

**AGENDA**  
**Historic Yorktown Design Committee**

York Hall  
East Room  
301 Main Street, Yorktown  
July 16, 2025  
7:00 PM

1. Call to Order
2. Roll Call
3. New Business
4. Applications for Certificates of Appropriateness
  - a. **HYDC-276-25, 114 Ballard Street**
  - b. **HYDC-277-25, 331 Water Street**
5. Old Business
6. Reports / Member Concerns
7. Adjourn

# COUNTY OF YORK

## MEMORANDUM

**DATE:** July 8, 2025 (HYDC Mtg. 7/16/25)

**TO:** Historic Yorktown Design Committee

**FROM:** Jeanne Sgroi, Senior Planner

**SUBJECT:** Application No. HYDC-276-25, Jeffrey Vance, 114 Ballard Street:  
Amendment to HYDC-263-24, request to clear stain backyard fence

### Issue

This application, submitted by Jeffrey Vance, seeks an amendment to HYDC-263-24, which, as a condition of approval, required the applicant to paint the fence white on or before November 20, 2025. The applicant is requesting approval to stain the recently constructed yard fence with a clear coat located at 114 Ballard Street, rather than paint it white.

The back of the property (and fence) face the private street and parking areas within Chischiak Watch. The wooden fence is six feet in height, comprised of tall pickets installed on both sides of the horizontal rail, offset from one another, and feature a scalloped top. The wood would remain natural in color with a clear stain to seal it and maintain the overall appearance of the fence. The fence is approximately 70-feet wide at the back of the property, and 80-feet long on both sides of the property between adjacent lots, with 10 to 12-foot sections connecting the house to the perimeter of the fence. The fence has a small gate on the south side of the property and a large gate on the north side across the driveway. The application and photos of the fence in its current unpainted state are attached.

### Pertinent Design Guidelines

The subject property is located in the Historic Core, as defined by the Yorktown Historic District and Design Guidelines. According to County property records, the existing structure was constructed in 1930 and, therefore, is considered to be a contributing building (constructed between 1866 and 1945). The standard for fence color can be found in Appendix 2 (page 79) of the Design Guidelines. The fence should be evaluated in accordance with this provision. A summary listing of those standards, along with staff comments regarding compliance, follows:

Standard	Comments
<b>I. The Historic Core</b>	
<b>A. Purpose</b>	

The design guidelines for the Yorktown Historic Core are intended to:

1. protect the character and integrity of Yorktown;
2. preserve the character of contributing buildings, landscapes, and the Historic District as a whole;
3. guide new construction that is compatible with the character of the Historic Core;
5. promote an overall design expression that is consistent with Yorktown's historic character.

## B. Site Planning and Landscape Alterations

### 1. Views

New construction and alteration of existing construction should be undertaken with appropriate recognition of its impact on views toward significant features and resources, as well as impacts on views from those resources and other vantage points. However, although such considerations are important, they should not be deemed so controlling as to limit the construction rights accorded by the basic development standards established for Yorktown.

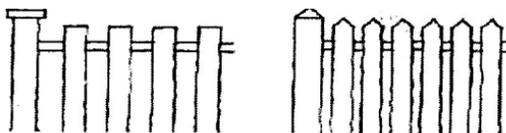
The fence is visible from Ballard Street and Chischiak Watch. The 10 and 12-foot sections that connect the fence to the house are not visible from directly in front of the home, because they are installed toward the rear of the house. They are visible to any passersby viewing the home from the left or right side of the house. The property's backyard abuts Chischiak Watch and the fence is visible from that private property. It is also visible from the adjacent properties at 120 Ballard Street and 115 Chischiak Watch, but is largely obscured from view from 115 Chischiak Watch by adjacent vegetation.

## APPENDIX 2: ILLUSTRATIONS AND DIAGRAMS

### 2. Fences

Fences should be simple in overall design, painted white, between 36"- 48" in height, and have appropriately sized and spaced pickets with a simple, geometric profile. Pedestrian entry gates should be of the same material, color, and general design as the fence.

The fence is proposed to be finished with a clear stain, rather than painted white per this Guideline and the previous approval.



