



Community Development  
Department

## STAFF REPORT

Meeting Date:	August 28, 2025
Agenda Title:	Work Session – 35 S. Fifth Street
Requested Action:	Work session review of proposal to remodel the extant historic shed on the lot to include a rear addition to allow for a tenant.
Department / Agency Lead:	Community Development
Staff Lead:	Casey Squyres

### EXECUTIVE SUMMARY

The applicant is proposing to remodel the extant historic shed on the lot to include a rear addition to the shed to allow for a tenant.

This shed was once part of the adjacent lot where 111 E. Lee Street is currently located. The shed and the associated main house both first appear on the 1908 Sanborn Fire Insurance Map and again are visible on the 1924 Sanborn. The shed largely retains its original form/footprint and some materials, which make it a contributing structure within the Historic District.

#### Background:

The property is located within the CBD zone, where accessory dwelling units are not listed as an allowable use.

As it currently stands per Zoning, the Applicant could potentially have an Apartment (divide the single-family home into two dwelling units - **not** in the shed), which is a by-right use within the CBD zone; **however**, there is a maximum density of 25 units per acre. There is a boundary line adjustment application that is currently under review for this property and the adjoining property.

The surveyor shows this property as 3,002 sq.ft. in size – this would allow for a maximum density of 1.75 dwelling units, which is below the 2.0 density needed to allow an apartment. That means that this property cannot be developed with an apartment – **it has sufficient density for just the one single-family dwelling unit.**

As an alternative, the Applicant could remodel the shed into a **guest house or in-law suite**, however a stand-alone complete dwelling unit is not allowable. A guest house/in-law suite could have a wet bar or kitchenette, but **not a full kitchen**. This means a sink, a small refrigerator, and a microwave. No full-size or built-in cooking facilities are permitted (no stove, cook-top, range, oven, etc.; small half-size refrigerator only).

**Zoning Comments:**

1. The property is located in the CBD – Central Business District. Per Section 3-4.11.2, a single-family detached residence is permitted by-right. The proposed application, to remodel one existing structure to a dwelling, is permitted under this section of the Ordinance.
2. The property consists of 0.07 acres of tax parcel land, improved with two shed structures per Fauquier County Commissioner of the Revenue records. Remodeling one shed to a single-family home, and retaining one shed for an accessory structure, is permitted under this section of the Ordinance.
3. Per Section 3-4.11.4 *Lot and Yard Regulations*, and Section 3-4.11.5 *Building Regulations*, a Single Family Dwelling has the following minimum setback requirements:
  - a. Front – None.
  - b. Side – 0 ft. to adjoining CBD-zoned property, with an additional 1-foot setback for every foot of building height over 35 feet.
  - c. Rear – 20 ft. to adjoining R-6 Residential property, with an additional two-foot setback for every foot of building height over 35 feet.
  - d. The proposed application appears to meet the above setback requirements; however, staff notes that the application drawings do not include a survey-accurate location of the existing and proposed improvements in relation to property lines. Staff strongly recommends that prior to any final decision, that the applicant should be required to supply a plat showing all existing and proposed conditions via a current field-run survey certified by a professional land surveyor, to demonstrate that all improvements will meet setbacks and there are no encroachments or other issues that would affect the approval of this application or future construction.
  - e. As an advisory comment, additional setbacks or regulations may apply per the Virginia Uniform Building Code and/or Fire Code, in which case any more stringent requirements would apply. Staff strongly recommends that at a minimum, prior to any final approval by the ARB, that the application should be reviewed by the Building Official and Fire Official, so as to ensure that minimum requirements can be met with future construction.
4. Per Section 3-4.11.5 *Building Regulations*, principal structures shall not exceed 45 feet in height. Accessory structures shall be less than the height of the principal structure, and no accessory structure shall exceed 15 feet in height within 10 feet of any lot line. The application appears to meet these requirements.
5. The application drawings do not demonstrate that adequate water and sewer service is available to serve a new dwelling unit, as the location and condition of existing utilities is not depicted. At a minimum, prior to any final approval by the ARB, the application should receive the provisional approval of the Department of Utilities to state that adequate water and sewer is available. Additionally, staff strongly recommends that the application drawings should be revised to show the locations of all existing and proposed water and sewer mains, laterals, service lines, meters, and cleanouts.
6. Per Section 7-3 *Standards for Residential Uses*, single family dwellings are required to provide two all-weather parking spaces per unit. Parking spaces must be a minimum of 8 ft. wide by 18 feet long, be accessed by an entrance that meets minimum residential driveway standards as determined by the Public Works Department, and be surfaced with asphalt, concrete, or pavers. However, Section 7-13 *Proximity to Municipal Parking Lots*, states that:

