

STAUNTON HISTORIC PRESERVATION COMMISSION**May 26, 2026****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Chair**
 Michael Brown, Vice Chair
 Alexander Avery

ABSENT: **Carter Lively**

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

Ms. Brannock read the historic preamble.

APPROVAL OF MINUTES

Mr. Avery moved to approve the minutes of the April 28, 2026 meeting.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

NEW BUSINESS**a. **CERTIFICATE OF APPROPRIATENESS****

Christi Crittenden
208 N. Market Street
Install Aluminum Fence

Applicant Statement: Ms. Crittenden described an extensive renovation and addition to the rear of her home at 208 North Market Street. To complete the project, she requested approval to install an aluminum fence across the front of the property, consistent in design with the fence

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installed by her neighbor next door. The gate would be flat rather than arched (to differ from the neighbor's arched gate).

Recommendation: Mr. Strassler stated the application follows the guidelines for fences and walls and recommended approval.

Commissioner Brown noted he had visited the site and reviewed the neighboring fence and found the proposal clear and consistent.

Motion:

Mr. Brown moved that the Certificate of Appropriateness be approved for the installation of the aluminum fence and gate, to be placed behind the existing wall, similar to the adjacent property, per Section C – Fences and Walls of the Architectural Guidelines.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

b. CERTIFICATE OF APPROPRIATENESS
HR Heritage LLC/Jeff Robbie
16 S. Madison
Window Replacements (First Floor)

Applicant Statement: The applicant appeared via Zoom and explained that existing first-floor windows had been inadvertently removed and replaced with vinyl windows without first obtaining a Certificate of Appropriateness. The applicant proposed replacement with Jeld-Wen wood-interior, wood-exterior windows, featuring raised mullions on both interior and exterior surfaces and a bronze spacer bar within the insulated unit.

Recommendation: Mr. Strassler recommended denial of the Certificate of Appropriateness, citing the Historic Preservation Guidelines' requirement that deteriorated historic features be repaired rather than replaced, and that any replacement must match the original design, color, texture, and materials. Mr. Strassler noted that the existing second-floor windows provide a pattern for reconstruction, and that a local mill shop or on-site carpenter could fabricate and install replacement sashes at single-pane. He indicated that exterior storm windows could be applied for energy efficiency and provided references for accomplishing this repair.

Discussion: Commissioners noted that the original frames (with rope and weights) remain in place; only the sashes were removed. Commissioner Avery explained that individual panes of glass set in glazing compound produce a distinctly different reflective pattern than a single pane with applied mullions, and that this difference is visible from a distance. The applicant noted the

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property is a rental and expressed interest in energy efficiency; he indicated he was unaware of the staff memo and had not received it.

Staff noted that the memo had been emailed the previous Friday and offered to resend. Chair Brannock suggested tabling the item to allow the applicant to review the staff recommendations and obtain an estimate for sash reconstruction.

The applicant agreed to the tabling. Staff (Linda Nesselrodt) indicated she would send the applicant the Agreement to Table form and advised that any new information must be submitted to staff prior to being placed on a future agenda. Applicant to obtain estimate for sash reconstruction and submit to staff.

Motion:

Mr. Avery moved to table the item until the applicant could provide an updated application to staff as discussed.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

c. CERTIFICATE OF APPROPRIATENESS

Emmanuel Episcopal Church

300 W. Frederick Street

HVAC Screening/Retaining Wall/Concrete Walk

Applicant Statement: Applicant: John Garber, Principal Engineer, Lineage Architects, Verona, Virginia; Penny Garber, Principal and Founder; Deborah Patton, Church Liaison

Mr. Garber presented the application on behalf of Emmanuel Episcopal Church. The congregation desires to install HVAC conditioning in the sanctuary, which has become unusable during certain months due to extreme temperatures. The proposal includes placement of two outdoor HVAC units on a reconditioning slab below street level. The existing slab would be improved with attention to material compatibility. Previously stored historic gates, deemed period-appropriate, would be reinstalled. A 36-inch retaining wall was proposed to screen the equipment area.

Mr. Avery noted that the previous replacement of the original slate roof with copper likely exacerbated the building's temperature challenges.

Recommendation: Mr. Strassler stated that while the retaining wall is proposed at 36 inches, the HVAC condensers stand approximately 68 inches tall, making them visible from Washington

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Street and from the primary facade of the building. He expressed concern that the landscaping as proposed might not provide sufficient screening over time, and that the Commission needed assurance that equipment views would be effectively screened. Mr. Strassler indicated that the goal—shared by the applicant and staff—is appropriate concealment of the mechanical equipment.

Discussion: The Commission discussed several options to improve screening:

1. Raising the retaining wall to approximately 7 feet 4 inches to fully conceal the units. The applicant noted this option would reduce natural light to the downstairs fellowship hall windows (stained glass on the east elevation), and would risk creating an unintended enclosure problematic for the congregation's community outreach efforts.
2. Lowering the slab to reduce equipment visibility. The applicant noted this option was feasible but would require drainage modifications and potential disruption to the sidewalk and street.
3. Raising the wall to match the height of the adjacent existing stone wall (approximately 54 inches / 4 feet 6 inches), combined with American Holly landscaping (proposed at 45-gallon size) for supplemental screening. This intermediate option was preferred by the Commission as a compromise.

The applicant indicated they had met with Mr. Strassler that afternoon and had prepared elevation drawings showing worst-case viewer sightlines. The applicant agreed to work with staff to finalize landscaping selection if the Commission approved the application conditionally.

The Commission noted they were not approving specific landscaping plantings, only that screening would be provided.

Motion:

Mr. Avery moved to approve the Certificate of Appropriateness with the design modification that the new vision-occluding retaining wall be built to match the height of the existing adjacent stone wall.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

d. CERTIFICATE OF APPROPRIATENESS

Joffre Essley
201 N. Madison Street
COA Extension Request

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](#).

No applicant was present in person or via Zoom. Staff recommended tabling the item until the next regular meeting.

Motion:

Mr. Brown moved to table the item until the next regular meeting.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

e. CERTIFICATE OF APPROPRIATENESS

Elizabeth Abudakar

950 W. Beverley Street

Install Aluminum Fence

Applicant Statement: The applicant requested approval to install an aluminum fence at 950 West Beverley Street.

Discussion: The Commission clarified that the proposed gates would be arched and set back from the street at a distance sufficient to allow one large truck or two cars to queue between the street and the gate prior to opening

Recommendation: Mr. Strassler noted the application follows the guidelines for fences and walls. He asked for clarification on gate placement, which the applicant provided.

Motion:

Mr. Brown moved that the Certificate of Appropriateness be approved for the installation of the aluminum fence and arched setback gate, with the gate set back a distance sufficient for one large truck or two cars side by side, per Item C – Fences and Walls of the Architectural Guidelines.

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

Ms. Brannock	aye	Mr. Brown	aye
Mr. Avery	aye		

OTHER BUSINESS

Departure of Commissioner Blanton

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Ms. Brannock noted for the record that Mr. Blanton has resigned from the Commission due to relocation. His final meeting was the April 2026 meeting. Ms. Brannock expressed gratitude on behalf of the Commission for his service and contributions.

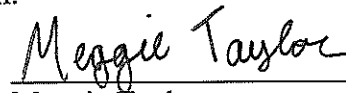
Outstanding Compliance – 29 East Beverley Street

Mr. Brown noted that the elevator tower at 29 East Beverley Street still has Texture 1-11 plywood on it, which was required to be stuccoed to match the existing building exterior when prior work was performed. The condition remains unresolved.

Ms. Nesselrodt stated she had previously contacted the property owner and would follow up again.

ADJOURNMENT

The Chair adjourned the meeting at 6:03 p.m.



Meggie Taylor

Clerk to Historic Preservation Commission



MEMORANDUM

TO: Historic Preservation Commission Members

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

DATE: May 22, 2026

SUBJECT: May 26, 2026 HISTORIC PRESERVATION COMMISSION MEETING

The Staunton Historic Preservation Commission will hold its regular meeting on **Tuesday, May 26, 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 prior to the meeting.

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A G E N D A

1. Call to Order _____
2. Moment of Silence _____
3. Historic Preamble _____
4. Approval of April 28, 2026 Meeting Minutes _____
5. New Business
 - a. CERTIFICATE OF APPROPRIATENESS
Christi Crittenden
208 N. Market Street
Install Aluminum Fence _____
 - b. CERTIFICATE OF APPROPRIATENESS
HR Heritage LLC/Jeff Robbie
16 S. Madison
Window Replacements (First Floor) _____
 - c. CERTIFICATE OF APPROPRIATENESS
Emmanuel Episcopal Church
300 W. Frederick Street
HVAC Screening/Retaining Wall/Concrete Walk _____

d. CERTIFICATE OF APPROPRIATENESS

Joffre Essley
201 N. Madison Street
COA Extension Request

e. CERTIFICATE OF APPROPRIATENESS

Elizabeth Abudakar
950 W. Beverley Street
Install Aluminum Fence

6. Other Business

7. Adjournment

STAUNTON HISTORIC PRESERVATION COMMISSION**April 28, 2026****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Chair**
 Dennis Blanton
 Michael Brown, Vice Chair
 Carter Lively
 Alexander Avery

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

Ms. Brannock read the historic preamble.

APPROVAL OF MINUTES

Mr. Avery moved to approve the minutes of the April 6, 2026 meeting.

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

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

NEW BUSINESS

a. **CERTIFICATE OF APPROPRIATENESS**

Johan Westenburg

113 W. Beverley Street

Remove Storefront Window, New Bulkhead with Counter,

Install Rollup Garage Door

Discussion: Niki West on behalf of Johan Westenburg (who participated virtually). Ms. West described the project as included in the agenda packet, requesting a half wall with a roll up window. The space would be used for a cidery tasting room, to drive tourism and visitation down

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to that end of Beverley St. The window would primarily be used to provide an open-air flow, with potential for counter seating on the outside during Shop and Dine Out Downtown.

Ms. Brannock asked Mr. Strassler to give his recommendation before further discussion.

Recommendation: Mr. Strassler recapped his recommendation as included in the agenda packet and noted this is not a contributing structure to the historic district, but is located in the Beverley Historic District. He noted this was an uncommon request to the typical storefront. There are no other instances of a roll-up door. This is somewhat out of character of the district and the existing architecture. Traditional downtown storefronts have vestibules and fixed storefront windows; a fully open roll-up facade is quite different from the surrounding architecture on Beverly Street. The current façade is divided roughly in thirds. The roll-up door would shift that to a half-and-half arrangement, and its division patterns differ in proportion and orientation from the existing entryway. The façade would likely be open most of the time in good weather, effectively removing the storefront character when the business is active. Glass and metal framing match what's already there, so no concern on that front.

Mr. Strassler outlined a series of guidelines for consideration on storefronts, new construction, and additions for storefronts. He also provided some questions to think about as this is considered in the guidelines in comparison to the project.

Mr. Brown questioned why the applicant had chosen to use an awning instead of using the existing metal frame “eyebrow” roof over top of the windows and door. Ms. West answered that it was the intent for the awnings to match other historic buildings downtown. Mr. Brown noted he does not think trying to match the contemporary style building to other historic buildings is the best way to go, and would rather stay true to the character of the existing structure.

Ms. Brannock shared concerns relating to the appearance of the partial garage door. She noted she does not oppose the intent, but would prefer a folding or nano door that does not the disrupt the vertical design aesthetic of the rest of the building. She also shared concerns with the outdoor seating and ABC compliance.

Ms. West responded that they are considerate of ABC regulations and would ensure compliance with all boundary rules.

Mr. Avery echoed Ms. Brannock’s concerns.

Ms. Nesselrodt shared that were they to permanently utilize sidewalk seating they would need approval from the City Manager’s office.

Mr. Arrowood provided the example of the Pampered Palate that has tables on the sidewalk with permission, and they serve alcohol.

Ms. Brannock is concerned with the open void of glass, thinking it prudent to maintain the rhythm of the vertical storefront structure that we see now.

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Mr. Westenburg (via zoom) shared that the intent is not to provide a permanent service through the window, but rather to provide an open-air venue with potential for seating on the outside on the weekends, and emphasized there would be no additional tables outside, only seating facing the inside. He stated they would like to enjoy the same business benefits that Blu Point, Accordia, Sama Sama and others enjoy.

Ms. Brannock has no issue with the outdoor seating, instead her concern is with the design of the new garage door. She thinks you can accomplish the same indoor/outdoor feel with a system that has vertical panels instead of a horizontal roll-up industrial garage door look.

Mr. Westenberg stated the door has a low-profile design that rolls up and disappears entirely between the roof and ceiling, invisible from the interior.

Mr. Blanton indicated he had no concerns overall, but understood the concerns of the other commission members and encouraged the applicant to consider alternatives based on the feedback.

Mr. Westenburg noted that if they do not use the roll up door design, they likely would not be able to use a local company and would have to look outside of the area, and that the cost difference between a roll up door and vertical folding door would thousands of dollars.

Mr. Avery questioned if the roll up door could be split into two panels rather than three and still function the same way.

Mr. Westenburg answered they would look into alternatives and asked if they could be placed on next month's agenda.

Mr. Brown encouraged them to also consider the suggested awning revision.

Motion:

Mr. Brown moved to table the item until next month so that the applicant can look at design alternatives for both the roll up door and awning.

Additional discussion: Mr. Blanton asked if the applicant could provide more detailed drawings and photographs on the next submission. Ms. Brannock added they could consider inviting the roll up door manufacturer to the meeting so they could answer any technical questions. Mr. Lively asked what the outdoor seats would be used for. Ms. West answered that they would be for additional seating when allowable. Mr. Westenburg emphasized it is not a "bar" but rather a community table. Ms. Brannock noted a vertical door would accomplish the same goal. Mr. Jeremy Wimpey (via Zoom) worked with applicant on obtaining the quote for door, and noted there are some technical limitations with the roll up design but would reach out to the manufacturer to discuss alternatives, and also asked for example of the preferred awning design. Ms. Brannock answered that the preference is to use the existing frame for a thinner design style.

Ms. Libby Hartman approached the podium and spoke in support of the project, sharing that it would be nice to have an open-air environment, and a gentle inter-play between the inside and outside, such as in Greenwich Village in New York.

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

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

OLD BUSINESS

There was no old business.

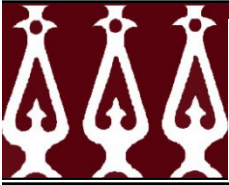
OTHER BUSINESS

There was no other business.

ADJOURNMENT

The Chair adjourned the meeting at 6:16 p.m.

Meggie Taylor
Clerk of Commission



Historic Staunton Foundation

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

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

May 21, 2026

208 North Market Street

Certificate of Appropriateness

Pressed Aluminum Fence

Stuart Addition Historic District

Existing Condition:

Built in 1891, this is a two story, two bay frame residence with a hip roof. The roof is covered with standing seam metal and includes a central brick masonry chimney. Architectural details include a bracketed cornice, wood lap siding, and two over two, double hung sash windows. A single story front porch includes a hip roof, freeze band and Tuscan columns resting on a stucco-pargeted base. The front yard is enclosed with a low cast concrete wall with obelisk end posts.

Proposed Work: See application for drawings, photos, and descriptions.

Install an aluminum fence enclosing the front yard.

Discussion:

<https://www.ci.staunton.va.us/home/showpublisheddocument/1672/636969728556070000>

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, its site, and its environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. This trellis porch railing is being prepared for painting to ensure long-lasting protection of the wood.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

C. Fences & Walls

Fences and walls are a prominent site feature on many properties within Staunton's residential historic districts. Due to Staunton's topography with its various hills, many parcels have retaining walls laid in native limestone in the late 19th and early 20th centuries by European stone masons. Other masonry walls are constructed of brick, often with a cast stone cap. There also is a rich tradition of wrought iron fences, some in combination with limestone walls bordering residential lots. Other sites are defined by wooden picket fences, and some streets with gently sloping lots have open front yards without such features.

GUIDELINES:

1. Retain any existing historic fences and walls.
2. Repair existing historic fences and walls by salvaging original parts or materials for a prominent location from a less prominent location when possible.
3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
4. Respect the existing edge condition of the subject street when designing on a new site or rehabilitating an existing lot. If the majority of lots on the subject street have a fence or wall, consider incorporating one into the site improvements. If the majority of the lots on the subject street have an open lawn leading to the street, avoid adding a fence or wall to the front of the lot.
5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.
6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.
7. Privacy board fences are not generally appropriate for front or side yards or other highly visible areas.
8. Wood picket fences should be painted or stained with an opaque stain to complement the historic character of the building and street.
9. Chain link, vinyl, split rail, or unpainted pressure-treated wood fences or concrete block walls where visible from public rights-of-way are not appropriate in the historic districts.
10. The structural members of any fence should face inward to the property being fenced. Fences where the structural members are an integral part of an overall design, and where both sides of the proposed fence are identical, are appropriate.

HSF Recommendation: HSF recommends approval of the Certificate of Appropriateness for the installation of the aluminum fence and gate. The historic cast concrete wall should be preserved and separated from the new fence, especially the post holes filled with concrete.

C. Fences & Walls

5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.

6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.

Sample Motion: I move the Certificate of Appropriateness be approved for the installation of the aluminum fence and gate.

C. Fences & Walls

5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.

6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.

LOCATION/OWNERSHIP

Name of Structure _____

Street Address 208 North Market Street

Present Owner(s) Francis and Christi Crittenden

Mailing Address Same as above

Present Use Residence

LEGAL DESCRIPTION

Account No. 134674

Assessor's Map No. 342

Block & Lot Q-13

Present Zoning R-4

Accessible to Public No

Additional Surveys _____

Original Use Residence

Date of Construction 1891

Source of Date Deed Research

Date of Major Known Remodeling _____

Source of Date _____

Architect or Builder _____

PHYSICAL DESCRIPTION

No. of Bays 2 No. of Stories 2

Roof Type Hip

Porch Type 1 story across front

Building Materials: Clapboards ☒ Brick ☐ Stone ☐

Stucco ☐ Shingles ☐ Board & Batten ☐

Other: _____

Notable Architectural Features: Bay on SE side;
brackets on cornice; porch wall added

Date 6/76 Surveyed By WTF

Photograph Roll No. 3652 Neg. No. 19

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 _____



HISTORIC
STAUNTON
FOUNDATION

BOX 2534 STAUNTON - VIRGINIA 24401

ARCHITECTURAL INVENTORY

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: 10 Category: A ☐ (15-20) B ☐ (11-14) C ☒ (6-10) D ☐ (0-5)																																																		
OLD MAP REFERENCES: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">YEAR</th> <th style="text-align: left;">PAGE</th> <th style="text-align: left;">USE</th> </tr> </thead> <tbody> <tr><td>1857</td><td></td><td></td></tr> <tr><td>1870</td><td></td><td></td></tr> <tr><td>1877</td><td></td><td></td></tr> <tr><td>1884</td><td></td><td></td></tr> <tr><td>1886</td><td></td><td></td></tr> <tr><td>1891</td><td></td><td></td></tr> <tr><td>1894</td><td>8</td><td>Dwelling</td></tr> <tr><td>1899</td><td>5</td><td>"</td></tr> <tr><td>1904</td><td>5</td><td>"</td></tr> <tr><td>1909</td><td>13</td><td>"</td></tr> <tr><td>1914</td><td>13</td><td>"</td></tr> <tr><td>1921</td><td>14</td><td>"</td></tr> <tr><td>1929</td><td>14</td><td>"</td></tr> <tr><td>Other:</td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	YEAR	PAGE	USE	1857			1870			1877			1884			1886			1891			1894	8	Dwelling	1899	5	"	1904	5	"	1909	13	"	1914	13	"	1921	14	"	1929	14	"	Other:						OLD PHOTO REFERENCES:	BIBLIOGRAPHIC REFERENCES:
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Other:																																																		
ADDITIONAL MAP INFORMATION:	MAJOR ALTERATIONS: rear section removed and back poarch added 1894-1899																																																	
DEED RESEARCH AND ADDITIONAL INFORMATION: July 11, 1892 W. F. Summerson sold to Wm. H. Fowle. Deed says Summerson built a frame dwelling after purchasing the land on August 28, 1891 DB 97/463 DB 53/243 DB 28/27 DB 16/170 DB 15/595 DB 11/344																																																		

208 N MARKET

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:

An appropriate black fence, with materials as listed in attachments to simply go straight across and have a flat gate.

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

_____ Site plan or plat of property

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

_____ Other (please list)

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

_____ 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.

Dutch Way, LLC
27 White Picket Trail
Mt. Crawford, VA 22841

Quote

Phone: (540) 564-1322
Fax: (540) 432-1715

Customer No.: CRITTENDENCH
Quote No.: 43279

Quote To: **Christy Crittenden**
208 N. Market St.
Staunton, VA 24401

(850) 294-1122

Date			Ship Via	F.O.B.		Terms	
04/13/2026				Origin		25% Prepaid/Balance-completion	
Purchase Order Number			Sales Person				Expires
			James Shank				05/13/2026
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
7				36"h. Aluminum Fence 6' section, black closed spear picket style	125.35	877.45	
1				Post w/ cap, End	41.50	41.50	
5				Post w/ cap, Line	41.50	207.50	
2				Gate post w/ cap and welded plate	97.00	194.00	
1				4"w. Gate w/ hardware	556.17	556.17	
1				3pk. rail mount	19.00	19.00	
1.000				Installation of fence, incl. concrete in every post hole	1260.00	1260.00	
Quote subtotal						3155.62	
Sales tax @ 5.30000%						100.47	
Quote total						3256.09	

Please read and sign the enclosed agreement.

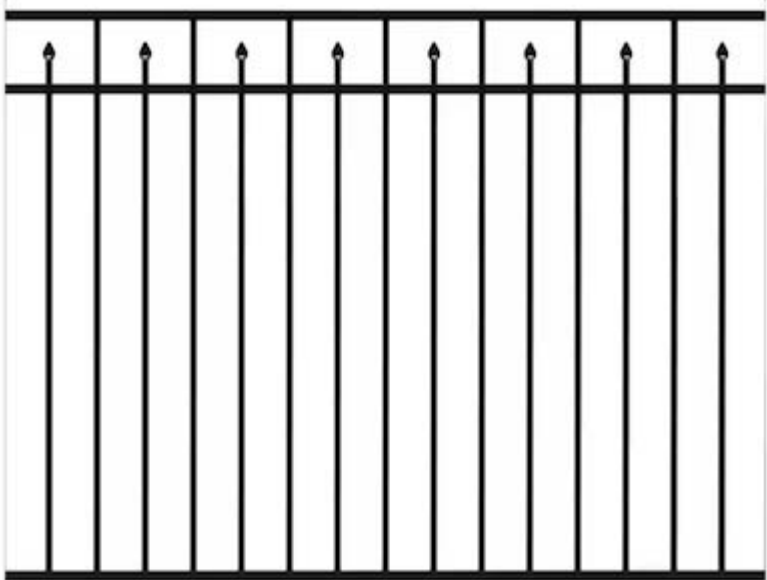
Please remit signed copy with deposit.

Restocking Fee 35%. ALL returns to be inspected.

NO refunds on custom orders.

