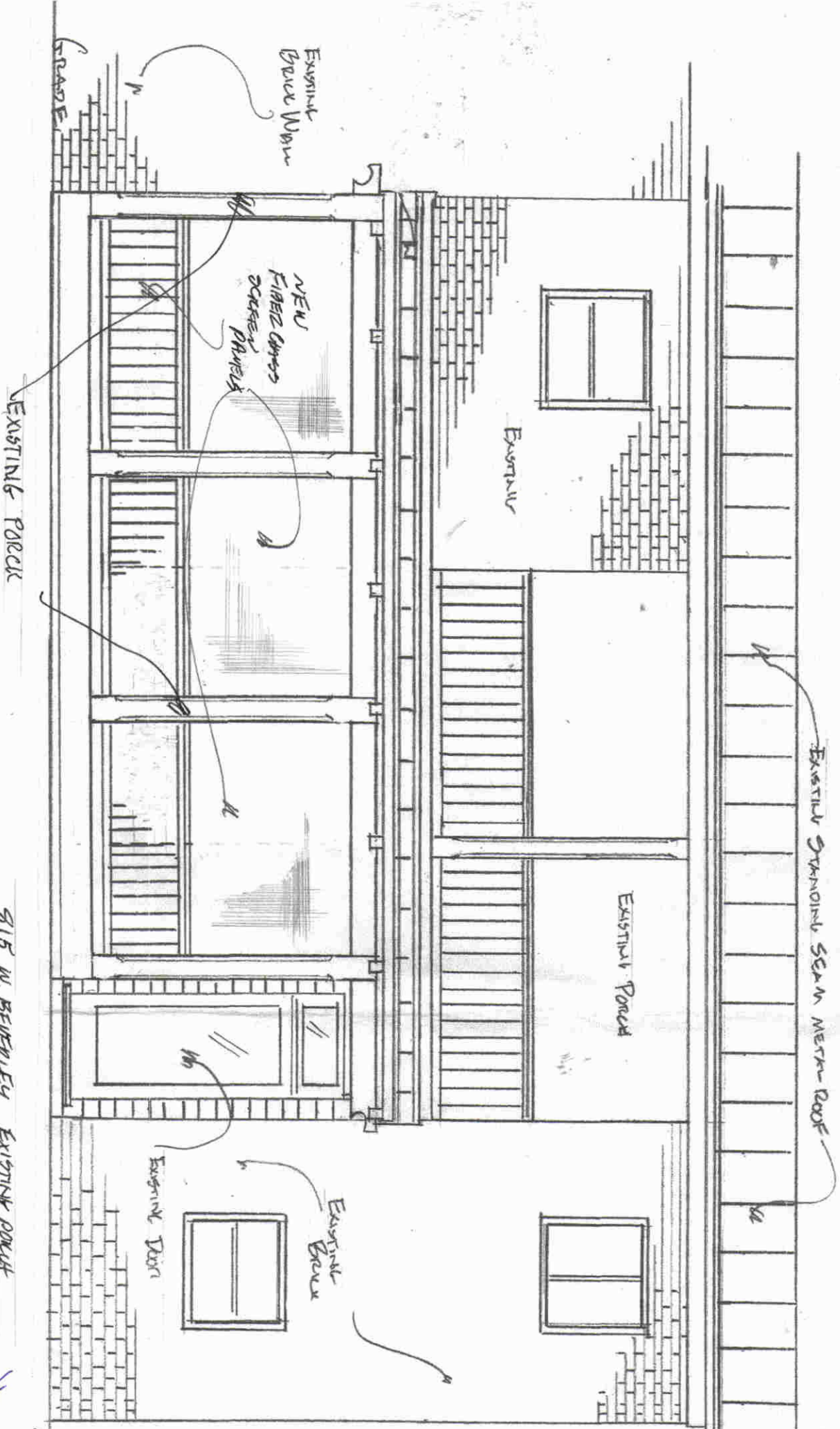
105

CA



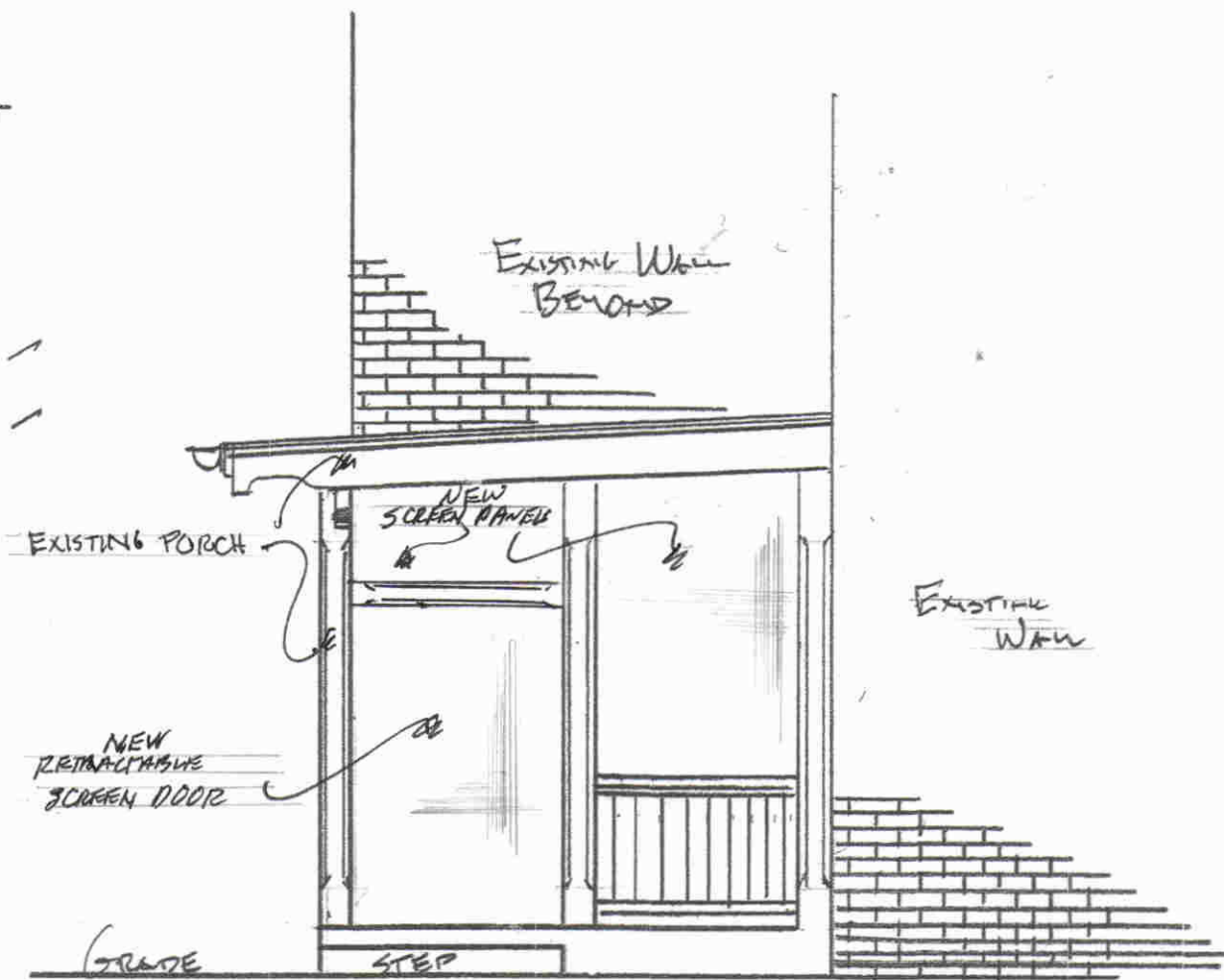
815. W. BREWER ST
EVALUATED VIEW
OF SCREEN PRCH

TF
KCS
CH



815 W. BENEVELEY EXISTING POINT
EPA'S ELEVATION TO BE MAINTAINED

Handwritten signature: *Kas TF*



815 W. BEVERLEY ST EXISTING PORCH
NORTH ELEVATION TO BE SCREENED
NOT VISIBLE FROM STREET

OK
KCVS
TF



Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

January 22, 2026

Certificate of Appropriateness

Install Roof Top Solar Panels

815 West Beverley Street

Newtown Historic District

Existing Condition: Built between 1870 and 1877 this is a two story, three bay masonry house designed in the Italianate Style. Architectural details include elaborate paired cornice brackets; sawn millwork and scroll brackets on porch; and fish scale shingles in the gable ends. The roof is covered with standing seam metal, and windows include two over two, double hung wood sash.

A two-story porch is located at the northeast rear corner of the house. The lower portion of the porch was remodeled in the past removing the porch details. A modern green house was added in 2006 but later removed. In 2018 a COA was approved and a new lower porch was constructed within the space left by the previous porch.

Toward the rear of the property is a multi bay historic auto garage.

Proposed Work: See the application for the description, cut sheets and photographs.

The application proposes to install a solar panel array on the rear sections of the house roof and on the garage roof.

Discussion:

The 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. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. 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.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Continued: The Secretary of the Interior's Standards for Rehabilitation

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>

The Secretary of the Interior's Guidelines for Rehabilitation: (Page 101)

ROOFS	
RECOMMENDED	NOT RECOMMENDED
Alterations and Additions for a New Use	
Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, <u>or solar panels</u>) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features .	Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way .
Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features .	Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment .
Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.	Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.

Please see the NPS Examples of Solar Projects:

<https://www.nps.gov/orgs/1739/solar-panels-on-historic-properties.htm>

VII. Guidelines for Additions R. Additions

Additions to the existing historic buildings may be compatible with the design, scale, and architectural style of the original structure while still being differentiated from the historic building. In any case, the addition should be designed so that significant historic materials, features, and forms of the original building are maintained. There is no specific formula for the design of an addition; it can be any architectural style - traditional, contemporary or a simplified version of the historic building.

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
2. Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.
3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.
4. Maintain the original orientation of the structure. If the primary entrance is located on the street facade, it should remain in that location.
5. The new design should not use the same wall plane, roof line, cornice height, and identical materials that make the addition appear original to the historic building.
6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

R. Additions

ROOFTOP ADDITIONS

The same guidance as above should be applied when designing a compatible rooftop addition, plus the following:

1. A rooftop addition is generally not appropriate for a one, two or three-story building—and often is not appropriate for taller buildings.
2. A rooftop addition should be minimally visible.
3. Generally, a rooftop addition must be set back at least one full bay from the primary elevation of the building, as well as from the other elevations if the building is freestanding or highly visible.
4. Generally, a rooftop addition should not be more than one story in height.
5. Generally, a rooftop addition is more likely to be compatible on a building that is adjacent to similarly sized or taller buildings

XI. GUIDELINES FOR ENERGY CONSERVATION

D. Alternative Energy Systems.....XI-4

2. Alternative Energy Guidelines

- a. Solar panels and photovoltaic cells should be placed in locations with limited or no visibility—such as on a flat roof, a shallow-pitched roof, on a secondary roof slope, on a rear addition, behind a parapet wall of the primary building, or a nearby secondary building that may be less visible from a public right-of-way such as a garage, or a new garden shed, pergola or other similar building.
- b. Solar panels and photovoltaic cells should be installed in a manner that limits their impact on historic materials and features of the building. If located on site, limit the impact of the panels on the historic site features and character.
- c. Solar panels' installation should be set back from the edge of the roof to limit visibility.
- d. Solar panels' color should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.