### **Recommendation**

The applicant proposes maintaining a natural wood fence in the rear and side yards by clear staining it. Guidance regarding fence colors is provided in Appendix 2, number 3 of the Design Guidelines, which recommends that fences be painted white. Additionally, the previous request and approval for the fence conditioned the fence be painted white. Staff found examples of unpainted wooden fences in side and rear yards at 120 Ballard Street and 116, 112, and 108 Church Street. Staff also found examples of white-painted fences in side and rear yards in most of the properties in Chischiak Watch, at 105 Church Street, 208 and 210 Bacon Street, and 234 and 230 Nelson Street. While examples of properties with both natural and white fences in the side and rear yards are available, staff recommends the fence be painted white to meet the recommendation of the Design Guideline. Accordingly, it is recommended that the Committee deny the proposal. Should the Committee choose to approve the application, staff will strike condition of approval number 2 from the conditions of approval for HYDC-263-24, shown below and add a condition of approval that the fence be clear stained on or before November 20, 2025.

1. Except as set forth herein, the fence shall be constructed in accordance with the sketch plan and narrative description provided by the applicant and received by the York County Planning Division on September 27, 2024, copies of which shall remain on file in the office of the Planning Division.
- ~~2. The fence shall be painted white on or before November 20, 2025.~~
2. The fence shall be stained with a clear stain on or before November 20, 2025.

Sgroi/6689

Copy to: Jeffrey Vance

#### Attachments

- Application
- Vicinity Map
- Photographs of the fence

**APPLICANT: County of York**

114 Ballard Street

Request to clear stain backyard fence

# VICINITY MAP

APPLICATION NUMBER: HYDC-276-25



Property of  
Holly Szumila-Vance  
& Jeffrey Vance

★ = Conditional Zoning



Printed on July 9, 2025.



SOURCE: YORK COUNTY  
GIS PARCEL DATA and  
ZONING DATA

THIS IS NOT A LEGAL PLAT.  
This map should be used for  
information purposes only. It is  
not suitable for detailed site planning.



HYDC #: <u>276-25</u>
Date Filed: <u>6/20/25</u>

## Historic Yorktown Design Committee

### APPLICATION FOR ARCHITECTURAL REVIEW

I/We \_\_\_\_\_ request authorization under the terms of the Yorktown Historic District (Section 24.1-377 of the York County Zoning Ordinance) and the Yorktown Design Guidelines to undertake the property improvements described in this application.

**Property Location/Address:** \_\_\_\_\_

*NOTE: If the property is located within the Chischiak Watch (CW) homeowners association, be advised that approval from the CW Architectural Control Committee may also be required before any changes or improvements to the property can be made.*

**GPIN:** \_\_\_\_\_

**Proposed Action(s):**

New Building	Repainting with existing color scheme
Addition	Repainting with different color scheme
Relocation	New roof – same color and materials
Demolition	New roof – different color or materials
Deck / Porch / Trellis	New / replacement windows
Garage / Storage Shed	Signs (new or replacement)
Walls / Fences	
Other (please describe) _____ _____	

**Detailed Description of Proposed Improvements / Actions:** please describe the proposed exterior improvements and property modifications that you would like to undertake; attach architectural plans or sketches or photographs to depict the proposal: \_\_\_\_\_

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**A LIST OF ALL MATERIALS USED AND COLORS PROPOSED MUST BE SUBMITTED WITH THE APPLICATION:** (include information for foundation, walls, doors, windows, trim, gutters/downspouts, roofing, lighting, sidewalks, mechanical equipment, decks, rails, chimney, walls, fences, and others as applicable; include samples of materials and color charts.)

**Applicant/Property Owner**

**Representative**

Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone/Fax No. [REDACTED] \_\_\_\_\_  
E-mail [REDACTED] \_\_\_\_\_

Printed Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone/Fax No. \_\_\_\_\_  
E-mail \_\_\_\_\_

The above-named person/firm has permission to represent me regarding this request for architectural review. I understand that approval by the Historic Yorktown Design Committee (HYDC) of any construction, reconstruction, alteration, demolition, or other modification of a building, structure, sign, or exterior architectural feature shall expire 12 months from the date of approval.

Property Owner Signature: [REDACTED] Date: \_\_\_\_\_  
\*\*\*\*\*

**Signing this application form shall constitute the granting of authority to County officials and HYDC members to enter the property for the purposes of conducting the analysis of the application, taking photographs, and posting signs to notify the public of the application.**

**PLEASE NOTE THAT CONSIDERATION WILL NOT BE GIVEN TO INCOMPLETE APPLICATIONS.**





# COUNTY OF YORK

## MEMORANDUM

**DATE:** July 7, 2025 (HYDC Mtg. 7/16/25)

**TO:** Historic Yorktown Design Committee

**FROM:** Jeanne Sgroi, Senior Planner

**SUBJECT:** Application No. HYDC-277-25, County of York, Replace all doors, 331 Water Street

### Issue

This application, submitted by York County, seeks approval to replace the doors on the Freight Shed located at 331 Water Street. The applicant wishes to replace the doors because of ongoing HVAC issues and problems obtaining replacement parts to repair them, as the doors are no longer manufactured. The new doors would be able to be locked remotely, which would improve security, as well. The proposed doors would be glass with black enamel frames and would be similar to the front doors of York Hall. All four sets of doors (the set of doors facing Water Street and the three sets of doors facing the river) are proposed to be replaced. Photos of the proposed doors and other supporting material provided by the applicant are attached.

