

**Design Guidelines for a Certificate of Appropriateness  
and Administrative Certificate of Appropriateness for the  
Fenwick Court Townhomes,  
Located within the Eastman-Fenwick House Local Historic District**

**County Board Adopted September 20, 2014**

**I. Purpose and Intent of the Design Guidelines**

These design guidelines are intended to assist the current and future property owners, Arlington County staff, and members of the Historical Affairs and Landmark Review Board (HALRB) in the determination and decisions for approval or denial of applications for Certificates of Appropriateness as set forth in the Arlington County Zoning Ordinance Sections 11.3 and ~~15.8~~15.7 for the Fenwick Court Townhomes located within the Eastman-Fenwick House Local Historic District (designated May 31, 1980).

It is recognized that buildings are not static, but continue to evolve over time. These guidelines are not intended to prohibit changes, but rather to preserve the most important physical aspects of the Historic District and ensure that any changes are respectful of and compatible with the existing fabric and historic character of the District. In addition to appropriateness and compatibility, additional factors to consider as part of the design review process include durability, design integrity, and overall harmony of the proposed modifications. These Guidelines are meant to guide and support the review process for Certificates of Appropriateness within the historic district.

Those townhomes located within the Historic District boundary are modern buildings constructed in 1995. In order to maintain architectural and visual compatibility with the historic Eastman-Fenwick House, certain exterior elements of the townhouses are to be retained and maintained in appearance, but may be repaired or replaced using different materials as described below. In addition, as new materials become available, they also may be considered for approval.

Prior to completing any work on the exterior of the townhomes, individual homeowners may be responsible for obtaining any necessary ARB (Architectural Review Board of the Fenwick Court HOA) approval, in addition to their Certificate of Appropriateness (CoA) for exterior alterations from the HALRB. Compliance with the CoA process does not eliminate the need to seek approvals from any homeowners' association rules and regulations for the properties.

The following properties are located in the Historic District and are governed by these Design Guidelines:

All of:

2327 N VAN BUREN CT; RPC# 11-006-066

2329 N VAN BUREN CT; RPC# 11-006-067

2331 N VAN BUREN CT; RPC# 11-006-068

2342 N VAN BUREN CT; RPC# 11-006-072  
2340 N VAN BUREN CT; RPC# 11-006-073  
2338 N VAN BUREN CT; RPC# 11-006-074  
2336 N VAN BUREN CT; RPC# 11-006-075  
2334 N VAN BUREN CT; RPC# 11-006-076  
2332 N VAN BUREN CT; RPC# 11-006-077  
2330 N VAN BUREN CT; RPC# 11-006-078  
2333 N VAN BUREN CT; RPC# 11-006-071  
2335 N VAN BUREN CT; RPC# 11-006-070  
2337 N VAN BUREN CT; RPC# 11-006-069

Part of:

2314 N VAN BUREN CT; RPC# 11-006-060  
2312 N VAN BUREN CT; RPC# 11-006-059  
2310 N VAN BUREN CT; RPC# 11-006-058  
2308 N VAN BUREN CT; RPC# 11-006-057  
2325 N VAN BUREN CT; RPC# 11-006-065  
Parcel A, Common Area; RPC# 11-006-080

## **II. Design Standards**

**These Guidelines are to be considered in approving or denying CoA applications as set forth in ACZO Sections 11.3 and ~~15.8~~15.7.**

### General Repairs and Replacement

The existing ornamental trim on stairways and balconies that mimics the decorative gingerbread design of the Eastman-Fenwick House shall be maintained.

The location of doors, windows and similar exterior openings shall not be changed from the original builder plan elevations approved and on file with Arlington County's Historic Preservation Program Office.

Siding may be replaced using wood, vinyl or cement fiberboard on the townhomes in accordance with the standards set forth in the Appendix. Trim may be replaced with wood, cement fiberboard or cellular polyvinyl chloride (PVC). [Window trim, however, may be capped with](#)

[metal or PVC](#). All new siding must maintain the original appearance. Brick shall be maintained. See the attached specifications for the use of cement fiberboard and PVC.

### Roofs

Roof shingles may be replaced with the same style shingles without approval of the HALRB.

### Gutters

Gutters may be replaced with the same style plus additional capacity (up to 8" width) without approval. Any changes in style must obtain a CoA.