Recommendation: HSF recommends approval of a COA –if a physical demonstration indicates the proposed installation meets the guidelines: ... so that they (panels, brackets, and equipment) are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features..

It appears that panels proposed for the west rear roof slope would be partially visible from West Beverley Street. Commission members will need to review the visibility of the roofs during a field trip.

The addition of roof top solar panels can meet Staunton’s Historic District Guidelines and the Secretary of Interior Guidelines for Rehabilitation if the installation has limited or no visibility, therefore having minimal impact to character defining features. This proposal is to install panels and associated hardware directly on and over the standing seam roof.

2. Alternative Energy Guidelines

- A. “should be placed in locations with limited or no visibility” “on a secondary roof slope, on a rear addition”
- B. “should be installed in a manner that limits their impact on historic materials and features of the building”
- C. “ should be set back from the edge of the roof to limit visibility”
- D. “should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”

Secretary of Interior Guideline excerpts:

ROOFS

RECOMMENDED

....or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

....required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

NOT RECOMMENDED

....obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.

....or highly-visible mechanical equipment.

In order for the Commission to clearly understand the effect of the installation on the architectural character, it is recommended that an indicator such as flagging tape and/or foam board be temporarily attached to the roof at the same gross area and height of the proposed solar panels. Being accurate with this demonstration is important so that all have a clear understanding of the visual effect of the proposed installation.

Additions:

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
2. ... if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired.
3. Limit the size of the addition so that it does not visually overpower the existing building;
6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

R. Additions ROOFTOP ADDITIONS

The same guidance as above should be applied when designing a compatible rooftop addition, plus the following:

1. A rooftop addition is generally not appropriate for a one, two or three-story building—and often is not appropriate for taller buildings.
2. A rooftop addition should be minimally visible.
3. Generally, a rooftop addition must be set back at least one full bay from the primary elevation of the building, as well as from the other elevations if the building is freestanding or highly visible.
4. Generally, a rooftop addition should not be more than one story in height.
5. Generally, a rooftop addition is more likely to be compatible on a building that is adjacent to similarly sized or taller buildings.

Sample motion: I move for approval of the Certificate of Appropriateness for installation solar panels on the house rear roof slopes and garage roof. This majority of the proposed installation appears not to be visible from Beverley or Jefferson Streets. No panels or associated equipment will be installed that will obscure character defining features and/or may be clearly viewed from a public street.

- A. “should be placed in locations with limited or no visibility” “on a secondary roof slope, on a rear addition”
- B. “should be installed in a manner that limits their impact on historic materials and features of the building”
- C. “ should be set back from the edge of the roof to limit visibility”
- D. “should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”

And

Secretary of Interior Guidelines

ROOFS

RECOMMENDED

Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use ***so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.***

Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that ***they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.***

The installation will not reflect the following:

NOT RECOMMENDED

Installing roof-top mechanical or service equipment so that it ***damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.***

Changing a character-defining roof form, or ***damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.***

LOCATION/OWNERSHIP

Name of Structure J.A. Wise Residence
 Street Address 815 W. Beverley Street
 Present Owner(s) _____
 Mailing Address _____
 Present Use Residence

LEGAL DESCRIPTION

Account No. _____
 Assessor's Map No. 375
 Block & Lot L-16
 Present Zoning B-1
 Accessible to Public No
 Additional Surveys _____

Original Use Residence
 Date of Construction 1870-1877
 Source of Date Estimate from maps
 Date of Major Known Remodeling _____
 Source of Date _____
 Architect or Builder Unknown

PHYSICAL DESCRIPTION

No. of Bays 3 No. of Stories 2
 Roof Type Complex gable
 Porch Type 1-story across 1/2 front
 Building Materials: Clapboards ☐ Brick ☒ Stone ☐
 Stucco ☐ Shingles ☐ Board & Batten ☐
 Other: _____

Notable Architectural Features: elaborate paired cornice brackets; sawn millwork and scroll brackets on porch; fishscale shingles in gable ends.

Date 3/81 Surveyed By EAB
 Photograph Roll No. 2190 Neg. No. 32

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

None

Architectural Style ☐ or
 Characteristics ☒ :
 Greek Revival ☐
 Gothic Revival ☐
 Stick Style ☐
 Italianate ☒
 Queen Anne ☐
 Chateausque ☐
 Romanesque Revival ☐
 Shingle Style ☐
 Colonial Revival ☐
 Beaux Arts ☐
 Vernacular ☐
 Other _____



EVALUATION

Building Condition:

Excellent ☐ (3)
 Good ☒ (2)
 Fair ☐ (1)
 Deteriorated ☐ (0)

Alteration of Original Design:

None or Minor ☒ (3) ↑
 Moderate ☐ (2)
 Considerable ☐ (1)

Importance to Neighborhood:

Great ☒ (3)
 Moderate ☐ (2)
 Minor ☐ (1)

Incidence in Area:

Rare ☐ (2)
 Frequent ☒ (1)

Architectural Value:

Outstanding ☐ (6)
 Notable ☒ (4)
 Worthy of Mention ☐ (2)

Associative Value:

National ☐ (3)
 Regional ☐ (2)
 Local ☐ (1)
 Unknown ☒ (0)

TOTAL PRESERVATION VALUE: 13

Category: A ☐ (15-20) B ☒ (11-14) C ☐ (6-10) D ☐ (0-5)

OLD MAP REFERENCES:

YEAR	PAGE	USE
1857		
1870	A structure appears *	
1877	" " " "	*
1884	(Lot # 308) Meade F. White	
1886	Area not included	
1891	" " "	
1894	" " "	
1899	10 #809 Dwelling	
1904	10 " "	
1909	7 #815 "	
1914	7 " "	
1921	7 " "	
1929	7 " "	

Other: _____

OLD PHOTO REFERENCES:

Staunton - 1901; p. 10
 Staunton 1906; p. 15

BIBLIOGRAPHIC REFERENCES:

Staunton - 1901; pg. 10

ADDITIONAL MAP INFORMATION:

* structure is much smaller,
 may be portion on the right or
 be different building

MAJOR ALTERATIONS:

DEED RESEARCH AND ADDITIONAL INFORMATION:



IMPORTANT NOTE: The complete application must be filed with the City of Staunton's Office of Planning & Inspections no later than the first Tuesday of the month to be heard at that month's Historic Preservation Commission Meeting. Applications received after the first Tuesday of the month will be heard at the next month's meeting.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

City of Staunton, Virginia

Historic Preservation Commission

116 W. Beverley Street

Staunton, VA 24401

Phone: (540) 332-3862 Fax: (540) 332-3807

Location of property	815 W. Beverley St.	Historic District	Newtown
Business Name		Tax Map No:	
Application Fee \$50 Paid	☒ YES ☐ NO		

Applicant/Property/ Owner Name (PRINT)	Katharine VanSlyck + Timothy Fontaine	Representative Agent(s) Name	Phillip Ballunio
Signature		Firm	Sunday Solar
Mailing Address	815 W. Beverley St.	Mailing address	1139 River Rd.
City/State/Zip	Staunton, VA 24401	City/State/Zip	Charlottesville, VA 22901
Phone/Fax Number	[REDACTED]		[REDACTED]
	[REDACTED]		[REDACTED]

(Check the appropriate boxes—CHECK ALL THAT APPLY)

☐	Exterior Change	☐	Addition	☐	Relocation
☐	Wall/Fence	☐	Deck/Porch	☐	Demolition
☐	Driveway/Parking Area	☐	New Structure/Building	☐	Grounds/Landscaping
☐	Signage	☐	Dumpster Screen	☐	Other _____
☒	Other solar panels	☐	Other _____	☐	Other _____

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Commission Meeting on the date listed above to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval.

SIGNATURE

12/31/25

DATE

PLEASE READ: Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by the Historic Preservation Commission members and staff. Incomplete applications that do not clearly communicate the proposed improvements or changes will be denied.

FULL DESCRIPTION OF PROPOSAL:

We would like to install 25 solar panels on our garage roof and back roof of our home. There would be 18 on the garage roof and seven on the rear of the house. Each panel will produce 435w.

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project)

KVS/TF Sketch, drawing and/or elevations showing the proposed changes or improvements
A computer generated drawing is attached showing the scope and details of the proposed project.

KVS/TF Site plan or plat of property
The site plan is included in the computer-generated drawing, attached.

KVS/TF Photographs showing property, work in question, and the area of the proposed project
Several photographs of the property and areas of the proposed project as seen from the ground are attached.

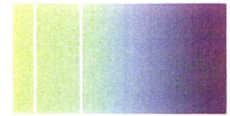
KVS/TF Other (please list)

KVS/TF A list of materials that identifies the type and quality of materials to be used in the Proposed project
Included in company proposal.

KVS/TF Twelve sets of all information and materials for use by the Historic Preservation Commission members and staff in the review of this request (REQUIRED)
*****COA for signs only requires two sets of information. *****

(Applicants may refer to typical submissions kept at the Planning and Inspections Department of the City of Staunton on the third floor of City Hall located at 116 W. Beverley Street for illustrations of how to present the required information)

Q.TRON BLK M-G2+ SERIES

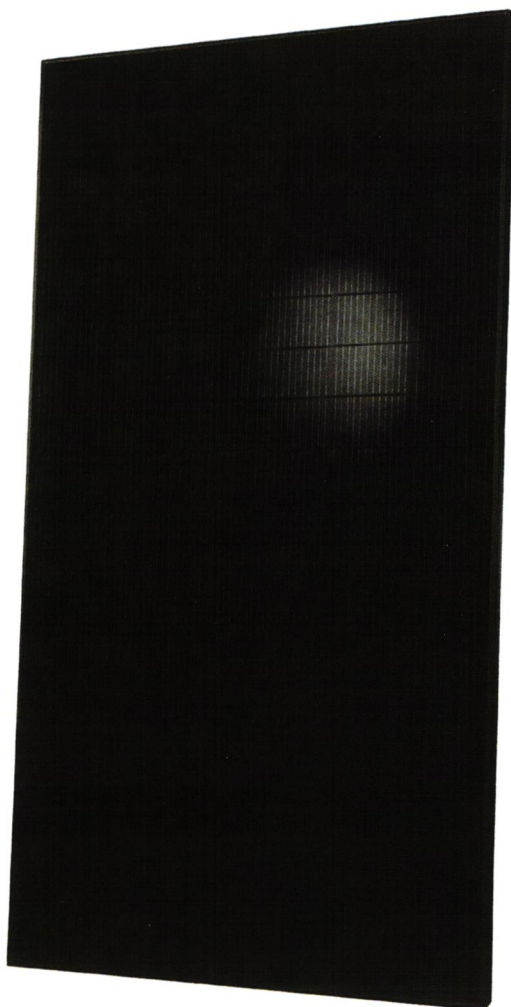


qcells

410 - 450 Wp | 108 Cells
22.5 % Maximum Module Efficiency
 Domestic Content Option Available



MODEL	Q.TRON BLK M-G2+ Q.TRON BLK M-G2.C+	Q.TRON BLK M-G2.F+ Q.TRON BLK M-G2.H+
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Includes Domestic Content

Q.TRON BLK M-G2.X+ solar modules ("X" can be "C, F, H") contain U.S. manufactured components which can contribute to qualifying for the 10% domestic content bonus to applicable tax credits under the Inflation Reduction Act of 2022.¹



High performance Qcells N-type solar cells

Q.ANTUM NEO Technology with optimized module layout boosts module efficiency up to 22.5%.