*Any building or use located within three hundred (300) feet (measured along lines of public access) of an existing municipally-operated parking lot shall be exempt from the provisions of this Article. A parking demand study shall be required for the establishment of any new residential uses utilizing municipal*

*parking lot spaces for required parking. The parking demand study shall include weekdays and both weekend days, parking availability at peak times, and the distance to the nearest municipal parking lot via a clear pedestrian path.*

Staff notes that while the proposed dwelling unit is located less than 300 feet away from an existing municipal parking lot, the application does not provide the required parking demand study. The application must be revised so as to either demonstrate that two all-weather parking spaces are provided on-site, OR, provide the required parking demand study to demonstrate that the existing municipal parking lot has the capacity to serve the residential dwelling during weekdays, weekends, and peak use times for the parking lot. Regardless of which option the applicant decides to pursue, either the driveway entrance location and dimensions OR the parking demand study must be verified as acceptable by the Department of Public Works prior to any final approval by the ARB.

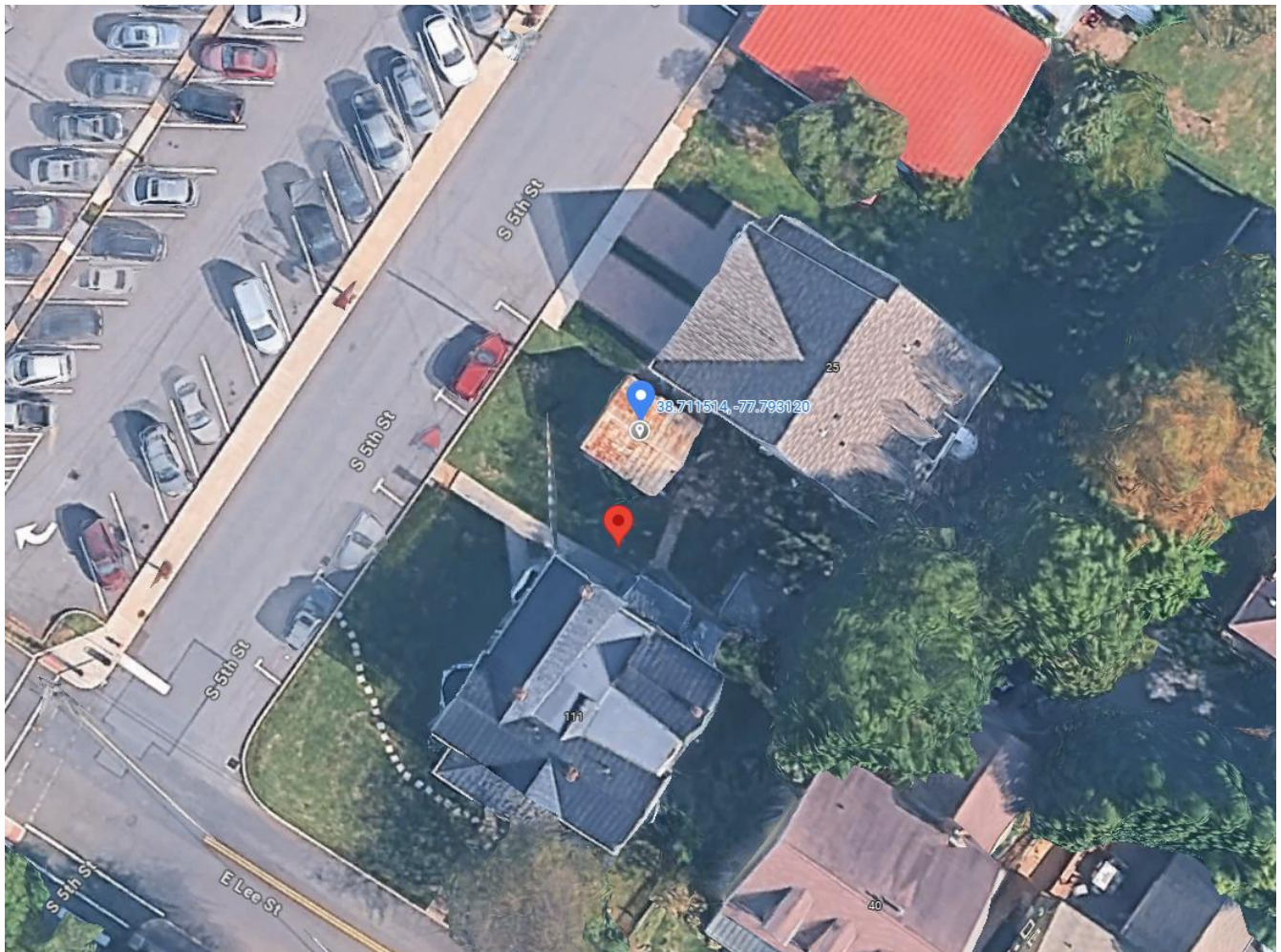
7. Per Section 7-14 *Safe and Convenient Access*, the applicant will be required to install a sidewalk along the property's entire frontage, connecting to the existing sidewalk to the left, and must meet all standards and specifications as required by the Public Works Department. Additionally, a sidewalk must be provided from the main entrance of the dwelling to the new public sidewalk. Both the public and private sidewalk must be in-place and found suitable by the Department prior to any approval for occupancy or use of the proposed dwelling.
8. There is an existing power pole and over-head electrical service lines that may impact construction of the proposed dwelling. The over-head electrical service lines that run to the neighboring home to the right may need to be relocated and placed underground as a part of development of this lot, so that the new dwelling does not obstruct or impact the service lines. Additionally, staff is not certain whether the location of the existing pole, and any associated utility easement, may affect construction of the proposed dwelling and necessary site improvements. Staff strongly recommends that prior to any final approval by the ARB, that the applicant should be required to provide the provisional approval or applicable construction requirements of the electrical utility owner based off of a survey-accurate plat showing the proposed development, that is provided to the utility provider for their review and comment.
9. Because the shed looks to be right on top of the property line, a survey-accurate plat to show that the improvements (including any roof overhang, gutters, etc.) will not encroach over the property line will need to be submitted. This should be a plat based off of a field-run boundary survey, and NOT a compilation of deeds and plats that has not been field-verified by the surveyor.