### Replacement of Windows

- All replacement windows must fit within the existing openings and be no smaller than a one-inch difference in any direction, with no noticeable differences in appearance from the outside. The casing shall not be increased in any direction beyond the originally approved window casing.
- The original configuration of double-hung, sash windows and stationary windows shall not be changed.
- The replacement windows must have the same grid configuration as the original windows with a single vertical grid/muntin [3/4" to 1" ~~one inch~~](#) in width. The grid may be placed between the inner and outer window panes, or, as in the original design, a snap-in configuration on the inside of the window frame.
- [The replacement windows may be made of any material that appears the same as the original, including wood, aluminum clad wood, or vinyl. A window sample, catalog cut sheet, online description, or other basis for comparison shall be provided with the CoA application.](#)
- [The existing window sill and trim may be maintained, replaced with wood, cement fiberboard, or cellular polyvinyl chloride, or capped with metal or PVC. The HALRB recommends maintaining a consistent color for windows and associated trim for the community, but defers to the Architectural Review Board for the Fenwick Courts Townhomes.](#)

### Replacement of Garage Doors

- All replacement garage doors must be of the original style, either single car or double car size, with or without windows.
- The original configuration of four hinged rows of panels and four/eight columns shall not be changed. Windows shall be 20-inches wide, 17-inches high (plus-or-minus 1-inch) and have a one-inch cross grid/muntin.
- The replacement doors may be made of any material that appears the same as the original so that any reasonable person could not tell the difference from the street. A sample of

material, catalog cut sheet, online description or other basis for comparison should be provided with the CoA application.

### Shutters

Shutters, if installed on the townhome originally, may not be removed except for temporary maintenance purposes, and shall be reinstalled when work is completed. Shutters shall not be removed for more than 30 days. Shutters shall be maintained or replaced with ones of the original size, and style. Materials may vary from the original.

### Fences

Property owners shall not alter fences from their original height, size, style, material and location.

### Satellite Dishes

Satellite dishes may be installed if they are no larger than 18 inches in diameter. They should not be visible from any public right-of-way.

## **III. Requirements for a Certificate of Appropriateness (CoA) and an Administrative Certificate of Appropriateness (ACoA)**

A. Because the following are determined to be, at a minimum potentially significant changes, a CoA and public hearing at the HALRB is required for the following changes, among others, to the Fenwick Court Townhomes in the Eastman-Fenwick House Local Historic District:

1. If the proposed work involves different materials and/or a different design than those noted in the guidelines above;
2. The removal or demolition of part or all of the dwelling;
3. Any new structure or enlargement, addition, modification, or alteration of the exterior of the existing buildings or a portion of the existing buildings;
4. The removal, replacement, or enclosure of entrances and/or window openings;
5. The painting of previously unpainted masonry materials;
6. The installation, removal, or changes in material of specific landscape elements, including walls, driveway, walkways, or patio paving;
7. The installation of fencing that is of a different height, size, style, material or location from the original fencing;
8. The permanent removal of shutters;
9. The replacement of garage doors with designs different from those described in the general guidelines above;
10. Roof replacement with a style or material different from the existing asphalt shingles; and,
11. The removal of trees measuring at least 15” or more in diameter at 4’ of height that are not damaged, diseased, or do not pose an imminent safety risk as determined by the County’s Urban Forester.

B. An ACoA and Historic Preservation Staff approval is required for the following changes to the Fenwick Court Townhomes in the Eastman-Fenwick House Local Historic District:

1. The removal of any damaged, diseased, or dead mature tree (measuring at least 15 inches in diameter at 4 feet of height), with approval pending the submittal of a written report by the County's Urban Forester that details the hazardous or unhealthy condition of the tree;
2. The installation of air conditioning condenser and/or heat pump units. Units should not deviate from current locations by more than 6-inches in any direction, though heights may vary;
3. The installation of satellite dishes less than 18" in diameter that are not located in any area visible from the public right of way
4. The installation of fencing that meets County Zoning requirements (Zoning permits are also required for new fences);
5. The installation of shutters per the standards in Section II: Design Standards that are the same in size and style as those installed on other townhomes;
6. The replacement of garage doors per the standards in Section II: Design Standards; and,
7. The replacement of windows per the standards in Section II: Design Standards.

