



**Minutes**  
**Architectural Review Board**  
October 26, 2020  
Electronic Meeting

**Members Present**

Carthon Davis III, Chair  
Karen Irvin, Vice Chair  
Jonathan Gerlach  
Adriana Moss  
Susan Pates  
Sabina Weitzman

**Members Absent**

James Whitman

**Staff**

Kate Schwartz

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Chairman Davis called the Architectural Review Board meeting to order at 7:00 p.m.

**OPENING REMARKS**

Chairman Davis stated that the meeting was being held electronically through the “GoTo Meeting” application, pursuant to City Council Ordinance 20-05, An Ordinance to Address Continuity of City Government during the Pendency of a Pandemic Disaster. The members participating were Carthon Davis, Karen Irvin, Jonathan Gerlach, Adriana Moss, Susan Pates, and Sabina Weitzman. Members of the public have been invited to access this meeting by public access television Cox Channel 84, Verizon Channel 42, online at [www.regionalwebtv.com](http://www.regionalwebtv.com), or on Facebook Live at [www.facebook.com/FXBGgov](http://www.facebook.com/FXBGgov).

Chairman Davis determined that a quorum of 6 members was present, and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had.

**APPROVAL OF AGENDA**

Mr. Gerlach motioned to approve the agenda as submitted. Ms. Moss seconded. The motion carried 6-0.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

Chairman Davis asked if any Board member had engaged in any *ex parte* communication on any item before the Board. No Board members had any *ex parte* communication to report.

**DISCLOSURE OF CONFLICTS OF INTEREST**

Chairman Davis asked if any Board member had a conflict of interest for any item before the Board. Mr. Gerlach noted that he had provided legal representation to Mr. Janney in the past, but that has concluded and did not represent a current conflict.

**PUBLIC HEARING**

Continued Applications

- A. COA 2020-27 – 1408 Sophia Street/1407 Caroline Street – Paul Janney requests approval of the detailed architectural design of a new two-and-one-half-story residence to be constructed on this vacant property.

The applicant was present. There were no additional public comments.

Mr. Gerlach and Ms. Irvin stated that they agreed with the staff recommendations. Ms. Moss recommended that the primary roof be clad in standing seam metal as well.

Ms. Pates recommended that no board-and-batten siding be used in the gable ends.

Ms. Weitzman thanked the applicant for the updated drawings and for working with the Board. She also spoke in support of using standing seam metal roofing for the entire structure. Chairman Davis agreed, but said the change isn't necessary for the project to meet the district guidelines. Mr. Gerlach agreed that it complies as-is.

Mr. Janney said he would like the option to use metal roofing if the Board is willing to approve it as optional.

Ms. Weitzman made a motion to approve the detailed architectural design in accordance with the drawings dated October 26, 2020 and with the following conditions:

1. The porch roof is reverted to the original design with a shed profile at the left side.
2. The window trim details will be typical of historic structures with full-width sill nosing rather than picture-frame style trim.
3. The standing seam metal roofs will have crimped seams.
4. The location and style of gutters and downspouts will be approved by the Historic Resources Planner prior to issuance of a building permit.

Mr. Gerlach seconded. The motion carried 6-0.

Ms. Irvin made a motion to approve standing seam metal roofing as an alternative material for the project. Ms. Weitzman seconded. The motion carried 6-0.

- B. COA 2020-48 – 806 Princess Anne Street – John Nere requests approval to construct an accessible entry ramp along the south side of this commercial building.

The applicant was not present. There were no public comments.

All Board members agreed with the staff recommendation to ensure the decking has a smooth finish and the skirt boards are constructed of a paintable material with a smooth finish.

Mr. Gerlach made a motion to approve the application in accordance with the staff recommendation. Ms. Moss seconded. The motion carried 6-0.

- C. COA 2020-50 – 101-103 William Street – Thomas Mitchell requests to replace fourteen wood windows and two entry doors at this commercial property.

The contractor, Jason Gallant of Rappahannock Restoration, was present to represent the application. There were no additional public comments.

Mr. Gerlach thanked the applicant for creating an opportunity for Board members to visit the building in person and said he agreed with the staff recommendations for approval. He noted that the building has undergone many modifications over the years.

Ms. Irvin recommended modifying the conditions to allow for the use of aluminum-clad wood windows on windows 11-14.

Ms. Moss said she agreed with the recommendations and reiterated her disappointment that the windows were allowed to deteriorate so much. She encouraged good maintenance practices to avoid this kind of replacement in the future. Ms. Pates agreed and voiced her support for improving this important property.

Ms. Weitzman said that the poor state of repair was allowed by the current owner and that maintenance of wood windows is fairly straightforward. She said the windows on William Street should be repaired to the greatest extent possible. While not original, the guidelines do say that historic wood windows should be retained.

Ms. Irvin made a motion to approve the application with the following conditions:

1. Any sashes that can be repaired or consolidated must be retained on the front elevation to the greatest extent possible.
2. Replacement windows should be solid wood rather than aluminum-clad, but may include simulated divided lights with interior spacer bars and interior and exterior muntins. Windows 11-14 may be aluminum-clad wood.
3. The window casings and sills for windows 1-9 will be replaced with new wood matching the dimensions and details of window 3.
4. Window 10 will be replaced with a custom solid wood window matching the existing dimensions and details, but will include a full-width sill constructed of Boral elevated above the sidewalk grade.
5. The muntins of the new windows will match the width and profile of the existing muntins.
6. The brick lintel above the 103 ½ door will be repaired and retained.
7. Any trim materials in contact with the ground or close to grade may be constructed of Boral composite. All other trim must remain as wood.
8. All masonry repairs will be completed using an appropriate lime-based mortar.

Ms. Pates seconded. The motion carried 6-0.

#### **GENERAL PUBLIC COMMENT**

There was no public comment.

#### **OTHER BUSINESS**

Mr. Gerlach asked for an update on the Historic District Handbook project. Ms. Schwartz noted that the consultant's work had been delayed, but that a draft was in progress, and she hoped to distribute the draft for review in November.

#### **STAFF UPDATE**

There was no staff update.

#### **ADJOURNMENT**

Chairman Davis adjourned the meeting at 7:34 p.m.



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Carthon Davis III, Chair