A reliable investment

Inclusive 25-year product warranty and 25-year linear performance warranty.²



Enduring high performance

Long-term yield security with Anti LeTID Technology, Anti PID Technology³, Hot-Spot Protect.



Extreme weather rating

High-tech aluminum alloy frame, certified for high snow (8100 Pa) and wind loads (3600 Pa).



Innovative all-weather technology

Optimal yields, whatever the weather with excellent low-light and temperature behaviour.



Far beyond the standard

Qcells' comprehensive quality program ensures high long-term yields and the reliability of your solar system.

¹ This statement should not be relied on as tax advice and is subject to change based on changes made to the Inflation Reduction Act and its implementing rules and regulations. Please consult a qualified tax professional for specific guidance.

² See data sheet on rear for further information.

³ APT test conditions according to IEC/TS 62804-1:2015, method A (1500 V, 96 h)

The ideal solution for:

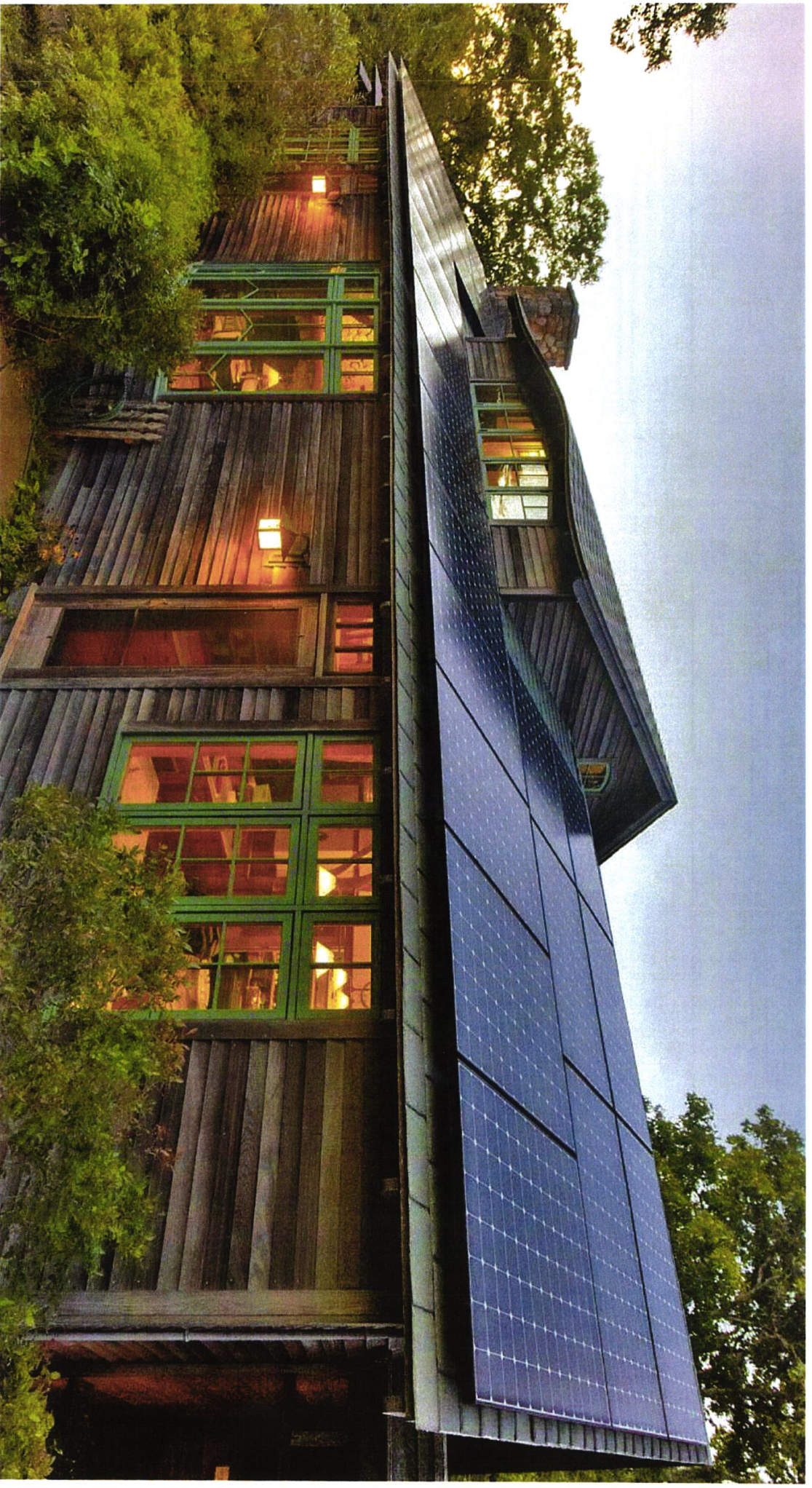


Rooftop arrays on residential buildings



Key

TF



Prepared For

Kate & Tim Slyck / Fontaine
815 W Beverley St, Staunton,
VA 24401, USA

Prepared By

Phillip Ballurio
phillip@sundaysolar.com
+1 540 676 7661



VCB TF



The Power is Yours



A summary of your system design

Meet your solar system

Below is an overview of the system and its price breakdown

\$ System cost \$33,862.50	⚡ System size 10.75 kW
💡 Annual production 12,105 kWh	☀️ Est. annual savings \$1,808.71
System cost	\$33,862.50
Incentives*	\$8,654.07
Net system cost	\$25,208.43

*If homeowner qualifies

Learn more about your solar system

System details

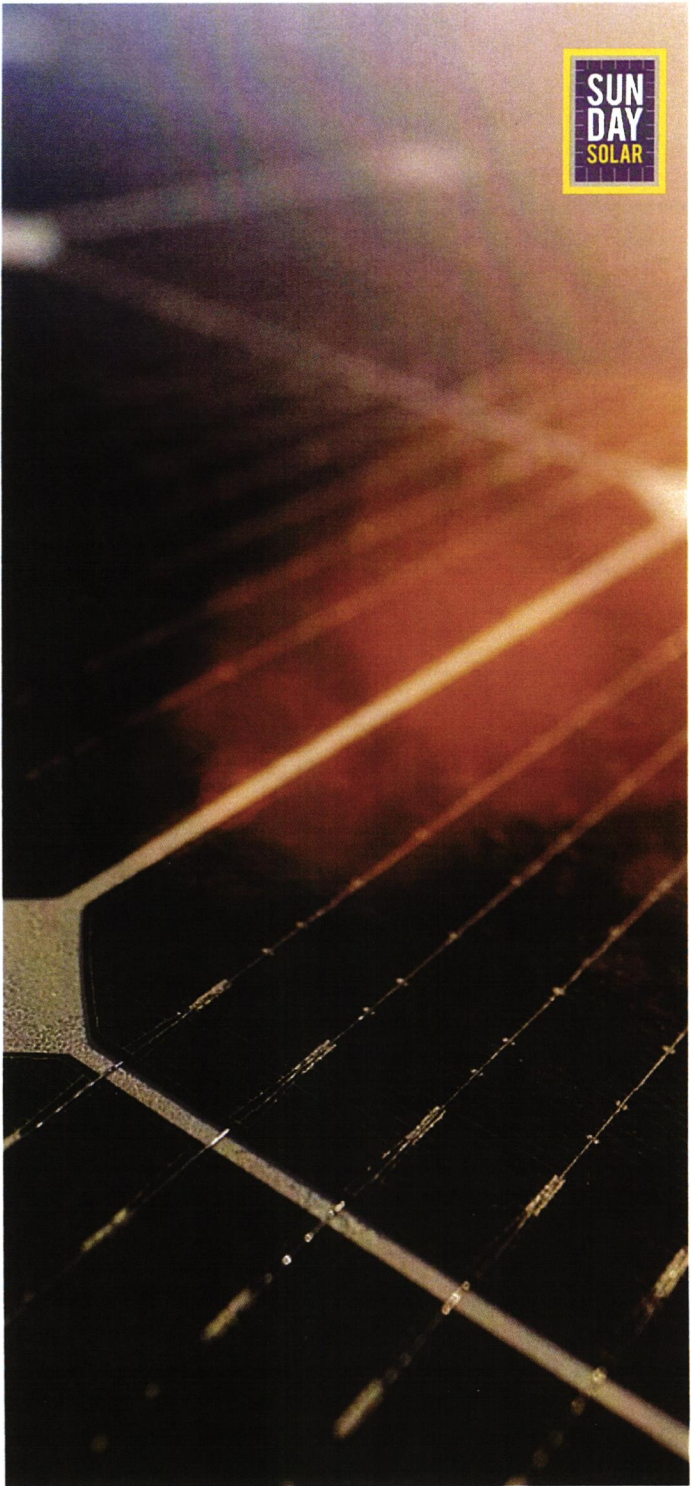
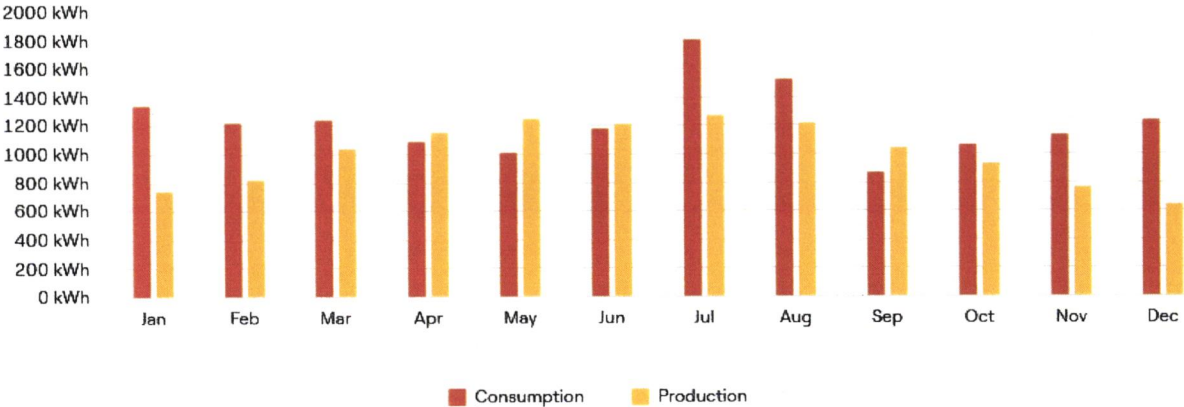
System

