AGENDA

DESIGN REVIEW BOARD – NEIGHBORHOOD DESIGN PANEL

AGENDA

Regular Meeting
February 7, 2019
3:00 PM

10th Floor Council Chambers, City Hall

1. Call to Order
2. Roll Call
3. Welcome and Opening Remarks from the Chair
4. Approval of Minutes – January 3, 2019
5. Call for Public Notice Affidavit from Applicants
6. Acceptance of Agenda
7. Conflict of Interest Statement
8. Old Business
9. New Business
10. .. **

A. CA 18-1001 Application by Matt Ruth for a CERTIFICATE OF APPROPRIATENESS for a new single-family detached house located at 117 BUTLER AVE (TM#s 001600-01-00100; 001600-01-01600).
Documents:

18-1001 AGENDAPACKET_20190201.PDF

. . . ***

8. CA 19-26 Application by Tim Shands for a CERTIFICATE OF APPROPRIATENESS for previously installed vinyl siding located at 400 TOWNES ST (TM# 000400-01-01400).

Documents:

19-0026 AGENDAPACKET_20190201.PDF

. . . ****

<--[if !supportLists]-->

10. <!--[endif]-->**Advice and Comment (No Public Comment)**

11. Other Business

12. Adjournment

City of Greenville Planning and Development | 864-467-4476
Planning Staff Report to  
Design Review Board - Neighborhood  
January 31, 2019  
for the February 7, 2019 Public Hearing

Docket Number: CA 18-1001  
Applicant: Matt Ruth  
Property Owner: Hillary and Steven Serafino  
Property Location: 117 BUTLER AVE  
Tax Map Number: 001600-01-00100  
Acreage: 0.15  
Zoning: R-6, Single-Family Residential District  
Proposal: Construction of a new single-family detached home  
Staff Recommendation: Approval with conditions

Staff Analysis:  
The applicant proposes to construct a new single-family home in the Hampton-Pinckney Neighborhood Preservation Overlay, located at the corner of Butler Avenue and Hampton Avenue. The brick home will be two stories, fronting Butler Avenue.  
The front façade is highlighted by a rounding wrap porch with a low wall on the Butler/Hampton Avenue corner. Another highlight on the front is the arched doorway. Decorative brick “X” patterns are provided below the windows on the left side of the front façade to provide additional visual interest. Roof brackets are provided under the soffits. The corner quoins have been removed since this design was first reviewed by the DRB in January.  
The decorative “X” pattern is repeated on the left side elevation to break up a blank portion of wall; a stairwell and bathroom is on the interior in his area.  
The right side is also the Hampton Avenue elevation. Landscaping and pavers will visually extend the porch into side yard and to the rear of the property, where the garage is accessed.  
The rear elevation includes an open porch with an exposed fireplace; this area is an extension of the interior living space through the french doors. Garage access is from the rear; lighting on each side of the garage doors is proposed to be a six-sided London sconce.  
The house is proposed to be constructed with a white brick veneer. Asphalt shingle roofing is proposed, with a metal roof atop the front porch (specific colors not mentioned). HVAC location is not indicated.  
Staff notes questions/concerns and would recommend the following to the Design Review Board’s deliberations:

1.) The front window at the porch. The use on the interior is a bathroom and a bathtub is proposed just inside this window. Staff would like additional information as to whether or not this window will be a clear glass, spandrel, tinted or controlled in any other way. Staff recommends that this be discussed and finalized as part of the final approval and notes that the final disposition of this window treatment could have a significant impact on the overall front elevation building presentation.
2.) White brick veneer. Staff is concerned about a general approval of the color white due to the large range of shades available. Staff recommends that the white be compatible with the majority of the shades of white already represented within the neighborhood.

3.) Asphalt shingle roofing. Asphalt shingles range in quality from low-end, generic to high-end architectural shingles with shade and shadow and color variation characteristics. Staff recommends that the asphalt shingle be in keeping with the history and character of the neighborhood.

4.) Metal roof at the front porch. Like asphalt shingles, metal roofs come in a wide variety. Staff would recommend a metal roof, in style and color, in keeping with the historic neighborhood such as a standing seam.