#### **Building Comments:**

1. The new house and the existing house to the left are extremely close. The application doesn't include a drawing showing either of the houses to each side, and it looks like both existing homes have windows along their sides that could affect required fire separation/fire proofing between structures.
2. The foundation for the shed looks to be old brick (per street view photos) and we do not know what the actual structural/load-bearing components of the foundation wall and footer (if there is a footer) looks like, or whether it will be suitable to construct a brand-new dwelling on top of it. You may possibly need to have some engineering work done to certify that the foundation is adequate for a two-story home.

## BACKGROUND

This 1-story front gabled shed has a metal standing seam roof with horizontal wood siding. The building is raised slightly on a brick coursed foundation. It's a vernacular outbuilding that was constructed ca. 1908 and is a contributing structure associated with the neighboring main house of the same date of construction at 111 E. Lee Street.

























DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Analysis
<b>7. NEW CONSTRUCTION</b>		
<b>A. Context</b>		
The Architectural Review Board will not specify a particular architectural style or design for new construction projects. The context of new construction or infill is more important than the decorative details applied, though detailing is important.	3.63	
New construction will be evaluated based on the project's relationship to its surroundings (context) and to the details of its site (materials, cornices, trim, porches, landscaping, rhythm).	3.63	
<b>A1. Setback</b>		



Historic District Guideline	Page No.	Analysis
1. Relate the setback of any new construction and additions to the setback of the existing historic buildings in the immediate surroundings of the proposed new construction. Generally speaking, setback should be within 10% of adjacent setbacks.	<b>3.64</b>	
<b>A2. Spacing</b>		
1. Space new construction according to the historic precedence in the immediate surroundings of the proposed new construction. This includes sites adjacent to as well as across the street from the proposed new construction.	<b>3.65</b>	
<b>A4. Massing</b>		
2. Use forms for new construction that relate to the forms of the majority of surrounding buildings. For instance, if the form of adjacent buildings has a variety of projecting bays, dormers, etc., employ some of these elements in the new building.	<b>3.67</b>	
<b>A5. Height and Width</b>		
1. The height and width of a new building must be compatible with historic buildings within a 360-degree range of visibility of the new building.	<b>3.68</b>	
2. The height of a proposed building should be no taller than the tallest historic building on the block within a 360-degree range of visibility of the same type (e.g. single family to single family, multifamily to multi-family). The height of the historic structure should be calculated from the original historic ridge line (not any later additions that may be taller).	<b>3.68</b>	