Q.TRON BLK M-G2+/AC 430
Qcells

Modules Qty: 25

Q.HOME COMBINER 80 G1
Qcells

Combiner boxes Qty: 1





Additional Information for Solar Proposal

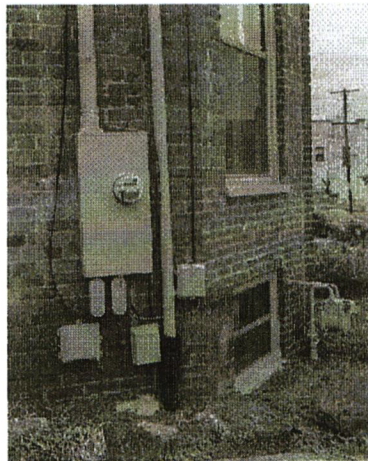
1 message

at 2:35 PM

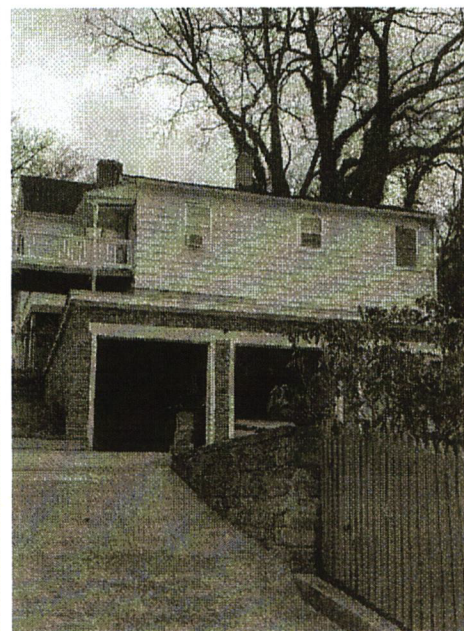
Application for 815 West Beverley Street Solar Panels

The 25 black panels clip will onto the seams of the black roof (see attached 2 pages on panels)
See attached proposal from Sunday Solar with pictures of the panel placement and description.

The switch off box will be installed beside the electrical meter on the southwest side of the house, per code requirement. All other internal controls will be located inside the basement.



The house:



TF
KWS



RENEWAL REQUEST

Zoning Permit

116 West Beverly Street
PO Box 58
Staunton, VA 24402-0058
Phone: 540-332-3862
Fax: 540-332-3807

Permit Number	202201835
Application Number	202215286
Date	07/26/2022
Permit Type	CERTIFICATE OF APPROPRIATENESS

PARCEL ID

3367

STREET ADDRESS

123 E BEVERLEY ST

USE REQUESTED

REPLACE EXTERIOR DOORS/INSTALL MOSAIC ART PANELS/REPLACE

ZONE CODE

B2-GENERAL BUSINESS DISTRICT

OWNER INFORMATION

NAME: NEW THEATRE, LP
ADDRESS: P O BOX 571
STAUNTON, VA 24402-0571

PHONE:

PROJECT APPLICANT INFORMATION

NAME: NEW THEATRE, LP
ADDRESS: P O BOX 571
STAUNTON, VA 24402-0571

PHONE:

CONTRACTOR INFORMATION

NAME: NEW THEATRE, LP
ADDRESS: P O BOX 571
STAUNTON, VA 24402-0571

PHONE:

LICENSE NUMBER:

COMMENTS

RESTRICTIONS

Certificate of Appropriateness is approved as follows:

1. Changing the utilitarian fire doors with hollow metal and full obscure glass panel doors as proposed. The glass on Market Street will be obscure and the glass on Beverley Street will be clear.
Secretary of Interior Standards:
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
2. Replacing the light fixtures with full cutoff fixtures that shield the bulb.
IV. Guidelines for Site Design & Elements
D. Lighting
4. Use fixtures that are compatible with the character of the historic building and the surrounding area.
5. Choose full cut-off fixtures whose light levels provide for adequate safety but do not spill over onto neighboring properties. Existing porch lights or lit storefronts often are sufficient.
3. The windows will be restored and the mosaic art panels will be placed on the exterior temporarily during the construction of the project. The panels will be removed and placed inside the building at that time.
4. Applicant will work with city staff to address the size and material of the projecting sign to meet the sign regulations for the district.

The holder of this permit understands that they must comply with all the requirements specified in the approval of this permit and The City of Staunton Zoning Code.


Zoning Administrator

Total Fees

\$50.00

Ms. Brannock clarified that the standing seam roof should be a traditional standing seam, not have raised ridge caps and should use a double folded and locked seam. The balcony will be a membrane.

Mr. Brown clarified that the divided lights in the replacement door would be a simulated light and not just a strip inside the glass.

Motion:

Mr. Brown moved for approval of the Certificate of Appropriateness be approved with the stipulations that the front porch roofing system will be a traditional standing seam metal roof that utilizes a one inch folded seam that will appear as a closed, locked and folded seam. The ends of the seams at the soffit edge and ridge should be folded flat to the roof as done historically with hand tool folded standing seam metal roofs. The flat roof area is located above the addition, set below the fascia and therefore the proposed membrane roof will not be viewable from the street. The railing will be differentiated somewhat from the existing historic porch railing by either slight differences in detailing, or spacing of pickets. The proposed new SDL door will include permanently adhered simulated lights and must be paintable.

The motion was seconded by Mr. Lively and carried as follows:

Mr. Avery	aye	Mr. Lively	aye
Mr. Blanton	aye	Ms. Brannock	aye
Mr. Brown	aye		

OLD BUSINESS

- a. CERTIFICATE OF APPROPRIATENESS**
New Theatre, LP/The Arcadia Project
123-125 E. Beverley Street
Replace Doors, Lighting, Signage,
Add Mosaic Art in Windows

Mr. Brown recused himself as he is the architect on the project, and filled out a “declaration of personal interest in a transaction” form and submitted it to the clerk.

Existing Condition:

Originally constructed in 1912 reflecting Italian Renaissance Revival architecture, the theater was remodeled after 1936 when a fire gutted the building. Although the third floor was removed after the fire, the exterior retains original terra cotta ornamentation, portions of the rusticated base, and brickwork. John Eberson redesigned the interior in the Art Modern Style for Warner Brothers.

The building facade is five bays wide, two stories tall and includes a marquis, the lobby entry, fire door, movie poster display cases, ticket office, and filled window openings.

Exterior elements relating to this review include steel doors, lights with metal base with frosted glass cylinder, and two front façade widow openings covered with tile backer.

Proposed Work:

1. Replace the existing flush hollow metal exterior doors on the Beverley Street and Market Street facades with new hollow metal and full obscure glass panel doors. The metal portions shall be painted to match the color of the existing wood entry doors.
2. Install new wall mounted signage with metal signage brackets on the Beverley Street and Market Street facades. All sign quantities, sizes, locations, etc. will comply with the City of Staunton sign code requirements.
3. Install new framed mosaic art panels in the two existing ground floor masonry window openings on the Beverley Street facade. After the existing windows have been restored, the framed panels will be attached to the jambs of the masonry window openings in a manner that will not damage the window frames. This will allow the art panels to be removed in the future, for repair or should the owner decide to expose the windows. The frames will be painted metal to match the color of the existing window frames.
4. Replace the existing utilitarian style wall mounted light fixtures, located above the exit doors, on the Market Street facade with new shaded light fixtures in a design that is more appropriate with the design of the building and compliments the design of the signage brackets.

HSF Recommendation:

HSF recommends approval of the Certificate of Appropriateness with changes.

Doors:

It is unknown if the collection of metal doors are historic elements relating to the 1936 remodel of the theater. The existing doors appear to be utilitarian fire doors. The proposed frosted glass full light doors are recommended by the Main Street Architect and appear compatible.

Light Fixtures:

It is recommended that light fixtures be chosen with full cutoff such as tube downlight. The fixture illustrated in the application with the wide shade will allow an exposed bulb that may produce glare at the sidewalk level.

Windows:

The two windows covered with tile backer should be uncovered. If possible, the mosaic panel should be mounted on the interior side of the window sash to address the Guidelines.

Projecting Sign:

Sign reviews are typically reviewed at the staff level. The proposed projecting sign bracket appears to meet the Guidelines. Zoning staff should review for size requirement. The application did not specify the sign materials.

Discussion:

The applicant, Danny Brown was in attendance to answer questions from the commission.

Ms. Brannock asked if the new door will be painted. Danny Brown stated that it would be painted to match the existing color.

Mr. Holmes asked if the windows will just be regular glass. Danny Brown stated that they will have obscure glass, as they do now.

Motion:

Mr. Blanton moved that the COA be approved for:

1. Changing the utilitarian fire doors with hollow metal and full obscure glass panel doors. The glass will be clear on the Beverley Street side and obscure on the Market Street side. The door will be painted in accordance with the Secretary of the Interior guidelines number 9. They are sufficiently differentiated from the old fixtures on the building
2. Replacing the light fixtures with full cutoff fixtures that shield the bulb.
3. Uncovering the widow sash and casing to allow display of the mosaic tile panels mounted to the interior as a temporary art installation through the duration of the construction phase, followed by removal upon completion of the construction phase
4. Staff will work with the applicant to address the size and material of the projecting sign.

The motion was seconded by Mr. Avery and carried as follows:

Mr. Avery	aye	Mr. Lively	aye
Mr. Blanton	aye	Ms. Brannock	aye
Mr. Brown	abstain		

b. CERTIFICATE OF APPROPRIATENESS

Seth Batton

830 W. Beverley Street

Standing Seam Metal Roof, Demo Storage Building

Add Parking in Rear, Relocate/Construct New Rear Stairs

Background:

Last month, the owners of 830 W. Beverley Street submitted an application for exterior changes. After receiving the Historic Staunton Foundation (HSF) recommendation and speaking with office staff, Mr. Batton decided to table his request until the July meeting so that he could address some of the issues brought up in the recommendation. Staff requested that Mr. Batton provide the updated information by noon on Monday, July 11th, which was provided.

The changes to the application are as follows:

1. The new proposed rear parking area will include a two-track drive with a smaller parking pad.
2. The proposal no longer includes altering the position of the stairwell on the rear porches and now the plan is to repair the existing porches. The rear porch floor will be tongue and groove. The rest of the details will be repaired and replaced in kind.
3. The upper deck on the rear will be repaired instead of replaced. The application indicates replacing the rubber membrane with Aeratis decking boards and repair/replace damaged railing.