5.) Gutters and downspouts. While not normally a feature that receives comment, the use of downspouts in this design is clearly an important part of the overall building design presentation. Therefore, staff would recommend a historic material, such as copper, or other specified by the Design Review Board, be required.

Staff notes that the surrounding area is comprised of homes of varying scale, materiality and colors. The proposed house incorporates many of the architectural characteristics outlined in the design guidelines for new residential construction. The setbacks, mass, scale and other proportions are consistent with the fabric of the block and district. Staff also reviewed preliminary site plan area calculations and confirms the house plan meets required setbacks and impervious regulations. Therefore, staff recommends approval with conditions.

APPLICABLE DESIGN GUIDELINES:

AR.6 A new building should appear similar in scale to traditional single family houses.
   A. New construction should appear similar in mass and scale to nearby historic structures.
   B. New construction should be within five feet of the average height of historic structures within the immediate neighborhood.
   C. On larger structures, subdivide larger masses into smaller “modules” that are similar in size to single-family residences seen traditionally.

AR.7 The form of a new building should be similar to those seen traditionally in the historic district.
   A. Use building forms similar to those found traditionally in a district.
   B. Use traditional roof forms.
   C. The number and size of dormers should be limited on a roof, such that the primary roof form remains prominent.
   D. Roofs should be similar in scale to those used historically on comparable buildings.

AR.8 Building materials for new construction should be similar to materials seen historically.
   A. Maintain the existing range of exterior wall materials found in the historic district.
   B. Exterior wood finishes should appear similar to those used historically.
   C. Masonry should appear similar to that used historically.
   D. Materials should be applied in a manner similar to that used historically.
   E. Newer, synthetic materials may be considered for a new structure, if they appear similar in character and detailing to traditional building materials.
   F. Roof materials should be composite shingles and convey a scale and texture similar to that used traditionally.

AR.9 A new building should be visually compatible with historic structures in the area.
   A. A new building should not be designed to look old.
   B. Using contemporary interpretations of historic styles is encouraged for new buildings.
   C. New architectural details should relate to comparable historic elements in general size, shape, scale and finish.
D. Where a deck is used, it should be unobtrusive, as seen from the street.
E. Use contemporary interpretations of architectural features that are common to traditional buildings in the neighborhood.
F. If they are to be used, design ornamental elements, such as brackets and porches, to be in scale with similar historic features.

AR.15 **Use colors to create a coordinated color scheme for a building.**
A. The facade should “read” as a single composition.
B. Employ color schemes that are simple in character.
C. Base or background colors should be muted.
D. Reserve the use of bright colors for accents only.
E. Consider the architectural period when choosing paint colors for a building based on the date of construction.
F. Consider the architectural style when choosing paint colors for a building.

AR.5 **Minimize the visual impacts of mechanical equipment and service areas as seen from the public way.**
A. Screen mechanical equipment from view.
B. Do not locate utility connections and service boxes on the primary facade.
C. A service area should not be visible from a public way.
D. Trash storage should be designed to be secure from animals.
Application for Certificate of Appropriateness – Neighborhood Design Panel
(For Properties in any Preservation Overlay District, except the West End Preservation Overlay District*)

Applicant/Owner Information

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: Matt Ruth</td>
<td>Hillary &amp; Steven Stampaio</td>
</tr>
<tr>
<td>ADDRESS: 2200 Box 8150</td>
<td>114 Ridgefield Dr.</td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
<td>Tax Parcel#: 0016000100100</td>
</tr>
<tr>
<td>PHONE: 664-444-4768</td>
<td>727 772 3001</td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td>EMAIL: matte.mocoll.com</td>
<td><a href="mailto:hessermano87@gmail.com">hessermano87@gmail.com</a></td>
</tr>
</tbody>
</table>

Property Information

<table>
<thead>
<tr>
<th>STREET ADDRESS: 117 Barlow Ave</th>
<th>TAX PARCEL #: 0016000100100</th>
</tr>
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<tbody>
<tr>
<td>ZONING DESIGNATION: R-6</td>
<td></td>
</tr>
<tr>
<td>WHICH PRESERVATION DISTRICT?</td>
<td>National Register? NO</td>
</tr>
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</table>

Description of Request

Appraiser of plans for a new single family residence on an existing vacant lot. (117 Barlow Ave.)

