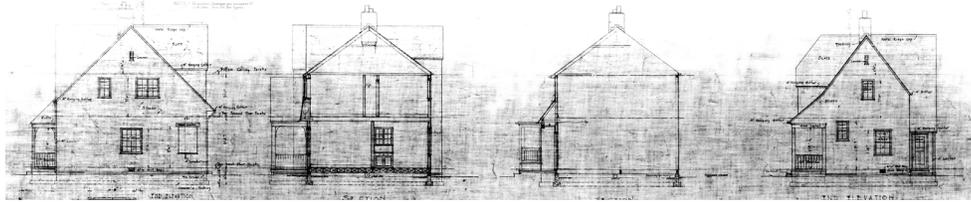




The Hilton Village Guidelines



A Property Owner's Handbook for the
Commercial & Residential Districts

Hilton Village
Newport News, Virginia

Table of Contents ~

Chapter 1 - An Introduction

An Introduction to the Board	2
The Application Process	4
Possible Actions by The Board	6
A Few Important Notes	7
Application Requirements	8
Review Criteria Chart	10

Chapter 2 - Hilton Village History

A Garden Community	13
Features of the District	14

Chapter 3 - The Design Guidelines

General Definitions	17
Siting & Proportion	19
Materials	20
Accessory Buildings & Additions	24
Duplexes	26
Eaves & Gutters	28
Dormers	29
Windows	30
Porches, Doors & Entrances	33
Driveways & Walkways	36
Fences	38
Landscape, Yard Elements & Outdoor Structures	40
Awnings & Canopies	42
Signage	44
Street Furniture	51

An Appendix

A - Glossary of Terms	55
B - Hilton Village Zoning Regulations	61
C - Ordinance for Streets & Sidewalks	69
D - Hilton Village Commercial Area Masterplan	72

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An Introduction

CHAPTER I

Welcome to historic Hilton Village!

The following chapter will introduce our Hilton Village Architectural Review Board (H.V.A.R.B.), explain how we came to be and help property owners within the district renovate, alter or simply spruce up their property. Some projects may be approved by a staff member of the board while others might not need approval at all. Work including new construction, window replacement and most exterior painting must be discussed with the Board. At the end of this chapter you'll find a chart that delineates the requirements for each type of project as well as an overview of the application process. So please read on - we look forward to meeting you!



The Architectural Review Board ~

Our History

The Hilton Village Architectural Review Board was created by the Newport News City Council in September 1972. Although the creation of the Historic District was accomplished in 1969, the Board itself had to await a 1972 amendment to the City Charter. Article 26, Part 2, as amended, of the Zoning Ordinance establishes the Historic District Regulations and creates the Hilton Village Architectural Review Board, H.V.A.R.B. This ordinance can be found in Appendix III, on page XX.

Through this document the Board has been granted specific authority to:

- ~ Prepare and maintain guidelines for standards to be applicable to land and exterior buildings within the Historic District.

- ~ Review and approve, where appropriate, plans for new buildings, additions and/or alterations, fences, signs, non-vegetative landscaping components whose height is twelve (12) inches above the yard elevation, painting, and off-street parking.

What we do...

The Architectural Review Board ~

Our Purpose

While many of the original elements of the village have been lost or modified over the years, it is the responsibility of the Board and also of all persons associated with the Village to recognize that in order to best preserve the historical aspects of Hilton Village, proposed changes, additions and modifications must relate to the original design and plan of the Village in terms of use, scale, and placement.

To best ensure this, it shall be the policy of this Board to:

- ~ Encourage projects which strengthen and distinguish the character and qualities of the original Hilton Village design.

- ~ Allow modifications, additions, and changes provided those proposals are in keeping with the original or historical design of the Village and compatible with the design and architectural detail of original abutting and adjacent structures.

...and why we

In applying that policy to projects, the H.V.A.R.B. will:

- ~ Treat structures, whether single family, duplex, row houses, or structures erected subsequent to the original construction of the Village as a whole, based on their historic design.

- ~ Require that projects relate to the visual integrity of each building as a whole and to the original design plan of the Village.

- ~ Require that projects relate to the historic design and detail in:
 - Building heights,
 - Scale
 - Orientation, spacing, site coverage of buildings
 - Facade proportions and window patterns
 - Size, shape and proportions of entrances and porch projections
 - Materials, texture, and color



The Application Process ~

Step 1 - Determine the Type of Work

All plans for new buildings, additions and alterations to existing buildings and outbuildings must receive a Certificate of Appropriateness (COA) prior to construction or the issuance of any necessary permits. A COA is granted by the Board upon approval of the project. However, to facilitate work related to normal and routine exterior repairs and maintenance, some Certificates may be issued by the City's Administrative Agent in the Department of Planning. Please see pages 10-11 for a list of qualified activities.

*Applications must be
submitted 21 days in
advance*

Step 2 - Preliminary Design Review

Property owners or others contemplating work of a major nature are urged to appear informally before the Board to seek assistance and guidance in the appropriate design of their project. Rough sketches and drawings of the current structure and proposed alterations or additions may be used at this time in lieu of final drawings. The purpose of this review process is to facilitate the handling of applications by allowing the Board and the applicant to discuss ideas for the most appropriate design of a project prior to the formal submission of detailed plans and a formal permit hearing. Preliminary Design Reviews may be scheduled by contacting the Department of Planning.

Step 3 - Obtain an Application

If the project requires a COA, please call the Planning Department at 757-926-8761 or visit the Department of Planning at 2400 Washington Avenue for an application.

The Application Process ~

Step 4 - Submit the Application

Submit a complete COA application to the Department of Planning staff, along with any required supporting materials (see page 8 for a list). Applications must be signed by the owner and submitted 21 days prior to the meeting. If the owner intends to send an authorized representative to attend the meeting in their absence, a letter of authorization shall be accompanied with the application at the time of the submission.

Incomplete or late applications will be delayed as they cannot be processed for the next meeting.

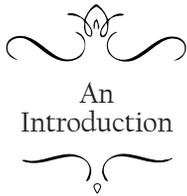
Step 5 - Attend the Meeting

H.V.A.R.B. meetings take place on the 1st Wednesday of each month and it is recommended that either the owner or an authorized representative attend. While an administrative Staff member will present each application to the Board, the Board may defer action on an application if questions raised during the review cannot be answered by the staff alone.

Step 6 - Notice by the Board

After consideration and approval by the Hilton Village Architectural Review Board, notice will be sent to the Department of Codes Compliance. Notice of the Board's decision will also be sent to the applicant. Such notice will state specifically any restrictions, modifications or conditions to the request as submitted and also will be reflected in the building permit.

Unless otherwise noted, a Certificate will expire one (1) year from the date of issue or upon expiration of the building permit.



Possible Actions by the Board ~

Board Action: Approve the application as submitted
Staff Response: Issue a COA describing the scope of the approved work within 30 days of the Board's decision
Applicant Response: Wait for receipt of a Building Permit if one was required before starting work on the project.

Board Action: Approve the application with modifications
Staff Response: Notify the applicant in writing of the Board's decision to approve the project. Issue a COA describing the scope of the approved work with modifications within 30 days of the Board's decision.
Applicant Response: Wait for receipt of a Building Permit before starting work on the project.

Board Action: Defer the application
Staff Response: Work with the applicant to address deficiencies in the application. Either ask staff to gather additional information from the applicant or convene a meeting with the applicant and a Board sub-committee prior to further review by the full Board.
Applicant Response: Provide additional information to the staff if requested. Meet with the Board sub-committee if requested. Submit additional material reflecting requested changes to the scope of the project.

Board Action: Deny the Application
Staff Response: Inform applicant in writing of the Board's decision and inform applicant of the appeal process.
Applicant Response: Submit a new COA application reflecting the requested changes to the denied project. The applicant may also file an appeal with the Newport News City Council within 30 days of the Board's decision.

Board Action: Preliminary Design Review
Staff Response: Inform applicant in writing of the Board's comments and recommendations and work with the applicant to prepare the final application.
Applicant Response: Move forward with the application.

A Few Important Notes ~

Enforcement

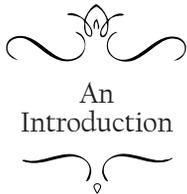
The Hilton Village Historic District is an overlay district of the Zoning Ordinance. The Zoning Administrator located in the Department of Codes Compliance enforces the rules and regulations of the Zoning Ordinance, including those of the Hilton Village District. The Zoning Administrator also enforces the decisions of the Review Board.

Violations

Violations of the Historic District regulations weakens the historical significance of the entire community. It is a distinct responsibility of each resident of Hilton Village to assist in the preservation of Hilton's unique historical value by reporting violations to the Zoning Inspector (phone: (757) 926-8861) as soon as they are observed.

- Approval by the Board does not constitute the commencement of work on a project until a Certificate of Appropriateness (COA) is issued by staff and other pertinent permits are obtained, such as, a Building Permit, Sign Permit or Right-of-Way Permit. Please note that a COA is required prior to issuance of any other type of permit per Section 45-3137 of the Zoning Ordinance.

- In the event that an emergency situation arise that threatens "health or safety", contact the Staff at the Department of Planning (757) 926-8083. The Staff will then apprise the Board of the nature of the situation, and a decision will be made whether or not to hold an emergency meeting. If it is determined that a meeting is warranted, the Board will act expeditiously to resolve the situation.



Application Requirements ~

For New Buildings or Additions, submit to the Department of Planning:

1. A site plan (scale not less than 1"=40') showing the building or addition, adjoining uses, pedestrian and vehicular circulation, and non-vegetative landscaping. Any materials used in exterior development should be indicated as to type, color, quantity, and scale.
2. A floor plan and elevations (scale not less than 1/8" = 1' - 0") indicating the building, addition, adjoining uses, and the material from which they are constructed. Details will be provided to show material, type, color, and sizes of all windows, entrances, doors, fascias, cornices, dormers or other appurtenances.

Photographs may be used to show the relationship of buildings to be altered to adjacent or related structures

For Improvements to Buildings:

1. Elevations (scale not less than 1/8" = 1' - 0") or a photograph showing adjoining or related uses and the area to be altered or improved. Indications will be given as to the location, type, color, and proportion for materials.
2. Provide details at a larger scale to show materials, type, color, and sizes of all windows, entrances, doors, fascias, cornices, dormers or other appurtenances.
3. When siding with stucco, if a sample is provided (recommended), refer to page 21 for a description of the Traditional Hilton Stucco (three-coat, stucco system), to assist in the submission requirements.

For Windows & Doors:

1. An illustration from a catalog or brochure with the overall dimensions of the window or door as well as its style. For windows, include information which clearly shows the grille pattern permanently attached on the exterior surface of the glass and the width and height of the muntins.

For Signs

1. An illustration drawn to scale, showing letters, size, style, wording, materials and colors; and a site plan, drawn to scale, showing the proposed location of the sign.

Application Requirements ~

For Driveways & Walkways:

1. A site plan (scale not less than 1"=100') showing:
 - ~ the width of the apron at the curb of the street
 - ~ the length of apron from the curb to the sidewalk or to its point of terminus
 - ~ the location of the driveway or walkway on the property
 - ~ the relationship of the driveway or walkway to the main and accessory structures and the City's Right-of-Way
 - ~ the width of driveway runners and the distance between the runners
 - ~ the length of runners from the edge of the apron or sidewalk to its point of terminus in the side or rear yard
 - ~ type of driveway material
 - ~ any other related exterior developments, such as trees, adjoining uses, etc..

In addition, upon approval of a certificate of appropriateness, a permit is required from the Department of Engineering for any work which occurs within or which abuts the City's Right-of-Way.

For Fencing:

1. A photograph, sample or scale drawing of a portion of the type fencing to be used.
2. A sketch plan (scale not less than 1"=40') indicating the limits of the area to be fenced and the adjoining properties.

For Site Improvements:

1. A site plan (scale not less than 1"=40') indicating non-vegetative landscaping, lighting, permanently installed furniture or other exterior developments for adjoining uses, related uses, and the improvements to be considered.
2. Details of exterior structure showing methods of installation, type and color of materials, and the appearance of the structure. (Photographs and manufacturer's illustration are acceptable as submissions).

Color charts, manufacturer's illustrations, and photographs are acceptable as exhibits of color, materials, fixtures, and other accessories.