### Pertinent Design Guidelines

The subject structure is located in the *Waterfront* district and was constructed in 2005, which makes it a non-contributing structure, as defined by the Yorktown Historic District and Design Guidelines. The proposals should be evaluated for conformance with the standards for Site Planning and Landscape Alterations and Architectural Additions, Alterations, Additions, and New Construction (see standards beginning on page 55 of the Design Guidelines). A summary listing of those standards, along with staff comments regarding compliance, follows:

Standard	Comments
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<p><b>II. <u>The Waterfront</u></b></p> <p><b>A. Purpose</b></p> <p>The design guidelines for the Waterfront are intended to:</p> <ol style="list-style-type: none"><li>1. Preserve the character of contributing buildings, landscapes, and the Waterfront as a whole;</li><li>2. Encourage an appropriate site design response to the area's waterfront location that ensures protection and enhancement of water views and public access to the shoreline;</li><li>3. Promote and guide new construction that contributes to an architecturally unified Waterfront appropriate to Yorktown's character.</li></ol>	<p>The building is not considered to be contributing because it was remodeled and relocated in 2005. The doors are not original to the building and the new doors would be similar to other doors in the Yorktown area and similar to those on York Hall.</p> <p>The proposed doors will be glass, like the existing doors, which will continue to preserve the water views.</p> <p>Since the proposed doors would be similar to others in the Yorktown village, they would contribute to the unified aesthetic of Yorktown.</p>
<p>Like many town centers, the Yorktown Waterfront is not the product of any one historical era, but rather reflects the changes in use and architecture that accompanied the growth of Yorktown over the years. The challenge for the Waterfront will be to recreate and revitalize its function as a focal point for Village activity while permitting it to continue to grow and change in the future. For this reason, sensitivity to the following design principles is essential:</p> <ol style="list-style-type: none"><li>1. Buildings and façades should be compatible with the size and character of the area's buildings, and should encourage active pedestrian activity and interaction.</li><li>4. Scenic and pleasant views to and from the York River and vantage points such as the Coleman Bridge, the bluffs, and other significant sites should be protected and maintained.</li></ol>	<p>The new doors would not change the façade of the existing building, but only replace with a similar style door.</p> <p>The new doors would not affect the views because they would be glass, like the existing doors.</p>

<p><b>B. Site Planning and Landscape Alterations</b></p> <p><b>1. Views</b></p> <p>Scenic and pleasant views to and from the York River and vantage points such as the Coleman Bridge, the bluffs, and other significant sites should be protected and maintained. The effect of new construction on such views, and on views from surrounding properties, will be considered on a case-by-case basis. Views objectionable in the Historic District from such vantage points should be screened whenever possible. Preservation of historic, scenic views should take precedence over any special allowances concerning size, scale, form, and massing. When developing or redeveloping parcels located between Water Street and the river, one or more view corridors to the York River should be provided in the site design and layout. Such view corridors should have a minimum width of fifteen (15) feet and together comprise not less than 25% of the street frontage of the lot. Such view corridors may be provided through the use of side yard setbacks, open areas within the interior of the lot, transparent lines of sight through buildings, or any combination. In any case, the river should remain visible to pedestrians from Water Street at normal eye level.</p>	<p>The new glass doors would not affect views to and from the York River or other significant vantage points. The glass doors would provide transparent lines of sight through the building and allow the river to remain visible to pedestrians from Water Street at normal eye level.</p>
<p><b>C. Architectural Additions, Alterations and New Construction</b></p> <p><b>2. Architectural Elements</b></p> <p>c. Doors</p> <p>(1) Windows in entrance doors are permitted and should be vertically proportioned. Exterior doors should be of painted wood, enameled metal, or glass. Sliding glass doors should not be used.</p>	<p>The new Freight Shed doors would be vertically proportioned, hinged, and made of glass with an enameled black metal frame.</p>

Under Section 24.1-377(h), the following guidance is provided for the evaluation of applications proposing new construction:

(1) Generally, the following should be considered:

a. The relationship of the proposed changes to the historic, architectural or cultural significance of the structure and the surrounding district.