N MARKET ST







Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

May 19, 2026

16 South Madison Street

Newtown District

Certificate of Appropriateness

Replacement Windows

Existing Condition: Possibly built before 1877 this is a two story, 3 bay frame house with a side gable roof. The roof is covered with standing seam metal and includes an end brick masonry chimney. The cornice is decorated with a sawtooth pattern bargeboard. Symmetrical fenestration on the east façade includes four window openings on the 2nd floor. The 2nd floor centered windows are paired. The first floor has two window openings flanking a central entry with sidelights. Each 2nd floor window opening includes casing and trim with two over two double hung wood sash windows. Both recent and a historic photo CA 1911 indicate the windows included wood shutters.

The house is covered with wood lap siding including corner boards. A single story, shed roof porch extends across the front with Tuscan columns and balustrade with molded rail, closely spaced square pickets set on a lower rail with bird's mouth joinery. Sighted above the street level, the yard and house are retained with a limestone wall. Side entry steps lead to the porch.

Two over two light, wood window sash were removed from all of the first floor openings and frames. All the sets of sashes have been discarded. Vinyl replacement windows have been installed. The 2nd floor sash remain as a guide for restoration.

The house had a high degree of architectural integrity and is good example of vernacular architecture relative to the establishment and growth of the Newtown Historic District.

Proposed Work: See the application for specifications and photos

Replace the installed vinyl windows with new wood framed thermal sash to match the removed historic sash.

As specified:

JELD-WEN Sitrine Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w!Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen,

Discussion:

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

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.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use

Adding new window openings on rear or other secondary, less- visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.

Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.

Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.

Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.

Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly- visible elevation.

Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

V. Guidelines for Existing Buildings - Elements B. Windows

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
2. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.
3. Uncover, repair frames, and reinstall windows with their original dimensions where they have been removed or blocked in.
4. If interior changes require the removal of a historic window on a primary elevation, retain the frame and sash on the exterior or use shutters if historically appropriate to create the appearance of the historic window remaining in its original location.
5. Before replacing historic windows, conduct a physical survey of the window(s) to determine if they can be repaired or consolidated to extend the life of this historic element. (See a sample window survey worksheet in the appendix.) If a window on the front of the house must be replaced and an original window of the same style and size is identified on a secondary elevation, place the historic window in the opening on the primary façade.
6. Replace the unit in kind if replacement of a deteriorated window is necessary by:
 - A. Matching the design and dimension of the original frame and sash.
 - B. Maintaining the original number and arrangement of panes.
 - C. Using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins. Small variations, such as the width and depth of the muntins and sash, are permitted if those variations do not significantly impact the visual character of the historic window design.
 - D. Using the following material types of replacement windows: wood, moisture-reduced wood, or wood-resin composites.
 - E. Consider replacing only the sash when the historic windows are too deteriorated for repair. By placing a track and a new sash in the old frame, no interior trim is removed, so there is no need to repaint woodwork or repair adjacent interior walls.
7. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.

Inappropriate Treatments:

1. Do not replace any historic windows without undertaking a condition survey of the existing windows.
2. Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.
3. Do not install replacement windows that do not fit the opening.
4. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
6. Do not use vinyl windows when replacing historic windows.

The Secretary of the Interior's Guidelines for Rehabilitation:

http://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab_windows.htm

Windows

Identify, Retain and Preserve

RECOMMENDED

Identifying, retaining, and preserving windows--and their functional and decorative features--that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

NOT RECOMMENDED

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Repair

RECOMMENDED

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind--or with compatible substitute material--of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

NOT RECOMMENDED

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Replace

RECOMMENDED

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be denied as submitted. The proposed replacement windows will have to adapt to the size and fit of the historic sash. The double pane glass, simulated divisions, and vinyl jamb liners will appear in contrast to the historic sash on the second floor.

The 2nd floor sash remain as a guide for replacement with matching sash. A local shop or an individual woodworker can make sash, stops, and casing as needed to match those removed. Old growth pine can be specified through an architectural salvage business or new rot resistant wood such as thermally modified wood may be specified and treated with borate wood preservative. Energy efficiency can be upgraded through window rehabilitation including removing built up layers of paint, rehanging window weights, reglazing glass, installing bronze weather strip, and by adding storm windows. All will help through enhancing the mechanical operation of the sash and will eliminate air leaks. Repair guides are included in the review packet.

Secretary of Interior Standards:

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.

V. Guidelines for Existing Buildings - Elements B. Windows

3. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.

4. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.

5. Before replacing historic windows, conduct a physical survey of the window(s) to determine if they can be repaired or consolidated to extend the life of this historic element. (See a sample window survey worksheet in the appendix.) If a window on the front of the house must be replaced and an original window of the same style and size is identified on a secondary elevation, place the historic window in the opening on the primary façade.

8. Replace the unit in kind if replacement of a deteriorated window is necessary by:

F. Matching the design and dimension of the original frame and sash.

G. Maintaining the original number and arrangement of panes.

H. Using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins. Small variations, such as the width and depth of the muntins and sash, are permitted if those variations do not significantly impact the visual character of the historic window design.

I. Using the following material types of replacement windows: wood, moisture-reduced wood, or wood-resin composites.

J. Consider replacing only the sash when the historic windows are too deteriorated for repair. By placing a track and a new sash in the old frame, no interior trim is removed, so there is no need to repaint woodwork or repair adjacent interior walls.

9. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.
Inappropriate Treatments:

3. Do not install replacement windows that do not fit the opening.

4. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.

5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.

6. Do not use vinyl windows when replacing historic windows.

RECOMMENDED

Secretary of Interior Guidelines

Replace

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

Sample motion: I move the application for a Certificate of Appropriateness be denied.

V. Guidelines for Existing Buildings - Elements B. Windows

3. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
4. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.
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 - K. Matching the design and dimension of the original frame and sash.
 - L. Maintaining the original number and arrangement of panes.
 - M. Using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins. Small variations, such as the width and depth of the muntins and sash, are permitted if those variations do not significantly impact the visual character of the historic window design.
 - N. Using the following material types of replacement windows: wood, moisture-reduced wood, or wood-resin composites.
 - O. Consider replacing only the sash when the historic windows are too deteriorated for repair. By placing a track and a new sash in the old frame, no interior trim is removed, so there is no need to repaint woodwork or repair adjacent interior walls.
9. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.

Inappropriate Treatments:

1. Do not replace any historic windows without undertaking a condition survey of the existing windows.
2. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
6. Do not use vinyl windows when replacing historic windows.

Secretary of Interior Guidelines

Replace

RECOMMENDED

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

LOCATION/OWNERSHIP

Name of Structure _____

Street Address 16 South Madison St.Present Owner(s) Continental HotelMailing Address 1201 12th St. N.W.Present Use Residence**LEGAL DESCRIPTION**Account No. 74960-00Assessor's Map No. 375Block & Lot X-5Present Zoning R-4Accessible to Public No

Additional Surveys _____

Original Use ResidenceDate of Construction 1860-1877Source 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 2Roof Type gablePorch Type single story across the front.Building Materials: Clapboards ☒ Brick ☐ Stone ☐Stucco ☐ Shingles ☐ Board & Batten ☐

Other: _____

Notable Architectural Features: Tuscan columns on porch;
sawtooth bargeboard around cornice;
porch added in 1904-1909.
Significant Interior Details:

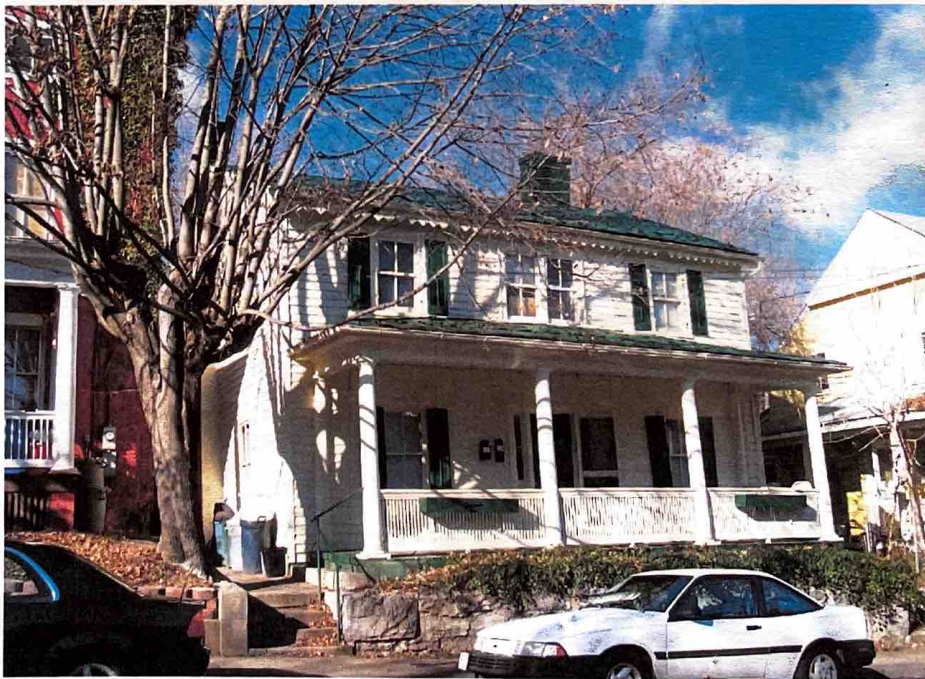
Date 9/76 Surveyed By WTFPhotograph Roll No. 2188 Neg. No. 22

Unknown

Significant Outbuildings or Landscape Features:
None

Architectural Style ☐ orCharacteristics ☒ :Greek Revival ☐Gothic Revival ☐Stick Style ☐Italianate ☐Queen Anne ☐Chateausque ☐Romanesque Revival ☐Shingle Style ☐Colonial Revival ☐Beaux Arts ☐Vernacular ☒

Other _____



HISTORIC
STAUNTON
FOUNDATION

BOX 2534 STAUNTON · VIRGINIA 24401

ARCHITECTURAL INVENTORY

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: 10

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

YEAR PAGE USE

1857 _____
1870 Unclear
1877 A structure appears
1884 (lot#57) W. H. Matheny (?)
1886 Area not included
1891 " " "
1894 " " "
1899 p.11 #11
1904 p.11 #11
1909 p. 2 #14
1914 p. 2 #16
1921 p. 2 #16
1929 p. 2 #16
Other: _____

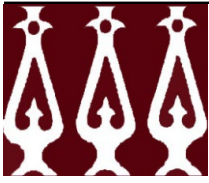
OLD PHOTO REFERENCES:**BIBLIOGRAPHIC REFERENCES:****ADDITIONAL MAP INFORMATION:**

MAJOR ALTERATIONS: front and rear porches added in 1904-1909.

DEED RESEARCH AND ADDITIONAL INFORMATION:







Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

Window Resources

Window Restoration Contacts:

<https://windowpreservationalliance.org/directory>

<https://www.dhr.virginia.gov/historic-trades-directory/>

<https://windowstandards.org/>

Expert Advice and Resources:

<https://windowpreservationalliance.org/Library>

<https://www.woodwindowmakeover.com/about/>

<https://youtu.be/MEJQf5VWmIM>

Lots of videos:

<https://www.youtube.com/@WoodWindowMakeover>

Window Mechanical Makeover:

<https://youtu.be/IsX09ibXsxl>

<https://www.finehomebuilding.com/project-guides/windows-doors/restoring-window-sashes>

<https://www.oldhouseonline.com/repairs-and-how-to/window-sash-clinic/>

<https://painintheglass.us/pages/window-restoration-bible.php>

<https://the-craftsman-blog.teachable.com/p/diy-window-restoration>

<https://savingplaces.org/stories/preservation-tips-tools-retrofitting-historic-windows>

https://cdn.savingplaces.org/2023/05/18/16/18/17/805/Window%20Tip%20Sheet%20Update_2021.pdf

Steam Cabinet

<http://www.oldwindowrestorer.com/steamcabinet.html>

<https://www.finehomebuilding.com/project-guides/windows-doors/use-a-steam-box-for-window-restoration>

<https://thecraftsmanblog.com/how-to-strip-paint-part-3-steam-heat/>

Remember to address energy issues throughout the entire building:

<https://www.nps.gov/articles/000/weatherization-of-historic-buildings-energy-audit.htm>

<https://www.nps.gov/articles/000/weatherization-of-historic-buildings-windows-and-doors.htm>

What are the Real Costs of Replacement Windows?

“After spending about \$12,000 dollars on properly installed, high-quality replacement windows (the average home has between 24 and 30 windows, replaced at an average of \$500-\$1,000 each), a typical household might save about \$50 a month on heating or cooling bills. However, if a house is actively heated or cooled for an average of six months a year, the savings amounts to only \$300 a year. At this rate, it would take 40 years to even begin to recoup in energy savings the amount spent on the new windows. (Note: These figures assume that the windows are paid in cash or with zero percent financing. If the amount of interest paid on the total cost of the window replacement project is added, the payback period will be even longer.) By following some no- and/or low-cost methods to improve your home's energy efficiency, you can easily save that same \$50 a month on your heating bills without an outlay of thousands of dollars. “

Keep your existing historic windows:

► **The Bottom Line.** Retrofitting windows with high performance enhancements can result in substantial energy savings across a variety of climate zones. Selecting options that retain and retrofit existing windows are the most cost effective way to achieve these energy savings and to lower a home's carbon footprint. Retrofits extend the life of existing windows, avoid production of new materials, reduce waste and preserve a home's character.

https://cdn.savingplaces.org/2023/05/18/16/12/26/783/120919_NTHP_windows-analysis_v3lowres.pdf

Window Repair Parts

Weather Strip, Sash Chain and Pulleys

<http://kilianhardware.com/114sprinbron.html>

<http://kilianhardware.com/indoorcawiwe.html>

<http://www.blainewindow.com/index.php>

<https://brasswindowhardware.com/window-hardware/>

<https://www.sarcoputty.com/packages>

Weather Strip how to:

<https://www.oldhouseonline.com/repairs-and-how-to/how-to-weatherize-your-windows>

Various On-line resources:

Good basic explanation of repairing the operation of a sash window:

<http://windowrepair.com/mechanical-restoration/>

<https://indowwindows.com/resources/window-hero-webinar/steve-jordan/>

Training

<https://www.artisanarmy.com/intro-to-sash-making>

How to Replace Antique Window Sash Balancers | Ask This Old House

<https://youtu.be/If4KMKwI-tM?feature=shared>

How To Install Spring Bronze Weatherstripping

<https://youtu.be/uh0F2UOpGwQ?feature=shared>

Wood Window Makeover - Using Spring Bronze and Silicone Tubing To Weatherstrip Double Hung Wood Windows

https://youtu.be/TYAYnp4M_IM?feature=shared

Wood Window Makeover - Bedding, Securing and Glazing Antique Wavy Glass

<https://youtu.be/8PhLBbGpCwg?feature=shared>

Wood Window Makeover - Glazing Your Wood Window Sash

<https://youtu.be/xYaJmXK-zmo?feature=shared>

Making wood sash may be accomplished in the average woodshop.

<https://www.artisanarmy.com/copy-of-videos?wix-vod-video-id=wrVsXTb3NHg&wix-vod-comp-id=comp-kl2dgiag1>

Shenandoah Restorations

Mike Watkinson

mike@shenandoahrestorations.net

(540) 740-3083

(540) 333-1423

4049 Flat Rock Rd

Quicksburg VA 22847

Double Hung, LLC

2801 Patterson Street

Greensboro

North Carolina

We cover Dixie like the dew. North Carolina, South Carolina, Virginia, Georgia, Washington DC

[VIEW DETAILS](#)

[WEBSITE](#)

Ferguson Historic Restorations

7 Partridge Hill Rd

Richmond

Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

Gepetto Millworks

4192 GREEN CREEK RD

SCHUYLER

Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

Glaze Craft Windows

600 N. Loudoun St.

Winchester

Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

Karnage Construction LLC

11277 Jefferson Highway

Mineral

Virginia

Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

O'Byrne Contracting, Inc.

2311 North Lee Highway

Lexington

Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

Owens Historic Preservation Services, Ltd

313 East Market Street

Freeburg

Pennsylvania

Pennsylvania, New Jersey, Maryland, Virginia, & West Virginia

[VIEW DETAILS](#)

[WEBSITE](#)

Talis Historic Restoration

324 Catherine St

Medina

New York

New York, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, Ohio, Pennsylvania, Maryland, Delaware, New Jersey, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Indiana, Illinois, Kentucky, Tennessee, Alabama, Michigan,

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**National Trust for
Historic Preservation®**
Save the past. Enrich the future.



Historic Wood Windows

A Tip Sheet from the National Trust for Historic Preservation's HOPE Crew

Historic windows are among the most important elements of a building. Simple repairs and routine maintenance coupled with storm windows make for energy efficiency that in most cases matches, if not exceeds, the efficiency of replacement windows. Workshops throughout the country have taught participants easy ways to care for historic windows as pictured above. Historic preservation can—and should—be an important component of any effort to promote sustainable development. The conservation and improvement of our existing built resources, including reuse of historic and older buildings, greening the existing building stock, and reinvestment in older and historic communities, is crucial to combating climate change.

Introduction

There is an epidemic spreading across the country. In the name of energy efficiency and environmental responsibility, replacement window manufacturers are convincing people to replace their historic wood windows. The result is the rapid erosion of a building's character, the waste of a historic resource, and a potential net loss in energy conservation. Typically, replacement windows are vinyl, aluminum, or a composite with wood, and none will last as long as the original window. Repairing, rather than replacing, wood windows is most likely to be the “greener option” and a more sustainable building practice.

Research shows that most traditionally designed wood-frame buildings lose more heat through the roof and un-insulated walls than through the windows.¹ A historic wood window, properly maintained and fitted with a storm window, can be just as energy efficient as a new window.² Replacing a historic single-pane window also may not save you much money in the long run. While the exact figure will vary depending on the type of window installed and whether or not a storm window is used, studies have found that it could take 100 years or more for a replacement window to pay for itself in energy savings.³ According to information published in an *Old House Journal* article, it could take 240 years to recoup the cost of replacing a single-pane-window-storm window combination with a low-e glass double pane thermal replacement window.⁴ Also, a historic wood window can easily last more than 100, years while a new window

Basic Maintenance

There are many practical books and magazine articles to guide a handy person in the basic maintenance of wood windows. Several publications are listed in the references section of this tip sheet. To get you started, here are some of the keys to many years—and generations—of life with older wood windows.

1. Keep the exterior surfaces painted, including the glazing putty. Paint protects the wood and putty from water and extends their service life. Be especially attentive to horizontal surfaces where water may collect.
2. Glazing putty will eventually dry out and is meant to be periodically replaced. You can do spot repairs initially, but eventually it will be easier to re-glaze the whole sash.
3. Keep movable surfaces, such as the inside jamb, free of paint buildup so that the sash can slide freely.
4. If your sashes are hung with cord, keep the rope free of paint. This will improve the window's operability. Cord will eventually dry out and break but can be replaced. When replacing the cord, you can also re-hang the weights so that the sash will be balanced.

¹ Rypkema (2006); James et al (1996); Klems (2002).

² James et al (1996); Klems (2002).

³ Sedovic & Gotthelf (2005); <https://www.lenfant.org/eblasts/October2011/WhatReplacementWindowsCan'tReplace.pdf>

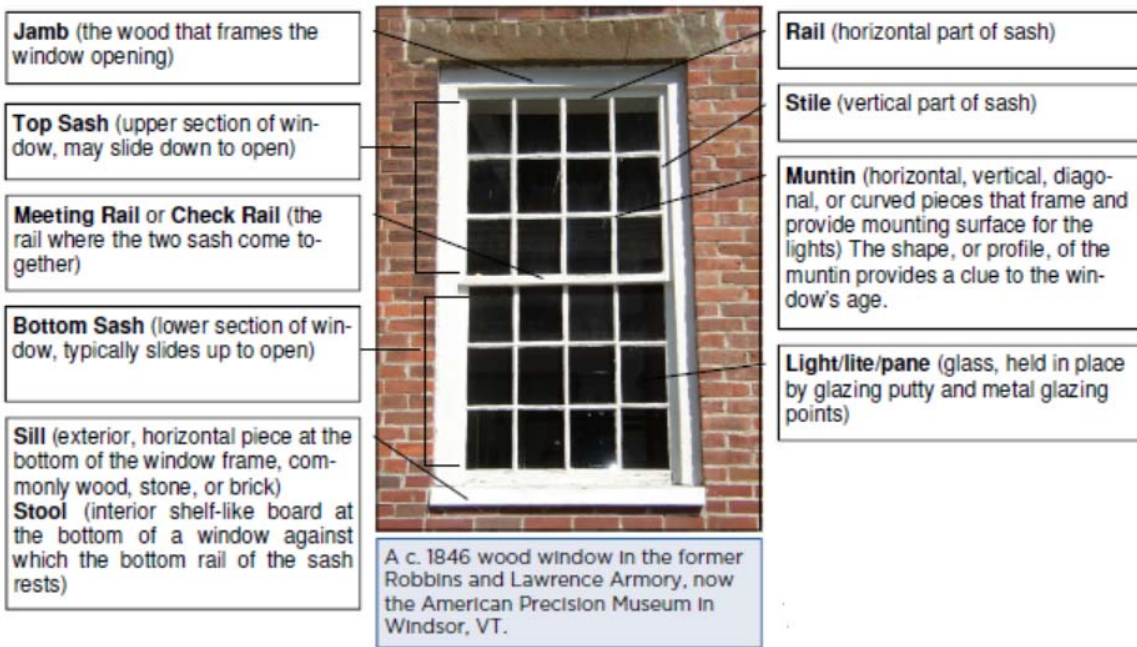
⁴ Poore, Patricia “The Case for Repairing Wood Windows.” *Old House Journal* (August 2020).

Not every wood window can be repaired and there are situations where replacement is appropriate. However, many historic wood windows can and should be repaired, especially if the windows were manufactured before about 1940. Wood windows made before this time were constructed with individual parts, each of which can be repaired or replaced. The wood itself is denser and of higher quality than what is grown today, and it is generally more rot- and warp resistant than modern wood.

These are just some of the practical reasons to repair rather than replace historic wood windows. In addition, repairing the historic window helps maintain a building's authenticity. Once original material is removed from a building, it is gone forever. There are many more benefits to repairing your wood windows, so keep reading.

Wood Window Basics

Using this 12-over-12 double hung wood window as our example, here are the basic terms used for wood window parts. This window is called 12-over-12 because there are 12 panes of glass in each sash. Both sashes are moveable so it is called double-hung. If only the bottom sash moves, it is called single-hung.⁵



⁵ Garvin (2002). Source for Muntin definition.

My Windows Are Old and Drafty, Why Shouldn't I Buy New Ones?