Instructions

1. The application and fee, made payable to the City of Greenville, must be received by the planning and development office no later than 5:00 pm of the date reflected on the attached schedule.

* Applicable districts are: Col, Elias Earle, East Park Avenue, Hampton-Pinckney, Heritage, Pettigru, and Overbrook.
2. See Section 19-2.3.8(e), Standards, for additional information; you may attach a separate sheet addressing these questions.

3. You must attach scaled drawings that reflect, at a minimum, the information reflected on page 3. Drawings must be drawn at an appropriate scale, such as 1"=20' or ¼"=1', etc. Although construction drawings are not required, applicants for “final approval” must be able to provide construction drawings at the Design Review Board’s (DRB) request. Applicants seeking informal review may do so at any stage of the design process. The Board may request additional information at any time to fully understand the proposal. Items submitted to the Board become the property of the City and will not be returned.

4. You must attach the required application fee:
   a. Applications requiring review by the Neighborhood Design Panel - $150.00
   b. Applications that meet criteria for Staff review - $25.00
   c. Modification of approved Certificate of Appropriateness – ½ the original fee
   d. Informal Review - $0.00

5. The Administrator will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency, prior to placing the application on the DRB agenda. If the application is determined to be “insufficient”, the Administrator will contact the applicant to request that the applicant resolve the deficiencies. You are encouraged to schedule an application conference with a planner, who will review your application for “sufficiency” at the time it is submitted. Call (864) 467-4476 to schedule an appointment.

6. If the application requires review by the Neighborhood Design Panel, you must post the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.

   "Public Hearing" sign(s) are acknowledged as received by the applicant.

   Applicant signature

7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

   In addition the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

   If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

   To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is _____ or is not ____ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

   [Signature]

   APPLICANT

   [Date]

   PROPERTY OWNER

   [Date]

Revised 7/17/13
Application documents must be submitted as one (1) hard copy and, for DRB review, a digital copy in pdf format (each drawing as a separate file).

### A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:

- Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
- Building elevations for all sides. Drawings must show the relationship to buildings on the property and adjacent lots.
- Drawings for building additions must illustrate the relationship to the existing structure.
- Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- A list of proposed materials and colors, including manufacturer's specifications. All material and color board must be submitted and will not be returned to the applicant.
- Cut sheets or other information, illustrating the design and type of lighting and other details.
- Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### B. For Alteration of an Existing Building or Structure:

- Scaled drawings indicating the extent of the proposed alteration.
- Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

### C. For Demolition or Relocation of an Existing Building or Structure:

- A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age.
- Documentation on the costs of rehabilitation and forecast of possible economic return.
- Photographs of the property and surrounding properties, 1 color set, fully labeled.
- Site plan and or building plans for post demolition, including a timeline for development.

### Site Design, Parking, Plazas, Landscape:

- Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.
- Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors.
- Photographs of the property and surrounding properties, 1 color set, fully labeled.
- Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

### Signs:

- Scaled drawings for proposed signs.
  - Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
  - For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- Photographs of the property and surrounding properties, 1 color set, fully labeled.
- A list of proposed materials and colors, including manufacturer's specifications. All material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- Cut sheets or other information, illustrating the design and type of lighting, if any.
NELLY STEVEN HOLLY (3 GAL) (23)
TEA OLIVE (3 GAL) (22)
LIMELITE HYDRANGEA (1 GAL) (12)
GEORGE TABOR AZALEA (1 GAL) (18)
WINTERGREEN BOXWOOD (1 GAL) (25)
AMERICAN BOXWOOD (3 GAL) (6)
DOUBLE GROUND MULCH WITH LIRIOPE GROUNDCOVER BORDER (TYP)
OCTOBER GLORY MAPLE (4" CALIPER) (2)
FESCUE SOD (TYP)
Six-Sided London Street

Rodin w Bottom Finial


Standard Lantern Sizes

<table>
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<tr>
<th>Height</th>
<th>Width</th>
<th>Depth</th>
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</tbody>
</table>
Planning Staff Report to  
Design Review Board - Neighborhood  
January 31, 2019  
for the February 7, 2019 Public Hearing