Plans and sketches should be on high quality paper, no larger than 24" x 36" and must be reproducible.



Review Criteria Chart ~

Ordinary repairs to buildings may be made without application for a Certificate of Appropriateness, but such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support, the removal or change of any required means of egress, or rearrangement of parts of a building affecting the exit requirement.

	SEE PAGE	NO REVIEW OR APPROVAL	STAFF MAY APPROVE IF:
Awnings	42-43	repair damaged area	<ul style="list-style-type: none"> • fabric is canvas or synthetic • colors match those approved for paints • installation is on window only • installation does not alter window, eave or fascia treatment
Decks	41	repair broken components	-
Doors, Exterior & Storm	33-35	repair damaged screen or replace damaged pieces with an exact match	<ul style="list-style-type: none"> • Installation will not enclose previously unenclosed space • Installation will not require the removal of trim • colors conform to Guidelines • door type is in accordance with styles on pages 35
Fences	38-39	replace deteriorated components or repair damaged components	<ul style="list-style-type: none"> • replacement is an exact match • fence is of wood construction • fence style matches sample on page 39 • average height does not exceed 48" in side or rear yard
Gutters & Downspouts	28	reattach, repair	-
Paint Colors	21	touch-up	<ul style="list-style-type: none"> • all colors are on the approved list • no more than (3) colors are proposed for a structure and of those: <ul style="list-style-type: none"> - (1) color is proposed for exterior walls - no more than (2) colors are proposed for trim • for duplexes, wall and trim colors match on both sides
Porches & Entrances	33-35	repair damaged pieces or replace with exact match	-

All new construction projects must be reviewed by the H.V.A.R.B.

Review Criteria Chart ~

In addition, maintenance work may not change the structure in shape, architectural detail or color. The following chart is a quick reference guide for home or business owners of Hilton Village wishing to alter their property. As noted, an Administrative Staff member may issue a C.O.A for many types of projects in the residential area; however, unless specified below, alterations must be reviewed by the Board.

	SEE PAGE	NO REVIEW OR APPROVAL REQUIRED	STAFF MAY APPROVE IF:
Roof Materials	27	area is less than 20 square feet and damaged pieces will be repaired or replaced with exact match of original roof material	<ul style="list-style-type: none"> • approved materials are for use on area of visible roof • roof material is slate or approved fiberglass or dimensional shingle
Shutters	29	repair	<ul style="list-style-type: none"> • replacement is an exact match • style is louver • height of shutter is within 3 inches of the height of the window as measured from the top of the sill to top of the window brick molding • width of shutter is at least 16 inches on a window having a width of 34 inches or more, and 12 inches on windows having a width of 24 "
Signage & Graphics	44-50	repair, touch up or if signage is exempt by Zoning Ordinance	-
Storefronts	-	repair	<ul style="list-style-type: none"> • parts are replaced with original materials
Walls, Exterior	-	area is less than 20 square feet and damaged pieces will be repaired or replaced with exact match	-
Windows, Exterior	30-32	reglaze or repair screen	replace with an exact match
Windows, Storm	30-32	<ul style="list-style-type: none"> • installation will not enclose previously unenclosed space unless a Certificate has been approved for such work • installation will not require the removal of trim • colors conform to the Guidelines for Paint on page 21 	-

Projects involving satellite dishes, TV antennas, swimming pools, hot tubs & retaining walls must be reviewed by the Board.



Hilton Village History

CHAPTER 2

So what's with all the fuss?

The houses and buildings in Hilton Village are certainly unique, but are they *really* worth a whole handbook of guidelines? The short answer: absolutely! And Chapter 2 will explain why. You'll learn about one dedicated businessman who initiated the development, the incredibly innovative approach that governed its design and a visionary collaboration that would be the first of its kind in our country. In 2009, the American Planning Association's Great Places in America program reconized the value and character that resulted from these inital planning efforts by placing Hilton Village on the list of Top 10 Great Neighborhoods - we couldn't agree more!

A Garden Community ~

Hilton Village, the first government-sponsored housing project of its kind in the United States, was designed in 1917 as a community for the employees of Newport News Shipbuilding & Drydock Company to meet the housing demands imposed by World War I ship production. Homer L. Ferguson, the president of the company, initiated the project after making the “gloomy assessment” that the poor housing situation would have a negative impact on his industry. After an earnest and successful presentation to the U.S. Shipbuilding Board, Mr. Ferguson received funding for his project and quickly hired acclaimed landscape architect Henry V. Hubbard to serve as town planner, architect Joseph D. Leland III and sanitary engineer Francis H. Bulot to develop a town plan to accommodate 500 workers and their families. This collaboration across disciplines represents one of the nation’s first examples of “team planning” as the three men worked jointly to produce a comprehensive and unified plan for Hilton Village. The resulting design of the community illustrated the emerging values of the “Garden City Movement” through the masterful design of streets, landscaping and building locations to establish a human-scaled and richly varied community which contained everything necessary for a well-balanced suburb.



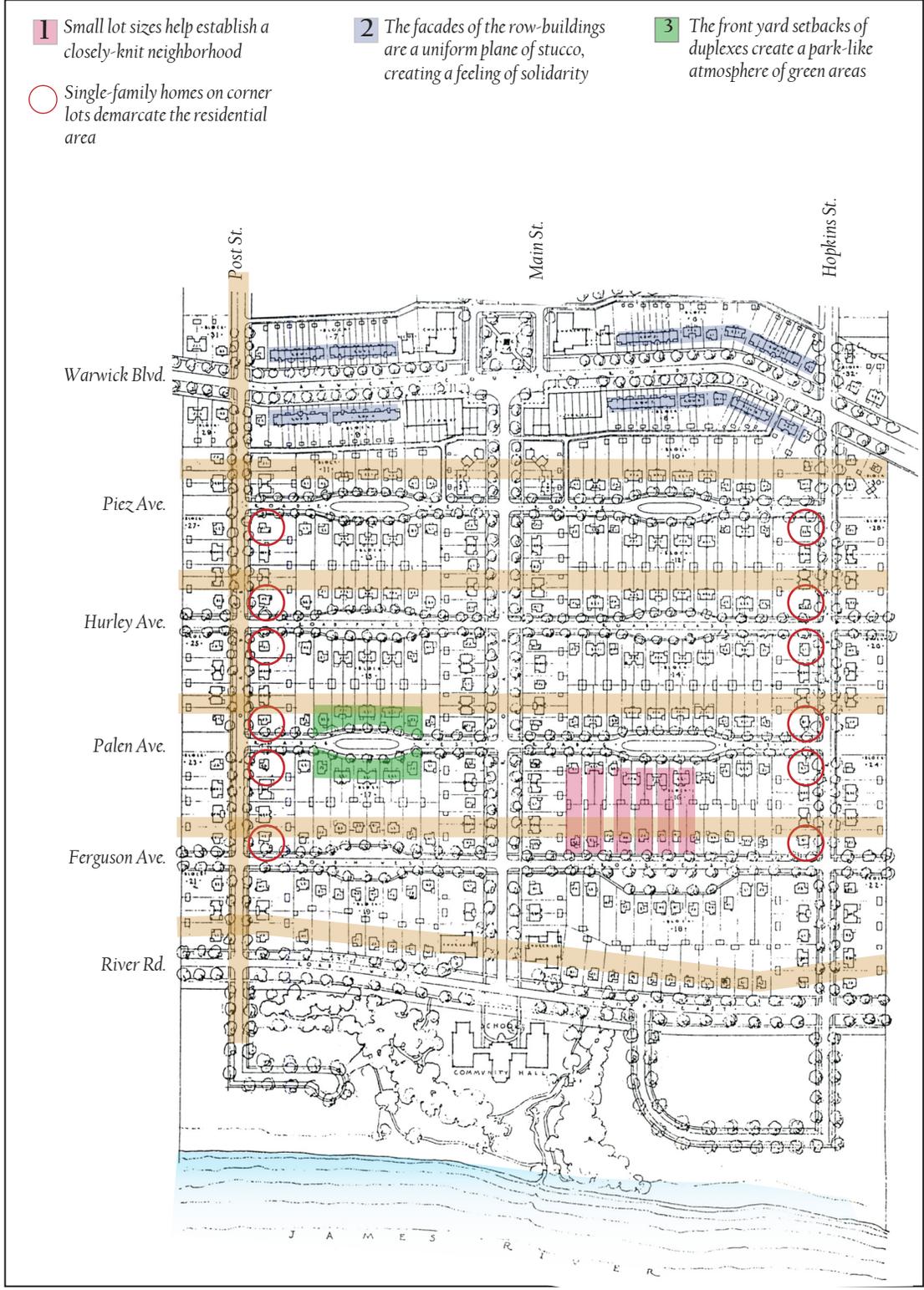
Hilton Village
is the first
government
sponsored housing
project of its kind
in the United
States

that's something
to be proud of!

Features of the District ~

- 1** Small lot sizes help establish a closely-knit neighborhood
 - 2** The facades of the row-buildings are a uniform plane of stucco, creating a feeling of solidarity
 - 3** The front yard setbacks of duplexes create a park-like atmosphere of green areas
- Single-family homes on corner lots demarcate the residential area

Historic map showing modern street names & significant features



Features of the District ~



Steeply pitched roofs



*Clapboard siding,
slate roofs*



*Duplex & single
family houses*



*A thriving
commercial district*



The Design Guidelines

CHAPTER 3

The Good Stuff.

Actually, all of it is good stuff. Hilton Village is a truly remarkable neighborhood and we should all do what we can to ensure its legacy and livelihood. Chapter 3 will help you do just that.

Whether your project entails adding a new breakfast nook, replacing a window or installing a restful bench for your customers, the H.V.A.R.B. will help you fulfill your vision in a way that maintains the integrity of the District. These recommendations are found on the following pages so read on and follow the application procedure if necessary - then get to work!

General Definitions ~

Rehabilitation

To return a property to the state of utility, through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property which are historically and architecturally significant. Rehabilitation includes the following method:

~ Reconstruction

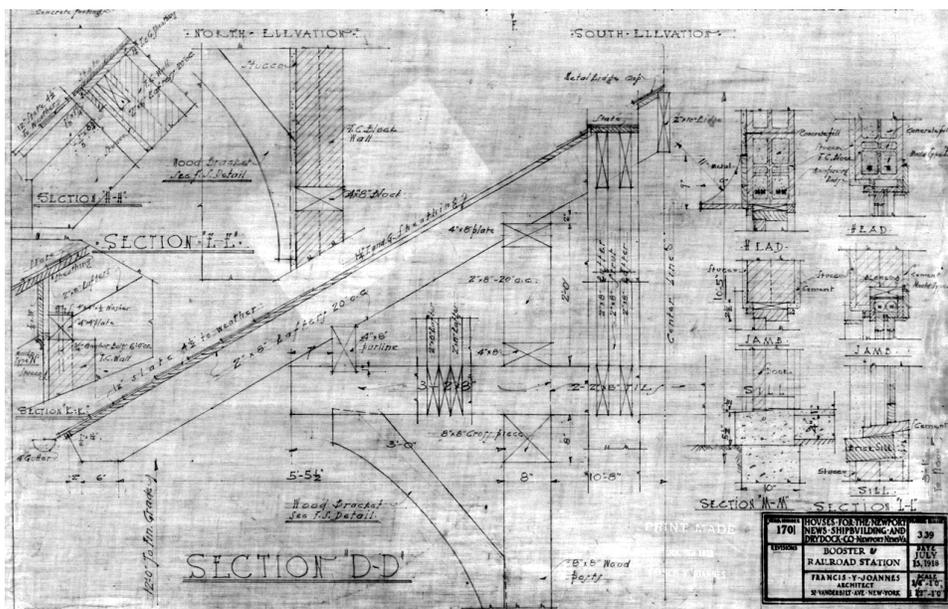
To duplicate the original materials, form and appearance of a vanished building or architectural feature at a particular moment in time. Reconstructions are always done based on solid historical evidence and documentation.

~ Restoration

To accurately recover the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work and/or by the reconstruction of missing earlier work. Considered to be the most accurate means of preservation, it is generally reserved for structures of great historical and/or architectural significance.

~ Remodel

To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural form and features. Remodeling runs counter to preservation practices and goals and is not recommended.