1. More heat is typically lost through your roof and un-insulated walls than through your windows. Adding just 3 and 1/2 inches of insulation in your attic can save more energy than replacing your windows.⁶
2. Replacement windows are called “replacement” for a reason. Manufacturers often offer lifetime warranties for their windows. What they don't make clear is that 30% of the time, a replacement window will be replaced within 10 years.⁷
3. Replacement windows that contain vinyl or PVC are toxic to produce and create toxic by-products. Installing these in your house is not a ‘green’ approach.⁸
4. If your wood windows are 60 years old or older, chances are that the wood they are made of is old growth—dense and durable wood that is now scarce. Even high-quality new wood windows, except for mahogany, won't last as long as historic wood windows.
5. Studies have demonstrated that a historic wood window, properly maintained, weather-stripped and with a storm window, can be just as energy efficient as a new window.⁹
6. According to studies, it can take 240 years to recoup enough money in energy savings to pay back the cost of installing replacement windows.¹⁰
7. Each year, Americans demolish 200,000 buildings. That is 124 million tons of debris, or enough waste to construct a wall 30 feet high and 30 feet thick around the entire U.S. coastline.¹¹ Every window that goes into the dump is adding to this problem.
8. With a little bit of practice, it can be easy—and inexpensive—to repair and maintain your wood windows.
9. Not a DIY-er? There are people near you who can do it for you. Hiring a skilled tradesperson to repair your windows fuels the local economy.¹² For more resources visit the Historic Trades resource page on the National Trust's Preservation Leadership Forum:
<https://forum.savingplaces.org/historic-trades>
10. Historic wood windows are an important part of what give your older building character

⁶ Rypkema (2006);

⁷ Ibid.

⁸ Sedovic (2005).

⁹ Ibid.

¹⁰ Calculations from www.historichomeworks.com. Accessed 2009.

¹¹ Hadley (2006).

¹² www.historichomeworks.com. Accessed 2009.

Winter Tips

Most of the heat transfer occurs around the perimeter of the sash rather than through the glass. So, the tighter the seal around the window and between the upper and lower sash, the more energy efficient the window will be. Here are some tips to help you save on your heating bills.

Check the lock. Most people think the sash lock is primarily for security. It does help with security, but the lock's most important job is to ensure that the meeting rails are held tightly together. A tight fit greatly reduces air infiltration.

Weather stripping—add it or renew it. Adding weather stripping to your window can increase the window's efficiency by as much as 50%. It's an inexpensive way to boost your window's efficiency. There are many different kinds from which to choose. Refer to the articles listed at the end of this tip sheet. The staff at your local hardware store should also be able to assist you.

Storm windows—use them! There are many styles from which to choose, including storms that can be fitted on the interior of the window. Many studies have shown that a wood window in good condition fitted with a storm window can be just as energy efficient as the more expensive replacement window. Due to the thermal exchange properties of wood, there is also a growing interest in traditional wood framed storm windows as they transfer less heat than metal framed storms.

Condensation. If you find condensation on the inside of your primary window, cold air leaking through the storm window is likely the culprit. If the condensation is forming on the inside surface of the storm window, warm air from the building interior is leaking in around the primary window. When warm and cold air are present on opposite sides of glass, condensation forms (think of a cold glass of lemonade on a hot day). When condensation forms on your window glass, water can collect on the horizontal wood parts of the rails, muntins, and sill, which can lead to paint failure and rot. To reduce condensation, you need to limit the amount of leaking air. Add or replace weather stripping, make sure the sashes are meeting properly and that the sash lock is tight, and check the seal around the exterior of the storm window and caulk if necessary. When caulking around the perimeter of exterior storms it is important to leave weep holes at the bottom so that any condensation or infiltration that does occur can drain out

What About Lead?

If your windows retain paint that was applied prior to 1978, chances are there is lead paint on them. Just because there may be lead paint on the windows does not mean they are unsafe or that they need to be replaced. There are steps you can take to protect yourself and others if you suspect lead paint may be present. Before beginning work, consult your local or state ordinance to determine the legal method for handling and disposing of lead paint in your area.

- Children and pregnant women should not be allowed in the work area.
- Do not smoke or eat or drink in the area you are working in and wash your hands and face before doing so
- Wear disposable gloves and eye protection.
- Use a respirator if there is friable paint, or if you are scraping or sanding paint.
- Use a wet sanding technique to minimize dust.
- Vacuum using a HEPA filter.
- Wash your work clothes separately from your household laundry. You can also wear a Tyvek suit to protect your clothes. Take it, and your shoes, off before you leave your work area.
- Place tarps under your work surface to collect loose paint. Seal off the workspace from other rooms and from HVAC systems. Cover any furniture and other items in the work area with
- Eating a nutritious diet rich in iron and calcium will reduce the amount of lead absorbed by your body if any does happen to be ingested.
- For more tips on how to work lead-safe, see [“Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work”](#)
- and the National Park Service Brief # 37, [“Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing”](#)

Additional Resources

This list is a place to start—it is not intended to be comprehensive, nor does the inclusion of a business or organization serve as an endorsement.

- Community Preservation Coalition: <http://www.communitypreservation.org/windows>
- Leeke, John, "Save America's Windows: Caring for older and historic wood windows." January 1, 2009 web site www.historichomeworks.com
- Mattinson, Bill, Ross DePaolaa, and Dariush Arasteh. "What Should I Do About My Windows?" Home Energy Magazine (July/August 2002):24-31. <https://eta.lbl.gov/publications/what-should-i-do-about-my-windows>
- Myers, John H. "The Repair of Historic Wooden Windows" Preservation Brief Series # 9. The National Park Service, <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>
- National Park Service. "The Secretary of the Interior's Standards for Rehabilitation" <https://www.nps.gov/tps/standards.htm>
- New England Window Restoration Alliance www.windowrestorationne.org
- Old House Journal: <https://www.oldhouseonline.com/web-exclusives/the-high-cost-of-replacement-windows/>
- Preservation Leadership Forum, National Trust for Historic Preservation: <https://forum.savingplaces.org/learn/issues/historic-trades>
- Window Preservation Alliance: <https://windowpreservationalliance.org/Library>

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Garvin, James. A Building History of Northern New England. Hanover, NH: University Press of New England, 2002.

Hadley, James. "The Home of the Future?" ArchitectureBoston 10, no. 2 (March/April).

James, Brad, Andrew Shapiro, Steve Flanders, and Dr. David Hemenway. "Testing the Energy Performance of Wood Windows in Cold Climates." A Report to the State of Vermont Division for Historic Preservation. 30 August, 1996. <https://www.ncptt.nps.gov/blog/testing-the-energy-performance-of-wood-windows-in-cold-climates-a-report-to-the-state-of-vermont-division-for-historic-preservation-agency-of-commerce-and-community-development-1996-08/>

Klems, Joseph H. "Measured winter performance of storm windows." University of California: Lawrence Berkeley National Laboratory, August 23, 2002. <http://repositories.cdlib.org/lbnl/LBNL-51453>

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<https://www.oldhouseonline.com/gardens-and-exterior/preserving-wood-windows/>

Rypkema, Donovan D. "Economics, Sustainability, and Historic Preservation." Forum
Journal 20, No. 2 (2006):27-38.

Sedovic, Walter and Jill H. Gotthelf. "What Replacement Windows Can't Replace: The Real
Cost of Removing Historic Windows." APT Bulletin, Journal of Preservation Technology 36,
no. 4 (2005):25-29.
<https://www.lenfant.org/eblasts/October2011/WhatReplacementWindowsCan'tReplace.pdf>



This Tip Sheet update was made possible by the National Trust for Historic
Preservation's HOPE Crew (Hands-On Preservation Experience).
To learn more visit: savingplaces.org/hope-crew

The National Trust for Historic Preservation is a privately funded nonprofit organization that works to save America's historic places. From our headquarters in Washington, D.C. and our field offices, we take direct, on-the-ground action when historic sites are threatened. Our work helps build vibrant, sustainable communities. We facilitate public participation in the preservation of sites, buildings, and objects of national significance or interest. We advocate with governments to save America's heritage, and we strive to create a cultural legacy that is as diverse as the nation itself so all of us can take pride in our part of the American story.



National Trust *for*
Historic Preservation®

The Watergate Office Building
2600 Virginia Avenue NW Suite 1100
Washington, DC 20037

SavingPlaces.org

16 S MADISON

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 Replaced the original windows with vinyl replacement windows
we are going to replace those on the first floor with wood
SDL windows made by Jeld-Wen. primed wood exterior

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

_____ Site plan or plat of property

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

_____ Other (please list)

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

see provided window spec sheet.

✓
_____ 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.

Noah Bussiere

QUOTE BY : Noah Bussiere

SOLD TO :

PO# :

Ship Via : Ground

U-Factor Weighted Average: 0.29

Volume: 83.16

QUOTE # : JW260400H1Z - Version 0

SHIP TO :

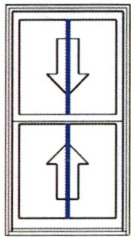
PROJECT NAME:

REFERENCE :

SHGC Weighted Average: 0.18

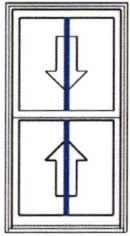
Weight: 473.20

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 1		Frame Size : 28 3/4 X 53 1/2			
	Rough Opening : 29 1/2 X 54 1/4	Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, ,Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen, Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD- WEN warranty for additional information, *Custom-Width*, *Custom- Height*, IGThick=0.726(1/8 / 1/8), **Screens on Wood Double Hung/Slide- By Units Without Trim Have No Method for Attachment. Clear Opening:25w, 23.2h, 4 sf,*Does not meet typical state code egress requirements but local codes may vary*, . U-Factor: 0.29, SHGC: 0.18, VLT: 0.41, Energy Rating: 13.00, CPD: JEL-N- 885-05921-00001 PEV 2026.1.0.5504/PDV 8.258 (03/05/26)CW			
			\$875.94	4	\$3,503.76

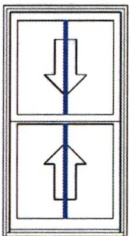


Viewed from Exterior. Scale: 1/2" = 1'

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 2	Rough Opening : 29 X 54 1/4	Frame Size : 28 1/4 X 53 1/2 Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, ,Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen, Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD- WEN warranty for additional information, *Custom-Width*, *Custom- Height*, IGThick=0.726(1/8 / 1/8), **Screens on Wood Double Hung/Slide- By Units Without Trim Have No Method for Attachment. Clear Opening:24.5w, 23.2h, 3.9 sf,*Does not meet typical state code egress requirements but local codes may vary*, . U-Factor: 0.29, SHGC: 0.18, VLT: 0.41, Energy Rating: 13.00, CPD: JEL-N- 885-05921-00001 PEV 2026.1.0.5504/PDV 8.258 (03/05/26)CW	\$876.09	1	\$876.09
Line 3	Rough Opening : 29 1/4 X 54	Frame Size : 28 1/2 X 53 1/4 Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, ,Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen, Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD- WEN warranty for additional information, *Custom-Width*, *Custom- Height*, IGThick=0.726(1/8 / 1/8), **Screens on Wood Double Hung/Slide- By Units Without Trim Have No Method for Attachment. Clear Opening:24.7w, 23h, 3.9 sf,*Does not meet typical state code egress requirements but local codes may vary*, . U-Factor: 0.29, SHGC: 0.18, VLT: 0.41, Energy Rating: 13.00, CPD: JEL-N- 885-05921-00001 PEV 2026.1.0.5504/PDV 8.258 (03/05/26)CW	\$876.09	2	\$1,752.18

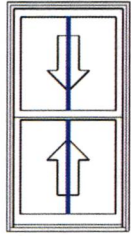


Viewed from Exterior. Scale: 1/2" = 1'



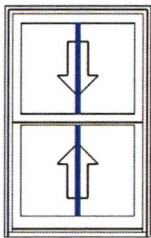
Viewed from Exterior. Scale: 1/2" = 1'

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 4		Frame Size : 28 1/4 X 53 1/4			
	Rough Opening : 29 X 54	Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, ,Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen, Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD- WEN warranty for additional information, *Custom-Width*, *Custom- Height*, IGThick=0.726(1/8 / 1/8), **Screens on Wood Double Hung/Slide- By Units Without Trim Have No Method for Attachment. Clear Opening:24.5w, 23h, 3.9 sf,*Does not meet typical state code egress requirements but local codes may vary*, . U-Factor: 0.29, SHGC: 0.18, VLT: 0.41, Energy Rating: 13.00, CPD: JEL-N- 885-05921-00001 PEV 2026.1.0.5504/PDV 8.258 (03/05/26)CW			
			\$876.19	3	\$2,628.57



Viewed from Exterior. Scale: 1/2" =1'

Line 5		Frame Size : 28 3/4 X 45 1/2			
	Rough Opening : 29 1/2 X 46 1/4	Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, Standard Double Hung, Tan Jambliner, Concealed Jambliner Chestnut Bronze Hardware, ,Recessed Sash Lock, US National-WDMA/ASTM, PG 35, Insulated SunResist Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, Primed Wood SDL, 7/8" Putty SDL w/Perm Wood Putty Int BAR, Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm, No Screen, Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD- WEN warranty for additional information, *Custom-Width*, *Custom- Height*, IGThick=0.726(1/8 / 1/8), **Screens on Wood Double Hung/Slide- By Units Without Trim Have No Method for Attachment. Clear Opening:25w, 19.2h, 3.3 sf,*Does not meet typical state code egress requirements but local codes may vary*, . U-Factor: 0.29, SHGC: 0.18, VLT: 0.41, Energy Rating: 13.00, CPD: JEL-N- 885-05921-00001 PEV 2026.1.0.5504/PDV 8.258 (03/05/26)CW			
			\$839.65	1	\$839.65



Viewed from Exterior. Scale: 1/2" =1'





16







Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

May 21, 2026

Certificate of Appropriateness

300 West Frederick - Emmanuel Episcopal Church

HVAC Screen, Retaining Wall, and Concrete Walk

Newtown Historic District

Existing Condition:

Built in 1894 and remodeled CA 1902, this is Emmanuel Episcopal Church. The Gothic design includes a tall bell tower with an opposing narthex entry tower. The main roof is a complex gable covered with standing seam copper. The walls are constructed of red brick with limestone stringcourse, lintels, and sills. Gothic arch windows with stained glass punctuate the facades.

A wrought iron fence surrounds the churchyard and lines the sidewalks. The main corner entry to the church is located at the base of the bell tower. The entry includes iron gates and limestone steps with iron handrails leading to double wood entry doors.

On the west side of the property and attached to the 1894/1904 church is Memorial Hall. This Parish Hall addition was constructed in 1929 and designed by Sam Collins. The ornate Gothic arch entry includes slate covered concrete steps with wrought iron railings.

On the east side along Washington Street, the tall brick gable end is dominated by large stained and leaded glass windows, two brick and stone buttresses, a stone watercourse, and a row of basement level stained and leaded glass double hung sash windows. The basement entry is toward the south end reached by a concrete walk. The site is sloped from the north toward the south and east. An iron fence encloses the yard which includes mature boxwoods and a dogwood tree. Below the grade of the yard is a recessed walkway running from the south entry walk toward the north, along the east brick wall and stopping at a brick retaining wall capped with stone. This recessed area is the location of and access to a large gas meter.

Proposed Work:

See the application for drawings, descriptions, and photos.

Emmanuel Episcopal Church has contracted Blauch Brothers to install air conditioning in the sanctuary. To accommodate this, two outdoor HVAC units will be placed outside the fellowship hall, which is located on the lower level facing North Washington Street. An existing concrete slab will be replaced. and a new 3-foot-high retaining wall will be installed to expand the existing patio area. Landscaping, including American holly trees and boxwoods will be installed to screen the top of the units. An additional outdoor unit will be placed on a flat roof facing the interior courtyard: this unit will not be visible from any street. All other modifications to the property are interior, and every effort is being made to conceal equipment to preserve the historic character.

Specifications gleaned from the architectural drawings:

Existing stone retaining wall to remain (north end of patio area)

Existing pilaster to remain x 2 (element of the historic church building)

New retaining wall w/ 4" brick veneer both sides to match existing building

New 36" high retaining wall see detail 4/a2.2

Precast concrete cap 20" min width

New 4" thick conc. (in-kind walkway/patio surface)

(4) new American holly trees 8'-0" min. High/45 gallon ilex opaca cultivar: "satyr hill"

(4) American holly trees 8'-0" min. High/45 gallon ilex opaca cultivar: "satyr hill"

(3) American boxwood Buxus sempervirens

Iron gate to be provided by owner and installed by contractor

Discussion:

The Secretary of the Interior's Standards for Rehabilitation:

Discussion:

<https://www.ci.staunton.va.us/home/showpublisheddocument/1672/636969728556070000>

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, its site, and its environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. This trellis porch railing is being prepared for painting to ensure long-lasting protection of the wood.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

IV. Guidelines for Site Design & Elements

A. Walkways, Driveways, & Parking

Most of the parcels in the commercial historic districts do not have these features, but the residential districts properties usually have walkways and some have driveways for parking. Many of these neighborhoods offer only on-street parking since the spacing between lots is relatively narrow.

GUIDELINES:

1. Retain existing historic driveways that are considered contributing site features to the historic character of the property.
2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.
3. In general, driveways should be located only on large, wide parcels that can accommodate such a feature and when this feature is found on other surrounding historic properties.
4. Avoid placing driveways on small, narrow lots. Such a feature would have a major negative visual impact on the site.
5. Do not place paved parking pads in the front yard. All driveways for residential uses should extend to at least the rear building line.
6. Parking areas should be screened in some manner so that the parking is not the dominant visual feature of the property.
7. Retain existing historic paving and edging materials used on walks and driveways such as brick, bluestone, slate, limestone, and patterned concrete from earlier eras.
8. Repair damaged areas with materials that match the original paving in color, size, texture, and finish if possible.
9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.
10. Asphalt paving should not be used for walks, curb cuts, or aprons.
11. Any parking structures must meet the requirements of new construction for historic districts.
12. Do not demolish contributing historic buildings for new parking areas or structures.
13. Screen private parking areas with landscaped borders.
14. In large private parking areas, break up the space with landscaping, pedestrian walkways, seating areas, and other features. Connect pedestrian paths to buildings on site and to surrounding public sidewalks.

C. Fences & Walls

Fences and walls are a prominent site feature on many properties within Staunton's residential historic districts. Due to Staunton's topography with its various hills, many parcels have retaining walls laid in native limestone in the late 19th and early 20th centuries by European stone masons. Other masonry walls are constructed of brick, often with a cast stone cap. There also is a rich tradition of wrought iron fences, some in combination with limestone walls bordering residential lots. Other sites are defined by wooden picket fences, and some streets with gently sloping lots have open front yards without such features.

Continued: IV. Guidelines for Site Design & Elements C. Fences & Walls

GUIDELINES:

1. Retain any existing historic fences and walls.
2. Repair existing historic fences and walls by salvaging original parts or materials for a prominent location from a less prominent location when possible.
3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
4. Respect the existing edge condition of the subject street when designing on a new site or rehabilitating an existing lot. If the majority of lots on the subject street have a fence or wall, consider incorporating one into the site improvements. If the majority of the lots on the subject street have an open lawn leading to the street, avoid adding a fence or wall to the front of the lot.
5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.
6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.
7. Privacy board fences are not generally appropriate for front or side yards or other highly visible areas.
8. Wood picket fences should be painted or stained with an opaque stain to complement the historic character of the building and street.
9. Chain link, vinyl, split rail, or unpainted pressure-treated wood fences or concrete block walls where visible from public rights-of-way are not appropriate in the historic districts.
10. The structural members of any fence should face inward to the property being fenced. Fences where the structural members are an integral part of an overall design, and where both sides of the proposed fence are identical, are appropriate.

F. Site Appurtenances

Site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae and satellite dishes, exterior HVAC units, and trash containers, are a necessary part of contemporary life. The placement of these items can either have a neutral impact on the character of the site and structure or detract from their historic appearance.

Site features fall into two categories: those features that can be controlled by the property owner—antennae, satellite dishes, mechanical units, trash containers, etc. — and those that cannot —overhead wires, utility poles, etc.

1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. Site appurtenances should not be placed in locations visible from a public- right-of-way.
2. Antennae, satellite dishes, and solar panels can be located on rooftop locations not visible from the public right-of-way. Do not install satellite dishes on parts of the building's façade or porch.
3. Store trash containers in screened locations not visible from public rights-of-way.
4. Consider placing overhead utilities coming to the private site underground whenever possible.
5. For commercial buildings with limited site space, place mechanical units on sections of the roof that are not visible from public rights-of-ways if possible, and screen the units as needed.

Recommendation:

HSF recommends approval of the COA with design recommendations.

As designed the new retaining wall is a 36" tall x 16" thick brick wall with a 20" wide precast concrete cap. At the south end, a return provides an entrance to be closed off with an iron gate. The new wall will not fully cover the view of the HVAC equipment. The 68" tall HVAC compressors appear to extend 32" above the wall and ground level. The design relies upon plant foliage to obscure the view. Due to changes in elevation, the view from the sidewalk of the new wall will include the precast concrete cap, the brick return end of the wall, and potentially a filtered view of the HVAC through Holly trees. (See page T1.1 RENDERING: birds eye view at North Washington St and page A2.2. ENLARGED SOUTH ELEVATION WORK AREA #1)

The proposed HVAC screening basically follows the guidelines through use of plant material to screen the view of the upper portion of the HVAC. The lower areas are screened by the brick wall and iron gate. However, since the placement is along a public-right-of-way, consider providing screening that better obscures any view of the equipment from Washington Street. Use of a cast concrete wall cap does differentiate the new wall from the existing walls and stonework. However, a stone cap could also be used to better blend the materials of the site.

The new concrete walk area will also be visible. (The existing surface is plain concrete; therefore, this is an in-kind replacement) The proposed iron gate (a historic gate in storage) for the entrance to the HVAC area will be viewable. The gate style is represented in the drawings. The church is surrounded by a historic iron fence with gates at entrances.

IV. Guidelines for Site Design & Elements

A. Walkways, Driveways, & Parking

9. *Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.*

C. Fences & Walls

Respect the existing edge condition of the subject street when designing on a new site or rehabilitating an existing lot. If the majority of lots on the subject street have a fence or wall, consider incorporating one into the site improvements. If the majority of the lots on the subject street have an open lawn leading to the street, avoid adding a fence or wall to the front of the lot.

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5. *The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.*

F. Site Appurtenances

1. *Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. **Site appurtenances should not be placed in locations visible from a public- right-of-way.***

Sample Motion:

I move for approval of the COA with design changes.

Because this is a primary building facade and yard, the view of the mechanical equipment needs to be blocked. The height and scale of the HVAC equipment extends above the new retaining wall and is located along a public-right-of-way. As designed, obscuring the view depends upon healthy growth and maintenance of the proposed plantings. As plantings grow, lower branches tend to be shaded by the upper growth, opening the view.

The new concrete walk area will be partially visible. (The existing surface is plain concrete; therefore, this is an in-kind replacement)

The style and materials of the proposed iron gate are appropriate for the site. The gate helps to partially obscure the HVAC equipment and new concrete.

IV. Guidelines for Site Design & Elements

A. Walkways, Driveways, & Parking

9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.