IMPORTANT NOTE: The complete application must be filed with the City of Staunton's Office of Planning & Inspections no later than the first Tuesday of the month to be heard at that month's Historic Preservation Commission Meeting. Applications received after the first Tuesday of the month will be heard at the next month's meeting.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
City of Staunton, Virginia

Historic Preservation Commission
116 W. Beverley Street
Staunton, VA 24401
Phone: (540) 332-3862 Fax: (540) 332-3807

Location of property	123-125 E. BEVERLEY ST	Historic District	BEVERLEY
Business Name	ARCADIA PROJECT	Tax Map No:	375
Application Fee \$50 Paid	☒ YES ☐ NO		

Applicant/Property/ Owner Name (PRINT) ARCADIA PROJECT	Representative Agent(s) Name DANNY BROWN
Signature Thomas Wagner	Firm NA (ARCADIA PROJECT BOARD)
Mailing Address PO Box 571 STAUNTON, VA 24402	Mailing address 935 W. BEVERLEY ST. APT C
City/State/Zip STAUNTON, VA 24402	City/State/Zip STAUNTON VA 24401
Phone [REDACTED]	
Email [REDACTED]	

(Check the appropriate boxes—CHECK ALL THAT APPLY)

☒ Exterior Change	☐ Addition	☐ Relocation
☐ Wall/Fence	☐ Deck/Porch	☐ Demolition
☐ Driveway/Parking Area	☐ New Structure/Building	☐ Grounds/Landscaping
☐ Signage	☐ Dumpster Screen	☐ Other _____
☐ Other _____	☐ Other _____	☐ Other _____

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Commission Meeting on the date listed above to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval.

Thomas Wagner
SIGNATURE

4/28/22
DATE

PLEASE READ: Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by the Historic Preservation Commission members and staff. Incomplete applications that do not clearly communicate the proposed improvements or changes will be denied.

FULL DESCRIPTION OF PROPOSAL:

REFER TO THE ATTACHED PROJECT DESCRIPTION

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project)

YW Sketch, drawing and/or elevations showing the proposed changes or improvements

YW Site plan or plat of property

YW Photographs showing property, work in question, and the area of the proposed project

Other (please list)

YW A list of materials that identifies the type and quality of materials to be used in the Proposed project

INCLUDED AS PHOTOGRAPHS IN THE SUBMITTAL PACKAGE

YW Twelve sets of all information and materials for use by the Historic Preservation Commission members and staff in the review of this request (REQUIRED)

*****COA for signs only requires two sets of information. *****

(Applicants may refer to typical submissions kept at the Planning and Inspections Department of the City of Staunton on the third floor of City Hall located at 116 W. Beverley Street for illustrations of how to present the required information)

ARCADIA PROJECT - DIXIE THEATER EXTERIOR RENOVATIONS

DESCRIPTION OF PROPOSAL

1. Replace the existing flush hollow metal exterior doors on the Beverley Street and Market Street facades with new hollow metal and full obscure glass panel doors. The metal portions shall be painted to match the color of the existing wood entry doors. Refer to the proposed door type in the submittal package.
2. Install new wall mounted signage with metal signage brackets on the Beverley Street and Market Street facades. All sign quantities, sizes, locations, etc. will comply with the City of Staunton sign code requirements. Refer to the proposed bracket style in the submittal package.
3. Install new framed mosaic art panels in the two existing ground floor masonry window openings on the Beverley Street facade. After the existing windows have been restored, the framed panels will be attached to the jambs of the masonry window openings in a manner that will not damage the window frames. This will allow the art panels to be removed in the future, for repair or should the owner decide to expose the windows. The frames will be painted metal to match the color of the existing window frames. Refer to the mosaic art panel in the submittal package. One of the panels will be included in the presentaion of this proposal.
4. Replace the existing utilitarian style wall mounted light fixtures, located above the exit doors, on the Market Street facade with new shaded light fixtures in a design that is more appropriate with the design of the building and compliments the design of the signage brackets. Refer to the proposed light fixture style in the submittal package.



E. BEVERLEY ST. FACADE

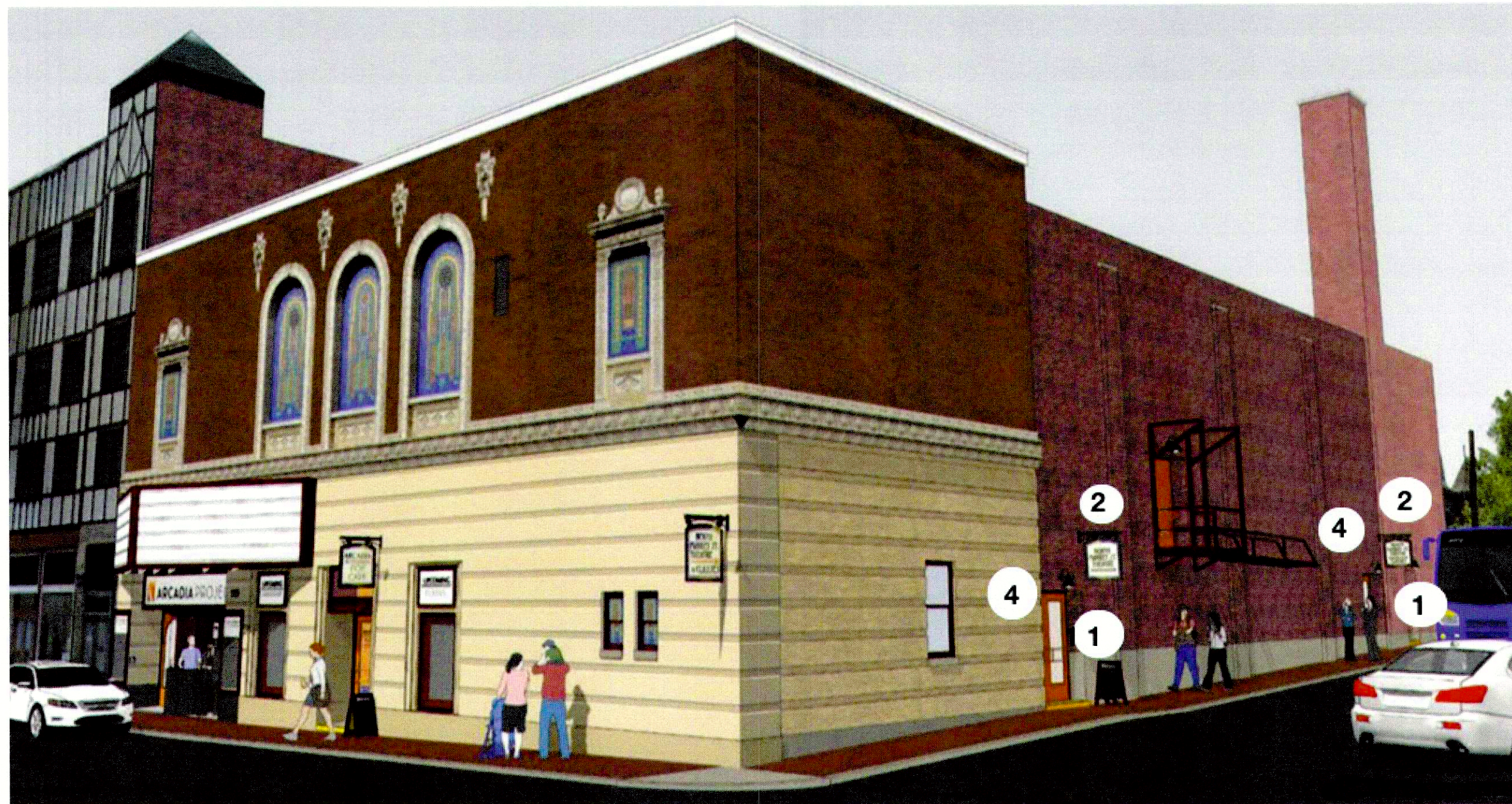
RED MARQUIS OPTION



PROPOSED EXTERIOR RENOVATIONS
for
ARCADIA PROJECT-DIXIE THEATER

based on the Virginia Mainstreet preliminary schematic design
by Frazier Associates

- 1 New metal door with full obscure glass panel
- 2 Signage per Staunton sign code
- 3 New mosaic art panel
- 4 New wall mounted light fixture



FACADES ALONG E. BEVERLEY ST. & N. MARKET ST.

RED MARQUIS OPTION

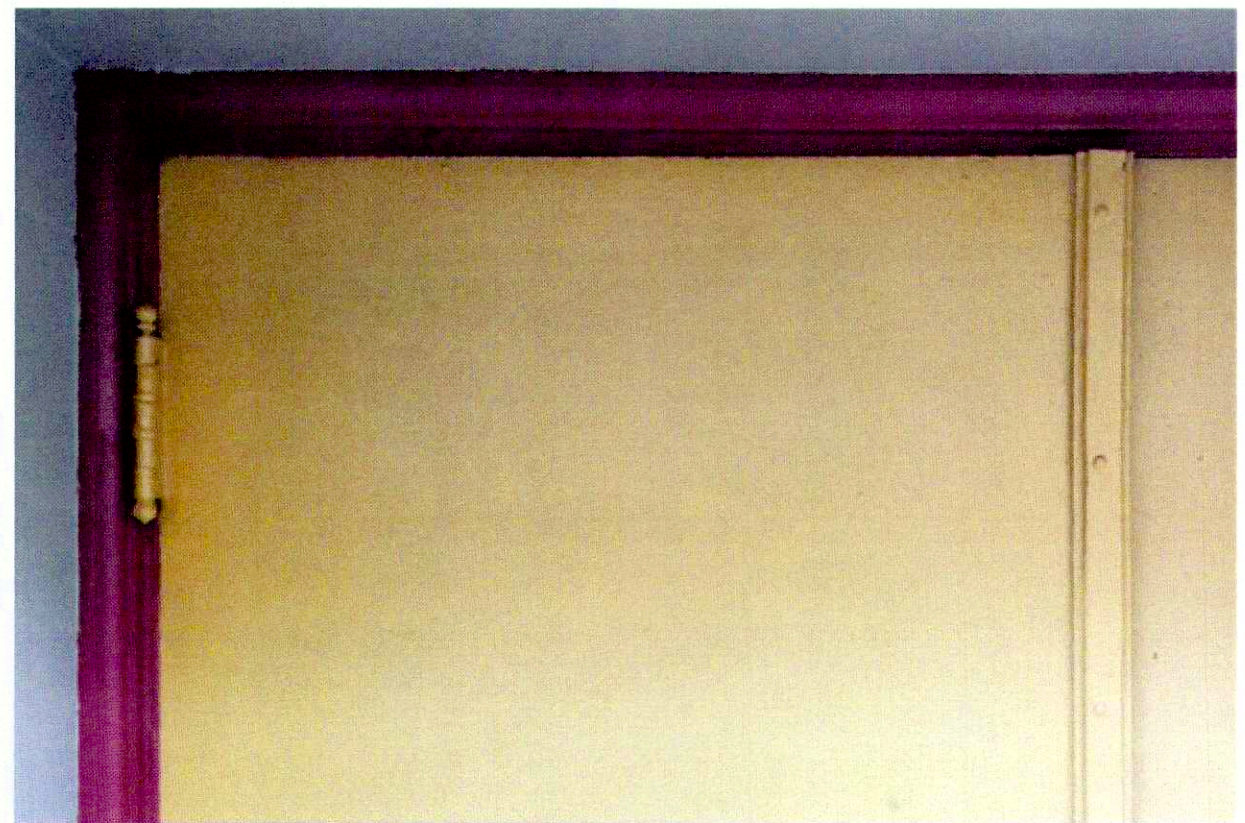
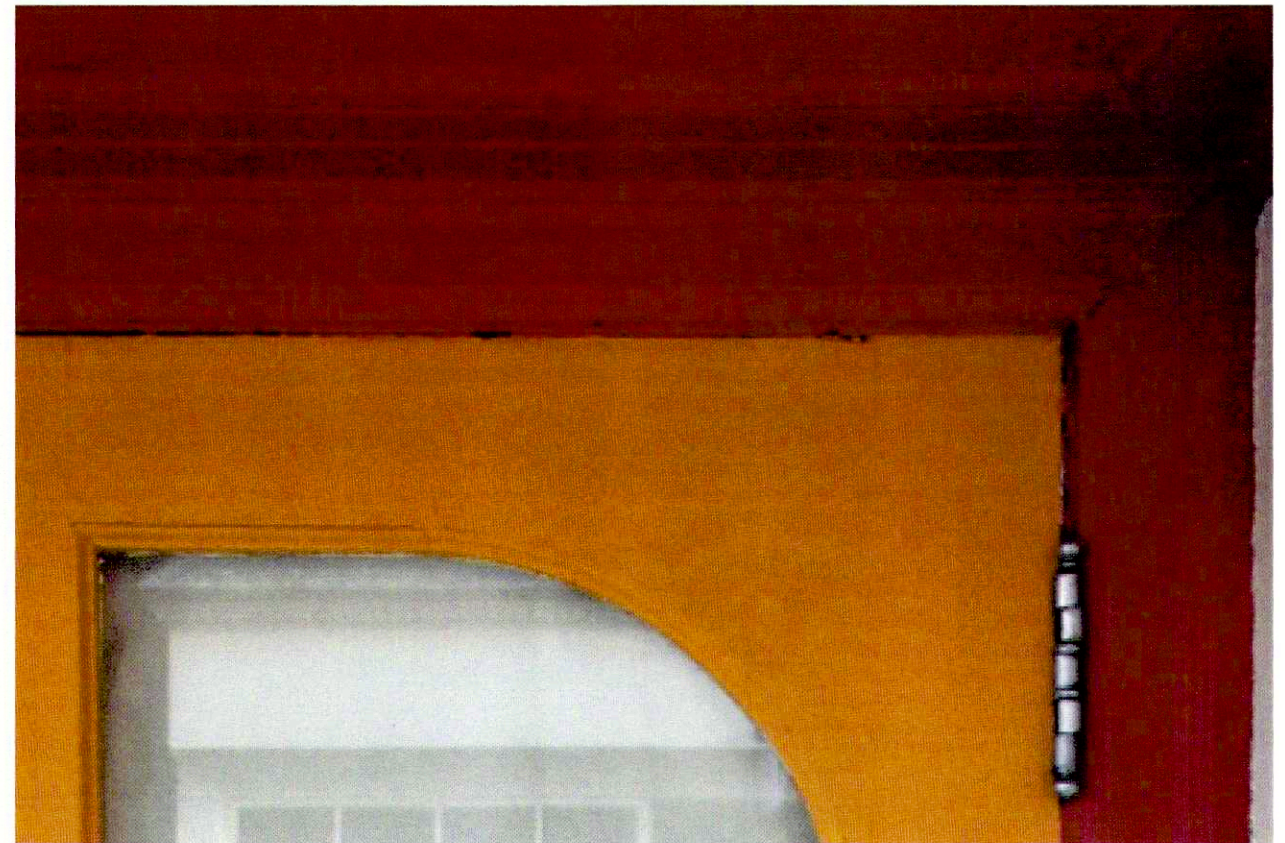