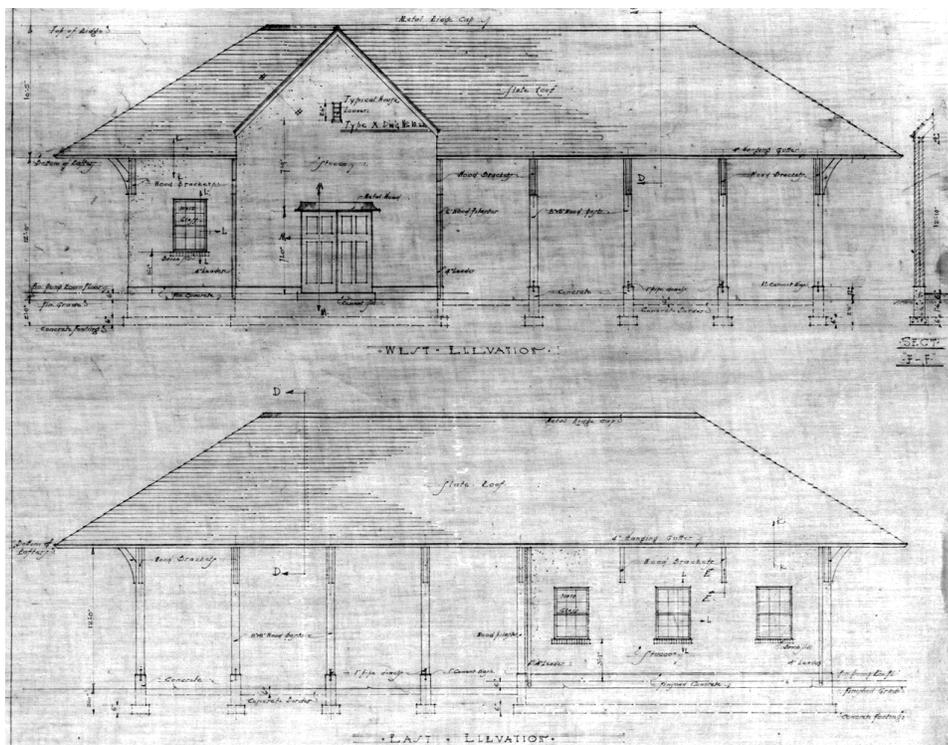
General Definitions ~

New Construction

New construction is defined as new structures and/or newly built elements added to an existing structure. New construction activities may include:

- The contemporary reconstruction of a storefront, porch, bay window or other structural element where no documentary evidence exists to suggest the original façade.
- Major additions to either commercial or residential properties including decks, bay windows, porches, fences and accessory buildings.
- The design and construction of an entirely new structure.

Should the occasion arise in Hilton Village that requires the proposal for an entirely new structure, the design guidelines presented in this chapter would apply to such construction.



Siting & Proportion ~

While planning exterior improvements, designs for new construction will be encouraged when such proposals are compatible with the size, scale, colors, materials, character, and the architecture of the historic district. Attention will be given to:

Siting & Setback

The small lot sizes in the District and the scale of original structures create a unique setting. As inappropriately large additions may detract from the setting, they should be subordinate in size to the main structure and as inconspicuous as possible. The design of additions should also relate to setbacks, sideyards, building spacing and lot sizes in the original pattern of Hilton Village.

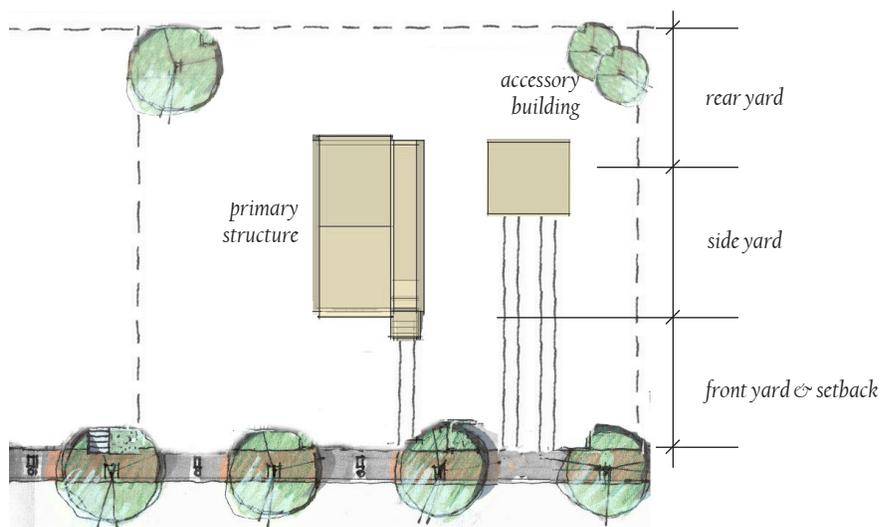
Scale

Proposed projects shall relate in size or mass to the size or mass of abutting or adjacent structures. As a general guideline, forty (40) percent of the structure's original gross floor area should be the maximum allowable area for all subsequent and proposed additions.

*See Appendix C
for Zoning regulations
on setbacks*

Proposed Use

The proposed use of a new structure, existing structure and/or associated signage and special exceptions should comply with the Zoning Ordinance of the City of Newport News, Virginia. See Appendix C.



Materials ~

1. A certificate must be issued prior to the installation of any new siding.
2. Deteriorated architectural features shall be repaired rather than replaced, wherever possible.
3. Replacement of missing architectural features and details should be based on accurate duplications of original features and details.
4. Exterior wall materials or proposed additions and modifications shall match the composition, color, and texture of the exterior wall material of the abutting original structure.
5. Exterior wall materials covered by the construction of an addition should remain intact and in its original state, except for the area that is necessary to provide access by means of a doorway. Consideration will be given to utilize windows for access where they exist. Area of cutting will be limited to the standards set forth by the building codes for interior doors.
6. The Board may consider the use of concrete-lap siding on addition and accessory structures as long as it matches the texture and the reveal of the existing siding.
7. Synthetic material may be used for trim on additions and outbuildings.

General



The palette of Hilton Village includes cool neutrals, rich earth tones and clean white. Consult the Approved Color Chart for paint options.

Materials ~

Traditional Hilton Stucco

- (a) Traditional Hilton Stucco material shall be matched when performing repairs or replacing stucco on the original building. The stucco shall be a three-coat system, containing a scratch coat, brown coat, and a finish coat resulting in a stone finish which shall match the original stucco in composition, color and texture. While making repairs the finish coat shall be feathered-edged into the existing stucco so as not to be able to discern the difference in appearance.

- (b) Traditional Hilton Stucco material may be used over new construction on additions and accessory buildings where the original building has stucco exterior wall treatment.

Stucco

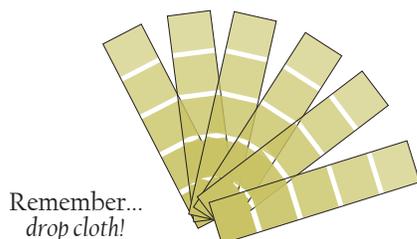
Paint

- A Certificate is required before performing any exterior painting in the District and may be granted by Administrative Approval in the residential district under the conditions found on pages 10-11. Any project not meeting these criteria or that is found in the commercial district must be submitted to the Board for consideration.

- Due to the limitations of and variations between computer monitors and printers, the color version of this chart is only available in hardcopy. Please see Administrative staff of the H.V.A.R.B in the Department of Planning, 2400 Washington Avenue or call 757-926-8083.

Paint

In addition, display charts of the Approved Color List are also maintained at the Hilton Main Library.



Materials ~

Siding

The following discussion reflects a rather significant change in the Board's perspective on aluminum and vinyl siding. While the Board recognizes this area as being a controversial issue among homeowners, it is the objective of the Board to inform the public of its findings on the detrimental effects that the installation of synthetic material may have on a historic structure.

While synthetic siding may serve as a useful cosmetic treatment to enhance the appearance of a structure, the amount of unseen deterioration that may occur to exterior material underneath the siding could be devastating. The possible irreversible effects of synthetic siding have been revealed through research performed by the U.S. Department of Interior. The guidelines on siding have been based totally on these findings. Therefore, the Hilton Village Architectural Review Board has prohibited the use of aluminum and vinyl siding for the following reasons:

1. The original materials used for the finish of exterior walls in the Village were clapboards, stucco or cedar shingle. Through random spacing of structures bearing those materials and through the combination of materials on individual structures, the look of "tract" housing was avoided.
2. Aluminum and vinyl siding subtracts from the basic integrity of historical and architectural significant structures by concealing the original building fabric.
3. The visual expression of a building may be severely altered by changes in scale, texture, color, and loss of detailing by the installation of aluminum and vinyl siding.

Materials ~

4. The method of installation of aluminum and vinyl siding causes irreversible damage to the original material, such as numerous holes in wood siding and cracking or spoiling of masonry walls.
5. If an impermeable layer of siding is applied to the exterior or cold side of a wall, moisture can be trapped within the wall cavity and create conditions favorable to deterioration due to wood rotting or staining fungi.
6. When leaking roofs, broken gutters and down-spouts, or flashing problems are left unrepaired during a cosmetic application of an impermeable siding, excessive water levels can accumulate causing problems with interior finishes.
7. Periodic inspection of the underlying original fabric cannot be performed. Minor problems, concealed and uncorrected, can progress to the point where expensive, major repairs to the structure are necessary.
8. If aluminum or vinyl siding is damaged and later replacement is necessary, it may be difficult or impossible to obtain an exact replacement. Siding manufacturers can change products, styles, or colors in response to market factors without any advance notice to owners.
9. Property values are decreased with the application of aluminum and vinyl siding on historic structures, particularly in a historic district where authenticity in materials and style commands a premium.

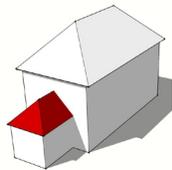
Accessory Buildings & Additions ~

The design of outbuildings and building additions should take cues from the architecture of the original structure. These may include roof pitch, siding material and the style and placement of windows and doors. Material, roof form and architectural details. The following guidelines are intended to help property owners

1. Attention will be given to the size of the structure in proportions to the size of the lot and existing exterior appurtenances. Inappropriately large structures are discouraged.
2. The Village is characterized by steeply pitched roof forms. In order to maintain the symmetry of the architectural details, outbuildings should be constructed with roofs of a similar slope.
3. No buildings should be constructed without a permanent foundation.
4. Aluminum or vinyl siding is not allowed.
5. Exterior grade plywood may be used with 1.5" battens equally spaced 8"-16" apart.
6. Facia boards and rake boards along the sides of the structure should be of 1"x6" stock.

See Appendix C
for Zoning regulations
on setbacks

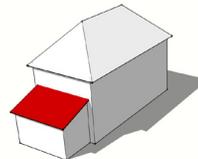
Typical roof styles for
additions



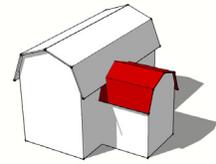
*hipped roof addition on a
hipped roof structure*



*shed roof addition on a
gable roof structure*



*shed roof addition on a
hipped roof structure*



*gambrel roof addition on a
gambrel roof structure*

Accessory Buildings & Additions~

7. All rake boards, trim boards and cornice details should match those of the existing house.
8. Consideration will be given to location of doors and windows.
9. Accessory buildings, additions or alterations to existing buildings should conform to the established circulation network. Vehicular drives and pedestrian paths should reflect the character of the original scheme. Attention will be given to materials, color, texture and scale.
10. Additions should be stepped in 6 inches at the wall and roof line.
11. Footings and exposed foundations on new structures or additions should match the height and material those of the existing building.
12. In circumstances where there is an existing foundation, accessory buildings may be reconstructed within the original footprint of the prior or existing structure.



Maintaining a similar roof pitch and coordinating window style and siding materials can help create a compatible building addition. As a general guideline, the size of the addition should not exceed forty (40) percent of the structure's original gross floor area.



Accessory buildings must be constructed of durable (non-metal) material on a permanent foundation. The buildings should be designed in an aesthetically pleasing manner and located in proper accordance with the City of Newport News Zoning Ordinance and the Review Board's recommendations.