C. Fences & Walls

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F. Site Appurtenances

1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. **Site appurtenances should not be placed in locations visible from a public-right-of-way.**

LOCATION/OWNERSHIP

Name of Structure Emmanuel Episcopal Church
 Street Address 300 West Frederick Street
 Present Owner(s) Trustees of Emmanuel E.P. Church
 Mailing Address same
 Present Use Church

LEGAL DESCRIPTION

Account No. 902500-00
 Assessor's Map No. 375
 Block & Lot 0- 1 & 2
 Present Zoning R-4
 Accessible to Public Yes
 Additional Surveys _____

Original Use Church

Date of Construction 1894

Source of Date History of Emmanuel Church 1893-1978

Date of Major Known Remodeling 1902 & 1948

Source of Date History of Emmanuel Church 1893-1978

Architect or Builder T. J. Collins

PHYSICAL DESCRIPTION

No. of Bays 3 (Fred. St.) No. of Stories 1
 Roof Type Complex gable with bell tower
 Porch Type None
 Building Materials: Clapboards ☐ Brick ☒ Stone ☐
 Stucco ☐ Shingles ☐ Board & Batten ☐
 Other: _____

Notable Architectural Features: Bell tower; lancet openings with keystones; corbelled brick cornices; finials on roof

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

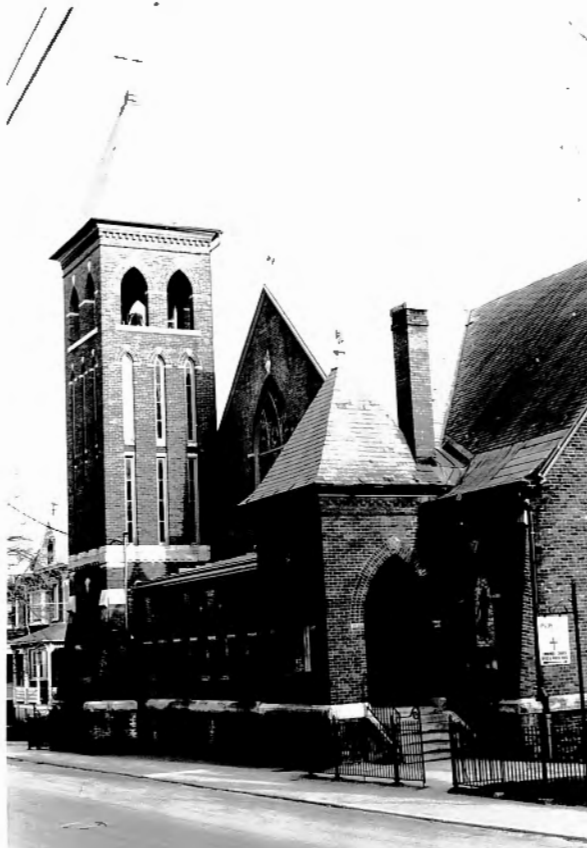
None

Architectural Style ☒ or

Characteristics ☐ :

- Greek Revival ☐
 Gothic Revival ☒
 Stick Style ☐
 Italianate ☐
 Queen Anne ☐
 Chateausque ☐
 Romanesque Revival ☐
 Shingle Style ☐
 Colonial Revival ☐
 Beaux Arts ☐
 Vernacular ☐
 Other _____

Date 9/76 Surveyed By WTF
 Sunday School 4490 14
 Photograph Roll No. 2194 Neg. No. 6



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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">YEAR</th> <th style="text-align: left;">PAGE</th> <th style="text-align: left;">USE</th> </tr> </thead> <tbody> <tr><td>1857</td><td></td><td></td></tr> <tr><td>1870</td><td></td><td></td></tr> <tr><td>1877</td><td></td><td></td></tr> <tr><td>1884</td><td></td><td></td></tr> <tr><td>1886</td><td></td><td></td></tr> <tr><td>1891</td><td></td><td></td></tr> <tr><td>1894</td><td colspan="2">Area not mapped</td></tr> <tr><td>1899</td><td>9</td><td>Church</td></tr> <tr><td>1904</td><td>9</td><td>"</td></tr> <tr><td>1909</td><td>8</td><td>"</td></tr> <tr><td>1914</td><td>8</td><td>"</td></tr> <tr><td>1921</td><td>8</td><td>"</td></tr> <tr><td>1929</td><td>8</td><td>Church*</td></tr> <tr><td colspan="3">Other: * Sunday school (brick)</td></tr> <tr><td colspan="3">added to rear onto St. Clair St.</td></tr> </tbody> </table>	YEAR	PAGE	USE	1857			1870			1877			1884			1886			1891			1894	Area not mapped		1899	9	Church	1904	9	"	1909	8	"	1914	8	"	1921	8	"	1929	8	Church*	Other: * Sunday school (brick)			added to rear onto St. Clair St.			OLD PHOTO REFERENCES: Staunton in 1901; p. 32 (before T. J. Collins remodeling) Daily News 1896; p. 39 Staunton in 1906; p. 7 History of Emmanuel Church 1893-1968 & 1893-1978	BIBLIOGRAPHIC REFERENCES: Daily News 1896; p. 39 Aug. Co. Bicen, Iss. 1940; p. 20 sec. 4
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ADDITIONAL MAP INFORMATION:	MAJOR ALTERATIONS: (see below)																																																	
DEED RESEARCH AND ADDITIONAL INFORMATION: History of Emmanuel Church from History of Emmanuel Church 1893-1968 & 1893-1978. Church was organized in 1893 as an offshoot of Trinity parish to "escape the stupefying effect of an autocratic minister who had long since outlived his usefulness." Services were held in the YMCA (under the town clock). Site of church was donated by M/M Alex F. Robertson. The church was completed in September 1894. A church remodeling which involved having the church face east instead of south, occurred in 1902 at a cost of \$15,576.00. The Parish house was constructed in 1929. The Church was altered and repaired in 1948 for \$7,300.																																																		

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:

Emmanuel Episcopal Church has contracted Blauch Brothers to install air conditioning in the sanctuary. To accommodate this, two outdoor HVAC units will be placed outside the fellowship hall, which is located on the lower level facing North Washington Street. An existing concrete slab will be replaced, and a new 3-foot-high retaining wall will be installed to expand the existing patio area. Landscaping, including American holly trees and boxwoods, will be installed to screen the top of the units. An additional outdoor unit will be placed on a flat roof facing the interior courtyard; this unit will not be visible from any street. All other modifications to the property are interior, and every effort is being made to conceal equipment to preserve the historic character.

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
Please see renderings on sheet T1.1

 Site plan or plat of property
Please see sheet C1.1

 Photographs showing property, work in question, and the area of the proposed project
Please see sheet C1.1

 Other (please list)
Please see elevations, sections, and details in construction documents

 A list of materials that identifies the type and quality of materials to be used in the Proposed project
Materials are identified in the construction documents

____ **Nine (9) 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 sign application only requires one set of information.*******

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.

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RENDERING: top view at North Washington st



RENDERING: street view at North Washington st



RENDERING: birds eye view at North Washington st

RENOVATIONS FOR SANCTUARY HVAC INSTALLATION

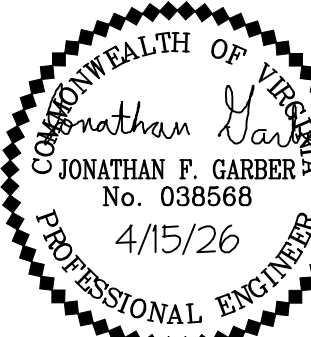
EMMANUEL EPISCOPAL CHURCH

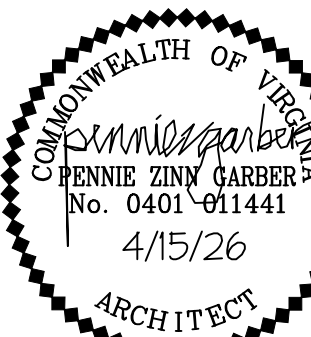
300 W FREDERICK STREET, STAUNTON, VIRGINIA

LINEAGE
ARCHITECTS • ENGINEERS • SURVEYORS

FIRM INFO:
Lineage Architects, P.C.
P.O. Box 991
98 Lee Highway
Verona, VA 24482

Phone: (540) 248-3771
Fax: (540) 248-1628
Email: info@lineagearch.com

ENGINEER NAME/SEAL:


ARCHITECT NAME/SEAL:


PROJECT TITLE:
**RENOVATIONS FOR
HVAC INSTALLATION**

CLIENTS INFO:
EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET, STAUNTON, VA

GENERAL NOTES

- SPREAD FOOTING:**
- 1) FOOTINGS SHALL BE SUPPORTED ON UNDISTURBED SOIL OR ENGINEERED FILL ONLY. COMPACTED FILL SHALL HAVE MINIMUM 1500 PSF COMPRESSIVE STRENGTH.
 - 2) STEEL REINFORCING SHALL BE EMBEDDED HORIZONTALLY IN ALL SPREAD FOOTING AS NOTED ON DRAWINGS.
 - 3) REINFORCEMENT (REBAR) SHALL NOT BE CLOSER THAN 3" FROM BOTTOM OF THE FOOTING.
 - 4) USE CONCRETE WITH A MINIMUM OF 3500 PSI COMPRESSIVE STRENGTH FOR ALL BUILDING APPLICATIONS UNLESS OTHERWISE NOTED.
- DRAINAGE:**
- 1) PROVIDE FINISH GRADE SO THAT THE FALL AWAY FROM THE BUILDING IS MINIMUM OF 6" WITHIN 10'-0" FROM THE BUILDING STRUCTURE.
- CONCRETE SLABS:**
- 1) USE MINIMUM 4" THICK FIBER REINFORCED CONCRETE SLAB UNLESS OTHERWISE NOTED ON DRAWINGS. FORM SLAB OVER A MINIMUM 4" (6" PREFERRED) CRUSHED GRAVEL BED. GRAVEL SHOULD MEET REQUIREMENTS OF A #2 SIEVE.
 - 2) PROVIDE CONTROL JOINTS VIA A 1/8" SAWN JOINT OR PREMOLDED STRIP AT INTERVALS NOT TO EXCEED 12'-0" IN EITHER DIRECTION AND AROUND ALL COLUMNS.

ABBREVIATIONS

AB.	Anchor Bolt	E.	East	PLYWD.	Plywood	I.D.	Inside Diameter (Dim.)
CAB.	Cabinet	E.J.	Expansion Joint	PT.	Point	INSUL.	Insulation
CEM.	Cement	EL.	Elevation	Q.T.	Quarry Tile	INT.	Interior
CER.	Ceramic	ELEC.	Electrical	RAD.	Radius	JST.	Joist
CL6.	Celling	EQ.	Equal	REF.	Refrigerator	KIT.	Kitchen
CL.	Closet	EXP.	Expansion	REINF.	Reinforced or Reinforcing	L.R.	Living Room
CLR.	Clear	EXT.	Exterior	REQ.	Required	MAX.	Maximum
CMU.	Concrete Masonry Units	EXT.	Exterior	RM.	Room	M.B.R.	Master Bedroom
C.O.	Clean Out	F.D.	Floor Drain	R.O.	Rough Opening	MECH.	Mechanical
COL.	Column	FIN.	Finish	SCHED.	Schedule	MFR.	Manufacturer
CONC.	Concrete	FL.	Floor	SECT.	Section	MIN.	Minimum
CONT.	Continuous	FT.	Foot or Feet	SPEC.	Specification	MISC.	Miscellaneous
CTR.	Center	FT6.	Footing	SQ.	Square	MTD.	Mounted
DBL.	Double	GA.	Gauge	STD.	Standard	N.	North
DET.	Detail	GL.	Glass	STL.	Steel	N.I.C.	Not In Contract
DIA.	Diameter	GYP.	Gypsum	STOR.	Storage	NO. or #	Number
DIM.	Dimension	H.B.	Hose Bibb	STR.	Structural	NOM.	Nominal
DN.	Down	HEND.	Hard Wood	T.C.	Top of Curb	NT.S.	Not To Scale
DR.	Door	H.M.	Hollow Metal	TEMP.	Tempered	O.C.	On Center
DS.	Downspout	HORIZ.	Horizontal	T&G.	Tongue and Groove	O.D.	Outside Diameter (Dim.)
DWS.	Drawing	HGT.	Height	T.O.M.	Top of Mail	PLAM.	Plastic Laminate
		TYP.	Typical				

SHEET INDEX

T1.1
G1.1
A1.1
A1.2
A2.1
A2.2
A3.1

TITLE SHEET
EXISTING SITE LAYOUT AND EXTERIOR PHOTOS
DEMOLITION PLAN
NEW WORK PLAN
ELEVATIONS AND ENLARGED NEW WORK PLAN
ELEVATIONS AND DETAILS
DETAILS

PROJECT DATA

PLAN FOR: EMMANUEL EPISCOPAL CHURCH
JOB NUMBER: 24043
CITY: STAUNTON
STATE: VIRGINIA

THIS CONSTRUCTION DOCUMENT SET COMPLIES WITH THE FOLLOWING:
2021 VIRGINIA EXISTING BUILDING CODE
2017 ICC A117.1 WITH SUPPLEMENT 1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES

SQUARE FOOTAGES

NEW OUTDOOR AREA 312 S.F.

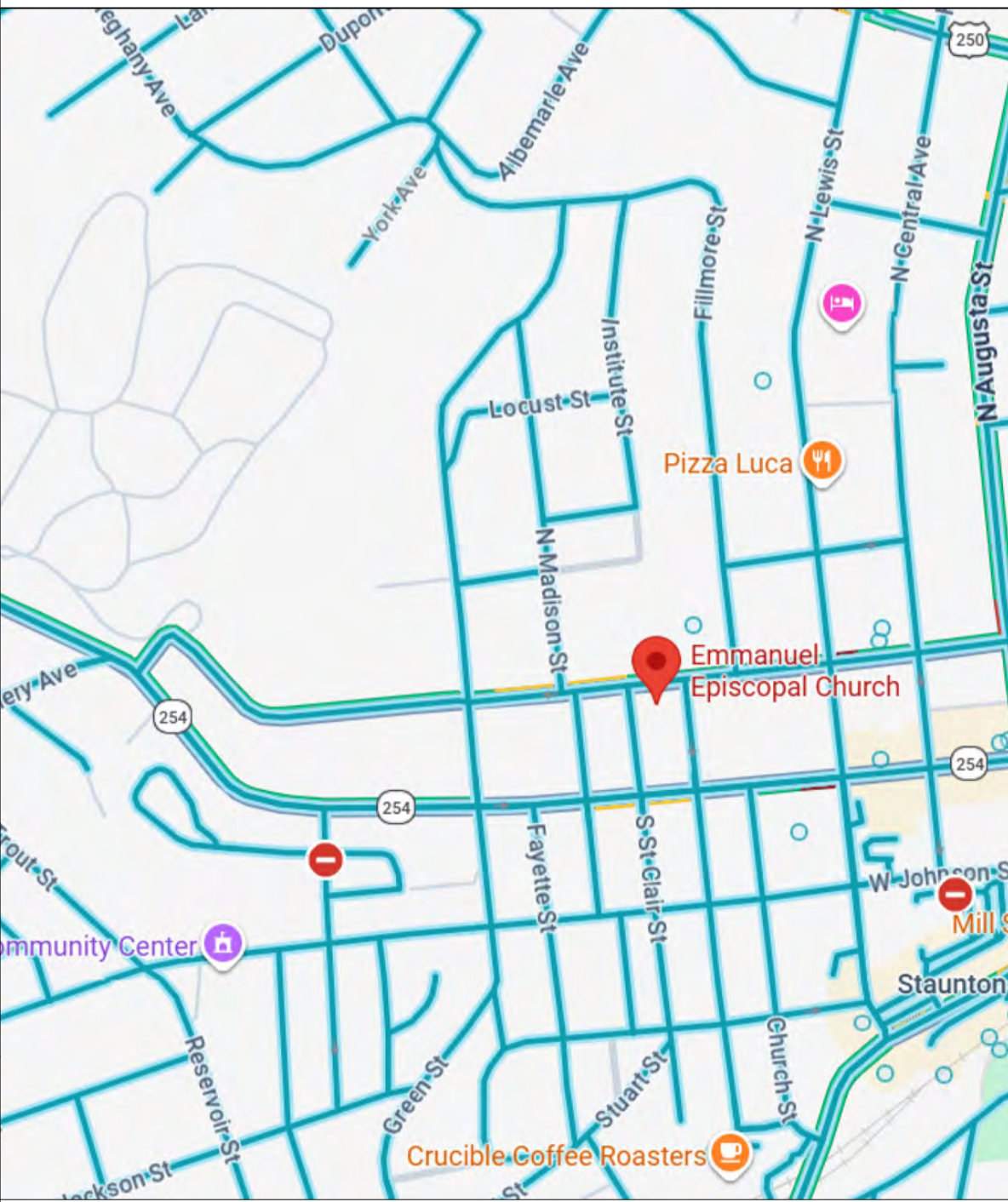
DRAWING SYMBOLS

	CONCRETE		BATT INSULATION
	MORTAR		ROUGH CUT
	CMU UNIT		GRAVEL
	EARTH		MIRATEC
	RIGID FOAM		EXISTING WALL
	DETAIL REFERENCE		
	DIFFERENCE IN FLOOR LEVELS		
	BUILDING SECTION REFERENCE		
	INTERIOR ELEVATION REFERENCE		
	ROOF PITCH INDICATOR		

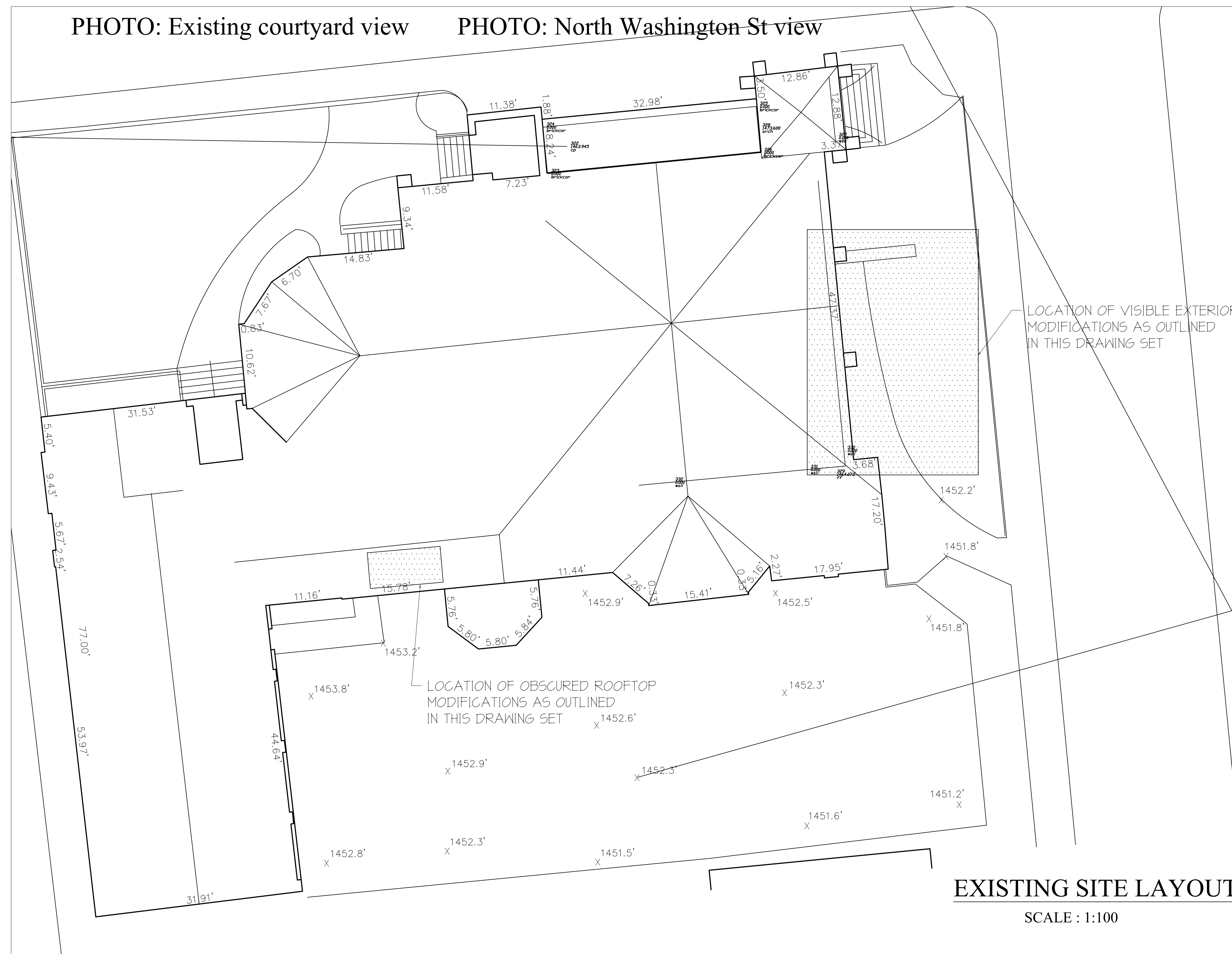
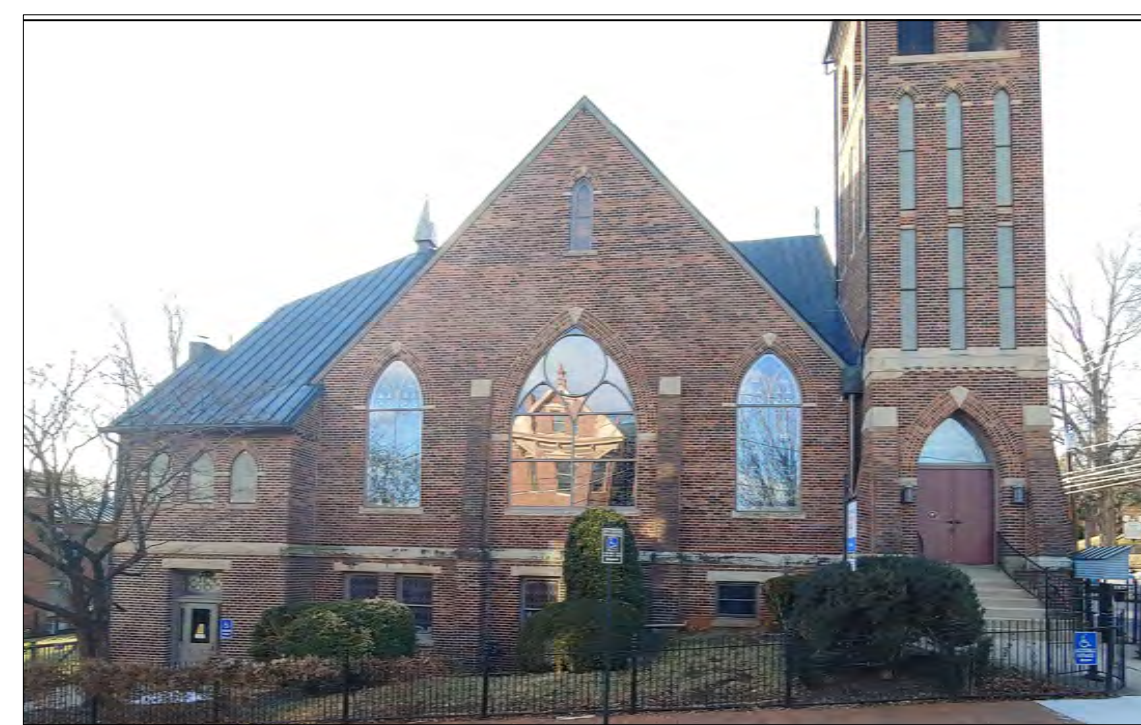
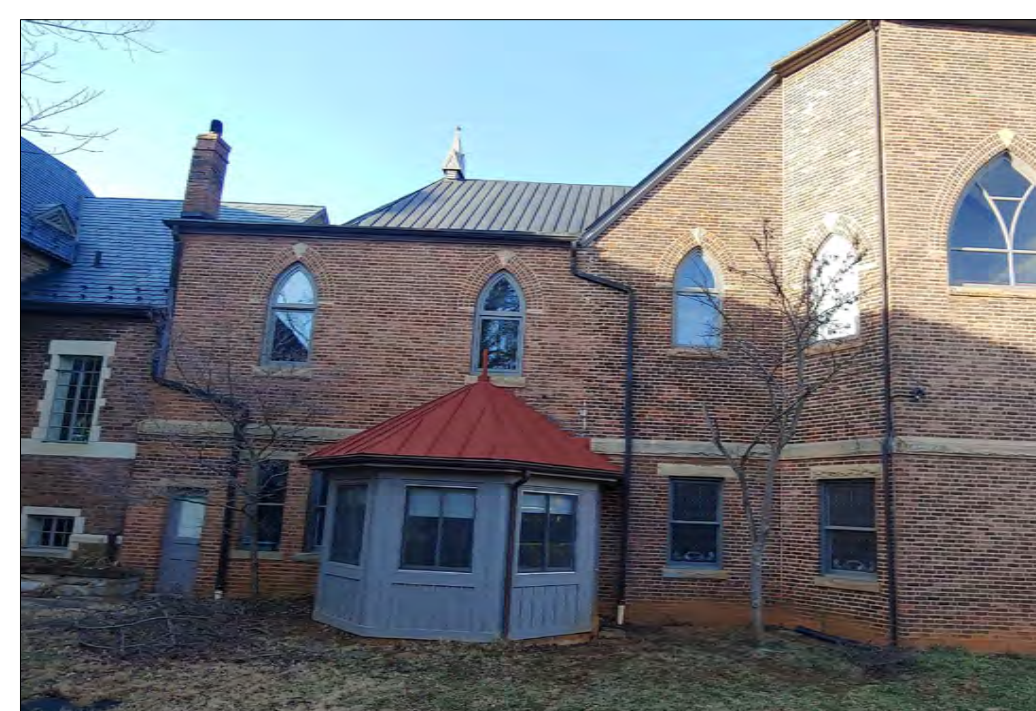
ERRORS & OMISSIONS