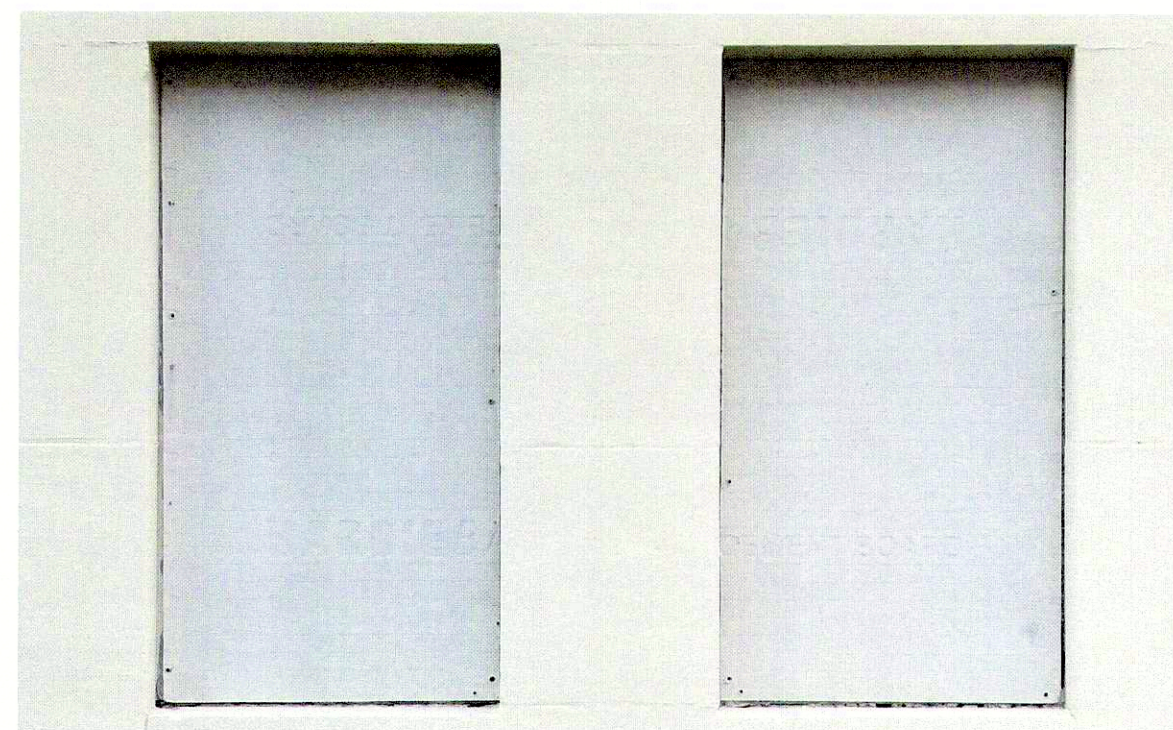
PROPOSED EXTERIOR RENOVATIONS
for
ARCADIA PROJECT-DIXIE THEATER

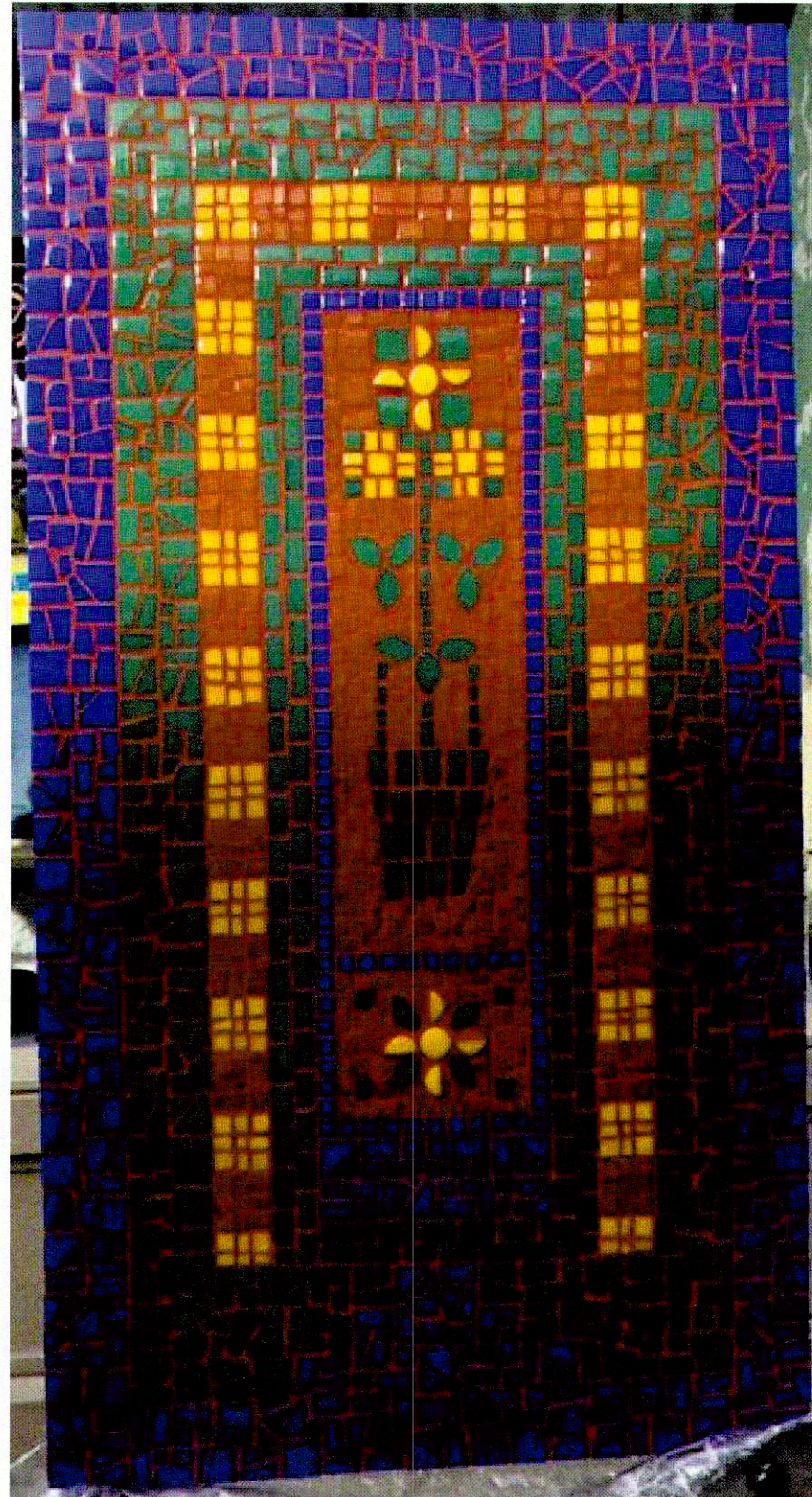
based on the Virginia Mainstreet preliminary schematic design
by Frazier Associates

- 1 New metal door with full obscure glass panel
- 2 Signage per Staunton sign code
- 3 New mosaic art panel
- 4 New wall mounted light fixture