Design of additions and accessory buildings should take cues from the existing structure

Duplexes ~

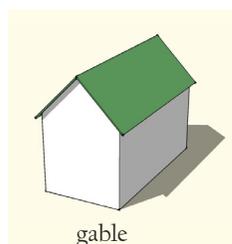
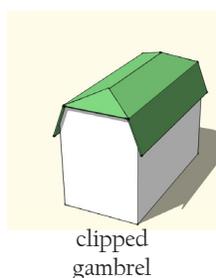
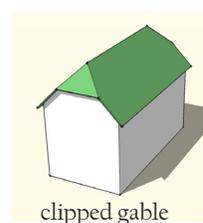
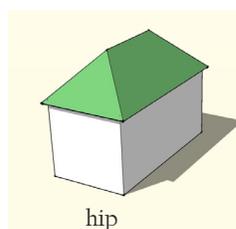
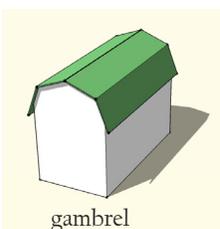


The symmetry of duplexes is of major importance in order to maintain the original character of the village. When planning a project, both sides of the duplex should match or complement each other. Consequently, the Board encourages owners of duplexes to consult with each other prior to undertaking any exterior project.

Roofs ~

As a structure's primary protection against the elements, the roof is arguably the most important building component. Routine maintenance is critical to retaining the physical integrity of the roof as well as the main structure.

1. Loose or deteriorated flashing should be secured or replaced. Aluminum nails should be used with aluminum flashing and painted after installation.
 2. Metal hip flashing is not allowed on hip roofs.
 3. Flashing color should be red, black or match the wall color it is against.
 4. Only natural slate may be used on an original structure.
 5. The Board may consider the use of synthetic slate in both the residential and the commercial districts on accessory structures and/or additions located on the front or side of the original structure.
3. New elements such as vents or skylights should not be added to the front facade of a roof but should be located in roof areas hidden from primary views.

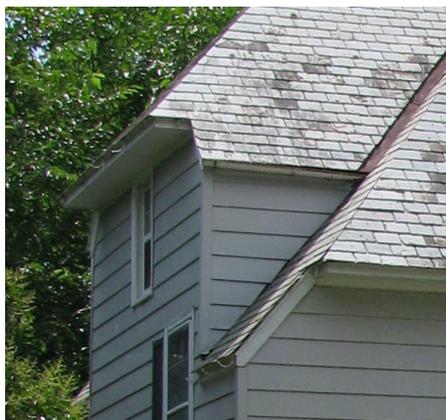


Typical roof forms

Eaves & Gutters ~

The treatment of roof lines at the eave and verge in Hilton has been limited to basic and simple detail, using plain and close eaves with no or slight overhangs. In some instances, barge boards were used and rounded gutters are a common occurrence.

1. Original gutters were of the half-round style; replacement gutters on original structures must be half-round.
2. The Board recommends half-round gutters on additions; however, non-half round style gutters may be used.
3. Installation of gutter shall not involve the removal of fascia or trim.
4. Gutters shall be manufactured from copper, aluminum or galvanized metal.
5. Clipped type hangers shall be used.
6. Colors shall conform to guidelines provisions.



*Eave details
attributable to Hilton
Village*

Dormers ~

Dormers

In Hilton Village, dormers are of the types shown below, in some instances with modifications.



Dormer with a Shed Roof



Dormer with a Hip Roof

Typical Dormer Styles

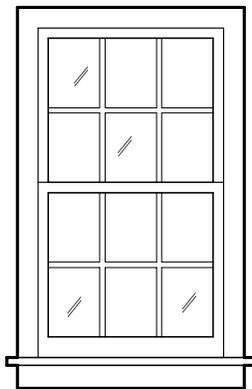
Windows ~

Window treatment is one of the most significant character defining features of a structure. Consequently, in order to maintain the architectural integrity of a structure, all modifications to windows should match the original design in placement, size, and number of proportional panes of the original structure.

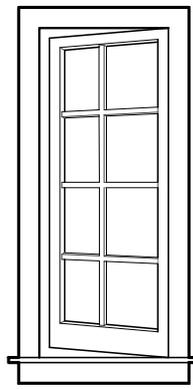
Original Hilton Village windows were double-hung or casement and all windows were made of wood. When replacing or installing new windows in additions, the following guidelines should be kept in mind:

Windows

1. The sizes of the new windows should match the sizes of the existing windows. Sill and frame widths should be in proportion. The width, height and number of window panes should be the same as the original.
2. The placement of the new windows in additions requires consideration of the distance to the eave line from the top of the window, the distance between the windows and the distance from the window to the ground. The new windows should hold the same proportion to the house as the existing windows.
3. In circumstances where obtaining the appropriate roof pitch is hampered by the location of an existing window, the Board may recommend the construction of a window well.



double-hung window

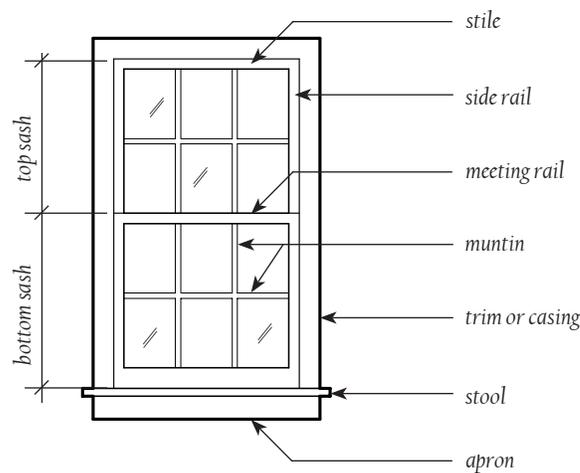


casement window

Windows ~

5. All windows shall be replaced with the same style as the original window, and may include vinyl thermal-pane windows providing they are manufactured with the grille pattern permanently attached to the exterior surface of the glass.
6. Changing the original size of windows in a structure disturbs the original window pattern and thereby drastically alters the original symmetry of the fenestration. Therefore:
 - a) Windows located in the front and the side of a structure have high visibility and should not be altered
 - b) When making improvements to the rear of a structure, it is preferred that the size and placement of windows be in accordance to existing window patterns, but alternatives will be considered.
7. When replacing windows the following criteria will be taken under consideration:
 - a) Window type, either double-hung or casement, should match that of the original window;
 - b) The number and proportional size of panes should match those of the original window;
 - c) The profile of the grille system with regards to the depth and width of the muntins. The muntins shall not be flat against the glass and shall be of sufficient depth to provide shadow detail. The width of the muntins shall be no less than 3/4" and no more than 7/8" and shall match the original window in appearance.

Windows



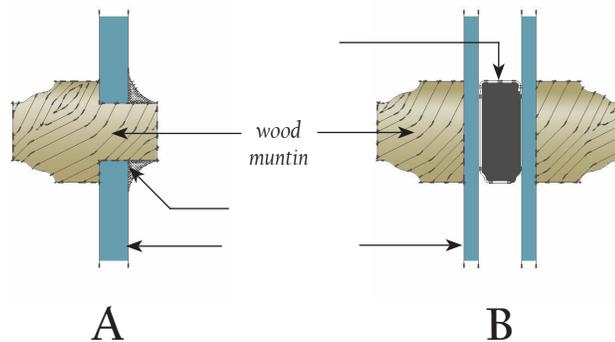
*Basic
window
parts*

Windows ~

8. Under certain circumstances, the Board will consider the use of a grille system in existing windows. In such cases the following criteria will be taken under consideration:
 - a) Muntins shall be permanently applied to the exterior surface of the glass
 - b) Consideration will be given to the profile of the grille system. The muntins shall not be flat against the glass and shall be of sufficient depth and width to provide shadow detail.
 - c) The grille pattern shall match the style of the original windows as closely as possible.

9. In circumstances where a counter top extends above the window sill the Board recommends modification to the interior, instead of a modification to the exterior to alter or shorten the length of the existing window.

Windows



Detail A above illustrates (in cross section) the ideal method of muntin replacement for an historic window. A wood muntin of identical size and profile to the original divides the individual panes. Glazing putty is used to seal the pane to the muntin, taking care to avoid forming a putty bead that is wider than the lip of the muntin.

Detail B shows a method for simulating the look of individual panes of glass in a multi-pane window. A decorative bar is applied to both the inside and outside face of the glass, and a spacer bar is placed in between the glass. This is most commonly referred to as “simulated divided lite”. Although there are other methods, those illustrated above are the generally preferred.

Porches, Doors & Entrances ~



*Notable Neighborhood
Entrances*

The images above show the degree and type of detail given to doors and entrances in the Village. The range of treatments is not limited to the examples shown, but is varied and imaginative enough to offer a wide range of possibilities depending on the building type.

Porches, Doors & Entrances ~

1. The size and placement of exterior doors shall relate to the size and placement on original structures wherever possible.
2. Elements that are damaged or loose should be repaired to match the detail of the existing original fabric.
3. Whenever possible, repair or partial replacement is preferable to complete replacement.
4. Hardware and locks that are original or important to the historical evolution of the building should be reused.
5. Do not remove or radically change porches and entrances as they are important in defining a building's historic character.
6. Do not strip entrances and porches of historic materials or details - these should be retained in any repair or replacement work.
7. Existing entrances or porches should not be removed when an historic structure has been reoriented to accommodate a new use.
8. Exterior storm doors should not damage the primary door or its frame.
9. Screen or storm doors placed in front of original, primary residential doors should be of an open, unadorned style that does not hide the features or detailing of the primary door.

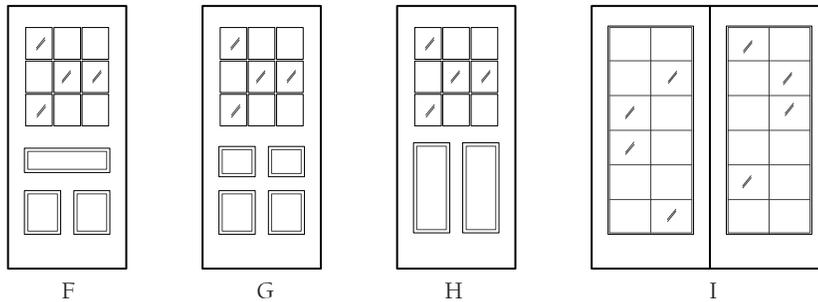
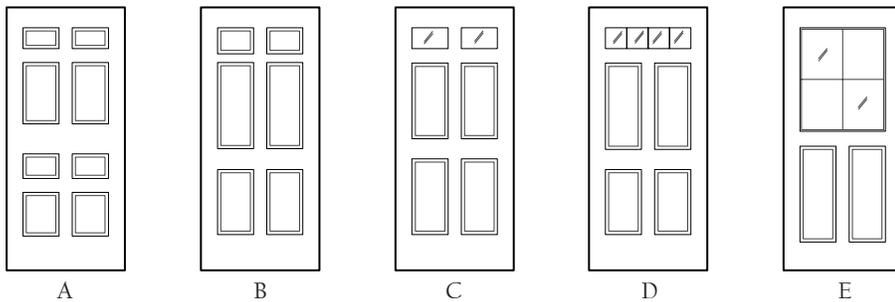
General



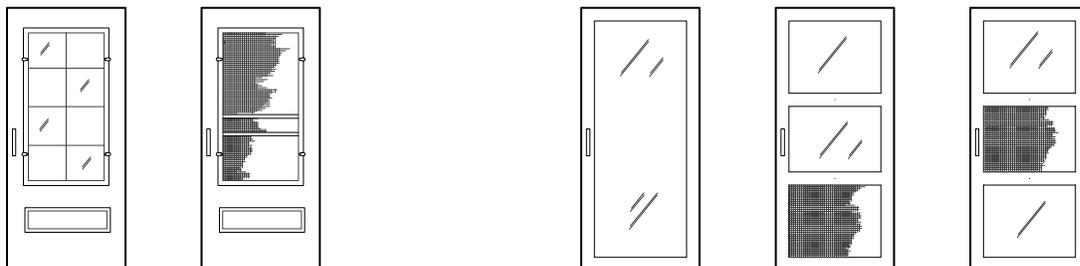
Two examples of simple vertical pickets, the preferred railings style for Hilton Village

Porches, Doors & Entrances ~

Administrative approval may be granted for replacement exterior doors that require no modification to entrance treatments and match one of the types listed below. Doors having similar specifications - panel sizes and layouts, rail widths, and moldings - are acceptable substitutes. Other designs must be submitted for Board Review. Colors for exterior doors, when used with an approved wall color, will conform to guidelines for color as given on page 21.