WHILE EVERY ATTEMPT HAS BEEN MADE TO PRODUCE A PERFECT SET OF PLANS FOR THIS PROJECT, THERE ALWAYS EXISTS A SMALL POSSIBILITY FOR ERRORS. CONSEQUENTLY, IT IS VITALLY IMPORTANT THAT THE BUILDER CAREFULLY REVIEW AND CHECK ALL DETAILS AND INFORMATION ON THIS SET OF PLANS INCLUDING DIMENSIONS AND MATERIAL QUALITIES. RESPONSIBILITY FOR THE INTERPRETATION OF THE PLANS MUST BE WITH THE BUILDER. HOWEVER ANY ERRORS OR OMISSIONS FOUND SHOULD BE REPORTED IMMEDIATELY TO LINEAGE ARCHITECTS P.C., (540) 248-3771

PROJECT LOCATION



300 West Frederick Street, Staunton



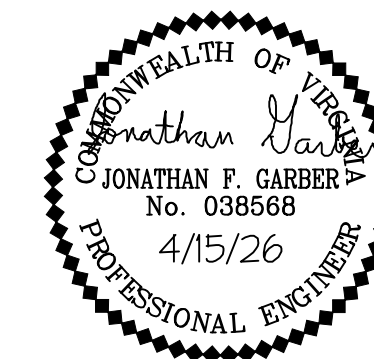
COLLINEAGE

FIRM INFO

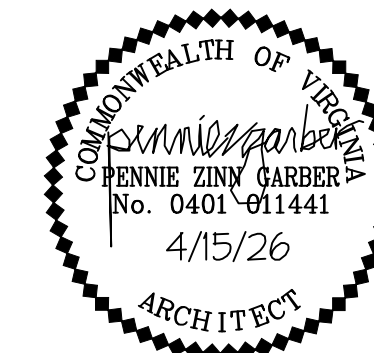
Lineage Architects, P.C.
P.O. Box 991
98 Lee Highway
Verona, VA 24482

Phone: (540) 248-3771
Fax: (540) 248-1628
Email: info@lineagearch.com

ENGINEER NAME/SEAL:



ARCHITECT NAME/SEAL:



PROJECT TITLE: E.

RENOVATIONS FOR HVAC INSTALLATION

CLIENTS INFO:

CLIENTS INFO:
EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET STANTON VA

<u>NO.</u>	<u>REVISION/ISSUE</u>	<u>DATE</u>
<u>JOB NUMBER:</u>		2409
<u>DATE:</u>		4/15/2020
<u>DRAWN BY:</u>		WPM
<u>APPROVED BY:</u>		PZC

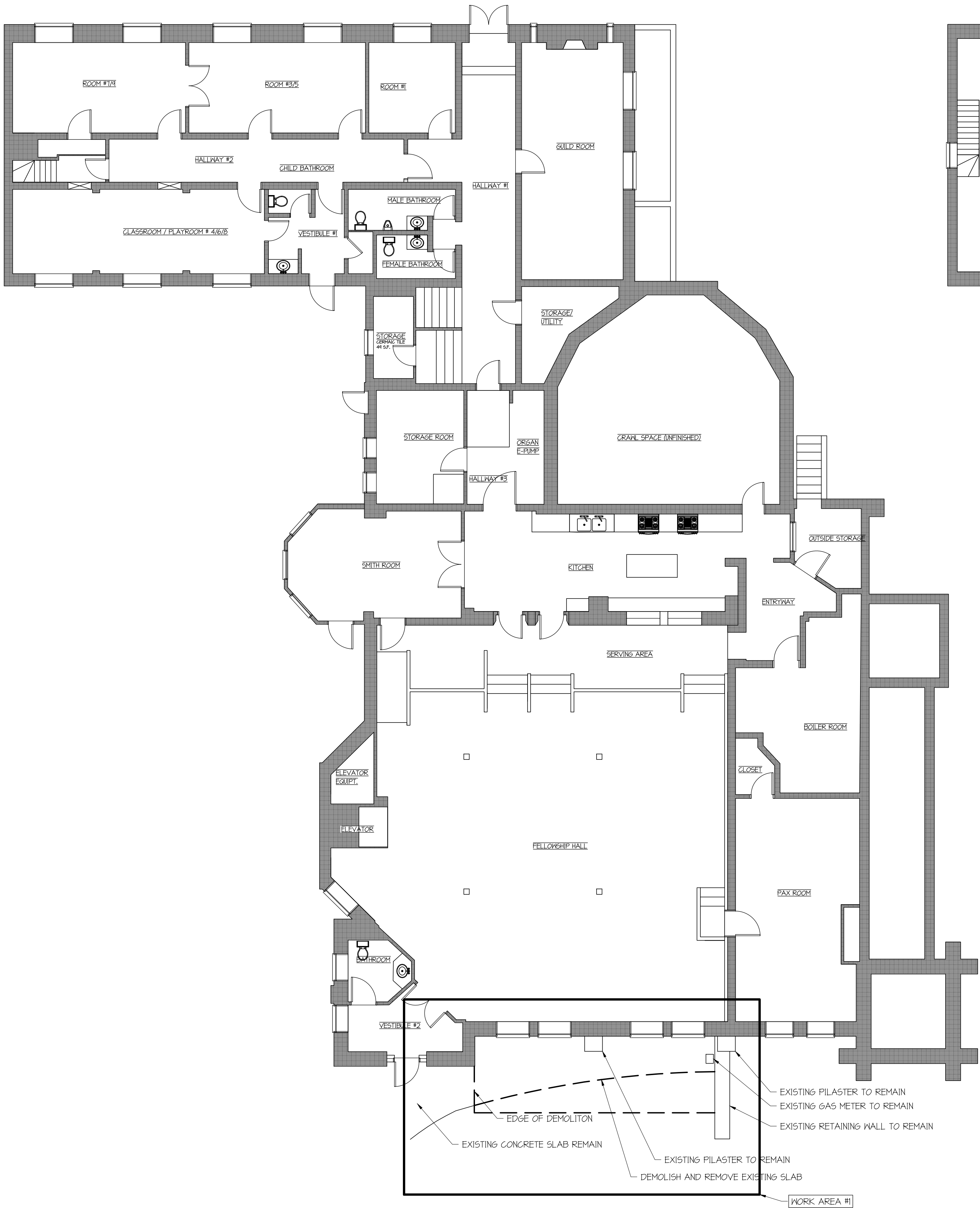
DRAWING DESCRIPTION

EXISTING SITE LAYOUT

DRAWING NUMBER:

C1.1

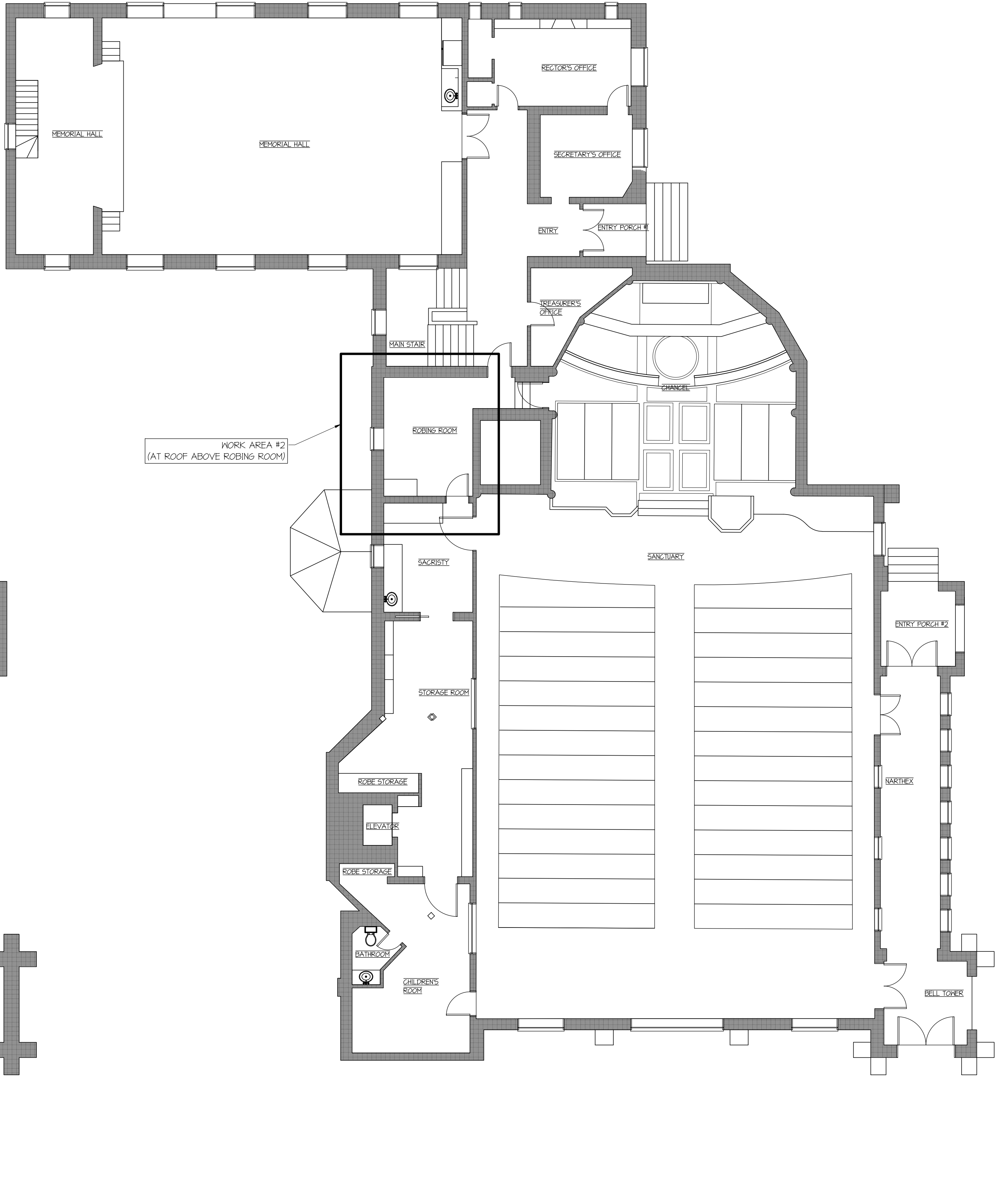
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EXISTING BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"

1
A1.1



EXISTING FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

2
A1.1

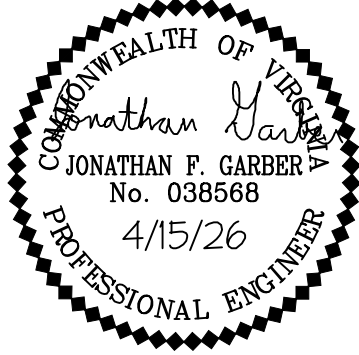
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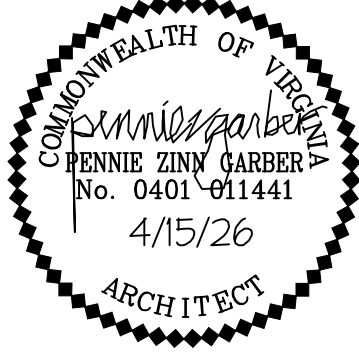
Lineage Architects, P.C.
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Email: info@lineagearch.com

ENGINEER NAME/SEAL:



ARCHITECT NAME/SEAL:



PROJECT TITLE:

RENOVATIONS FOR
HVAC INSTALLATION

CLIENTS INFO:

EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET, STAUNTON, VA

NO.	REVISION/ISSUE	DATE
JOB NUMBER: 24093		
DATE: 4/15/2026		
DRAWN BY: WPM		
APPROVED BY: PZG		

DRAWING DESCRIPTION:

DEMOLITION PLAN

DRAWING NUMBER:

A1.1

Architectural floor plan of the second floor, showing various rooms and their dimensions:

- ROOM #11E: CARPET OVER WOOD SUBFLOOR, 235 S.F.
- ROOM #12E: CARPET OVER WOOD SUBFLOOR, 235 S.F.
- ROOM #13E: CARPET OVER WOOD SUBFLOOR, 196 S.F.
- HALLWAY #2: CARPET OVER WOOD SUBFLOOR, 98 S.F.
- CHILD BATHROOM: COMPOSITION TILE (VCT), 51 S.F.
- CLASSROOM / PLAYROOM # 4020: CARPET OVER WOOD SUBFLOOR, 95 S.F.
- VESTIBULE #1: COMPOSITION TILE (VCT), 34 S.F.
- MALE BATHROOM: COMPOSITION TILE (VCT), 51 S.F.
- FEMALE BATHROOM: COMPOSITION TILE (VCT), 44 S.F.
- STORAGE: ZEROLUX TILE, 48 S.F.
- STORAGE ROOM: COMPOSITION TILE, 140 S.F.
- RAMP
- HALLWAY #3: COMPOSITION TILE, 100 S.F.
- STORAGE CLOSET
- ORGAN F-PUMP
- GRAVEL SPACE (UNFINISHED)
- OUTSIDE STORAGE: 150 S.F.
- ENTRYWAY: COMPOSITION TILE, 40 S.F.
- KITCHEN: COMPOSITION TILE, 425 S.F.
- SERVING AREA: COMPOSITION TILE (VCT), 100 S.F.
- BOILER ROOM: CONCRETE, 245 S.F.
- CLOSET: COMPOSITION TILE, 45 S.F.
- PAX ROOM: COMPOSITION TILE (VCT), 405 S.F.
- FELLOWSHIP HALL: COMPOSITION TILE (VCT), 2000 S.F.
- RESTROOM: COMPOSITION TILE, 9 S.F.
- VESTIBULE #2: COMPOSITION TILE (VCT), 55 S.F.
- WORK AREA #1

SCALE: 1/8" = 1'-0"

1
A1.2

SCALE: 1/8" = 1'-0"

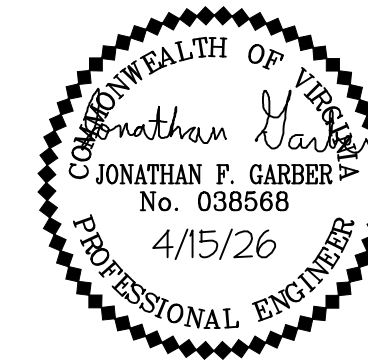
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A1.2

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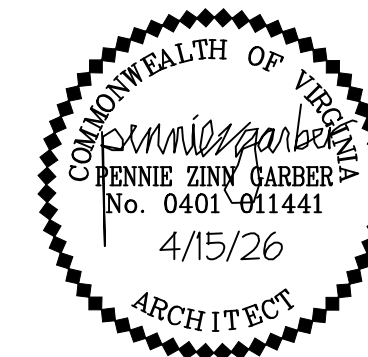
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ENGINEER NAME/SEAL:



ARCHITECT NAME/SEAL



PROJECT TITLE:

RENOVATIONS FOR HVAC INSTALLATION

CLIENTS INFO: **EMMANUEL EPISCOPAL CHURCH**

3300 W FREDERICK STREET, STAUNTON, VA

NO.	REVISION/ISSUE	DATE
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JOB NUMBER: 24093

DATE: 4/15/2026

DRAWN BY: WPM

APPROVED BY: BZC

APPROVED BY: _____ PZG

DRAWING DESCRIPTION:

NEW WORK PLAN

DRAWING NUMBER:

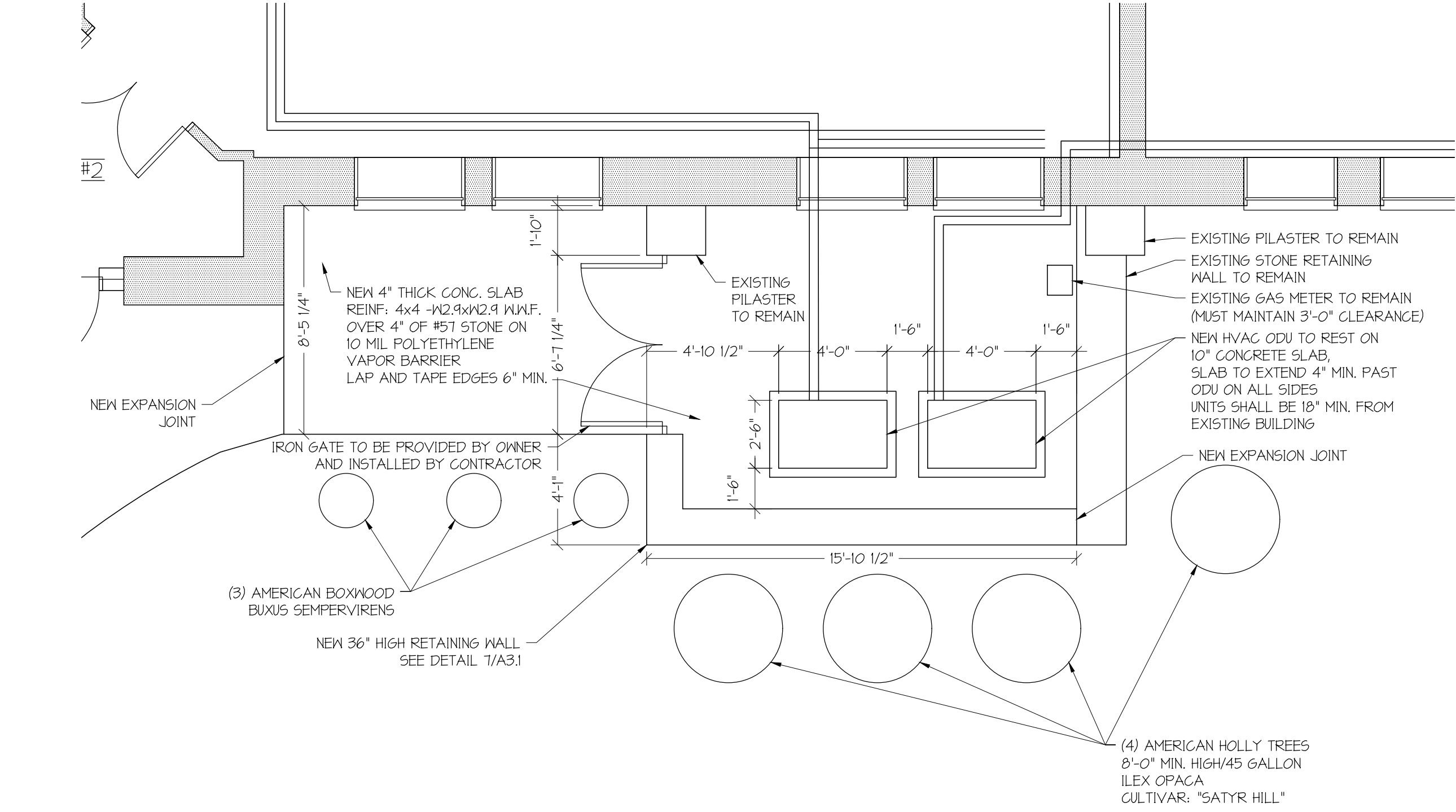
A1.2

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NORTH ELEVATION

SCALE: 1/8" = 1'-0"



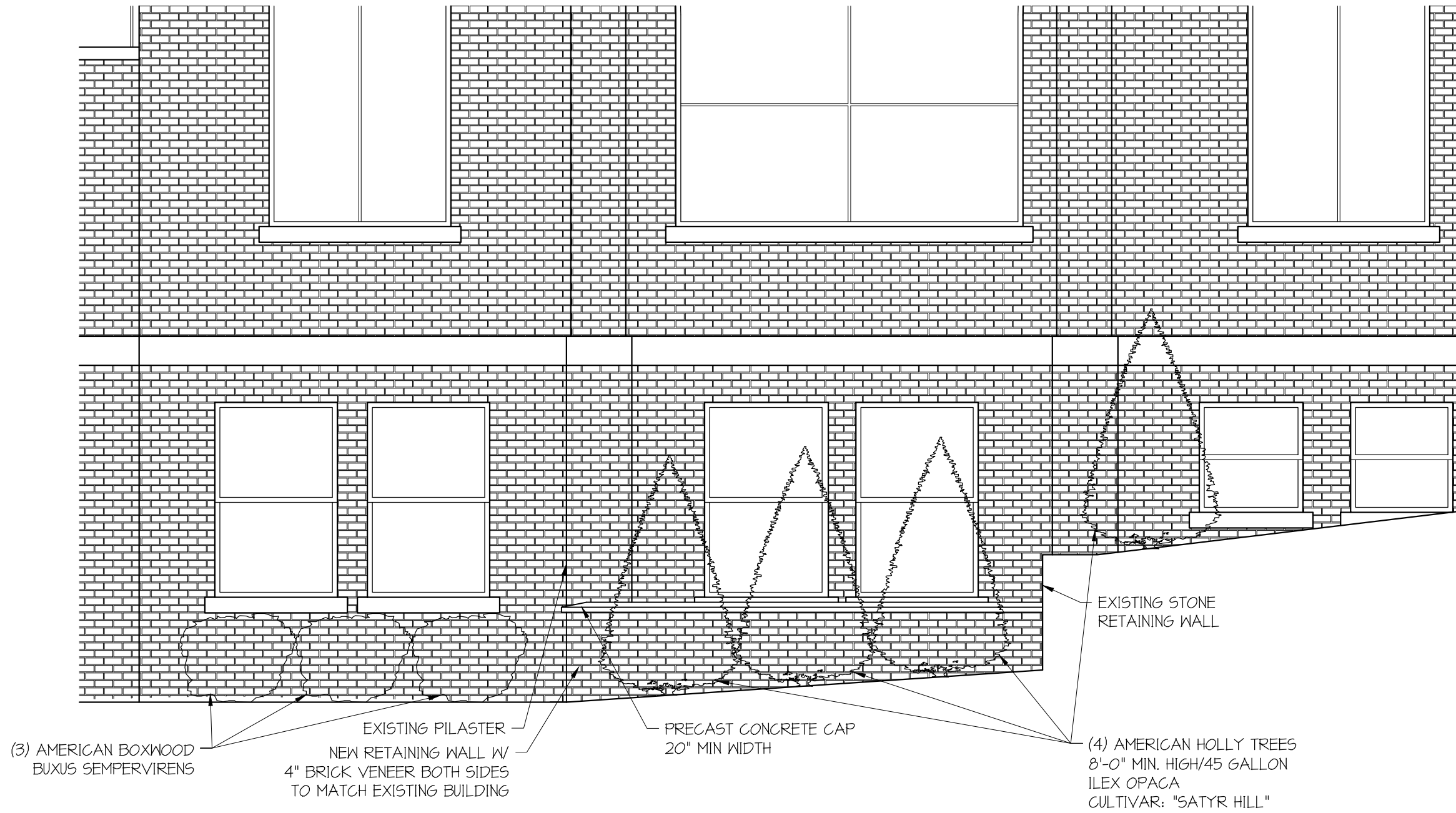
ENLARGED PLAN AT WORK AREA #1

SCALE: 1/4" = 1'-0"



