



Minutes
Architectural Review Board
March 14, 2022
Council Chambers

You may view and listen to the Architectural Review Board meeting in its entirety [here](#). The time of each presentation is in brackets below [00:00:00].

Members Present

Karen Irvin (Chair)
Helen P. Ross (Vice Chair)
Laura Galke
James Jarrell IV
D.D. Lecky
Adriana Moss
Kelly Penick

Members Absent

Staff

Kate Schwartz
Caroline Hieber

Chair Irvin called the Architectural Review Board meeting to order at 7:00 p.m.

OPENING REMARKS

Chair Irvin determined that a quorum of 7 members was present and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had and that a copy of the notice was provided to the Board.

APPROVAL OF AGENDA [00:01:25]

Ms. Schwartz shared that the applicants for item COA FY22-0046 – 1107 Princess Anne Street asked for the public hearing to be deferred to the April 11, 2022 meeting. Ms. Galke motioned to approve the amended agenda. Ms. Moss seconded. The motion carried 7-0.

ANNOUNCEMENTS & REPORTS

Ms. Sabina Weitzman provided a presentation on embodied carbon to the Board. This was an introduction to the topic of lifecycle costs and embodied energy in existing buildings. Ms. Weitzman urged the Board to take these concepts into consideration as historic buildings are evaluated.

APPROVAL OF MINUTES [00:15:01]

Chairman Irvin noted an error on the second page of the January 10, 2022 minutes. The Minutes refer to “Chairman Gerlach” who was not present and was changed to refer to “Chair Irvin”. Ms. Moss motioned to approve the revised minutes, seconded by Ms. Galke. The motion carried 7-0.

Ms. Galke moved to approve the January 24, 2022 minutes as written. Ms. Moss seconded and the motion carried 7-0.

Ms. Ross moved to approve the February 14, 2022 minutes as written. Ms. Moss seconded and the motion carried 7-0.

DISCLOSURE OF EX PARTE COMMUNICATIONS [\[00:17:34\]](#)

None

DISCLOSURE OF CONFLICTS OF INTEREST [\[00:18:15\]](#)

Ms. Lecky disclosed a conflict of interest for COA FY22-0043 at 306 Princess Elizabeth Street as she is currently working with the same architect on another project. She submitted a disclosure form to staff.

CONSENT AGENDA [\[00:20:37\]](#)

A. COA FY-22-0041 – 203 Ford Street – Sign Installation

Ms. Moss motioned to approve the consent agenda as submitted, and Mr. Jarrell seconded. The motion carried 7-0.

PUBLIC HEARING [\[00:23:35\]](#)

A. COA FY22-0042 – 501 Caroline Street – Adam and Maria Johns request to replace the double leaf wood entry door with a single wood entry door at this single-family residence.

Adam Johns was present. Mr. Johns noted that in addition to the reasons he submitted in the application, he was also concerned about safety and argued that the conditions of the door may increase the likelihood of a successful break-in due to the location of the building. He also addressed his concerns for the weather and temperature causing further damage and rotting.

A written comment was submitted by the Historic Fredericksburg Foundation, Inc. (HFFI) stating that they concur with staff recommendation.

Ms. Moss that the guidelines clearly supported the retention of this door style and encouraged the applicant to consider alternative solutions to the safety concerns. Mr. Jarrell suggested that addressing the sill issues would be needed first and suggested investigating storm doors or alternative hardware. All Board members agreed that the door design was historically significant and would need to be retained although a higher quality replacement could be installed. Chair Irvin recommended that the applicant consult with his contractor on hardware options or the use of a storm door.

Mr. Jarrell motioned to deny this application because it did not meet the guidelines. Ms. Galke seconded. The motion carried 7-0.

B. COA FY22-0043 – 306 Princess Elizabeth Street – Kevin and Paula Harkins request to make alterations to this non-historic residential structure including replacing windows and doors, constructing a balcony and adding a trim.

Project architect Melissa Colombo was present to represent the application.

One written comment was submitted by HFFI stating that they concur with the staff recommendation.

Ms. Moss had a question about the concrete block shown at the foundation level. Ms. Colombo confirmed that it was existing. Mr. Jarrell asked Ms. Colombo to confirm several details of the flashing and trim. Ms. Ross asked about the details of the roof-level deck and Ms. Colombo stated that the joists would be integrated into the existing floor system.

Ms. Moss made a motion to approve the application on condition that all composite materials must have a paintable finish. Ms. Galke seconded. The motion carried 6-0-1 with Ms. Lecky abstaining.

- C. COA FY22-0044 – 308 Caroline Street – John and Linda Coker request to construct a three story elevator addition on the north side of this single family residence.

Project architect Bob Steele was present to represent the application. Mr. Steele said the design was intended to allow the owners to stay in their house long-term. He noted that the retaining wall is a unique feature of the property and it allowed them to create a basement entry for the elevator. He said he had encouraged the owners not to extend the elevator to the roof level and had used an alternate roof material to help the addition read as a side porch.

One written comment was submitted by HFFI that they concur with the staff recommendation.

Ms. Moss confirmed that the new dormer window would match the style of the dormer on the south side. Mr. Jarrell inquired about several detailed elements and Mr. Steele confirmed that they would be using materials consistent with the materials already present on the property. Ms. Penick and Mr. Steele discussed the height and placement of windows on the addition. Ms. Lecky said she was in support of a consistent roof material; however, the remainder of the Board said that either material would be appropriate within the guidelines. Ms. Ross confirmed that the elevator equipment would be concealed and that the overhead power lines would not impact construction.

Chair Irvin noted that the standing seam metal roof would need to be field crimped and that information for the lighting would need to be reviewed. Board members agreed that it would be acceptable for staff to verify the lighting and material specifications during the building permit review.

Ms. Galke motioned to approve the application on condition that the detailed specifications for windows, trim, paneling, and lighting would be verified by the Historic Resources Planner as consistent with the existing materials. Ms. Moss seconded and suggested a friendly amendment that the standing seam metal roof must be field-crimped. Ms. Galke accepted the amended motion and Ms. Ross seconded. The motion carried 7-0.

- D. COA FY22-0045 – 1318 Caroline Street – Mike and Megan Waite request to modify the previously approved COA for construction of an addition to this single-family residence.

Project architect James McGhee was present to represent the application.

One written comment was submitted by HFFI stating that they concur with the staff recommendation.

Ms. Moss and Mr. Jarrell asked several questions about the roof profiles and drainage on the property. Mr. McGhee said the system was designed to prevent drainage to the rear of the property and that water would be directed to a trough that fed the gutters and downspouts.

Ms. Penick noted that there was an inconsistency between the elevations and the site plan view provided. Mr. McGhee said that they should defer to the elevation drawings. Ms. Lecky, Ms. Galke, and Ms. Ross said their concerns had been addressed and noted the minimal visibility of the addition. Chair Irvin stated that the metal roof would need to be field-crimped.

Ms. Moss motioned to approve the application in accordance with the elevations dated March 4, 2022 on condition that the standing seam metal roof be field-crimped. Ms. Galke seconded. The motion carried 7-0.

GENERAL PUBLIC COMMENT [\[01:38:02\]](#)

None.

OTHER BUSINESS

None.

STAFF UPDATE [\[01:38:23\]](#)

Ms. Schwartz confirmed that the Board will be participating in training through the National Alliance of Preservation Commissions on April 21 and 22. The 3rd floor of the Executive Plaza, 601 Caroline Street is reserved for this session and there are still twenty-five spots open.

ADJOURNMENT

Chair Irvin adjourned the meeting at 8:40 p.m.

Karen Irvin, Chair

DRAFT