*Approved
Styles
for
Exterior
Doors*



Wood Frame with Optional
Screen or Panes

Wood or Aluminum Frame with a Single Pane or
combination of Panes and Screen

*Approved
Styles
for
Storm
Doors*

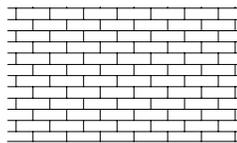
Driveways & Walkways ~

Projects involving walkways, paving or the replacement of driveway entrances within the City right-of-way require special permits from the Department of Engineering as well as a Certificate of Appropriateness. A Certificate must be obtained prior to the issuance of any right-of-way permit.

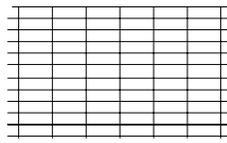
1. Walkways in the front yard shall be straight and not curved in order to maintain the original appearance of the sidewalks.
2. Material for walkways in the front yard shall be Buff Concrete.
3. Walkway width may not exceed forty-two (42) inches.
4. Materials for walkways in the rear yard to be limited to:
 - a) Brick (see below for examples)
 - b) Slate,
 - c) Flagstone, and
 - d) Interlocking Brick Pavers
5. When planning walkways and patios, the Review Board recommends the use of exposed aggregate concrete or dark paving bricks. See the illustrations below for examples of several attractive designs for laying brick pavement.

Walkways

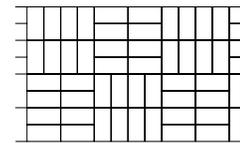
*Paving
Patterns*



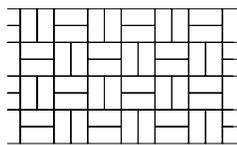
Running Bond



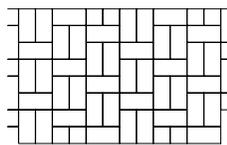
Jack-on-Jack



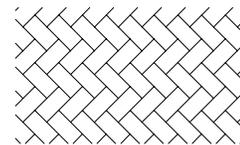
Double Basket Weave



Basket Weave



Half Basket Weave



Diagonal Herringbone

Driveways & Walkways ~

1. Materials for driveways shall be either:
 - a) Buff Concrete
 - b) Concrete having an exposed aggregate finish, whereby the cement is scrubbed or washed away from a concrete mixture containing a stone aggregate of not less than 1/4" or more than 1-1/2" average diameter so that the aggregate is exposed to view when the mixture is hardened.
2. Parallel strips shall be no more than 24" in width, having no less than 24" of unpaved surface separating the strips. A full width pour is permitted only in the area extending from the curb line to the sidewalk or twelve (12) feet, whichever is less, and its width shall not exceed twelve (12) feet.
3. No monolithic paving materials shall be used around paved parallel strips.
4. Only unit pavers such as brick or Interlocking Brick Pavers may be used as an acceptable infill.
5. No more than 24" of infilling material may be used from the outside edge of driveway runners.
6. No infilling materials may be used in the City's right-of-way.
7. Driveway runners shall extend beyond the front plane of the house sufficiently within the side yard to provide adequate parking for at least one full-length parking space.

Driveways



*A Very Important Note
about Parking*

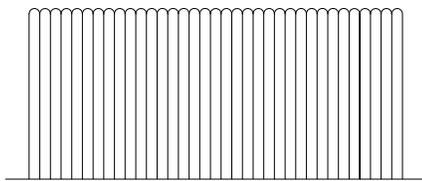
The use of front yards, other than on paved driveways, for the parking of automobiles, trucks, trailers, boats, or recreational vehicles for parking is specifically prohibited. See Article XXXI in the historic zoning regulations for Hilton Village.

Fences ~

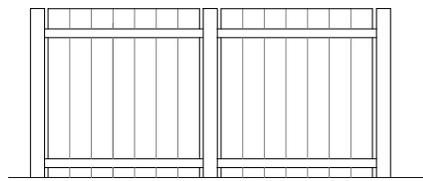
New fences and modifications to existing fences resulting in changes in height, material, or color, and conforming to the following criteria are acceptable. Any fence types other than those listed below or alterations to location or design are to be submitted to the Review Board.

NOTE: If the installation of a fence involves a corner lot, special setback requirements must be maintained as prescribed by the City's Zoning Ordinance, Section 45-280, and a permit shall be required from the Department of Codes Compliance

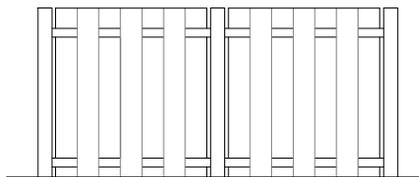
1. Original fences should be retained and maintained whenever possible.
2. If not original to a site, new street-front fences are not recommended.
3. Fences along major thoroughfares in the Village should be painted or opaquely stained a color that compliments the main structure.



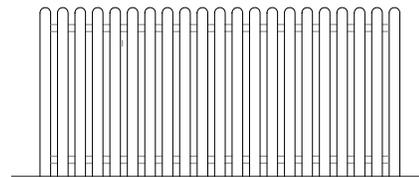
Picket



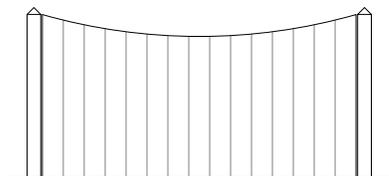
Stockade



Shadow Box



Board & Batten

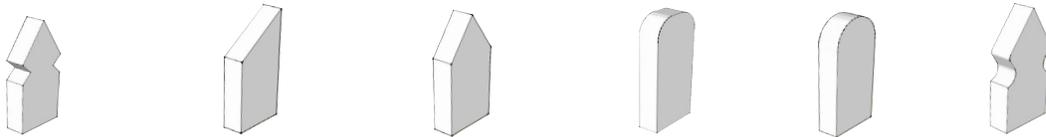


Scalloped Style

Approved
Fence
Styles

Fences ~

4. Rear-yard privacy fences should emulate traditional fence designs.
5. Wooden fences should be repaired and painted as needed. Existing picket designs should be matched when replacement is necessary.
6. Fences must be of wood construction; synthetic material is not allowed.
7. For wooden picket fences, Administrative approval is required for any paint color other than white.
8. Fences shall be installed with the finished side facing the adjacent property.
9. As determined by the Zoning Ordinance, fences in front yards may not exceed 4' feet in height, while side and rear yards may not exceed 6' in height.



*Picket
Styles*



While a classic white picket fence is the predominant style of Hilton Village, other materials may be suitable

Landscape, Yard Elements & Outdoor Structures ~

Landscape

Landscape elements include any landscaping or yard decorations utilizing structural or non-vegetative components that are twelve (12) inches above the average yard elevation. Any item not specifically exempted shall be submitted to the Board for consideration. Please see below for a list of both exempt and unexempt items.

Exempt Items:

1. Signs as specifically exempted by the Zoning Ordinance.
2. Recreational equipment and lawn equipment, such as chairs, grills, etc., when such equipment is not permanently installed and a building permit is not required for installation. Exception: street furniture placed outdoors in the commercial district which requires Board approval in accordance with Section 38 - 3.2 of the Street and Sidewalk Ordinance - See Appendix XX
3. Any plant material.

*Items Exempt from
Board Review*

Unexempt Items:

1. Satellite Dishes
2. In-ground Swimming Pools
3. Retaining Walls
4. Above-ground swimming pools are not allowed

*Items Not Exempt from
Board Review*

NOTE:

Recurrent, intermittent, or permanent outside storage of retail merchandise, goods or materials is not allowed in the commercial district.

Landscape, Yard Elements & Outdoor Structures, ~

Yard Elements

Mailboxes, light fixtures, house numbers, and similar details are a matter of personal taste. Care should be taken to select items in scale with the Hilton setting. Style should reflect the historic character of the Village. Large, modern or unusually

1. No satellite dish or TV antenna shall be installed on a chimney or underneath the overhang of a structure.
2. No satellite dish or TV antenna shall be installed in a location that is clearly visible from the street.
3. No satellite dish shall exceed eighteen (18) inches in diameter.

*Satellite Dishes
&
TV Antennas*

Outdoor Structures

Decks shall be treated as unenclosed living space and subject to the forty percent guideline provided; however, the prime factor in determining whether that percentage guideline shall be applied will be the height of the proposed deck or porch to the mean ground elevation.

1. Location on the site
2. Grading
3. Overall compatibility with existing yard features.

*Decks
& Hot Tubs*

Awnings & Canopies ~

Awnings and canopies are character-defining features that contribute to the overall appearance of a building and visual impact of the streetscape. Consequently, their design - including material, style, size and color - should be sensitive to any of the building's architectural details as well as its over scale, taking care to balance the mass of a structure without overwhelming it. This is particularly important when an awning is installed on the primary façade of a building.

The following guidelines apply to awnings within the Commercial District. For residential awnings, see page 10 for criteria required for Administrative approval. The Hilton Village Masterplan found in the Appendix offers additional information regarding signage and public improvements for retail buildings.

1. Awnings should complement the building facade and should not overwhelm the building or conflict with the streetscape.
2. The splitting of a historic facade into two visually unrelated halves by the addition of a permanent canopy should be avoided. Likewise, applications of canopies, entrances and storefront treatments should be compatible with the original facade intentions and maintain the visual integrity of each structure as a whole.
2. On small two-story buildings with one-story porches, awnings and canopies which are attached to buildings need to be small and of limited projection (one to three feet) if they are to avoid overwhelming the facades.

Awnings & Canopies ~

3. Canvas awnings are allowed, and should have side panels.
4. Vinyl and plastic awnings are not allowed.
5. Fabric awnings and canopies are appropriate on buildings where they can be attached to the primary facade of the building, rather than the edge of the roof.
6. Canopies and awnings should not be used to extend the roof area of a townhouse as it may interfere with the visual unity of the streetscape.
7. The Board may allow larger canopies on two-story buildings where the scale of the building can accommodate a larger forward projection.
8. Backlit awnings or lighting systems designed to up-light awnings are not allowed.
9. Colors shall be compatible with those of any signage. No more than two colors may be used, excluding logos and lettering.
10. Fabric patterns shall be muted and compatible with the building. The use of primary, neon and day-glow colors is not permitted.
11. Coordinated awning design and consistent installation heights are recommended for multiple tenant buildings.

Signage ~

Well-designed signs can enhance the vitality of any commercial setting by creating complimentary architectural elements along the street and bringing unity to what could otherwise be chaotic visual diversity. Designs for signs should be modest in size and reflect the pedestrian scale of the District; large signs designed with heavy, high speed vehicular traffic in mind are not appropriate. Please note: sign size restrictions are imposed by the Zoning Ordinance, and cannot be modified by the Board. General guidelines that apply to all signage types are found immediately below. For those specific to a particular type of signage, please reference the following pages.

1. The graphic design should be simple in approach and reflect the business's name, and / or logo.
2. Sign should be easy to read, and it should not appear busy, cluttered or crowded.
3. Signs should not obstruct important architectural elements or details. Oversized signs create visual clutter along the streetscape and obscure important architectural features of the building on which they are placed.
4. Sign should complement the signage of neighboring businesses.
5. Materials and colors should compliment the building.
6. No sign shall be allowed which involves the use of flashing neon, or fluorescent light. Computerized message boards or any lighted signs simulating motion are not allowed.
7. Unless noted otherwise in this section, the maximum allowable area for signage per premises shall be no more than twelve (12) square feet.
8. Roof signs are not permitted.

Signage ~

Building Mounted Wall Signs

Building signs are mounted parallel to the building face and are sufficient in size to be visible to vehicular traffic. Given the varied architectural styles of the buildings in the commercial district and the modifications to some of the facades of the buildings, the Board acknowledges that the design and placement of building mounted signs may present a unique challenge in certain situations. Therefore, careful consideration should be given to the overall design of the sign with regard to its compatibility with the existing architectural features of the building and its site.

1. Wall signs should be constructed from either wood or metal and applied directly to the building facade. Plastic is not a permitted material. The sign should be designed to enhance the facade by blending with the architectural features of the building.
2. If a building mounted sign consists of a boxed display, both copy and background must be no more than twelve (12) square feet in area nor twelve (12) feet in height from mean ground level to the top of the sign.
3. Building mounted signs shall not extend above the roofline of the structure to which it is attached.
4. Building mounted sign shall not extend above the window sill of the second story window.
5. Signs shall not be painted directly on the exterior wall surface of a building.