EAST ELEVATION

SCALE: 1/8" = 1'-0"



ENLARGED EAST ELEVATION WORK AREA #1

SCALE: 1/4" = 1'-0"

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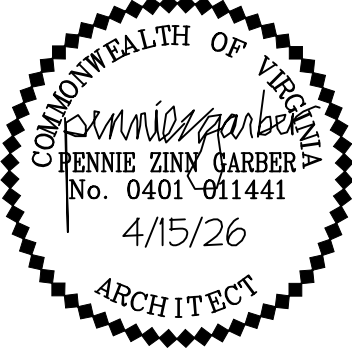
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ENGINEER NAME/SEAL:



ARCHITECT NAME/SEAL:



PROJECT TITLE:
**RENOVATIONS FOR
HVAC INSTALLATION**

CLIENTS INFO:
EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET, STAUNTON, VA

NO.	REVISION/ISSUE	DATE
JOB NUMBER:		24093
DATE:		4/15/2026
DRAWN BY:		WPM
APPROVED BY:		PZG
DRAWING DESCRIPTION:		
ELEVATIONS AND ENLARGED NEW WORK PLAN		

DRAWING NUMBER:

A2.1

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SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST ELEVATION

SCALE: 1/8" = 1'-0"

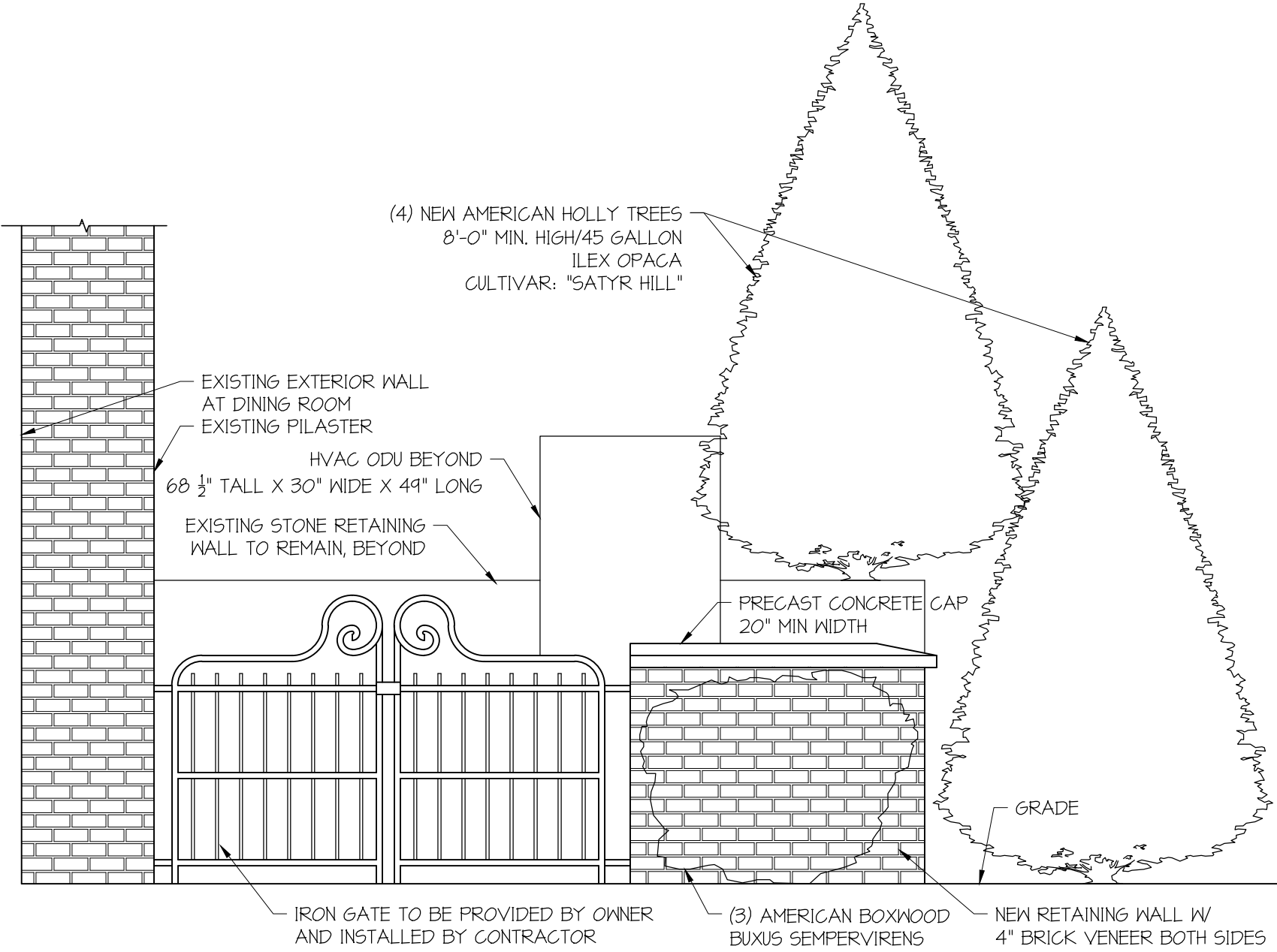
IRON GATE TO BE PROVIDED BY OWNER
AND INSTALLED BY CONTRACTOR
NEW RETAINING WALL W/ 4" BRICK VENEER BOTH SIDES
TO MATCH EXISTING BUILDING

HVAC ODU, BEYOND
68 1/2" TALL X 30" WIDE
X 44" LONG
(4) AMERICAN HOLLY TREES
8'-0" MIN. HIGH/45 GALLON
ILEX OPACA
CULTIVAR: "SATYR HILL"
(3) AMERICAN BOXWOOD
BUXUS SEMPERVIRENS

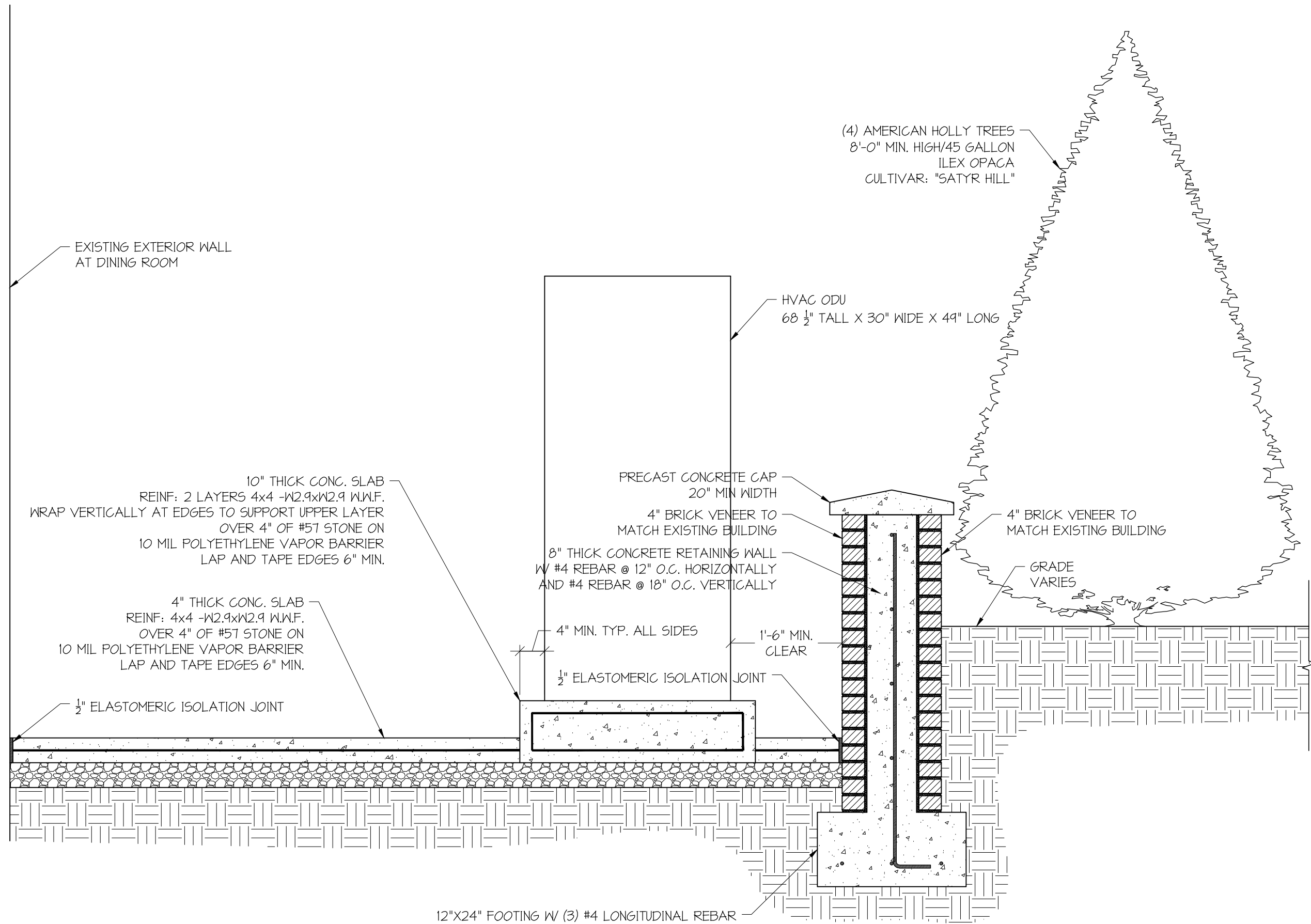
1
A2.2

ENLARGED SOUTH ELEVATION WORK AREA #1

SCALE: 1/2" = 1'-0"



3
A2.2



2
A2.2

RETAINING WALL DETAIL

SCALE: 3/4" = 1'-0"

4
A2.2

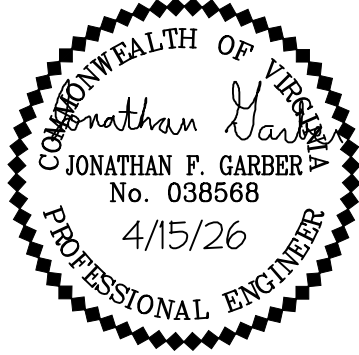
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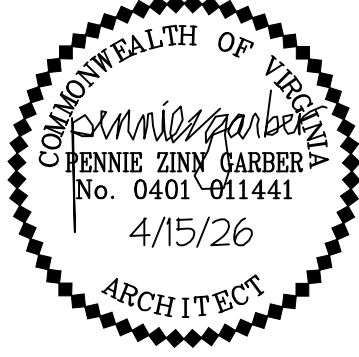
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CLIENTS INFO:

EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET, STAUNTON, VA

NO. REVISION/ISSUE DATE

JOB NUMBER: 24093

DATE: 4/15/2026

DRAWN BY: WPM

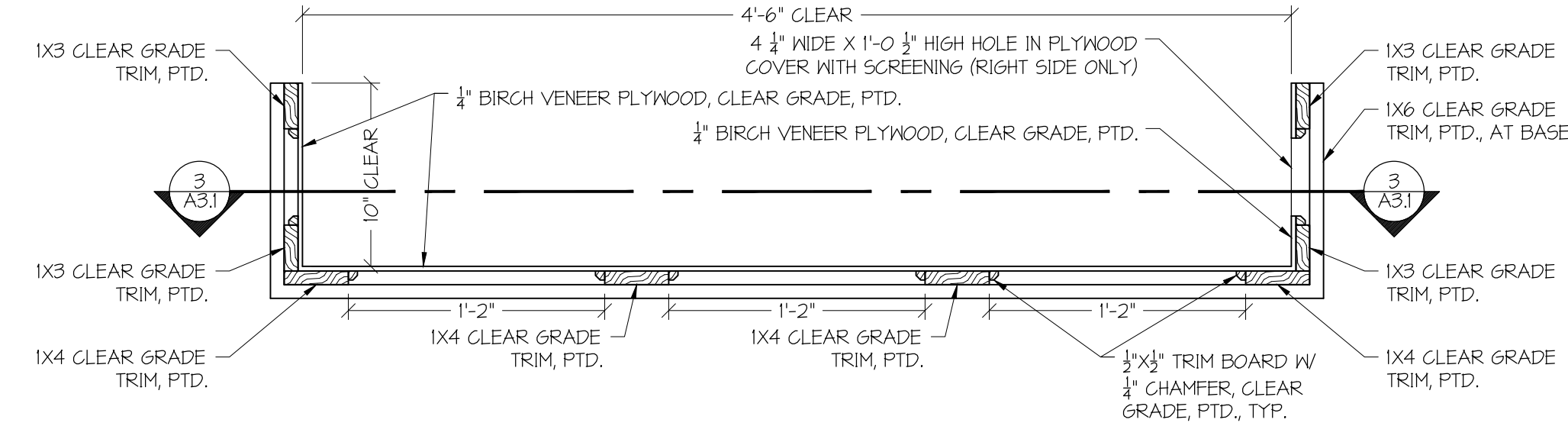
APPROVED BY: PZG

DRAWING DESCRIPTION:

ELEVATIONS AND DETAILS

DRAWING NUMBER:

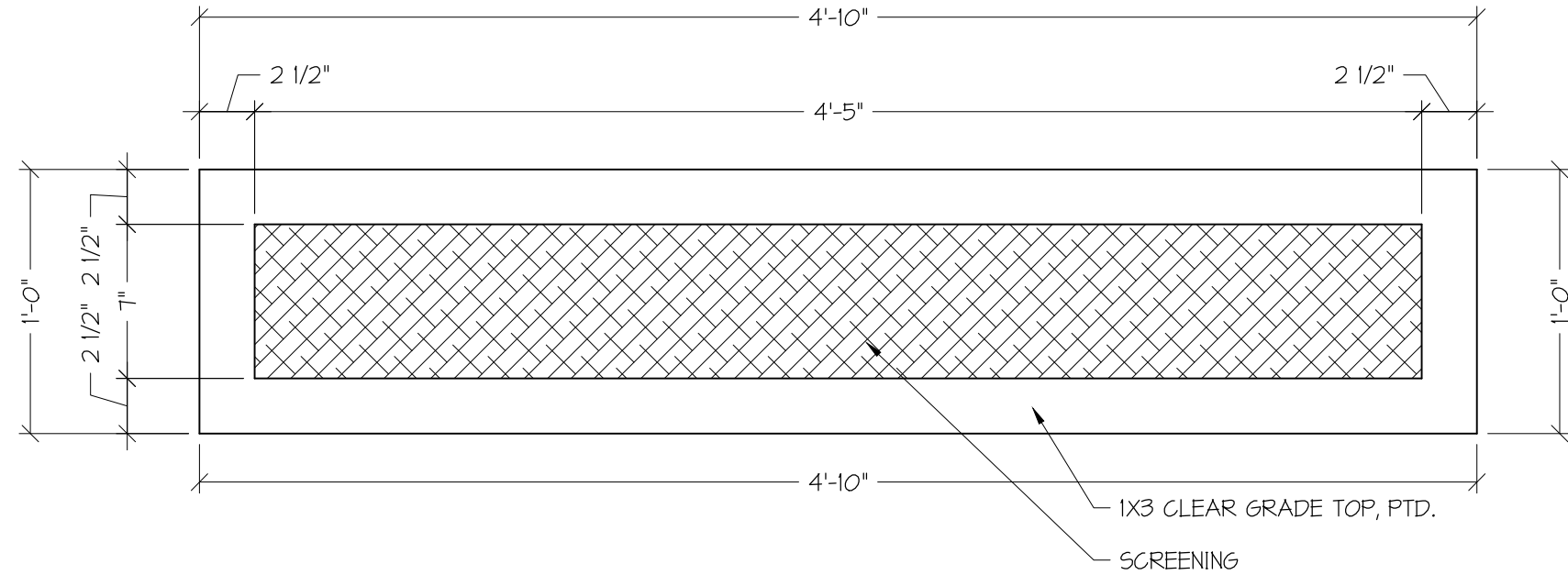
A2.2



RADIATOR COVER PLAN VIEW

SCALE: 1-1/2" = 1'-0"

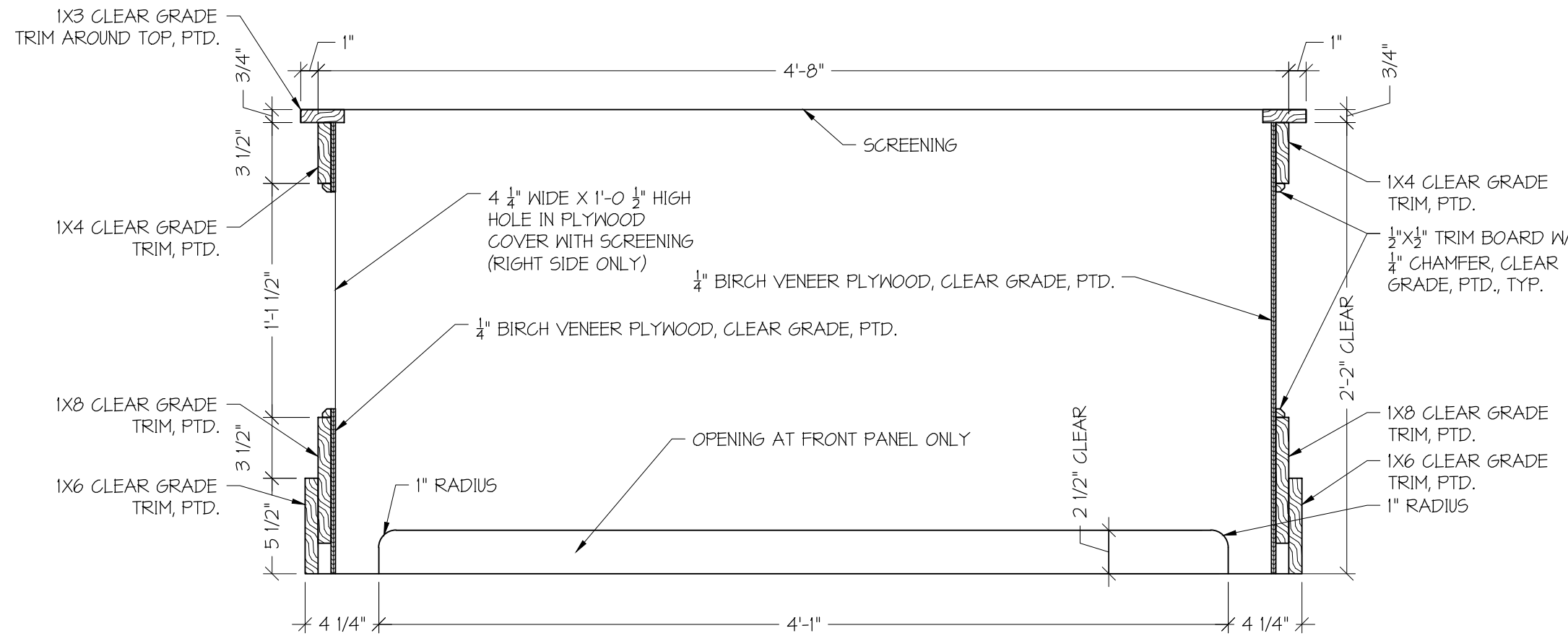
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A3.1



RADIATOR COVER TOP VIEW

SCALE: 1-1/2" = 1'-0"

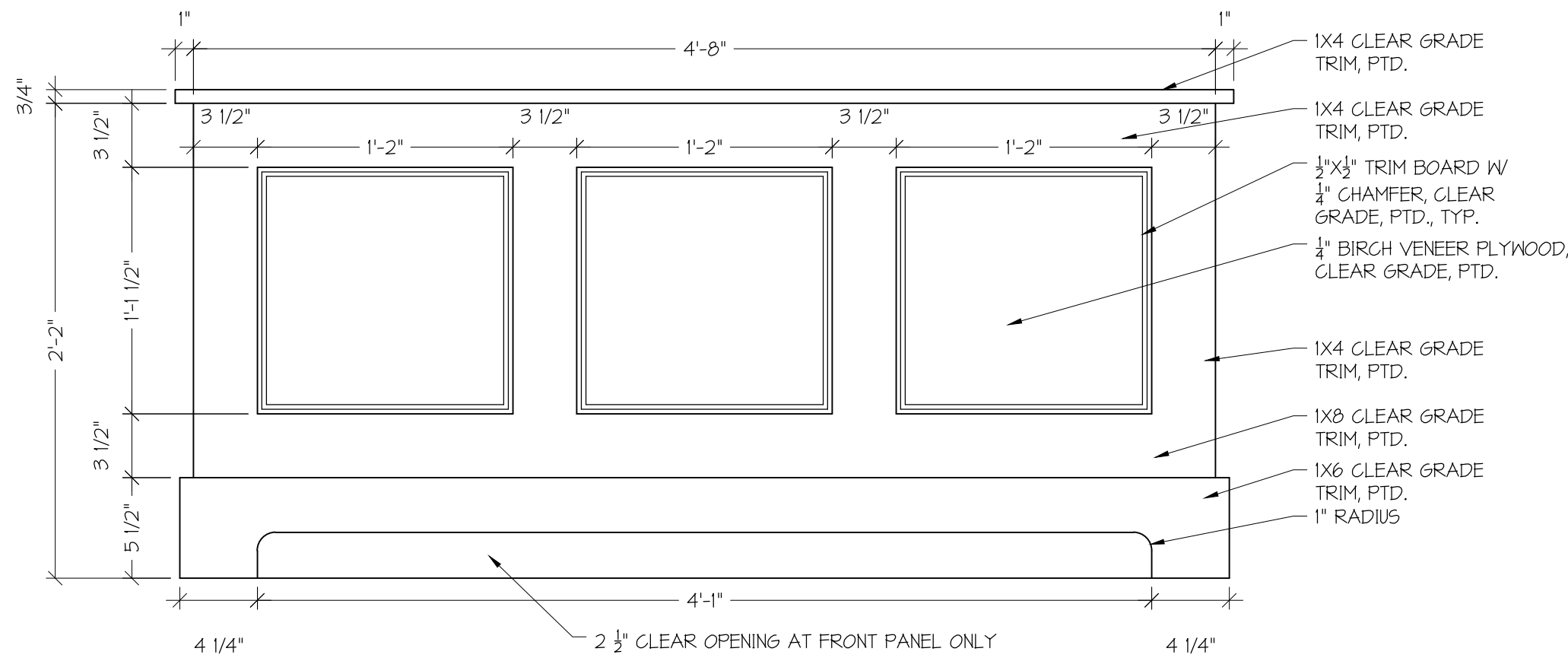
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A3.1