**IV. Exemptions from the CoA/ACoA Process:**

The following changes to the Fenwick Court Townhomes in the Eastman-Fenwick Local Historic District will not affect historical appropriateness, and therefore, may be made without acquiring a CoA or an ACoA:

1. Any interior modifications or renovations in accordance with Section 15.8.3 of the Arlington County Zoning Ordinance;
2. The repair, replacement, or ordinary maintenance of exterior features with the same materials of the same design;
3. General landscaping, preparation, and maintenance of lawns, trees, shrubbery, flower beds, and gardens;
4. Paving repair using the same materials of the same design;
5. Exterior painting of, and paint colors on, surfaces previously painted including wood, PVC, or Hardiplank siding, windows and doors, or decorative trim (Choice of colors may be limited by HOA guidelines and standards. It is the homeowner's responsibility to comply with those standards outside of the CoA review process.);
6. The removal or replacement of items and accessories such as window or door screens, storm windows and doors, outdoor furniture, mail boxes, building numbers, outdoor light fixtures, and other temporary outdoor features associated with the buildings (Please refer to HOA Guidelines for any additional information about these items); and
7. Placement or replacement of gutters and downspouts, with a capacity increase to no more than an 8" diameter.

## Appendix A: Use of Cement Fiberboard and PVC Materials

### Cement Fiberboard:

~~Cement fiberboard is not appropriate as the primary siding material on existing historic buildings. Under certain circumstances, the HALRB may permit the use of smooth cement fiberboard on the non-historic structures, new construction, and new additions to historic buildings. Fenwick Court Townhomes.~~

- Form of application. All applications requesting consideration of cement fiberboard products must include sufficient information and specifications on the proposed product to permit full consideration of the application by the HALRB, its Design Review Committee, and Historic Preservation Staff. If requested by the HALRB, the Design Review Committee or the County staff processing the application, the applicant shall provide a product sample.
- Primary siding. Cement fiberboard may be used only as primary siding; it may not be installed over any other siding material, historic or otherwise.
- Lap siding. All cement fiberboard lap siding must have a smooth finish. No pre-finished or wood grain finishes will be considered. The exposed face of fiberboard lap siding may not exceed five inches in width (height when installed).
- Shingle siding. Cement fiberboard shingles with wood grain finishes will be considered for approval as shingle material.
- Trim. All trim elements to be used in conjunction with cement fiberboard must be wood, cement fiberboard, or a high-quality polyvinyl chloride (PVC) that meets the requirements stated in this Appendix A. Trim elements include, but are not limited to, door trim, window trim, corner boards, cornice, fascia, etc.

### Cellular Polyvinyl Chloride (PVC) Trim

~~PVC is not appropriate as a trim material on existing historic buildings and should never be considered for siding. Under certain circumstances, the HALRB may permit the use of PVC trim on the non-historic structures, non-contributing structures, new construction, and new additions to historic buildings. Fenwick Courts Townhomes.~~ Trim elements include, but are not limited to, door trim, window trim, corner boards, cornice, fascia, etc.

- Form of application. All applications requesting consideration of cellular PVC products must include sufficient information and specifications on the proposed product to permit full consideration of the application by the HALRB, its Design Review Committee, and Historic Preservation Staff. If requested by the County staff, the Design Review Committee, or the HALRB, the applicant shall provide a product sample.
- PVC specifications. Any PVC material must meet the following requirements listed below to be considered appropriate:
  1. Solid through the core.

2. Millable, or able to be milled in a manner similar to wood to match profiles of historic trim if required by the HALRB for design compatibility.
  3. Similar in density to wood.
  4. PVC must have a smooth finish. No pre-finished or faux wood grain finishes will be considered.
- PVC must be painted. All PVC trim must be painted similar to wood trim.
  - PVC must be at least 5/4 inch thick, unless otherwise deemed appropriate by the HALRB. When used in conjunction with cement fiber board siding, trim elements must maintain ~~a historically appropriate profile in order to create a visual depth consistent with early 20th century construction~~ the existing profile. The thickness of trim material will be reviewed as part of the CoA application.
  - PVC must be able to be milled. All PVC must be able to be milled to match existing trim profiles if required for design compatibility.