*Building
Mounted
Wall Signs*



Appropriate signage in combination with tasteful lighting can reinforce the character of the Commercial District.

Signage ~

Awnings

In addition to the guidelines listed below, those found on the preceding page also apply:

1. Signs on awnings should contain the name and/or logo of the business.
2. There shall be no more than one sign per awning surface.
3. Awnings signage shall be included in the total sign area allowed for each business.
4. Signage shall not exceed twenty-five (25) percent of the total sign area, but in no case shall it exceed two (2) square feet; unless, in special circumstances as specified by the Board.

*Awning
Signs*

Community Facility Signs

When reviewing requests for more than one post mounted sign, projecting sign or building-mounted sign for community facilities, the Design Guidelines for each type of sign will apply. Please reference the pages listed below for relevant information:

*Community
Facility
Signs*

Building-Mounted Signs	see page 45
Post-Mounted Signs (limit 1)	see page 47
Projecting Signs	see page 48

In addition, changeable message signs may be considered for replacement when deemed appropriate by the Board.

Signage ~

Post Mounted Signs

1. Sign shall not exceed 8.5 square feet in area.
2. Sign board may be rectangular, square, elliptical, diamond shaped, or any additional configuration as approved by the Board.
3. Sign shall be enclosed within a wooden frame. However, the Board may consider sign designs with irregular shapes which may not require a wooden frame.
4. Sign pole shall have a chamfered post and bracket, although wrought iron brackets may be used as support for the sign providing the design is approved by the Board.
5. The underside of the sign frame shall be 8'- 6" from the ground line. However, the Board may consider a lesser height when the sign is located in an area which is not traveled by pedestrians.
6. No post mounted sign shall be permitted which is illuminated from the post or sign.
7. The Board will consider the placement of the sign on the property. Consideration will be given to surrounding appurtenances, and existing site features with regards to optimal visibility. It should be noted that not every circumstance may be suitable for an installation.
8. In circumstances where there exist parcels which have at least a 50 foot frontage which contains more than one business, the Board will take under consideration the use of two (2) post-mounted signs per premise. When reviewing a request of this nature, the Board will consider the following:
 - a. The placement of the sign with references to other exterior appurtenances, such other signs, street trees, etc.
 - b. The overall design of the building, especially with regard to its facade, and the potential use of a building mounted sign, etc.

Signage ~

Band Signs

Band signs are appropriate on buildings which have narrow lot frontages or on buildings where the architectural elements would otherwise be obscured by the application of another type of sign. Band signs are attached to or hang under the porch lintel beam and have a horizontal proportion and a width of five to six feet.

Band
Signs

1. Signs should be located above the display window, but do not hang down far enough to obstruct the retail display.
2. Plastic is not a permitted material.

Projecting Signs

1. The sign shall be mounted perpendicular to the building facade and mounted at a height approved by the Board.
2. No sign shall be more than one-and-one-half square feet unless otherwise approved by the Board.
3. As a reminder, no sign shall be allowed which involves the use of flashing neon, or fluorescent light. Computerized message boards or any lighted signs simulating motion are not allowed.

Projecting
Signs

NOTE: Please see page 44 for General Guidelines for Signs.

*Projecting Signs -
A well proportioned sign and a
legible yet unique font can convey the
character of the business to passersby.*



Signage ~

Window Signs

1. One window sign no larger than six (6) square feet in area may be installed in a window opening without obtaining a Certificate of Appropriateness.
2. A sign that is legible from the public right-of-way and is six (6) or more square feet in area and is located less than ten (10) feet away from the window through which it is viewed shall be considered a window sign.
3. Total area of all signs is not to exceed twelve (12) square feet or 25% of the total window area opening, whichever is less.
4. Colors should be on the Approved Color List available at the Department of Planning.
5. Window signs shall be displayed only on the ground floor of buildings.
6. Signs must be physically affixed or adhered to the window.
7. Lettering styles and sizes should be appropriate to the Village and compatible with its architecture. Recommended type styles for predominant words include, but are not limited to: Times Roman, Caslon, Bookman, Goudy, Century, Clarendon. Sans-serif or modern type styles, such as Helvetica, Gothic, Eurostyle, Optima, may be suitable for minor words or in certain designs. Stencil letters are not allowed.

Window
Signs



Window signage should be adhered to the window and clearly legible.

Signage ~

Multi-Tenant Signs

There are a few buildings in the commercial district which are located on large lots. These buildings can accommodate more than one business, and may require a need for more than one sign to identify the businesses. In circumstances of this nature, the Board suggests that the owner of the building develop a sign plan and submit it to the Board for approval in order to prevent a cluttered appearance of uncoordinated signs. The plan should depict the size, type of sign, and the location of all signs on the building. Each sign should be in compliance with an approved sign from the design guidelines with respect to size, location, and etc.

Once the sign plan has been approved by the Board each tenant will then make an individual application for their own graphics whenever changes to the signs are required. Under special conditions, the Board may consider additional sign area.

Multi-Tenant
Signs



Street Furniture ~

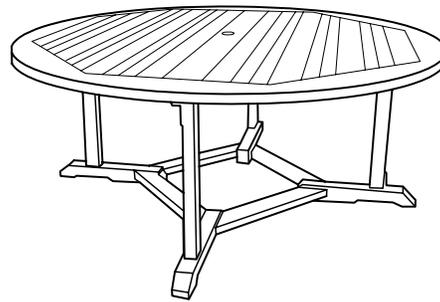
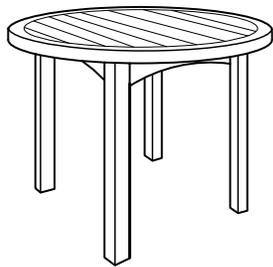
The Director of Engineering may issue a permit authorizing the use of the special sidewalk easement area within the Hilton Village Historic District commercial area for certain items of street furniture. These include chairs, tables, awnings, umbrellas, planters, and other outdoor furniture related to the operation of a business that is adjacent to the special sidewalk easement. When issuing a permit the Director of Engineering shall consider the recommendations of the Hilton Village Architectural Review Board which will be based on the process outlined below.

1. Persons wishing to place item(s) of street furniture in the special easement area shall make application to the Hilton Village Architectural Review Board prior to requesting a permit from the Director of Engineering.
2. The Board shall review and recommend to the Director of Engineering the placement, number, character, color, size, decorative features and construction of such street furniture.
3. The Board shall recommend to the Director of Engineering whether or not a permit should be issued, and under what conditions, if any.
4. The Board shall take the following provisions under consideration when reviewing such requests:
 - a. All items placed in the special easement area shall be constructed of materials and have colors appropriate and compatible to the historic district;
 - b. Tables, benches and chairs shall be made of wood, wrought iron or other materials determined to be appropriate and compatible by the Board.
 - c. Awnings and umbrellas shall be made of canvas or other fabric determined to be compatible and appropriate by the Board, and shall have a size and color approved by the Board;
 - d. Planters shall be made of terra cotta, concrete, wood or other materials determined by the Board to be appropriate and compatible to the historic district, and shall have a size and color approved by the Board;
 - e. Items placed in the special sidewalk easement area shall be located in the running bond paver sections of sidewalks adjacent to buildings. Items shall not be placed on the herring bone patterned paver fields or the adjoining soldier course borders
 - f. The items of street furniture listed in Table 1 have been pre-approved by the Board as to color, size and material.

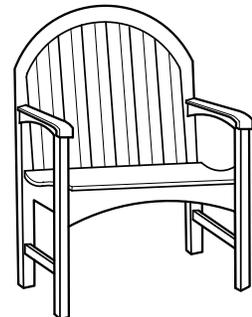
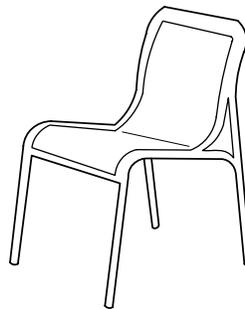
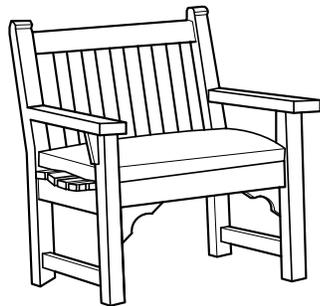
Street Furniture ~

The styles shown below are representative of those preferred for Hilton Village. Please provide information about size, material, color and/or a manufacturer's brochure when applying for a Certificate of Appropriateness. Photographs of appropriate furniture styles are maintained in the Department of Planning.

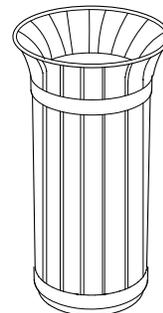
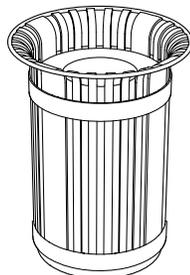
Tables



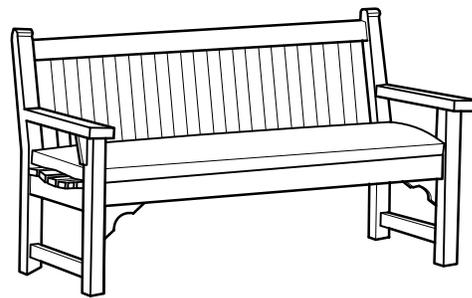
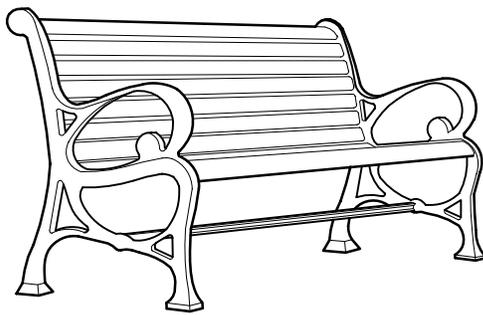
Chairs



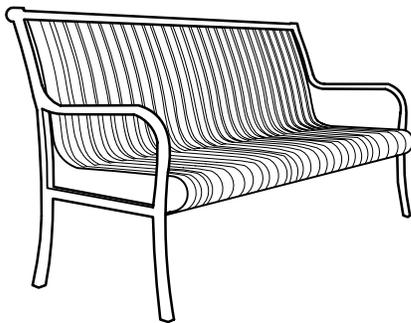
Trash
Receptacles



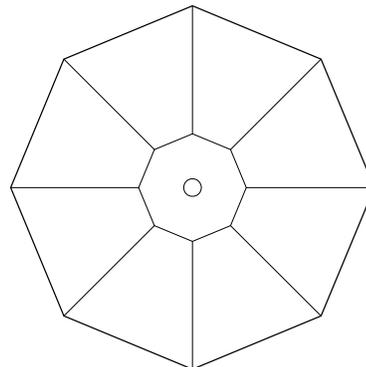
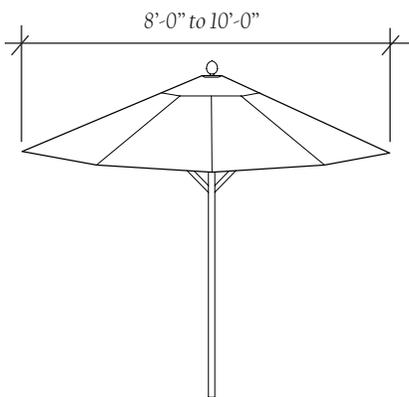
Street Furniture ~



Benches
&
Loveseats



NOTE:
Backless benches are also acceptable
in the Commercial District.



Umbrellas



An Appendix

The Nitty Gritty

In case you're interested in the basis for the Hilton Village Design Guidelines, we've included the documents officially adopted by the City of Newport News that serve as the foundation for the guidelines. Topics include parking regulations, permitted uses for buildings and the formation of the H.V.A.R.B. You'll also find a Glossary of Terms and guidance to the Commercial District Masterplan. Completed in 1996, this study is an invaluable resource for those wishing to maintain the character of the commercial district and should be read thoroughly prior to initiating any project. Or just for enjoyment - it's quite beautiful and full of fantastic suggestions!