- b. The appropriateness of the change in terms of architectural compatibility with the distinguishing historic and architectural features of the structure and the district. Architectural compatibility shall be judged in terms of a proposed structure's mass, dimensions, materials, color, ornamentation, architectural style, lighting, and other criteria deemed pertinent.

### **Recommendation**

In the staff's opinion, the proposed doors are generally consistent with the Design Guidelines and the overall look of the Riverwalk. The new doors would address problems with HVAC and maintenance, and improve security, but they would still retain a relatively similar appearance to the existing ones. Staff believes that the proposed doors would be visually appealing and that they merit approval. Accordingly, it is recommended that the Committee find the proposal consistent with the Guidelines and that the application be approved, subject to the following conditions:

1. The new doors shall be installed in accordance with the application materials submitted by the applicant and received by the Planning Division on May 13, June 16, and July 2, 2025, copies of which will remain on file with the Planning Division.

### Attachments

- Application materials and photos

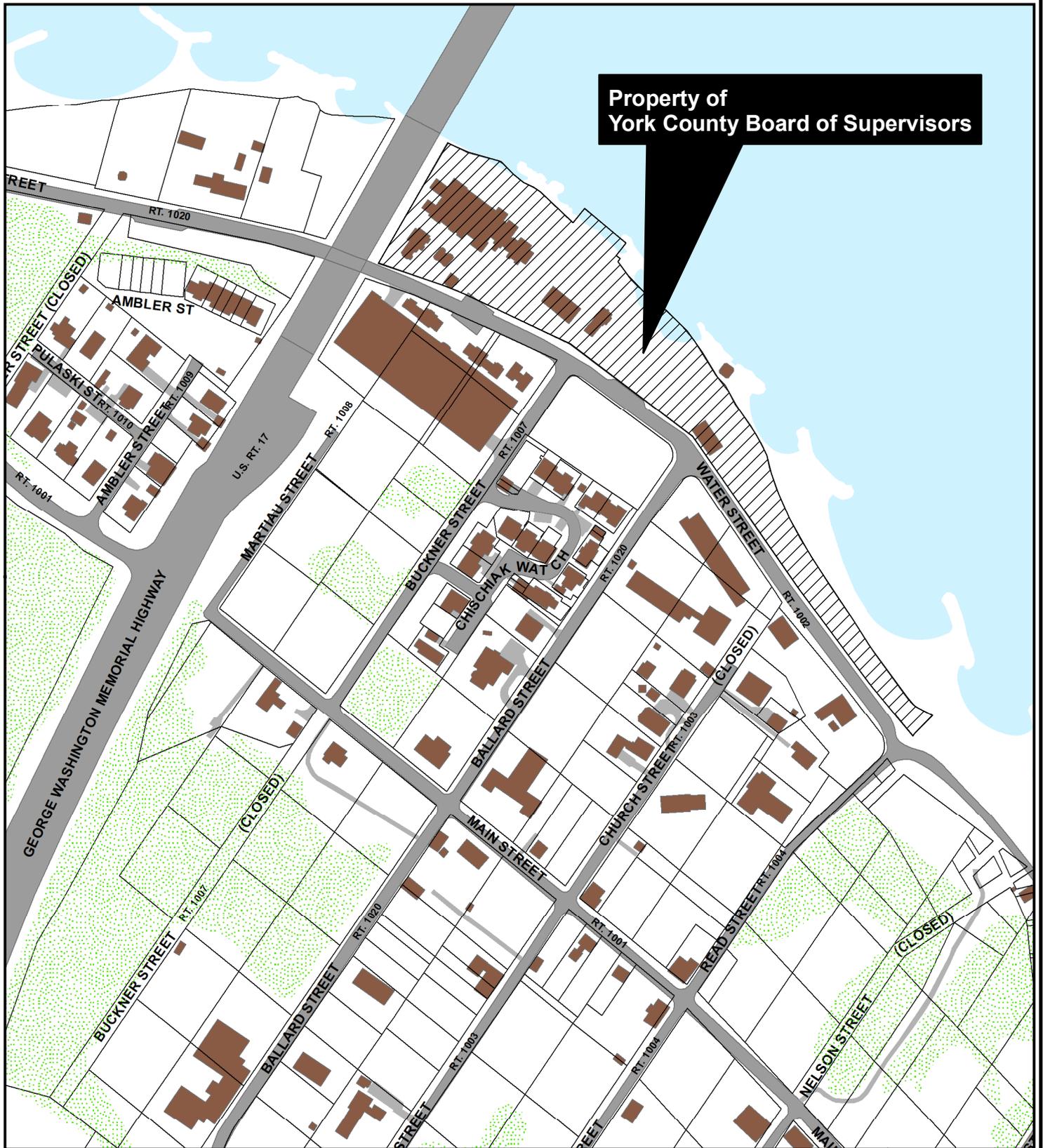
**APPLICANT: County of York**

331 Water Street

Request to replace all Freight Shed Doors

# VICINITY MAP

APPLICATION NUMBER: HYDC-277-25



★ = Conditional Zoning



SOURCE: YORK COUNTY  
GIS PARCEL DATA and  
ZONING DATA

THIS IS NOT A LEGAL PLAT.  
This map should be used for  
information purposes only. It is  
not suitable for detailed site planning.

Printed on July 9, 2025.



HYDC #: <u>277-25</u>
Date Filed: <u>7/2/25</u>

## Historic Yorktown Design Committee

### APPLICATION FOR ARCHITECTURAL REVIEW

I/We COUNTY OF YORK request authorization under the terms of the Yorktown Historic District (Section 24.1-377 of the York County Zoning Ordinance) and the Yorktown Design Guidelines to undertake the property improvements described in this application.

**Property Location/Address:** 331 Water St, Yorktown, VA 23690

*NOTE: If the property is located within the Chischiak Watch (CW) homeowners association, be advised that approval from the CW Architectural Control Committee may also be required before any changes or improvements to the property can be made.*

**GPIN:** P12d-2650-1540

**Proposed Action(s):**

<input type="checkbox"/>	New Building	<input type="checkbox"/>	Repainting with existing color scheme
<input type="checkbox"/>	Addition	<input type="checkbox"/>	Repainting with different color scheme
<input type="checkbox"/>	Relocation	<input type="checkbox"/>	New roof – same color and materials
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	New roof – different color or materials