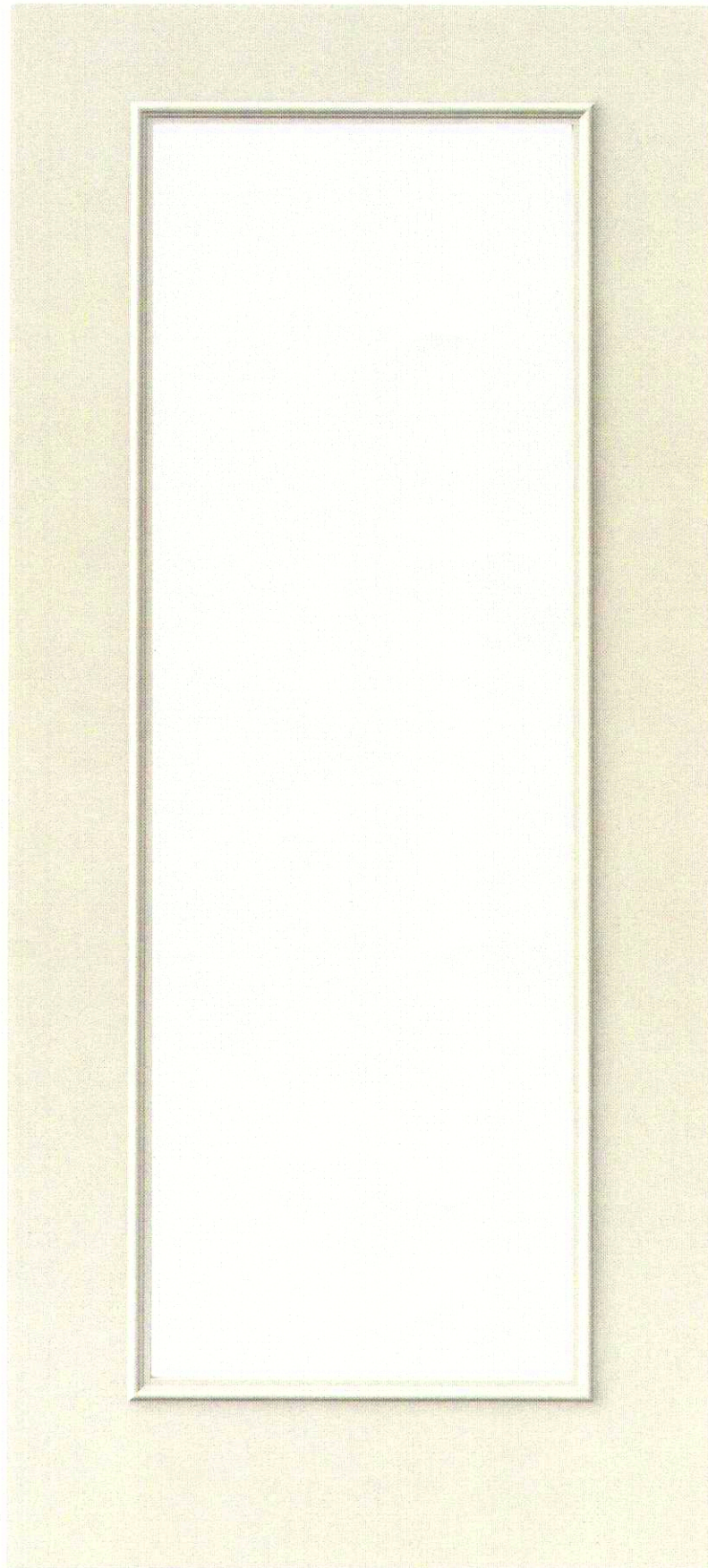




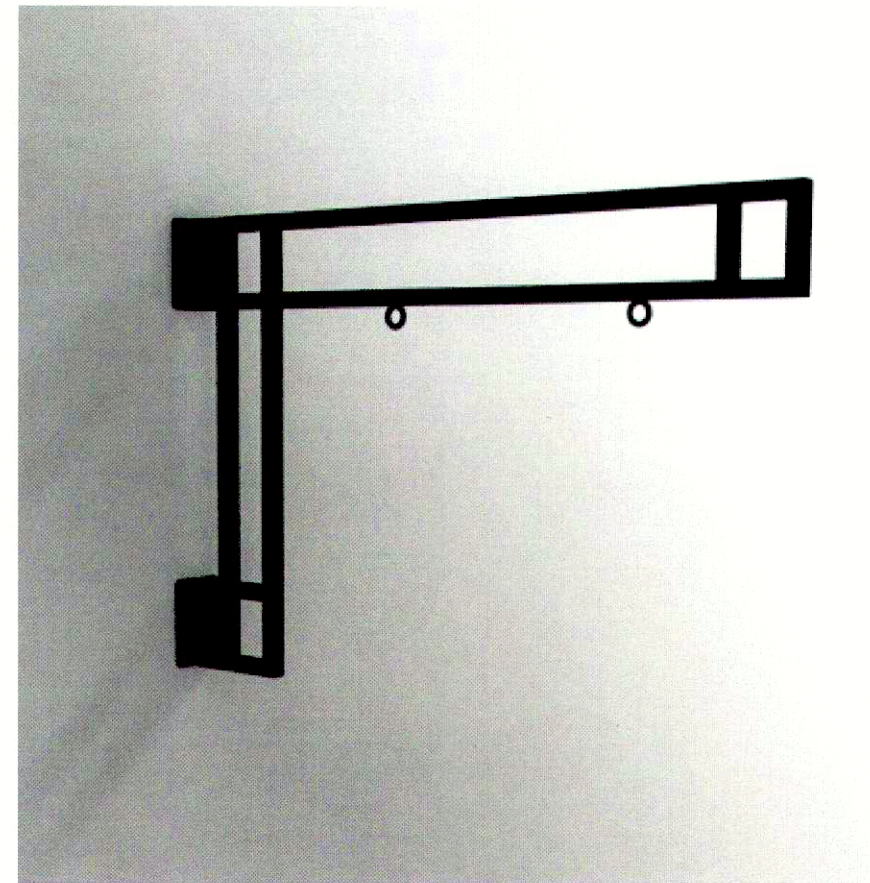




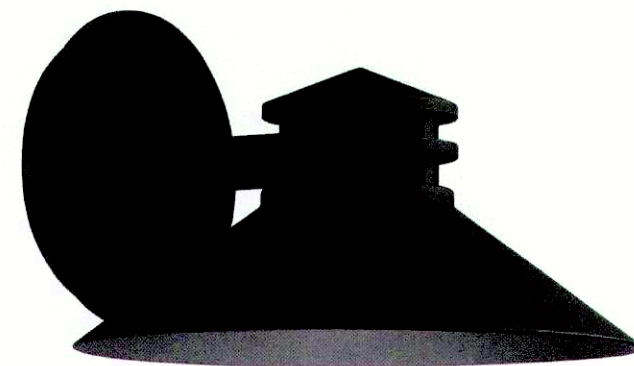
Mosaic tile art panel



Metal/Glass door



Wall-mounted sign bracket



Wall-mounted light fixture

**HISTORIC
PRESERVATION
COMMISSION**



Staunton, VA

Meeting Date:	January 27, 2025	Staff Members: Linda Nesselrodt
Item #	Other Business (a)	
Department:	Community Development – Planning and Zoning	
Subject:	Bylaw Update for Clerk of Commission	

Staff Brief:

As of January 13, 2026, the City Clerk is no longer the designated clerk to the Historic Preservation Commission. The result of this change requires a revision to the bylaws for the Commission. Moving forward, designated staff from the Community Development Department will serve as the Clerk of Commission. Meggie Taylor, Long Range Planner, who has been the interim clerk since August of 2025 will continue to be the Clerk of Commission moving forward.

Sample Motion #1:

I move the Commission approve the proposed changes to the bylaws to reflect that the Clerk of Commission be a designated staff member from the Community Development Department, as presented.

**BYLAWS OF THE
STAUNTON HISTORIC PRESERVATION COMMISSION**

Staunton, Virginia

Adopted 1996

T A B L E O F C O N T E N T S

<u>ARTICLE I</u>	Objectives and Purposes
<u>ARTICLE II</u>	Commission Officers and Their Duties
Section 1	Officers
Section 2	Duties of the Chair
Section 3	Chair
Section 4	Vice-Chair
Section 5	Absence of Chair and Vice-Chair
Section 6	Duties of the <u>Clerk of Commission</u> City Clerk
<u>ARTICLE III</u>	Election of Officers
Section 1	Nomination of Officers
Section 2	Election of Candidates
Section 3	Vacancies of Office
Section 4	Succession
<u>ARTICLE IV</u>	Motions and Voting
Section 1	Substitute or Amendment Motion
Section 2	Voting
Section 3	Voice Votes
<u>ARTICLE V</u>	Meetings
Section 1	Meeting Time and Place, Special Meetings
Section 2	Quorum and Vote

Section 3 Executive Session

Section 4 Procedure of Submitting Proposals to the Historic
Commission

ARTICLE VI Order of Business

Section 1 Order of Business

Section 2 Conduct of Meetings

Section 3 Presentation of Items

ARTICLE VII Committees

Section 1 Special Committees

ARTICLE VIII Amendments

Section 1 Amendments of Bylaws

APPENDICES

Appendix I Virginia Freedom of Information Act

Appendix II Goals and Objectives of the Staunton Historic
Preservation Commission

Appendix III Policy for Commissioner Remote Participation

HISTORIC PRESERVATION COMMISSION BYLAWS

ARTICLE I OBJECTIVES AND PURPOSES

The objectives and purposes of the Historic Preservation Commission of the City of Staunton, Virginia, are prescribed in Staunton City Code Chapter 18.85, supplements or amendments thereto and those powers and duties as now or in the future may be delegated to the Historic Preservation Commission by the City Council of the City of Staunton, Virginia.

ARTICLE II HISTORIC PRESERVATION COMMISSION OFFICERS AND THEIR DUTIES

Section 1 Officers

The officers of the Historic Preservation Commission shall consist of a Chair, Vice-Chair, and a Secretary who has been designated to be the City Clerk.

Section 2 Duties of the Chair

The Chair shall preside at all meetings and hearings of the Historic Preservation Commission and shall have the duties normally conferred by parliamentary procedures of such officers.

Section 3 Chair

The Chair shall be one of the appointed members of the Historic Preservation Commission. He/she shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 4 Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. He/she shall be an appointed member of the Commission.

Section 5 Absence of Chair and Vice-Chair

Should the Chair and Vice-Chair be absent at any meeting, the Commission shall elect a temporary Chair to serve at the meeting.

Section 6 Duties of the ~~City~~ Clerk of Commission

Designated staff from the Community Development Department~~The~~

~~City Clerk~~ shall keep the minutes and records of the Historic Preservation Commission for regular or special meetings. In the absence of the ~~City Clerk~~ of Commission, the Commission shall appoint an individual at the meeting who shall serve as secretary pro tem of the Commission.

ARTICLE III ELECTION OF OFFICERS

Section 1 Nomination of Officers

Nomination of officers (Chair and Vice-Chair) shall be made from the floor in July of each year by the Historic Preservation Commission and the elections shall follow immediately thereafter.

Section 2 Election of Candidates

A candidate receiving a majority vote of the appointed members of the Historic Preservation Commission shall be declared elected and shall serve for one (1) year or until a successor shall take office.

Section 3 Vacancies of Office

Vacancies in any office shall be filled immediately by regular election procedures for the unexpired term of the office vacated.

Section 4 Succession

All officers may succeed themselves.

ARTICLE IV MOTIONS AND VOTING

Section 1 Substitute or Amendment Motion

A substitute motion or an amendment to a motion shall be made from the floor of the Commission.

Section 2 Voting

The privilege of voting on all official acts of the Commission shall reside in the appointed members only.

Section 3 Voice Votes

A voice vote shall be recorded on all official acts of the Commission, except when officers of the Commission are

elected, then the vote may be by ballot.