Glossary of Terms ~

Adaptive reuse

A means to provide new functions to older buildings or structures that would otherwise be demolished.

Addition

To add a new part such as a wing, ell or porch to an existing building or structure.

Alligatoring

Refers to a condition of paint that occurs when too much paint has been applied to a surface over the years, and the layers crack in a pattern that resembles the skin of an alligator.

Alteration

To make a visible change to the exterior of a building or structure.

Architectural Conservation

The science of preserving a building and/or structure in its historic fabric; the use of scientific techniques and analytical methods to conduct investigations from which the causes, effects and solutions to specific building problems may be determined.

Balustrade

A railing or parapet supported by a row of short pillars or balusters.

Bay

A part or a structure defined by vertical divisions such as adjacent columns or piers.

Bay window

Fenestration projecting from an exterior wall surface and often forming a recess in the interior space.

Bracket

A wooden or stone decorative support beneath a projecting floor, window or cornice.



Glossary of Terms ~

Broken pediment

A pediment where the sloping sides do not meet at the apex but instead return, creating an opening that sometimes contains an ornamental vase or similar decorative form on a pedestal.

Bulkhead

In commercial buildings the structural supporting wall under the display windows of a storefront. Bulkheads are often paneled and are usually constructed of wood.

Capital

The upper portion of a column or pilaster.

Classical

Pertaining to the architecture of Greece and Rome or to the styles inspired by this architecture.

Column

A vertical support, usually supporting a member above.

Conversion

The adaptation of a building or structure to a new use that may or may not result in the preservation of significant architectural forms and features of the building or structure.

Coping

The top course of a wall which covers and protects the wall from the effects of weather.

Corbelling

Courses of masonry that project out in a series of steps from the wall. In commercial architecture the corbelling is usually brick and is part of the cornice at the top of the facade.

Demolition

The act or process of tearing down an existing building without a systematic approach to saving the physical record of that building or structure.

Glossary of Terms ~

Dormer

A small window with its own roof projecting from a sloping roof.

Downspout

A pipe for directing rain water from the roof to the ground.

Efflorescence

A condition of masonry in which white salts from the clay or mortar leach to the surface.

Entablature

In classical architecture, the upper horizontal element resting on the columns.

Façade

The front face or elevation of a building.

Fanlight

A semicircular window with radiating muntins located above a door.

Fenestration

The arrangement of the openings (windows and doors) of a building.

Finial

An ornament at the top of a gable or spire.

Flashing

Pieces of metal used for waterproofing exterior joints, especially on roofs.

Frieze

The middle section of an entablature; the panel below the upper moulding or cornice of a wall.

Gable

The triangular portion of the end of a wall under a pitched roof.

Glossary of Terms ~

Gable roof

A pitched roof form where two flat roof surfaces join at a straight ridge, forming gables at both ends.

Glazing

Another term for glass or other transparent material used in windows.

Hipped roof

A roof with slopes on all four sides rather than two.

Infill Building

A new structure built in a block or row of existing buildings.

Maintain

To keep a building or structure in an existing state using the least degree of intervention.

Muntin

A glazing bar separating panes of glass.

Parapet

A low wall that rises above a roof line, terrace or porch and may be decorated.

Patina

The appearance of a material surface that has aged and weathered. It often refers to the green film that forms on copper and bronze.

Pediment

The triangular gable end of a roof, especially as seen in classical architecture such as Greek temples.

Pier

An upright structure of masonry serving as a principal foundation support.

Pilaster

A flat rectangular classical column fixed against a wall or used to frame a doorway, fireplace, etc.

Glossary of Terms ~

Preservation

The act or process of applying measures to sustain the existing form, integrity and material of a building or structure.

Quoins

The finished stones at the corner of a building.

Reconstruction

The process of returning a property to active use through repair or alteration while preserving those portions or features of the property significant to its historic, architectural and cultural values.

Rehabilitation

To return a property to the state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property that are historically and architecturally significant.

Remodel

To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural form and features.

Repair

The process of controlling decay by putting together what is torn or broken, replacing a part or parts or removing organic growths.

Restoration

The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period in time by means of the removal of later work or by the replacement of missing earlier work.

Retrofit

To furnish a building with new parts or equipment not available at the time of original construction.



Glossary of Terms ~

Reveal

The depth of wall thickness between its outer surface and a window or door set in an opening.

Rising damp

When moisture from the ground rises into the walls of a building.

Scale

The comparative size of building elements in relation to the human figure.

Spall

A piece of masonry or tile that has fallen away from the main face of the block.

Stabilization

To re-establish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Stucco

A fine cement or plaster used on the surface of walls, moldings and other architectural ornaments.

Vernacular

Indigenous architecture generally not designed by an architect that displays simple architecture and details and that may be characteristic of a particular area.

Reveal

~

Vernacular

Hilton Village Zoning Regulations ~

Article XXXI, Division 4, Section 45-3129-45-3127 as amended, of the Newport News City Zoning Ordinance establishes the Historic District Regulations and creates the Review Board. A copy of the applicable ordinance has been reprinted below for reference purposes.

Sec. 45-3129. General.

A. Purpose and intent. The purpose of this article is to protect against destruction, degradation, and encroachment upon the areas, structures, and premises designated to be of substantial historic significance; to encourage uses which will add to their continuance, conservation, and improvement in a manner appropriate to the preservation of the historic heritage of the City of Newport News and the Commonwealth of Virginia; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within the Historic District created by this article will be in keeping with the character to be preserved and enhanced. To accomplish such purpose, this article provides for:

- 1) The creation of the Hilton Village Historic District;
- 2) Modification to use and dimensional regulations within the Historic District;
- 3) Architectural standards for the Historic District;
- 4) The creation of an architectural review board; and
- 5) A procedure for reviewing plans by the architectural review board.

B. Creation of Hilton Village Historic District. A special zoning district is hereby created to be known as the Hilton Village Historic District and as shown on the Zoning District Map, which is on file in the office of codes compliance and in the department of planning and development. The Hilton Village Historic District as 62 shown on the Zoning District Map is bounded approximately by the east side of River Road, the rear property line of the lots facing south on the north side of Post Street, Municipal Lane extended from Post Street to Hopkins Street, the rear property line of three parcels (1, 4, 5, block 30, Hilton Village Subdivision) on the southeast corner of Warwick Boulevard and Hopkins Street to the rear property line of the lots facing north on the south side of Hopkins Street and along such rear property line to River Road. (Ord. No. 5028-97, € 1).



Hilton Village Zoning Regulations ~

Sec. 45-3130 Permitted uses.

A. Uses permitted. In the Historic District, buildings or premises may be used as permitted in the underlying R5 or C1 zoning districts in accordance with Article IV, section with the following modifications:

1) R5 Low Density Residential Modifications: In the R5 Low Density Residential District the following uses are not permitted by right in the Hilton Village Historic District.

- a. Multiple Family
- b. Planned Residential Development
- c. Public or Private Secondary School
- d. Community Recreation Center
- e. Fire Station
- f. Library
- g. Neighborhood Swimming Pool
- h. Police Station
- i. Public or Private Elementary School
- j. Bus Stop, Bus Shelter or Taxi Stand

Section
45-3130

2) C1 Retail Commercial District Modifications: In the C1 Retail Commercial District the following uses are not permitted by right in the Hilton Village Historic District:

- a. Hospital
- b. Medical and Dental Laboratory
- c. Nursing Home, Convalescent Home
- d. Outpatient Care Clinic
- e. Electrical Substation
- f. Child Care Center
- g. Vocational School
- h. Funeral Home
- i. Lodge, Fraternal or Social Organization
- j. Neighborhood Swimming Pool
- k. Public or Private Golf Course
- l. Parcel Distribution Center
- m. Coin Operated Commercial Laundry
- n. Country / Yacht Club
- o. Health Club and Fitness Center
- p. Cemetery Monument Sales
- q. Convenience Store Without Gasoline
- r. Department Store
- s. Extended Stay Motel
- t. Furniture and Upholstery Store

Hilton Village Zoning Regulations ~

- u. Golf Pro Shop / Clubhouse
- v. Light Equipment Rental and Leasing
- w. Liquor Store
- x. Mall / Mall Building
- y. Hotel / Motel
- z. Pawn Shop
- aa. Tennis Pro Shop / Clubhouse
- bb. Auto Parts Store (no service)
- cc. Boat Basin
- dd. Drive-Up Windows and Drive-Through Lanes

Provided further that the following uses are permitted by right in the C1 Retail Commercial District in the Hilton Village Historic District: Dwelling unit above a commercial facility, bed and breakfast, single family detached, duplex and single family attached dwelling.

- 3) Accessory uses. Any use customarily incidental or accessory to any of the above uses is permitted in this district when clearly established as an accessory use to a permitted use.
- 4) Signs. Signs permitted in the Hilton Village Historic District shall be those set forth in the City Code Chapter-33.01-4(e). In reviewing requests for such signs, the architectural review board shall consider whether each sign is compatible with the Hilton Village architecture and concept.
- 5) Special exceptions. Special exceptions shall be permitted as allowed in the regular zoning district regulations; provided however, that the review as otherwise required shall include review by the architectural board. (Ord. No. 5028-97, § 1)

Sec. 45-3131. Architectural standards.

New buildings in the Hilton Village Historic District shall be basically rectangular in plan and shall conform with the original design of the village in spacing, height, and setback. Materials and color shall be in conformity with the guidelines set by the architectural review board. Plans for all new buildings shall be approved by the board, unless otherwise provided. Additions and alterations to buildings shall also follow the guidelines set by the board, and plans shall be approved by the board. (Ord. No. 5028-97, § 1)



Hilton Village Zoning Regulations ~

Sec. 45-3132. Lot areas and dimensional regulations.

The lot area and dimensional regulations of the regular zoning districts shall apply unless otherwise modified below:

- 1) Residential districts: Front and side yards shall conform to the pattern established by the original Hilton Village design. Accessory buildings shall be set back no less than three (3) feet from the side yard and five (5) feet from the rear yard. Notwithstanding the foregoing, accessory buildings may be reconstructed within the original footprint of prior or existing accessory buildings.
- 2) Commercial districts:
 - a. Side and rear yards and height of buildings shall conform to regulations of the regular zoning district.
 - b. Front setbacks shall be no closer to the street than were the existing buildings on the date of passage of this chapter. However, the Hilton Village Architectural Review Board may approve front setbacks closer to the street when the building construction or addition meets the Recommended Design Standards for the Hilton Village Commercial Area.
 - c. Building height shall not exceed forty (40) feet. (Ord. No. 5028-57, § 1)

Section
45-3132

Sec. 45-3133. Off-street parking and loading regulations.

Off-street parking spaces and loading spaces shall be provided in conformity with the requirements for specific uses set forth in Article XXX. Plans for off-street parking shall be approved by the board. However, within the commercially zoned area of Historic Hilton Village public and private off-street parking places shall be provided in conformity with the adopted Hilton Area Neighborhood Plan. The number of off-street parking spaces required by Article XXX may be reduced provided that development plans for off-street parking shall be approved by the department of engineering. (Ord. No. 5028-97, § 1)

Section
45-3132

Hilton Village Zoning Regulations ~

Sec. 45-3134. Architectural Review Board.

A. Creation of the architectural review board.

The architectural review board shall be appointed by the Newport News City Council. Such board shall consist of seven (7) persons having the following qualifications: one (1) professionally licensed architect or engineer; one (1) landscape architect or artist, three (3) resident owners of Hilton Village, and two (2) owners or operators of business in Hilton Village.

B. Term of office.

The term of office is four (4) years for all members. No member shall serve more than two (2) consecutive terms, except that those members who initially fill unexpired terms less than four (4) years may be reappointed for two (2) full four (4) year terms. However, in no case shall any member serve more than ten (10) consecutive years.

C. Organization and meetings.

The board shall elect a chairman each year and other officers as necessary. The board shall meet at regularly scheduled times. A quorum shall consist of four (4) members, but a lesser number may conduct public hearings or meetings at which the principal purpose is collection of information, provided that no action binding on the board is taken at such hearings or meetings. All meetings and records of the board shall be public, and anyone present at the meeting shall be allowed to speak. Decisions by the board shall be made by a majority vote of those members present at any meeting where a quorum is present.