Docket Number: CA 19-26  
Applicant: Tim Shands  
Property Owner: Tim Shands  
Property Location: 400 TOWNES ST  
Tax Map Number: 000400-01-01400  
Acreage: 0.14  
Zoning: C-3, Regional Commercial District  
Proposal: Installation of vinyl siding on rear elevation  
Staff Recommendation: Approve with conditions

Staff Analysis:

The applicant is seeking approval for vinyl siding that was installed without a Certificate of Appropriateness. The property is a church building, located at the northwest intersection of Townes Street and W Park Avenue within the Heritage Preservation Overlay District. The original structure is a wood frame, with a gabled roof, German lap wood siding on a raised brick foundation. Upon inspection, staff noted that all the windows appear original and untouched and found that the structure is listed on the 2003 historic survey conducted by the city. The 2003 survey does not indicate whether the structure is a contributing or non-contributing structure.

The scope of the application request is for vinyl siding that was installed, without a Certificate of Appropriateness, on the rear elevation of the church. The siding was installed as a repair measure after vegetation had been removed and several large holes were discovered in the existing lap siding. It should be noted that the vegetation was also removed without a Certificate of Appropriateness.

Per the Land Management Ordinance, section 19-2.3.8.C.2.a states that a Certificate of Appropriateness is not required if maintenance and repair meet the following standard:

Nothing in this section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures designated as historic when the repair does not involve a change in design, material, color or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits under this chapter may be required).

Staff did not believe the installment of vinyl met the exempt criteria, being a change of material, and therefore issued a Stop Work Order to the applicant on December 17, 2018 in order for them to secure a Certificate of Appropriateness and a building permit. In discussion with the applicant at that time, staff made the applicant aware that vinyl siding may not be acceptable. The applicant cited several surrounding properties, within the preservation overlay, which had installed vinyl siding before they did.

In processing this application, but not part of their request, staff discovered that the W Park Avenue elevation of the church, originally a reddish-brown paint on wood lap siding, was painted white within the last calendar year. The front façade, facing Townes St, is still reddish-brown in color. A small portion of this color can still be seen on the far eastern side of the south elevation (fronting W Park Ave). The vinyl
siding, added to the rear, is also white to match the white paint used to cover the original reddish-brown paint on the W Park Avenue elevation. Staff has not been able to ascertain if the siding on the rear or the painting of the side occurred first, or if both occurred in a similar timeframe.

Staff recommends proper repair or replacement of damaged German lap wood siding to maintain the integrity of the building’s history with the condition that the whole building have an approved paint scheme to be followed and that the vinyl siding be allowed as a temporary protective measure until the repairs are complete. All repair should be accomplished within 18 months of the date of the Certificate of Appropriateness.

APPLICABLE DESIGN GUIDELINES:

HR.2 Deteriorated architectural details should be repaired rather than replaced, whenever possible.
   A. Repair only those features that are deteriorated.
   B. When disassembly of an historic element is necessary for its restoration, use methods that minimize damage to the original materials.
   C. Use approved technical procedures for cleaning, refinishing and repairing architectural details.

HR.3 Original architectural details that have deteriorated beyond repair should be replaced in kind.
   A. Remove only that which is deteriorated and must be replaced.
   B. Replace missing original details in kind.
   C. Repair or replacement of missing or deteriorated details should be based on original features
   D. When reconstruction of an element is impossible, developing a compatible new design that is a simplified interpretation of the original is appropriate.
   E. Avoid adding ornamentation or other decorative elements, unless thorough research indicates that the building once had them.

HR.4 Original building materials should be preserved in place, whenever feasible.
   A. Maintain existing wall materials and textures.

HR.5 Deteriorated building materials should be repaired rather than replaced, whenever possible.
   A. Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the materials.
   B. Use the gentlest means possible to clean a structure.
   C. Use technical procedures that preserve, clean, refinish or repair historic materials and finishes.

HR.6 Original building materials that have deteriorated beyond repair should be replaced in kind.
   A. Match the original material in composition, scale and finish when replacing it on a primary surface.
   B. Do not use synthetic materials, such as aluminum or vinyl siding or panelized brick, as replacements for primary building materials on an historic structure.