ARTICLE V MEETINGS

Section 1 Meeting Time and Place, Special Meetings

Regular meetings of the Historic Preservation Commission shall be held on the fourth Tuesday of each month at a time established by the Commission, in the City Council Chambers of the City Hall of Staunton, Virginia. If the fourth Tuesday falls on a legal holiday, the Commission shall set up a meeting time convenient to the Commission.

Special meetings of the Commission may be called by the Chair or by two Commission members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of the special meeting, a written notice fixing the time, place and purpose of the special meeting. Such written notice of a special meeting is not required, however, if the time, place and purpose of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting and file a written waiver of notice as to the meeting.

The Chair of the Historic Preservation Commission or an employee of the Staunton Planning and Zoning Division may call the commission members on field trips in order to review and fulfill official business and conduct.

Section 2 Quorum and Vote

Three members of the Historic Preservation Commission shall constitute a quorum and no action of the Commission shall be valid unless authorized by a majority of those present.

Section 3 Executive Session

Executive Session may be called for any purposes which are permitted by the Virginia Freedom of Information Act (Appendix I).

Section 4 Procedure of Submitting Proposals to the Historic Preservation Commission

Items for Historic Preservation Commission consideration must be submitted by 12:00 Noon on the first Monday of each month. These items will be heard by the Historic Preservation Commission on the fourth Tuesday of the same month.

Section 5 Remote Participation Policy (7/27/2021)

The Historic Preservation Commission's Policy for Commissioner Remote Participation is found in Appendix III of these By-Laws.

ARTICLE VI ORDER OF BUSINESS

Section 1 Order of Business

The order of business at regular or special meetings shall be determined by the Chair. The Chair shall keep all members informed on all phases of the responsibilities and duties as are imposed by the Historic Preservation Commission by laws.

Section 2 Conduct of Meetings

All meetings are open to the public unless the Commission is in Executive Session for one or more purposes specified in the Virginia Freedom of Information Act. The order of business shall include the following items:

- (a) Meeting called to order;
- (b) Correction and/or approval of the minutes of the previous meeting;
- (c) New business;
- (d) Unfinished business; and
- (e) Reports of Committees.

Section 3 Presentation of Items

Any item requested to be brought to the Historic Preservation Commission for review must be presented by the property owner or a representative at the Historic Preservation Commission meeting. Any item not having representation will be carried over to the next regularly scheduled meeting.

Section 4 Notification of Applicants

Applicants shall receive notification from the Planning Division of the time and date the item will appear on the Historic Preservation Commission agenda.

ARTICLE VII COMMITTEES

Section 1 Special Committees

Special committees may be appointed by the Chair for the purpose and terms which the Commission as a body approves. Such committees may include interested members of the public. From time to time the committees shall report on their activities to the Commission.

ARTICLE VIII AMENDMENTS

Section 1 Amendment of Bylaws

These rules of order and procedures known as the bylaws of the Staunton Historic Preservation Commission may be amended by a vote of three of the appointed members of the Historic Preservation Commission.

Approved: _____
Chair, Staunton Historic
Preservation Commission

Date: _____

Approved: _____
Mayor, City of Staunton

Date: _____

Attested: _____
City Clerk

Date: _____

APPENDIX I

VIRGINIA FREEDOM OF INFORMATION ACT

APPENDIX II

GOALS AND OBJECTIVES

STAUNTON HISTORIC COMMISSION

APPENDIX III
Policy for Commissioner Remote Participation
(7/27/2021)



COMMUNITY DEVELOPMENT
Planning & Zoning Division

Historic Preservation Commission
Staunton, VA
Annual Report
January 1, 2025 – December 31, 2025

The Annual Report to City Council from the Historic Preservation Commission for the calendar year 2025 is submitted:

MEMBERS OF THE COMMISSION	ATTENDANCE	TERM EXPIRES(D)
Deneen Brannock, Chair	9 of 12	8/31/2028
Michael Brown, Vice Chair	9 of 12	7/31/2026
Alexander Avery	8 of 12	10/31/2028
Dennis Blanton	10 of 12	7/31/2026
Carter Lively	12 of 12	6/30/2027

STAFF	ATTENDANCE
Linda Nesselrodt Historic Preservation Coordinator	12 of 12
Kiley Kesecker Clerk of Council	4 of 11
Morgan Smith Acting Clerk of Council	3 of 11
Meggie Taylor Interim Clerk	5 of 12

Meetings

The Historic Preservation Commission meetings are held on the fourth Tuesday of each month. Additional meetings may be called by the chair. During 202, twelve monthly meetings were conducted by the Commission. All meetings are held in Rita S. Wilson Council Chambers on first floor of City Hall. Fieldtrips are held, as needed, prior to the meeting.

The Commission made one change to their bylaws in 2025; it included updating of the remote participation policy.

The Commission continued it's review of the H-1 Historic Preservation District ordinance and recommended changes for approval by City Council. Those proposed changes were approved by City Council on May 8, 2025.

The Commission heard the following requests in 2025:

REQUEST	ACTION
Oksana & Grigorii Boulido Jay Frizzelle, Edwards Hearth & Home 12 Fayette Street Install Direct Vent Caps on Chimneys	Approved
Jason Hathcock 649 E Beverley Street Replace Roof	Approved
Louisa Priore, IRA/Roger Priore 120 N Madison Street Replace Roof with Standing Seam Metal Roof	Approved
Laura & Asher Brand 208 E Beverley Street Alter Rear Wall to Create Parking Area	Approved
Zachary & Brigitte Huson 108 S. Washington Street New Gutters	Approved
Micah Ruth & Heather Bowden 621 Stuart Street New Front Door	Approved
Eric Stamer 212 N. Market Street Construct Fence	Approved
Orna & Larry Greenburg Michael C. Brown, Architect 146 N. Coalter Street Amend COA for Rear Parking and Access/Front Railing	Approved

Isabelle & Lucas Fares 379 N. Coalter Street Replace Asphalt Shingle Roof with Standing Seam Metal	Approved
Richard Caperton 115 Church Street Replace Asphalt Shingle Roof with Standing Seam Metal	Approved
Janine Groff 155 N. Coalter Street Rear Addition	Withdrawn
Jose R. Torres Segoviano Angelica Ramirez, Heras General Construction LLC 417 N. Market Street New Home Construction	Approved as amended
Brad Arrowood Michael C. Brown, Architect 236 Fillmore Street Side Addition & Window Alteration	Approved as amended
Michael & Karen Thieme 33 S Market Street Replace Asphalt Shingle Roof with Standing Seam Metal	Approved
Jim Morris 220 N New Street Extend/Install Stone Retaining Wall	Approved
Rebecca Bennett 920 W Beverley Street Request Extension of COA for Ramp/Railing	Approved
St. Francis of Assisi, Matthias Lusembo Matthew Fitzgerald, The Luchair Company, LLC 118 N New Street Window Replacement	Approved as amended

Brek Sparks 631 W Frederick Street Front Porch Renovation	Approved
Shannon Harrington 931 W. Beverley Street Install Porch Lattice	Approved
HDL Investments LLC/Whitney Levin 20-24 E. Beverley Street Install New Exterior Lighting	Approved
Worthington Holding Co, Inc. William Little II 222 Church Street Replace Door	Approved
Brad Lovelace 119 Prospect Street Enclose Rear Porch, New Windows/Doors, Siding	Approved
Gary Clark Annie Mathot, Bluebird Design Company 110 S. Lewis Street Roof Deck, Replace Garage Doors, Lighting, New Pedestrian Door, New Signage	Approved
George Owen Construction Phillip Brown/Jodi Riley 264 Fillmore Street Extension of COA	Approved
Dwight & Lindsey George 322 N. New Street Replace Garage Door	Approved
Seth & Megan McDowell 203 S. St. Clair Street Add New Window on Back Porch	Approved

David & Heather Morgan Todd Fowler, Sevenodd Inc 288 N. Lewis Street Amend COA for Revisions to Drive, Parking, and Retaining Walls	Approved as amended
Robert & Brenda Mead Wendy Meyer, Working Nature 342 Sherwood Ave Add Retaining Wall, Handrails to Porch/Steps	Approved
Brek J. Sparks 631 W. Frederick Street Replace Roof, Install Fence, Handrails on Porch	Approved with amendment to Roof Request
Amy Broderick 803 W. Beverley Street Remove Chimney	Denied
Paula Rau 115 Madison Place Install Skylights on Rear	Approved
Jonathan Wright Michael C. Brown, Architect 114-126 S. Lewis Street Install New Windows	Approved
Gary Clark Annie Mathot, Bluebird Design Company 110 S. Lewis Street HVAC Screening	Approved
Barristers Row Staunton 5 Lawyers Row Add Handrails and Masonry Tie Locations	Approved
Joffre Essley 201 N. Madison Street Add Parking Area	Approved as amended

Paul and Lynda Dembowski 933 W. Beverley Street Repair Front Steps/Retaining Wall	Approved as amended
Ryan & Kristen Gundling 334 Sherwood Ave Replace Metal Shingle Roof with Standing Seam Metal	Approved
Nenita Cromer Michael Whitson, Top Tier Solar Solutions 228 N. Jefferson Street Installation of Rooftop Solar	Approved as amended
Christi & Tom Crittenden Annie Mathot, Bluebird Design Company 208 N. Market Street Demolition of Rear Porch for Three Story Addition	Approved
Natalia Wallace Heras General Construction LLC 16 Fayette Street Rebuild Retaining Wall	Approved
FFT, LLC Carter Green, Sharp 9 LLC 110 W. Beverley Street Façade Removal	Approved
William Vaughn 342 N. Lewis Street Replace Roof with Standing Seam Metal/Gutters	Approved
Ryan and Kristen Gundling 334 Sherwood Ave Install New Fence	Approved
Scott & Christine Ogden 675 E. Beverley Street Add Railing and Handrails	Approved

Fairview Cemetery Nomination for National Register of Historic Places & Inclusion in the Virginia Landmarks Register	Recommended Approval
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Administrative Reviews	ACTION
James Cooke 238 Fillmore Street In-Kind Roof Resurface	Approved
James Arnold 310 E Beverley Street In-Kind Roof Resurface, Chimney Repair	Approved
Rebecca Bennett 920 W Beverley Street HVAC Screening	Approved
Central City Restoration 939 W Beverley Street HVAC Screening, In-Kind Roof Resurface, Gutters	Pending Approval – Minor Subdivision Required for HVAC

Administrative Sign Reviews	ACTION
16 W Beverley Street Queen City Music Studios Projecting Sign, Wall Signs, Window Graphics	Approved
101 N Augusta Street The Queen Bee Wall Sign, Window Graphics	Approved
119 E Beverley Street Billy Opal Projecting Sign, Window Graphics	Approved
36 Middlebrook Ave The Frenchman Hanging Sign, Window Graphics	Approved

415 N Augusta Street Ebenezar Baptist Church Historic Marker	Approved
325 N Augusta Street Augusta St Methodist Church Historic Marker	Approved
603 N Augusta Street Mt Zion Baptist Church Historic Marker	Approved

End of Report