RADIATOR COVER SECTION

SCALE: 1-1/2" = 1'-0"

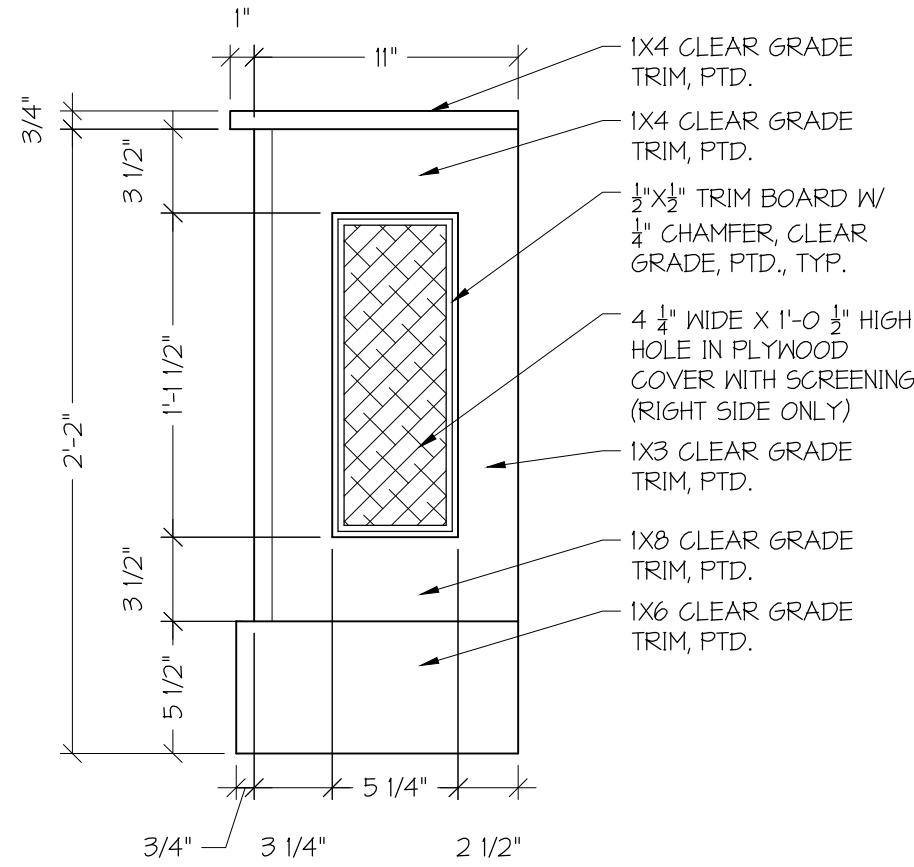
3
A3.1



RADIATOR COVER FRONT ELEVATION

SCALE: 1-1/2" = 1'-0"

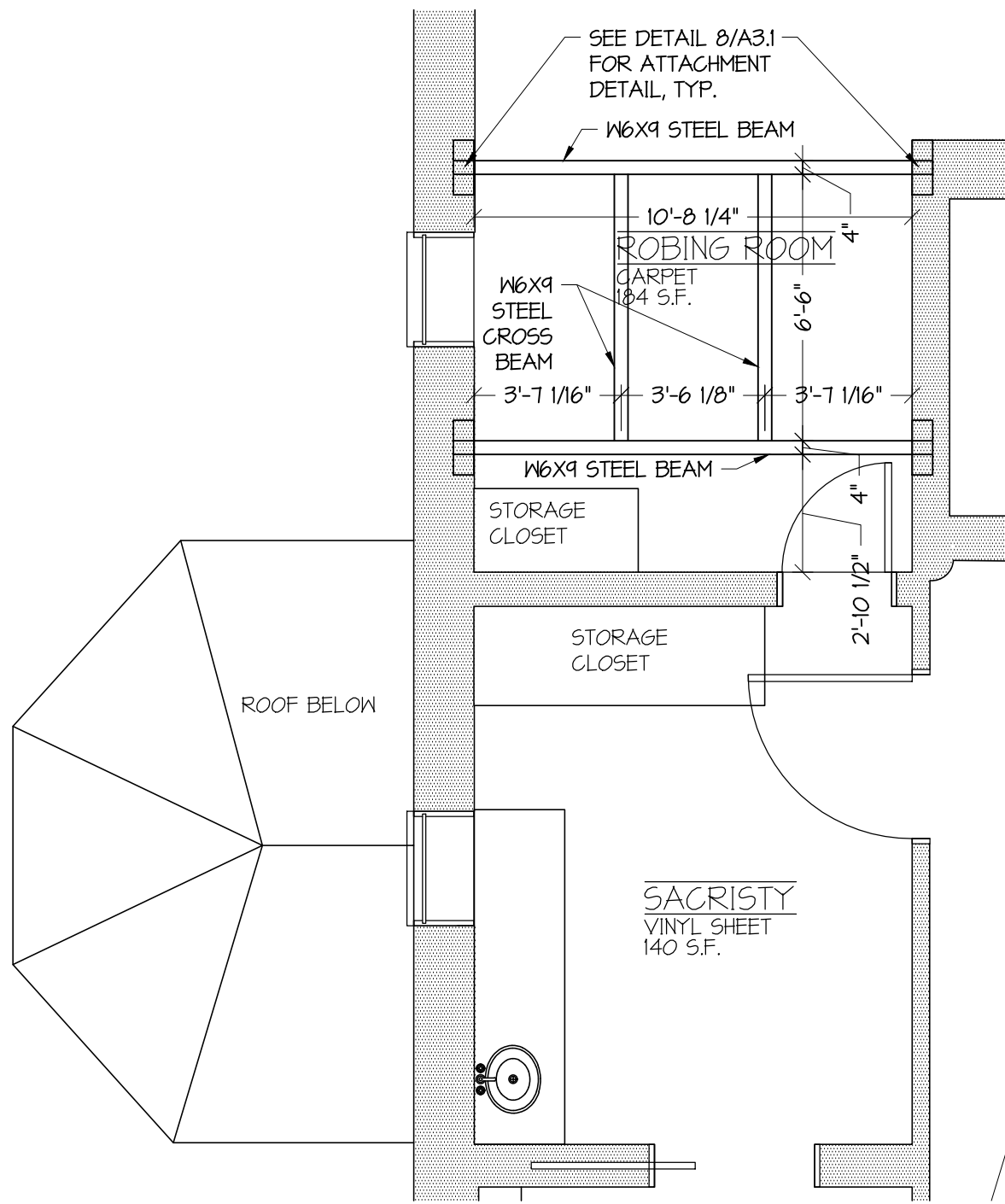
4
A3.1



RADIATOR COVER RIGHT ELEVATION

SCALE: 1-1/2" = 1'-0"

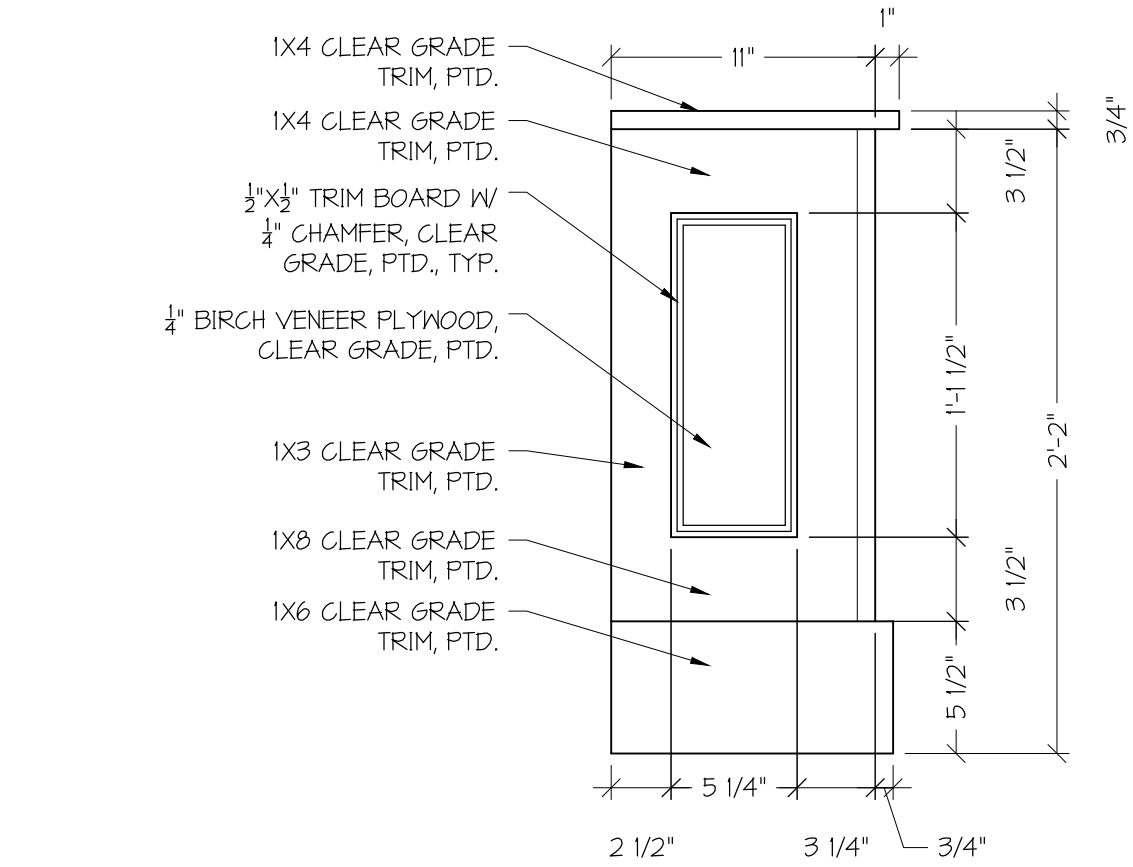
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A3.1



HVAC BEAM PLAN AT WORK AREA #2

SCALE: 1/4" = 1'-0"

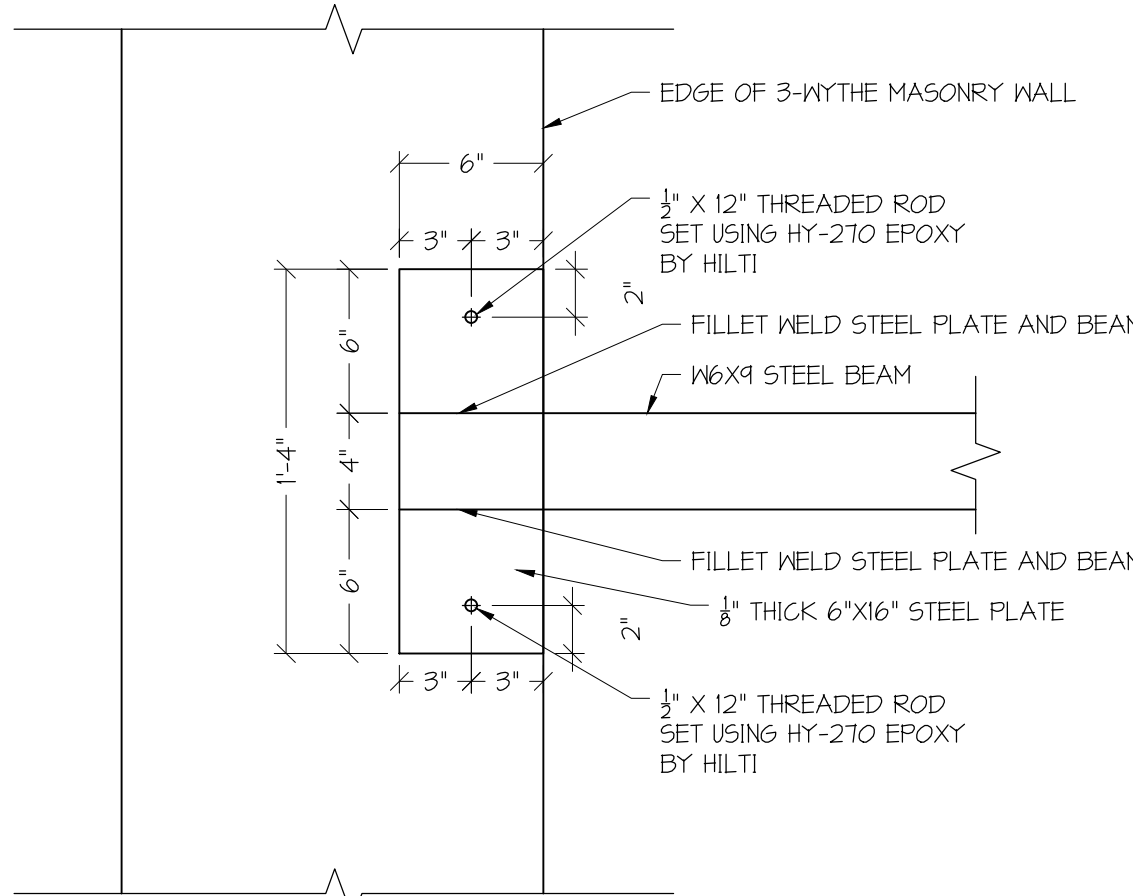
7
A3.1



RADIATOR COVER LEFT ELEVATION

SCALE: 1-1/2" = 1'-0"

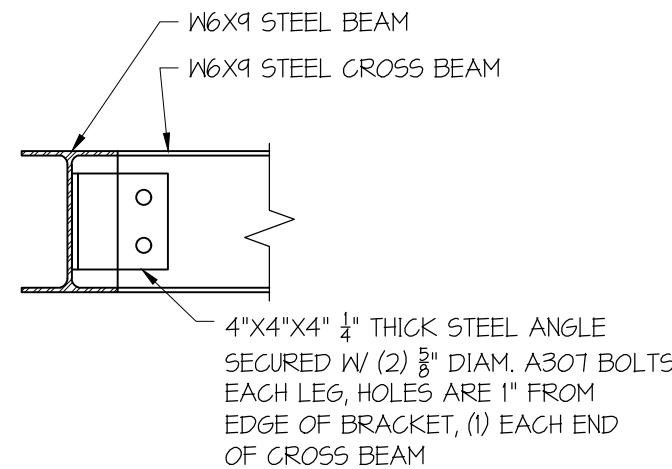
6
A3.1



BEAM/WALL ATTACHMENT DETAIL

SCALE: 1-1/2" = 1'-0"

8
A3.1



CROSS BEAM ATTACHMENT DETAIL

SCALE: 1-1/2" = 1'-0"

9
A3.1

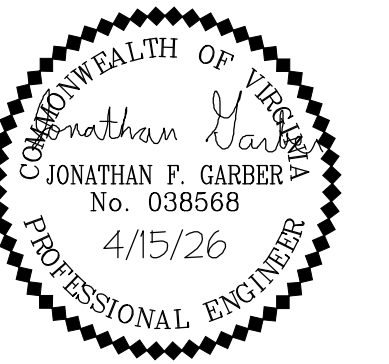
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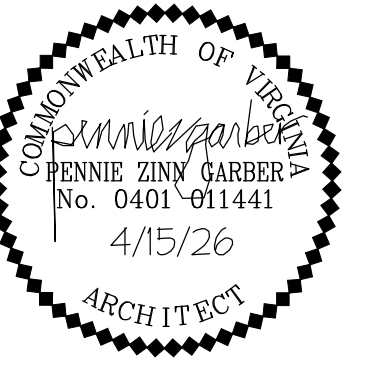
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CLIENTS INFO:
EMMANUEL EPISCOPAL CHURCH

300 W FREDERICK STREET, STAUNTON, VA

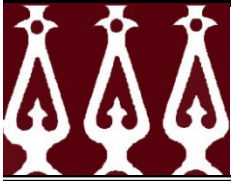
NO.	REVISION/ISSUE	DATE
JOB NUMBER:	24093	
DATE:	4/15/2026	
DRAWN BY:	WPM	
APPROVED BY:	PZG	

DRAWING DESCRIPTION:

DETAILS

DRAWING NUMBER:

A3.1



Historic Staunton Foundation

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

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

May 19, 2026

May 21, 2024 (Previous Review)

Certificate of Appropriateness

Remove and Replace Windows, Install Door, Install Brick Patio

201 North Madison Street

Newtown Historic District

Existing Condition: Constructed between 1904 and 1909 this is a two bay, two-story frame residence. Asphalt shingles cover the hip roof with a brick masonry chimney. Vinyl siding and wrap cover the exterior walls and trim while the historic wood German siding can be viewed under the porch roof. Windows are six over one light; double hung wood sash except for replacement one over one light vinyl sash windows on the lower floor. A single story front porch with hip roof includes Tuscan columns and balustrade with molded rail and square pickets.

A three-story wood frame porch is on the rear of the building including hip roof, square columns and balustrade with molded rail and square pickets. The lower level is enclosed with German wood siding. A wood screen side door is on the south end and two square windows are on the east, rear side.

Proposed Work: Please review the application for drawings, description, and photos.

North Façade:

Eliminate 3 current windows on North side of House.

Add two identical awning windows for the bedroom.

Add one large awning window for kitchen.

Add one long, fixed picture window for bathroom

Fill in old picture windows with identical vinyl siding

Rear –

Install Awning

Install French door - 72 in. x 80 in. Right-Hand/Outswing Low-E 15 Lite Primed steel Double Prehung Patio Door

6" vent

6" air makeup

Extend sewer vent away from new vents to comply with code requirements

Patio - Brick or Block - shape of patio undecided - Rectangular, half round or combination.

South

Elimination of side door - Replace with Dutch Lap Siding and window similar to window on rear.

Tear up old sidewalk

Install new sidewalk

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.

Discussion:

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

V. Guidelines for Existing Buildings – Elements

D. Doors

Doors are an important focal point of an entrance or porch, and they are often a character-defining feature of the architectural style of a building. Residences may have a variety of door types reflecting the variety of styles of dwellings. Commercial buildings typically have their original wood-and-glass doors, or they may have more recently installed aluminum frame doors.

GUIDELINES:

1. Retain and repair existing historic or original wooden door(s) and surrounding wood trim with matching materials. Reuse hardware and locks that are original or important to the historic evolution of the building.
2. Replace historic doors that are beyond repair with a new or salvaged door(s) of the same size, design, material, and types as used originally or sympathetic to the building style, including number and orientation of panel, location, and size of any glass panes. The new door should match the original as closely as possible and be based on physical evidence and/or historic photos.

Inappropriate Treatments:

3. Do not remove an original door and its opening on a primary elevation of the building.
4. Do not alter original elements around a door such as trim, sidelights, transom.
5. Do not remove or replace historic hardware features; additional security may be achieved by adding new locks without removing the old.
6. Do not replace a historic wooden door with a new wooden door that is a different design and may be of a style different from the original. Do not replace existing doors with fiberglass or composite doors, even if they have a similar design.

V. Guidelines for Site Design & Elements

A. Walkways, Driveways, & Parking

Most of the parcels in the commercial historic districts do not have these features, but the residential districts' properties usually have walkways and some have driveways for parking. Many of these neighborhoods offer only on-street parking since the spacing between lots is relatively narrow.

GUIDELINES:

1. Retain existing historic driveways that are considered contributing site features to the historic character of the property.
2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.
3. In general, driveways should be located only on large, wide parcels that can accommodate such a feature and when this feature is found on other surrounding historic properties.
4. Avoid placing driveways on small, narrow lots. Such a feature would have a major negative visual impact on the site.
5. Do not place paved parking pads in the front yard. All driveways for residential uses should extend to at least the rear building line.
6. Parking areas should be screened in some manner so that the parking is not the dominant visual feature of the property.
7. Retain existing historic paving and edging materials used on walks and driveways such as brick, bluestone, slate, limestone, and patterned concrete from earlier eras.
8. Repair damaged areas with materials that match the original paving in color, size, texture, and finish if possible.
9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.
10. Asphalt paving should not be used for walks, curb cuts, or aprons.
11. Any parking structures must meet the requirements of new construction for historic districts.
12. Do not demolish contributing historic buildings for new parking areas or structures.
13. Screen private parking areas with landscaped borders.
14. In large private parking areas, break up the space with landscaping, pedestrian walkways, seating areas, and other features. Connect pedestrian paths to buildings on site and to surrounding public sidewalks.

IV. Guidelines for Site Design & Elements F. Site Appurtenances

Site appurtenances, such as overhead wires, fuel tanks, utility poles and meters, antennae and satellite dishes, exterior HVAC units, and trash containers, are a necessary part of contemporary life. The placement of these items can either have a neutral impact on the character of the site and structure or detract from their historic appearance.

Site features fall into two categories: those features that can be controlled by the property owner—antennae, satellite dishes, mechanical units, trash containers, etc. — and those that cannot —overhead wires, utility poles, etc.

1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. Site appurtenances should not be placed in locations visible from a public- right-of-way.
2. Antennae, satellite dishes, and solar panels can be located on rooftop locations not visible from the public right-of-way. Do not install satellite dishes on parts of the building's façade or porch.
3. Store trash containers in screened locations not visible from public rights-of-way.
4. Consider placing overhead utilities coming to the private site underground whenever possible.
5. For commercial buildings with limited site space, place mechanical units on sections of the roof that are not visible from public rights-of-ways if possible, and screen the units as needed.

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.

V. Guidelines for Existing Buildings - Elements B. Windows

1. **Retain and preserve windows** that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
2. **Repair original windows** by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.
3. Uncover, repair frames, and reinstall windows with their original dimensions where they have been removed or blocked in.
4. If interior changes require the removal of a historic window on a primary elevation, retain the frame and sash on the exterior or use shutters if historically appropriate to create the appearance of the historic window remaining in its original location.
5. **Before replacing historic windows, conduct a physical survey of the window(s) to determine if they can be repaired or consolidated to extend the life of this historic element. (See a sample window survey worksheet in the appendix.) If a window on the front of the house must be replaced and an original window of the same style and size is identified on a secondary elevation, place the historic window in the opening on the primary façade.**
6. **Replace the unit in kind if replacement of a deteriorated window is necessary** by:
 - A. Matching the design and dimension of the original frame and sash.
 - B. Maintaining the original number and arrangement of panes.
 - C. Using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins. Small variations, such as the width and depth of the muntins and sash, are permitted if those variations do not significantly impact the visual character of the historic window design.
 - D. Using the following material types of replacement windows: wood, moisture-reduced wood, or wood-resin composites.
 - E. Consider replacing only the sash when the historic windows are too deteriorated for repair. By placing a track and a new sash in the old frame, no interior trim is removed, so there is no need to repaint woodwork or repair adjacent interior walls.
7. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.