<input type="checkbox"/>	Deck / Porch / Trellis	<input type="checkbox"/>	New / replacement windows
<input type="checkbox"/>	Garage / Storage Shed	<input type="checkbox"/>	Signs (new or replacement)
<input type="checkbox"/>	Walls / Fences	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Other (please describe) <b>New storefront doors</b>		

**Detailed Description of Proposed Improvements / Actions:** please describe the proposed exterior improvements and property modifications that you would like to undertake; attach architectural plans or sketches or photographs to depict the proposal: Removing the existing glass doors with new store front doors in same locations.

**A LIST OF ALL MATERIALS USED AND COLORS PROPOSED MUST BE SUBMITTED WITH THE APPLICATION:** (include information for foundation, walls, doors, windows, trim, gutters/downspouts, roofing, lighting, sidewalks, mechanical equipment, decks, rails, chimney, walls, fences, and others as applicable; include samples of materials and color charts.)

**Applicant/Property Owner**

Printed Name York County  
Address 105 Service Drive  
City/State/Zip Yorktown/VA/23690  
Phone/Fax No. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Representative**

Printed Name [REDACTED]  
Firm York County - Public Works  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone/Fax No. 757-890-[REDACTED]  
E-mail [REDACTED]@yorkcounty.gov

The above-named person/firm has permission to represent me regarding this request for architectural review. I understand that approval by the Historic Yorktown Design Committee (HYDC) of any construction, reconstruction, alteration, demolition, or other modification of a building, structure, sign, or exterior architectural feature shall expire 12 months from the date of approval.

Property Owner Signature [REDACTED] Date: 7/2/25

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Signing this application form shall constitute the granting of authority to County officials and HYDC members to enter the property for the purposes of conducting the analysis of the application, taking photographs, and posting signs to notify the public of the application.

**PLEASE NOTE THAT CONSIDERATION WILL NOT BE GIVEN TO INCOMPLETE APPLICATIONS.**



Actual Product

freight shed, as there

\*\*it would look more like this at the  
is excess windows around the main doors,\*\*



Thanks,

[REDACTED]  
Department of Public Works  
Office: 757.890.[REDACTED]  
[REDACTED]@yorkcounty.gov



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**From:** [REDACTED] <[REDACTED]@yorkcounty.gov>  
**Sent:** Wednesday, April 2, 2025 2:09 PM  
**To:** [REDACTED] <[REDACTED]@yorkcounty.gov>  
**Subject:** FW: Freight shed doors



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