Historic District Guideline	Page No.	Analysis
3. Design new buildings to respect the existing width of original structures in the district. The space should be no more than ten percent of the average spacing of other historic buildings within the subject block. Larger apartment buildings or newer dwellings that do not contribute to the existing historic character should not be included within this calculation.		
<b>A6. Scale</b>		
1. Create human scale by including functional elements typical to the historic context, such as porches and porticoes.	<b>3.69</b>	
<b>B. NEW BUILDING</b>		
1. New construction shall respect the established architectural character of the historic district.	<b>3.70</b>	
2. The new building should be recognized as a product of its period of construction, design, materials and craftsmanship and consistent with the architecture of the Historic District. Avoid an exact imitation of a historic style that would blur the distinction between old and new buildings and make it more difficult to understand the architectural evolution of the district. In this way, an interpretation of a historic style that is authentic to the district will be considered if it is subtly distinguishable as being new. Allow for the contemporary design of new buildings, when such design is compatible with the size, scale, color, material, and character of the neighborhood, or environment.	<b>3.70</b>	

Historic District Guideline	Page No.	Analysis
<p>4. RHYTHM: Incorporate traditional façade rhythm and articulation techniques in a new design. Design a new building to replicate the rhythm of fenestration patterning found in the historic district. Arrange windows to reflect the traditional rhythm and general alignment of others in the area. Incorporate windows, doors, and other openings at a consistent ratio to those found on nearby historic buildings. Use durable window materials. Appropriate window materials include metal, wood, and various composites, as deemed appropriate by the preservation industry standards and the Architectural Review Board. Inappropriate window materials include aluminum and vinyl with plastic snap-in muntins. Use detailing to articulate a façade including window and door framing, sills, water tables and belt courses, canopies, moldings, cornices, columns, and pilasters</p>	<p><b>3.70</b></p>	
<p>5. MATERIALS: Use building materials that appear similar in scale, color, texture, and finish to those seen historically in the context of the district. Use materials that are proven to be durable in the local climate. Use materials that will maintain an intended finish over time or acquire a patina. Use high-quality, durable, materials. Use new siding that is similar to the lap exposure, texture, and finish of traditional wood siding. Use trim boards that show depth and typify high-quality traditional construction.</p>	<p><b>3.70</b></p>	



Historic District Guideline	Page No.	Analysis
6. DOORS AND WINDOWS: Respect the size, proportion, spacing and rhythm of door and window openings on all stories of contributing buildings in the subject block or neighborhood when designing and constructing new commercial or residential buildings. Avoid horizontal strip windows or square openings and doors wider than double leaf.	3.71	
7. STYLE: Style cannot be guided inasmuch as they emerge with good design by architects, art, implementation by builders, lifestyles, function, fashion, the economy and industrial evolution. Contemporary expression with respect of historic precedence, context, significance and architectural heritage is encouraged.	3.71	
8. OUTBUILDINGS: Outbuildings shall remain secondary to main buildings	3.71	
<b>C. ADDITIONS TO EXISTING BUILDINGS</b>		
1. Recognize all buildings as products of their own time; design the new addition so that it can be distinguished from the original, yet be compatible with the massing, size, scale and architectural features.	3.72	
2. Additions will cause the least possible diminution or loss of the historic character of the existing building including its materials, craftsmanship, design, location and setting.	3.72	
3. Locate additions that increase the interior footprint as inconspicuously as possible by setting them back from the front and side of the building.	3.72	
4. Additions should be clearly subordinate to the existing building in overall size including height, width, depth and scale.	3.72	

Historic District Guideline	Page No.	Analysis
7. Design and construct additions in such a manner that if removed in the future, the essential form, character and integrity of the historic property remains intact. For example, a small connector passage or hyphen to join a side or rear addition to the original building is less invasive and destroys less fabric than a full elevation connection.	<b>3.72</b>	
8. The style of the addition should not replicate the original but might respectfully, modestly reflect design elements.	<b>3.72</b>	
10. Respect the size, proportion, spacing and rhythm of existing door and window openings on the existing building. Respect the spatial relationship between the wall surface and window opening of the existing building	<b>3.72</b>	

#### STAFF RECOMMENDATION

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N/A – Work Session

#### ATTACHMENTS

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- Attachment 1 – Photos and Plans