Inappropriate Treatments:

1. Do not replace any historic windows without undertaking a condition survey of the existing windows.
2. **Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.**
3. **Do not install replacement windows that do not fit the opening.**
4. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
6. **Do not use vinyl windows when replacing historic windows.**

May 19, 2026 - HSF continues to recommend the following:

Recommendation: HSF recommends approval for installing new, paintable French doors in the lower enclosed porch. The placement is at the rear of the building and in a non-historic wall/enclosure.

It is recommended that the new door should not incorporate interior tape divisions between the insulated glass panels. Either use molded, exterior simulated light divisions adhered to the surface of the glass or use a single light door without divisions.

Also approval for:

Installing a new brick or concrete paver patio and walk.

Installing new kitchen and bath vents. This work should minimize cutting historic materials and the vents should be painted in a manner that minimizes their appearance.

Removal of the south, side door leading under the porch - it is doubtful this is a historic opening and door.

HSF does not recommend the removal of any historic windows. Cutting the exterior wall for installation of new windows that do not relate the fenestration pattern and/or are not in scale with the existing historic windows is not recommended. The building is covered with vinyl siding obscuring the historic siding and potentially window openings. The applicant is encouraged to review if historic window openings were enclosed on the north facade. Uncovering and utilizing any historic window openings may provide an opportunity for appropriately designed new windows.

IV. Guidelines for Site Design & Elements - F. Site Appurtenances

1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. Site appurtenances should not be placed in locations visible from a public- right-of-way.

V. Guidelines for Site Design & Elements - A. Walkways, Driveways, & Parking

9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.

VII. Guidelines for Additions - R. Additions

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
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.

V. Guidelines for Existing Buildings - Elements B. Windows

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
2. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.

Inappropriate Treatments:

1. Do not replace any historic windows without undertaking a condition survey of the existing windows.
2. Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.
3. Do not install replacement windows that do not fit the opening.
4. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
6. Do not use vinyl windows when replacing historic windows.

Sample Motion: I move the Certificate of Appropriateness be approved for

1. Installing new, paintable French doors in the lower enclosed porch. The placement is at the rear of the building and in a non-historic wall/enclosure.
2. The new door will not incorporate interior tape divisions between the insulated glass panels.
3. Installing a new brick or concrete paver patio and walk.
4. Installing new kitchen and bath vents. This work should minimize cutting historic materials and will be painted in a manner that minimizes their appearance.
5. Removal of the south, side door leading under the porch – this is not a historic opening and door.

Supporting Guidelines:

IV. Guidelines for Site Design & Elements - F. Site Appurtenances

1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while allowing for sufficient air flow. Site appurtenances should not be placed in locations visible from a public- right-of-way.

V. Guidelines for Site Design & Elements - A. Walkways, Driveways, & Parking

9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.

VII. Guidelines for Additions - R. Additions

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
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.

- **I move the Certificate of Appropriateness be denied for removal and addition of windows on the north façade.**

V. Guidelines for Existing Buildings - Elements B. Windows

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
2. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.

Inappropriate Treatments:

1. Do not replace any historic windows without undertaking a condition survey of the existing windows.
2. Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.
3. Do not install replacement windows that do not fit the opening.
4. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
5. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
6. Do not use vinyl windows when replacing historic windows.

LOCATION/OWNERSHIP

Name of Structure

Street Address 201 North Madison Street

Present Owner(s)

Mailing Address

Present Use Residence

LEGAL DESCRIPTION

Account No. 15

Assessor's Map No. 15-100-00

Block & Lot 342

Present Zoning Madison Sq./16

Accessible to Public

Additional Surveys No

Original Use Residence

Date of Construction 1904-1909

Source of Date Estimate from

Date of Major Known Remodeling maps

Source of Date

Architect or Builder Unknown

PHYSICAL DESCRIPTION

No. of Bays 2 No. of Stories 2

Roof Type hip

Porch Type single across front

Building Materials: Clapboards ☒ Brick ☐ Stone ☐

Stucco ☐ Shingles ☐ Board & Batten ☐

Other:

German siding

Notable Architectural Features: 6/6 lights; Tuscan columns on porch

Date 3/79 Surveyed By WTF

Photograph Roll No. 4477
3643

Neg. No. 10

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

OLD MAP REFERENCES:

YEAR PAGE USE

1857 _____

1870 _____

1877 _____

1884 _____

1886 _____

1891 _____

1894 _____

1899 _____

1904 Lot vacant

1909 p.8 Dwg. #203

1914 p.8 " #201

1921 p.8 " "

1929 p.8 " "

Other: _____

OLD PHOTO REFERENCES:**BIBLIOGRAPHIC REFERENCES:****ADDITIONAL MAP INFORMATION:**

MAJOR ALTERATIONS: front and back porches were added in 1909-1914.

DEED RESEARCH AND ADDITIONAL INFORMATION:



6-16-2021

Existing Condition: Constructed between 1904 and 1909 this is a two bay, two-story frame residence.

Asphalt shingles cover the hip roof with a brick masonry chimney. Vinyl siding and wrap cover the exterior walls and trim while the historic wood German siding can be viewed under the porch roof. Windows are six over one light; double hung wood sash except for replacement one over one light vinyl sash windows on the lower floor. A single story front porch with hip roof includes Tuscan columns and balustrade with molded rail and square pickets.

A three-story wood frame porch is on the rear of the building including hip roof, square columns and balustrade with molded rail and square pickets. The lower level is enclosed with German wood siding. A wood screen side door is on the south end and two square windows are on the east, rear side.



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:

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

 Site plan or plat of property

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

 Other (please list)

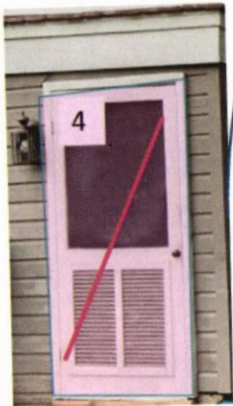
 A list of materials that identifies the type and quality of materials to be used in the Proposed project

 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.

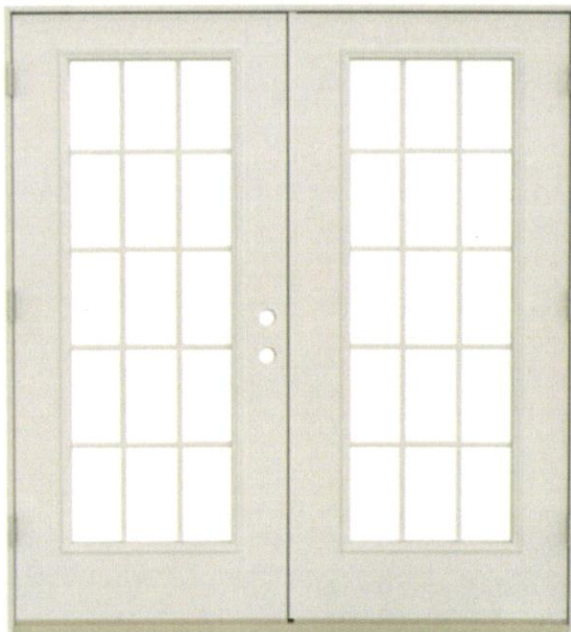
**Proposed
Changes (1-
4 Previously
Approved)**

1. French Door
2. Awning
3. Oven Vent
4. Old Side Door Filled In
5. Exterior Outlet

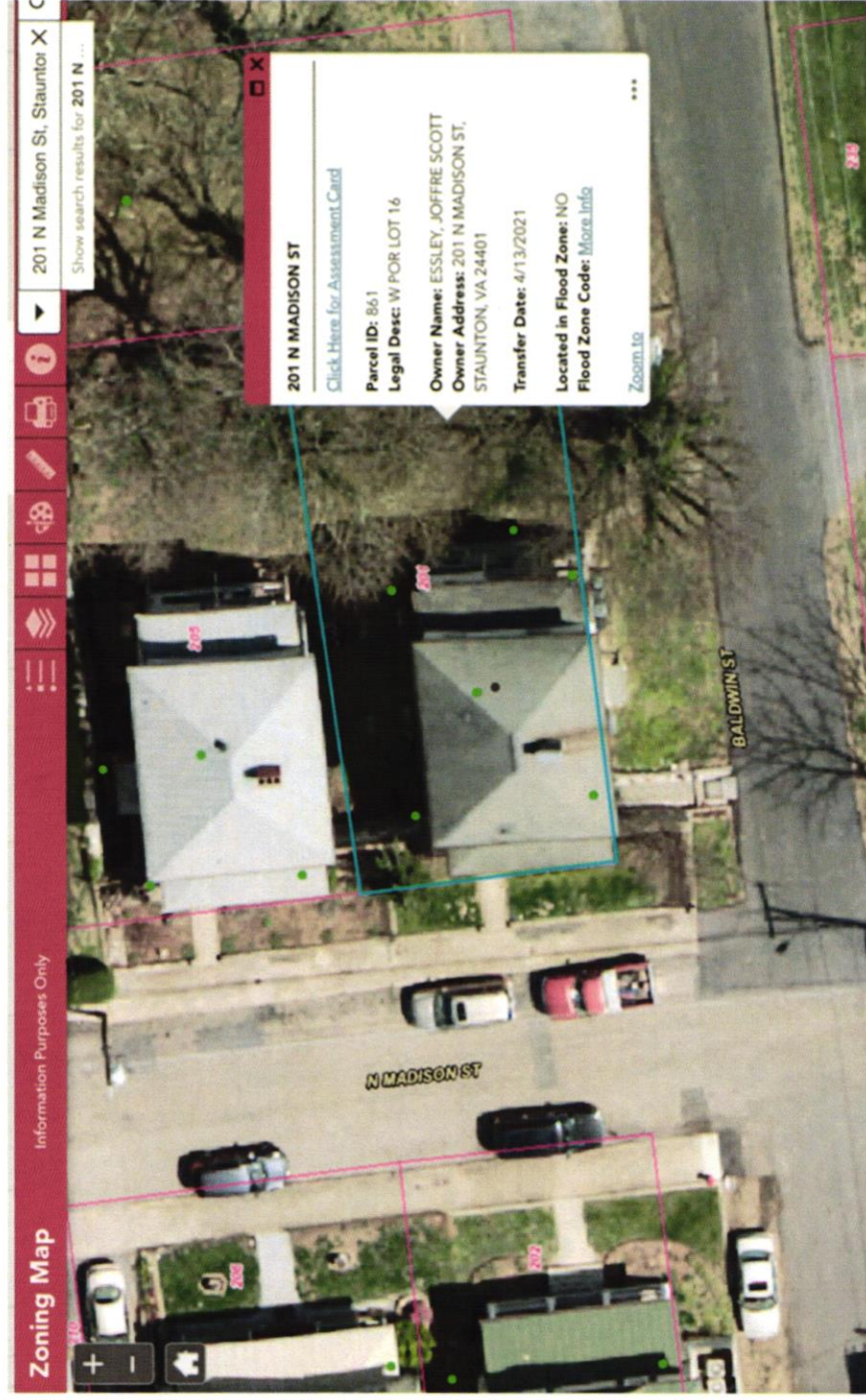


201 N
Madison

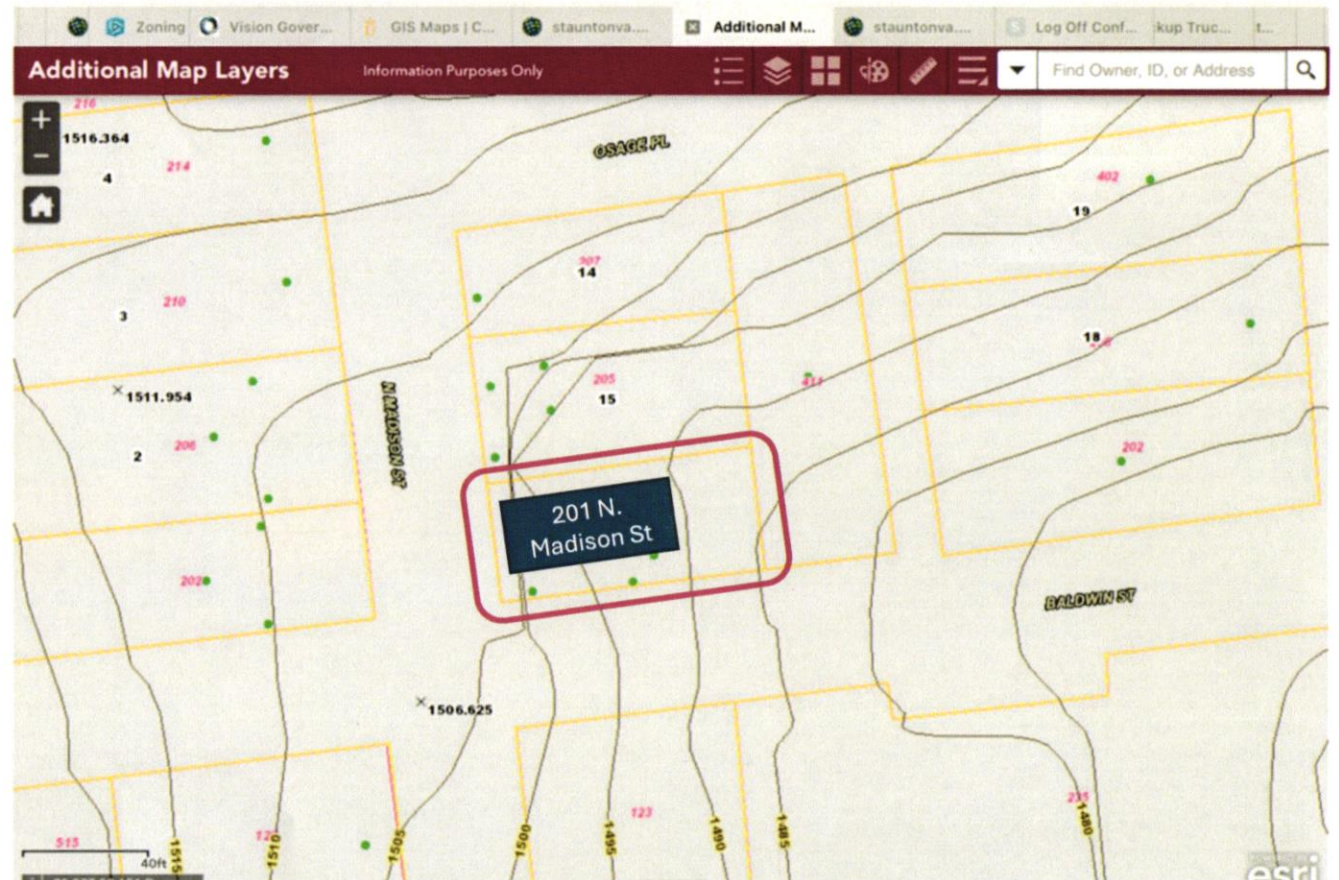
JELD-WEN 72-in x 80-in x 4-9/16-in Jamb Primed Steel Right-hand inswing French Patio Door with Low-E Glass with Grilles



201 N. Madison
Zoning Map



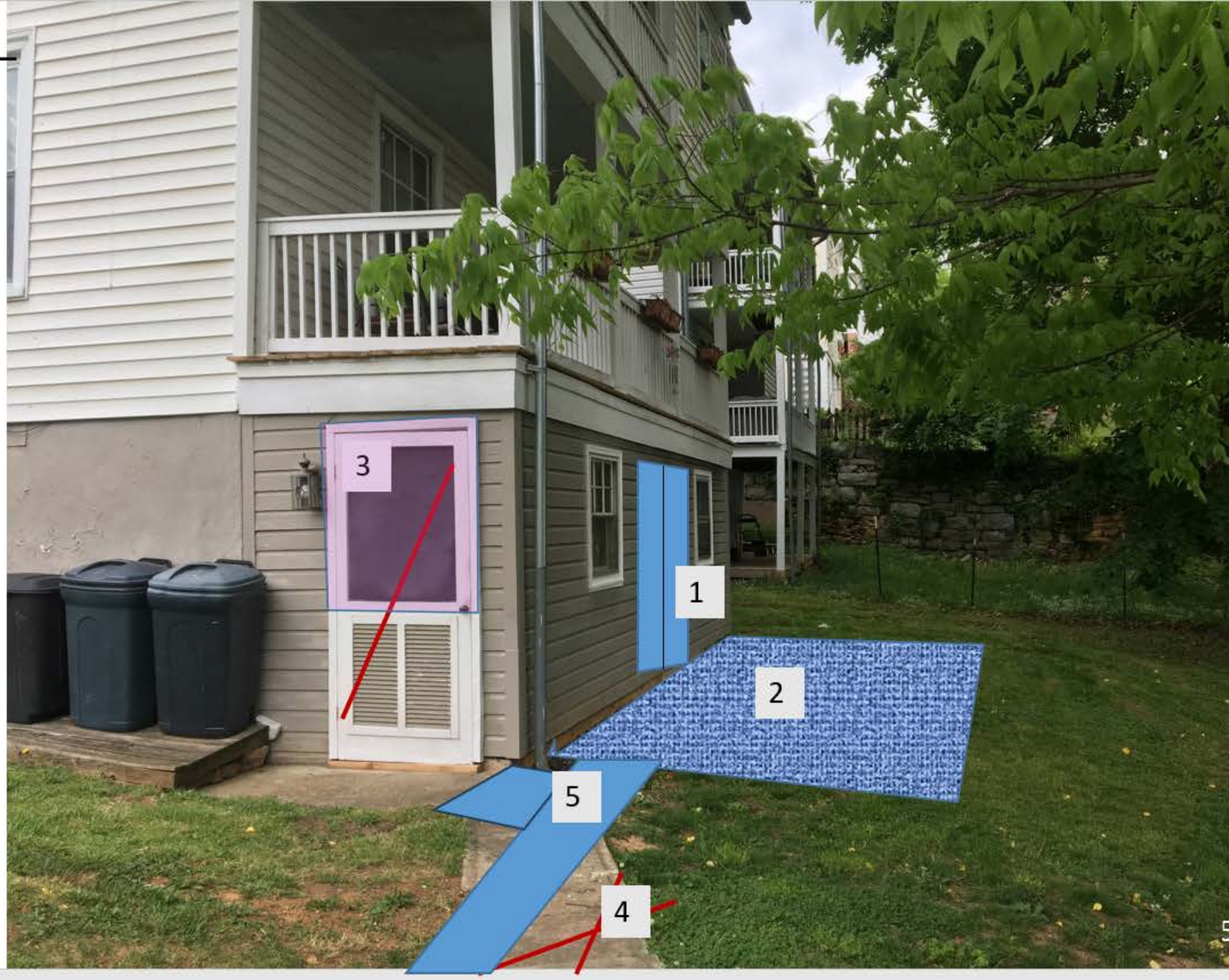
201 N. Madison Elevation Map

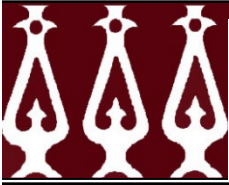


Previously Approved – Status Report

201 N. Madison Side
from South View

1. French doors –
onsite but not yet
installed
2. Patio – Block –
Underway
3. Elimination of side
door – Replace with
Dutch Lap Siding
and window similar
to window on rear –
pending 1
4. Tear up old sidewalk
- complete
5. Install new sidewalk
– first section
poured





Historic Staunton Foundation

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

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

May 21, 2026

950 West Beverley Street

Certificate of Appropriateness

Pressed Aluminum Fence

Newtown Historic District

Existing Condition: This is an infill development with a new timber framed house, extensive front garden and screened rear parking. The property is not a contributing property to the National Register Historic District Inventory. The entry corridor is a traditional neighborhood setting with closely spaced homes, period commercial buildings, and religious structures situated along a busy narrow street.

The previous structures on this property were demolished in 1982. Note – No Architectural Inventory Form is available for the current property.

Proposed Work: See application for drawings, photos, and descriptions.
Install an aluminum fence enclosing the yard.

Discussion:

<https://www.ci.staunton.va.us/home/showpublisheddocument/1672/636969728556070000>

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, its site, and its environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. This trellis porch railing is being prepared for painting to ensure long-lasting protection of the wood.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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

C. Fences & Walls

Fences and walls are a prominent site feature on many properties within Staunton's residential historic districts. Due to Staunton's topography with its various hills, many parcels have retaining walls laid in native limestone in the late 19th and early 20th centuries by European stone masons. Other masonry walls are constructed of brick, often with a cast stone cap. There also is a rich tradition of wrought iron fences, some in combination with limestone walls bordering residential lots. Other sites are defined by wooden picket fences, and some streets with gently sloping lots have open front yards without such features.

GUIDELINES:

1. Retain any existing historic fences and walls.
2. Repair existing historic fences and walls by salvaging original parts or materials for a prominent location from a less prominent location when possible.
3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
4. Respect the existing edge condition of the subject street when designing on a new site or rehabilitating an existing lot. If the majority of lots on the subject street have a fence or wall, consider incorporating one into the site improvements. If the majority of the lots on the subject street have an open lawn leading to the street, avoid adding a fence or wall to the front of the lot.
5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.
6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.
7. Privacy board fences are not generally appropriate for front or side yards or other highly visible areas.
8. Wood picket fences should be painted or stained with an opaque stain to complement the historic character of the building and street.
9. Chain link, vinyl, split rail, or unpainted pressure-treated wood fences or concrete block walls where visible from public rights-of-way are not appropriate in the historic districts.
10. The structural members of any fence should face inward to the property being fenced. Fences where the structural members are an integral part of an overall design, and where both sides of the proposed fence are identical, are appropriate.

HSF Recommendation: HSF recommends approval of the Certificate of Appropriateness for the installation of the aluminum fence. No gates are specified. Any intended gates need to be illustrated and specified and then approved by the commission.

C. Fences & Walls

5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.

6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.

Sample Motion: I move the Certificate of Appropriateness be approved for the installation of the aluminum fence.

C. Fences & Walls

5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish matches historic examples. Planted hedges are also used to define edges of properties.

6. The height of the fence or wall should not exceed the average height of other fences and walls of surrounding properties. See the City Code for further detailed requirements.

FULL DESCRIPTION OF PROPOSAL: 950 W Beverley. 6 foot
fence. Fence made of see-through ~~for~~ black
panels. Pickets 3 5/8 inches apart. English
style.

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) Please send your digital plans for the project to permits@fileshare.ci.staunton.va.us

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

☐ Site plan or plat of property

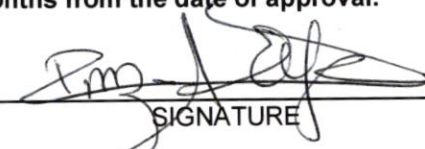
☐ Photographs showing property, work in question, and the area of the proposed project

☐ Other (please list) 6 aluminum panels

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

aluminum panels - see-through
~~sp~~ pickets are 3-5/8 inches apart.

The above-named person(s)/firm has permission to represent me regarding this request for architectural review. No material changes 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

05/08/26
DATE