Section
45-3134

D. Procedures and duties of the architectural review board:

- 1) The architectural review board shall prepare guidelines for standards to be applicable to land and exterior buildings within the Hilton Village Historic District.
 - a. Such guidelines shall be in written form and shall become effective only upon a duly advertised hearing.
 - b. Said public hearing shall be advertised once in a local newspaper, not less than ten (10) days prior to the date of said hearing.
 - c. The board shall review the guidelines at least once each year at public hearing and may make any changes necessary to protect the intent of this article.

Hilton Village Zoning Regulations ~

D. (continued)

2) Plans to be submitted:

- a. All plans for new buildings and additions and alterations to existing buildings in the Historic District shall be reviewed by the architectural review board, unless otherwise provided herein. The department of planning shall be responsible for receiving applications and providing technical assistance to the board. Whenever a permit for a building, a sign, or demolition is needed within a historic district, the applicant shall submit to the board plans showing sufficient details for judgment to be made. The board shall review the application within thirty (30) days after it is filed. The board shall notify the applicant and the owners of the property adjacent to each side of the property in question of the time and place where a review is being held. Such notice shall arrive at least five (5) days before the review.
- b. The board, where it deems it necessary in order to review a particular application, may require the submission of any or all of the following items: Architectural plans, plot plans, landscaping plans, plan for off-street parking, proposed signs, elevations of all portions of proposed structures facing streets, and elevation photographs or perspective drawings showing proposed structures and all such existing structures as are within one hundred (100) feet of the Historic District and are substantially related to it visually or by reason of function, traffic generation, or other characteristics.
- c. In its review of the material submitted, the architectural review board shall examine the architectural design and the entire exterior surface, treatment of the structures within the area, and other pertinent factors affecting the appearance and efficient functioning of the Historic District. The board shall not consider any interior arrangement nor shall it make requirements except for the purpose of preventing developments obvious incongruous to the historic aspects of the district. The board shall vote to approve or disapprove an application within sixty (60) days after the application is filed.

E. Approval of application by architectural review board.

When the board finds that the proposed building, alteration, repair, demolition, sign, or structure is within the intent of this article, the board shall issue a certificate of appropriateness and report its findings to the department of codes compliance. A certificate of appropriateness is a written statement by the board indicating that the proposed building, use or structure fulfills the requirements of the Hilton Village District.

F. Disapproval by the board.

Should the board disapprove the application, it shall submit to the applicant a list of the reasons for disapproval and suggestions for changing the application so as to be acceptable. The applicant may revise and re-submit his application.

Hilton Village Zoning Regulations ~

G. Appeal.

Decisions of the architectural review board may be appealed by any aggrieved party to the board of zoning appeals as provided in Article XXVII.

H. Failure of the board to act.

Should the board fail to approve or disapprove an application within sixty (60) days from the date of submission the application shall be considered approved. (Ord. No. 5028-97, § 1)

Sec. 45-3135. Administrative procedures.

The city manager shall designate an agent of the city who shall be responsible for administration of this section [article] and shall handle the administrative approval of applications authorized herein. The administrator shall review such application for conformity with specific standards set forth by these section and shall approve the same where appropriate by issuing a certificate of appropriateness for such activity when found in conformity with the guidelines and standards as set forth by the board and shall report in writing to the board the approval of the application and conditions of approval. (Ord. No. 5028-97, § 1)

Section
45-3135

Sec. 45-3136. Administrative approval of routine activities.

A. To facilitate the normal functioning of the village, the Board shall identify and set forth in its guidelines those normal and routine exterior repairs and maintenance activities that may be performed without adverse influence or effect to the character of the village or intent of the Historic District regulations.

Section
45-3136

B. The identification of these activities shall include specific details as to color, materials, dimensions and other information necessary to permit administrative review and approval of such activities. (Ord. No. 5028-97, § 1)



Hilton Village Zoning Regulations ~

Sec. 45-3137. Prohibition and standards.

No building permit, sign permit, or other city permit shall be issued nor shall any individual undertake any of the activities listed below until the architectural review board or the designated administrator shall have certified that such activity is in accordance with the provisions of this article:

- A. New buildings. This shall include any new principal or accessory structure.
- B. Additions and/or alterations. This shall include any exterior modifications to existing structures
- C. Fences. This shall include all new fences and any modification to existing fencing resulting in changes in height, material or location but shall exclude normal structural maintenance.
- D. Signs. See Chapter 33.01 of the City Code.
- E. Landscaping. This shall include any landscaping or yard decorations utilizing structural or nonvegetative components when such landscaping components are twelve (12) inches above the average yard elevation and are visible from adjacent property. This board shall not consider or rule upon the appropriateness of any plant material.
- F. Painting. This shall include any colors utilized in the exterior finishes of structures in the village.
- G. Off-street parking. This shall include the construction of new driveway entrances or enlargements of existing entrances as well as the use of front yards for off-street parking. (Ord. No. 5028-97, § 1)

Permits for Sidewalk Use ~

Ordinance No. 4996-97

An ordinance to amend and reordain Chapter 38, Streets and Sidewalks, of the Code of the City of Newport News, Virginia, Article I, in general, by adding thereto a new section, namely, Section 38-3.2, permit for sidewalk use in Hilton Village Historic District commercial area as follows:

Sec. 38-3.2 Permit for sidewalk use in Hilton Village Historic District commercial area.

- A. Permit required. The director of engineering may issue a permit authorizing the use of the special sidewalk easement area within the Hilton Village Historic District commercial area for certain items of street furniture, which is defined as chairs, tables, awnings, umbrellas, planters, and other outdoor furniture related to the operation of a business that is adjacent to the special sidewalk easement. The special sidewalk easement area is that area for which individual property owners granted sidewalk easements to the City, in addition to the right-of-way for Warwick Boulevard which pre-existed those grants. When issuing a permit the director of engineering shall consider the recommendations of the Hilton Village Architectural Review Board.
- B. Application; Architectural Review Board recommendation. Persons wishing to place any item(s) of street furniture in the special sidewalk easement area shall make application to the Hilton Village Architectural Review Board prior to requesting a permit from the director of engineering. The Board shall review and recommend to the director of engineering the placement, number, character, color, size, decorative features and construction of such street furniture for use in the special sidewalk easement area identified in Subsection A. The Board then shall recommend to the director of engineering whether or not a permit should be issued, and under what conditions, if any.
- C. Guidelines for street furniture. All items placed in the special sidewalk easement area shall be constructed of materials and have colors appropriate and compatible to the historic district. Tables, benches and chairs shall be made of wood, wrought iron, or other materials determined to be appropriate or compatible by the Hilton Village Architectural Review Board. Awnings and umbrellas shall be made of canvas or other fabric determined to be compatible and appropriate by the Board, and shall have a size and color approved by the Board. Planters shall be made of terra cotta, concrete, wood or other material determined by the Board to be appropriate and compatible to the historic district, and shall have a size and color approved by the Board. The items of street furniture listed in Table I have been preapproved by the Board as to color, size and material.



Permits for Sidewalk Use ~

C. (continued)

The requirements to make application to the Hilton Village Architectural Review Board or to utilize street furniture previously approved by said Board or materials, designs or colors required by this subsection shall not apply to those applicants for a permit authorizing the use of the special sidewalk easement who desire to utilize street furniture that was in use on or before March 12, 1997. This exception notwithstanding, on and after May 1, 1997, the other requirements of this ordinance must be complied with before the grandfathered street furniture may be used in the special sidewalk easement area. Any street furniture so grandfathered must be maintained in good, safe condition and be serviceable for the purpose for which it was designed; and any street furniture that is removed from use due to wear and tear or its inability to serve the purpose for which it was designed may not be replaced by items of street furniture that do not meet all requirements of this ordinance.

*Ordinance
No. 4996-97*

Items placed in the special sidewalk easement area shall be located in the running bond paver sections of sidewalks adjacent to buildings. Items shall not be placed on the herring bone patterned paver fields or the adjoining soldier course borders.

- D. Insurance required. As a condition precedent to the issuance of a permit, the applicant, the street furniture owner, or the property owner shall file with the City Attorney evidence of general comprehensive liability insurance insuring against claims, demands or actions arising out of or in connection with the existence of the items to be placed within the special sidewalk easement area. The policy of insurance shall require the insurer to defend, indemnify and hold the city harmless from any and all claims for injury or damage, and shall pay all judgments, costs or expenses which the city may incur or suffer by reason of granting a permit in connection with the erection, alteration, maintenance, repair, removal or existence of such items. Such policy of insurance shall provide liability coverage for bodily injury, death and property damage of not less than three hundred thousand dollars (\$300,000.00) combined single limit during any one occurrence for injury to or death of any one or more persons and for property damage or destruction suffered as a result of the existence of such street

Permits for Sidewalk Use ~

D. (continued)

furniture and shall name the City of Newport News as an additional insured.

All such insurance required to be carried by the permit holder shall be with an insurance company licensed to do business in the Commonwealth of Virginia and approved by the Newport News City Attorney's Office. Such insurance:

- (i) shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has released its right of action against any party before the occurrence of a loss;
- (ii) shall name the City of Newport News as an additional insured party; and
- (iii) shall provide that the policy shall not be cancelled, terminated or materially amended without at least forty-five (45) days prior written notice [fifteen (15) days if due to nonpayment of premium] to the City of Newport News. Prior to the issuance of the permit, evidence satisfactory to the Newport News City Attorney's Office of the payment of all premiums for such policy shall be delivered to the Newport News City Attorney's Office for review. As a condition subsequent to the issuance of the permit, the permit holder shall maintain the required insurance at all times during which the permitted item or items are located in the special sidewalk easement area.

*Ordinance
No. 4996-97*

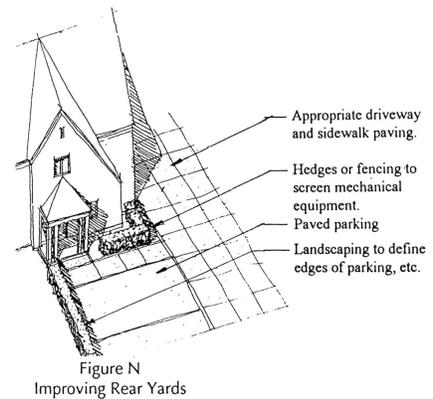
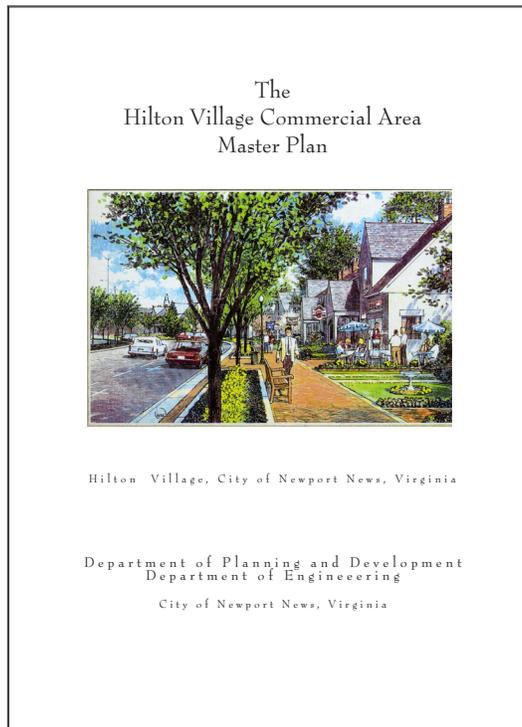
E. That this ordinance shall be in effect from and after May 1, 1997.

Adopted by City Council on March 11, 1997

The Commercial District Master Plan ~

Completed by P.M.A. in 1996, this master plan is a comprehensive study of Hilton Village's commercial area. The plan offers solutions to help offset the impact of roadway expansions, ameliorate the loss of original landscape and improve the vitality of the business sector as a whole. Sketches, photographs and diagram provide clear methods for revitalizing storefronts, installing signage and reestablishing a welcoming pedestrian thoroughfare in a manner sensitive to the district's unique character.

Copies of the Hilton Village Commercial Area Master Plan can be found at the Department of Planning, 2400 Washington Avenue, 2nd Floor, Newport News, Virginia. The document may also be viewed on-line at [http://www.nngov.com/planning/downloads/Hilton Village Commercial Area Master Plan.pdf](http://www.nngov.com/planning/downloads/Hilton_Village_Commercial_Area_Master_Plan.pdf)





Thank you!