



Minutes
Architectural Review Board
September 12, 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)
James Jarrell IV
D.D. Lecky (Remotely)
Adriana Moss
Laura Galke
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.

APPROVAL OF AGENDA [\[00:00:00\]](#)

Ms. Moss made a motion to approved the agenda. Ms. Lecky seconded and the motion carried 7-0.

ANNOUCEMENTS & REPORTS

None

APPROVAL OF MINUTES [\[00:02:30\]](#)

Ms. Lecky motioned to approve the June 27, 2022 minutes as written. Ms. Moss seconded. The motion carried 7-0.

The Board reviewed the July 11, 2022 draft minutes. Chair Irvin noted that on page three paragraph two, “Lecky” should be changed to “Ms. Lecky”. Ms. Lecky motioned to approve the July 11, 2022 minutes as amended and Ms. Penick seconded. The motion carried 7-0.

Ms. Galke motioned to approve the July 25, 2022 minutes as written and Ms. Ross seconded. The motion carried 7-0.

DISCLOSURE OF EX PARTE COMMUNICATIONS [\[00:02:17\]](#)

Ms. Penick shared that she had casually discussed COA FY23-0010 with a friend who is on the design team but nothing specific regarding the ARB submission or the application itself. Chair Irvin thanked her for the transparency and said that it would not be necessary to recuse herself from the discussion or action.

DISCLOSURE OF CONFLICTS OF INTEREST

None

CONSENT AGENDA [\[00:04:20\]](#)

- A. COA FY23-0008 – 405 Hanover Street – Fence Installation
- B. COA FY23-0009 – 800 Caroline Street – Sign Installation
- C. COA FY23-0011 – 1200 Prince Edward Street – Minor Alteration
- D. COA FY23-0012 – 525 Caroline Street – Sign Installation
- E. COA FY23-0013 – 209 Princess Elizabeth Street – Minor Alteration

There were no written or public comments for any item on the consent agenda. Ms. Galke motioned to approve the consent agenda as submitted. Ms. Lecky seconded and the motion carried 7-0.

PUBLIC HEARING [\[00:06:15\]](#)

Continued Applications

- A. COA FY23-0010 - 301-303 Hanover Street – Kitty Wafle and Jay Holloway request to replace all the windows and demolish the rear additions at this residential structure.

Ms. Schwartz provided an overview of the application and recommended continuation to the October 10, 2022 meeting. The applicant, Jay Holloway, was present to answer questions. The applicant provided a presentation of the building's condition and said that he wanted to hear from the Board before they continue with design work. Mr. Holloway requested a site visit before the next public hearing so the Board can see how extensive the damage is and receive feedback. The history of the property includes a fire which left a portion vacant. Some windows were replaced with a previous Certificate of Appropriateness but there are several windows in very poor condition. He would like to add storm windows to protect them from further damage and to reduce the noise from the surrounding businesses. There are large cracks in the structural brick. There are grand rooms with distinct woodwork that they intend to preserve. The design team seriously suggested demolition which Mr. Holloway was initially resistant to; however, the damage is so extensive that it may be the best option.

There were two written public comments in opposition to demolition requesting a full engineer's evaluation and more thorough documentation (attached).

There was a public comment from David James, President of the Historic Fredericksburg Foundation, Inc. who spoke in opposition of demolition and said that the ARB should review the demolition goals in the handbook. He said that the application was not complete and the ARB needs to require a full evaluation of the property from a qualified structural engineer hired by the City of Fredericksburg.

Ms. Moss thanked Mr. Holloway for the application and the collaborative approach. The application would require a full structural assessment and a window inventory before they can even consider demolition. These must be performed by qualified professionals to make sure the information is accurate. A site visit is necessary. Ms. Schwartz confirmed that the narrow gap between buildings on Princess Anne Street is visible from the public right of way and subject to the review process. Ms. Penick thanked him for the application and said that a site visit is necessary and additional information is needed before they consider demolition. Ms. Lecky agreed with the comments received on this application. There is not enough information here to validate an approval for demolition at this time. The applicant needs to submit a full engineer's report and a full survey of the windows. Ms. Galke said she was excited to move forward with this project and verified some details of the drawings with Mr. Holloway. A site visit is critical to assess the situation because demolition is a last resort meant for extreme circumstances. Ms. Ross shared some historic background on the Federal Style and the craftsmanship of the intricate woodworking mentioned earlier. The woodwork was handmade by Robert and George Ellis and the fabric is worthy of being

retained. This is a worthy project and she looks forward to the site visit. Chair Irvin requested more information on the replacement windows. Mr. Holloway confirmed that most of the windows they are proposing to replace are original. The window inventory assessment is mostly complete and Mr. Holloway will be able to submit it sometime this week along with the engineer's report.

Ms. Moss motioned to continue the application to the October 10, 2022 meeting with a site visit scheduled for September 26, 2022 at 5:30 pm. Ms. Galke seconded. The motion carried 7-0.

GENERAL PUBLIC COMMENT

None

OTHER BUSINESS

None

STAFF UPDATE [\[00:43:10\]](#)

Ms. Schwartz notified the Board that the National Trust for Historic Preservation online conference is coming up soon and the Board members will all be registered to access the sessions in early November. A discussion was also held on potential education topics to be presented at upcoming ARB meetings.

Ms. Schwartz shared the City Council Priorities memo regarding the Annual Strategic Planning Retreat in October where City Councilors will update the priorities that guide much of staff's work. Priorities 19 and 21 are related to preservation and Ms. Schwartz asked the Board to consider any recommendations for new or revised priorities. Ms. Moss suggested they consider the interrelationship between Historic Preservation and the other priorities. Ms. Ross said that the poster of priorities in City Hall are shown in a Venn diagram which depicts Historic Preservation towards the bottom and she would like to see it in a higher priority. Ms. Schwartz clarified that the numbers do not indicate how important any particular priority is. Ms. Galke suggested they could do more to improve the repository for archaeological findings.

ADJOURNMENT

Chair Irvin adjourned the meeting at 7:51 p.m.

Karen Irvin, Chair