HR.7 The use of synthetic siding materials to cover original building materials or features is not appropriate.
   A. Historic building materials or features should not be covered with synthetic materials.
   B. Consider removing later synthetic or composite materials that cover original siding.

HR.8 Original wood siding should be maintained with a protective coating of paint.
   A. Protect wood features from deterioration.
   B. Plan repainting carefully.
   C. Using the historic color scheme is encouraged.

HR.12 Plant materials should be used to create continuity among buildings.
   A. Preserve historic landscape features.
B. Maintain mature trees.

HR.15 Historic windows and doors significantly affect the character of a structure and should be preserved.
   A. Preserve the position, number, size and arrangement of historic windows and doors in a building wall.
   B. Preserve the functional and decorative features of an historic window or door.
   C. Repair wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood.

HR.23 A property owner should not allow their building to deteriorate by failing to provide ordinary maintenance.
   A. Use the gentlest means possible to clean the surface of materials and features.
   B. Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the material.
   C. Plan repainting carefully.
   D. Maintenance of windows.
Application for Certificate of Appropriateness – Neighborhood Design Panel
(For Properties in any Preservation Overlay District, except the West End Preservation Overlay District*)

Applicant/Owner Information

Applicant: Tim Hands
Property Owner: Same

ADDRESS: 221 Stone Hedge
Easley, SC 29642

PHONE: 864-772-0557

EMAIL: TShands@Yahoo.com

Property Information

STREET ADDRESS: 400 Townes ST
TAX PARCEL #: 00040200101400

ZONING DESIGNATION: C-3
WHICH PRESERVATION DISTRICT? Heritage NATIONAL REGISTER? No

Description Of Request

Please see attachment

* Applicable districts are: Col. Elios Earle, East Park Avenue, Hampton-Pinckney, Heritage, Pettigru, and Overbrook.

Instructions

1. The application and fee, made payable to the City of Greenville, must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.

Revised 7/17/13
2. See Section 19-2.3.8(e), Standards, for additional information; you may attach a separate sheet addressing these questions.

3. You must attach scaled drawings that reflect, at a minimum, the information reflected on page 3. Drawings must be drawn at an appropriate scale, such as 1"=20' or ¼"=1', etc. Although construction drawings are not required, applicants for "final approval" must be able to provide construction drawings at the Design Review Board's (DRB) request. Applicants seeking informal review may do so at any stage of the design process. The Board may request additional information at any time to fully understand the proposal. Items submitted to the Board become the property of the City and will not be returned.

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   ‘Public Hearing’ sign(s) are acknowledged as received by the applicant.

   Applicant signature

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   In addition the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

   If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

   To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is _____ or is not ___ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

   APPLICANT

   DATE

   PROPERTY OWNER

   DATE

Revised 7/17/13
In October Pastor Rector, my tenant, informed me of damage to the rear exterior wall on the east side of the building located at 400 Townes Street. The evergreens on that side of the building were trimmed, revealing a substantial amount of damage to the wood siding.

When I surveyed the damage, I witnessed several holes in the wood siding. Being concerned about further loss of siding due to small animals could penetrate the building, I immediately reached out to a siding company for repairs. The eastern wall was clad in vinyl siding to immediately prevent further damage and deterioration. Subsequently, there was a complaint about the work activity being down without a Certificate of Appropriateness. At that time, a “stop work” order was issued.

I had completely forgotten that this property was part of a Historic Preservation area. Sometime in 2000 – 2001, I recall receiving a first communication and first draft showing the Historic overlay boundary, which did not include 400 Townes Street. However, another overlay came later that included 400 Townes.

I wish to assure all concerned that I did not purposefully violate any zoning rules. I’ve had a great relationship with the church that has met there for many years now. They seldom require my assistance and we always communicate via phone. This, and the evergreens that were hiding that eastern wall, is why I was not aware of the damage as it progressed.

I’ve recently driven through the Heritage area and noticed many properties with vinyl siding as either an accent feature, and in some cases full siding. It is my hope that the siding I’ve completed on the rear elevation could be allowed as I don’t plan to cover the more visible sides. The side that has vinyl is obscured from view due to the proximity of the neighbor’s garage.
1 block next to 400 Townes.

@22 houses. 10 are either fully or partial vinyl.