



Minutes
Architectural Review Board
February 12, 2018
Council Chambers, City Hall
Fredericksburg, Virginia

Members Present

Jonathan Gerlach, Chair
Sabina Weitzman, Vice Chair
Susan Pates
Kerri S. Barile
Karen Irvin

Members Absent

Carthon Davis, III
Jimmy Whitman

Staff

Kate Schwartz
Camilla Jacobs

Mr. Gerlach called the Architectural Review Board meeting to order at 7:00 p.m.

OPENING REMARKS

Mr. Gerlach determined that a quorum of five members was present and asked if public notice requirements had been met. Ms. Schwartz stated that they had.

APPROVAL OF AGENDA

Mr. Gerlach asked if there were any changes or additions to the agenda. Ms. Weitzman requested to add item (E) discussion of imitation wood railings. Ms. Schwartz requested to add item (F) discussion of the potential sale of the Mary Washington Monument Caretaker's Lodge. Mr. Gerlach requested to add items (G) joint ARB/City Council Work Session, (I) ARB Liaison Committee, and (I) New Agenda Items.

Dr. Barile made a motion to approve the agenda as amended. Ms. Weitzman seconded. The motion carried 5-0.

APPROVAL OF MINUTES

Mr. Gerlach asked if there were any changes or additions to the minutes of the public hearing dated January 8, 2018. There were no changes or additions. Ms. Weitzman made a motion to approve the minutes as written. Ms. Irvin seconded. The motion carried 5-0.

Mr. Gerlach asked if there were any changes or additions to the minutes of the Supplementary Meeting dated January 22, 2018. Ms. Weitzman asked to add an additional heading, (B) Notes from Focus Group, under Other Business to distinguish the separate discussion topics. Ms. Weitzman made a motion to approve the minutes as amended. Ms. Pates seconded. The motion carried 5-0.

DISCLOSURE OF EX PARTE COMMUNICATIONS

Mr. Gerlach asked if any Board member had engaged in any *ex parte* communication on any item before the Board. Ms. Irvin noted that she is a neighbor to the applicant for COA 2018-01 at 1213 Prince Edward Street. The application was mentioned to her, but she did not discuss it with the applicant.

DISCLOSURE OF CONFLICTS OF INTEREST

Mr. Gerlach asked if any Board member had a conflict of interest for any item before the Board.

Ms. Pates referenced COA 2018-04 at 306-312 Frederick Street and said she will not be participating in the discussion or vote because she was the listing agent for the property.

PUBLIC HEARING

A. New Business

Signs

- i. **COA 2018-03 – 820 Caroline Street** – Caroline Morris requests to install signs, including one projecting sign and vinyl window decals, for the Kimman's Co. retail business.

The applicant was present. There was no public comment. Ms. Weitzman made a motion to approve the application as submitted. Ms. Irvin seconded. The motion carried 5-0.

- ii. **COA 2018-05 – 726 Caroline Street** – Crystal Wellman requests to install signs, including one projecting sign and vinyl window decals, for the Sugar and Spruce retail business.

The applicant was present. There was no public comment. Dr. Barile made a motion to approve the application as submitted. Ms. Pates seconded. The motion carried 5-0.

- iii. **COA 2018-07 – 615 Caroline Street** – April Sayler requests to install signs, including one projecting sign and one building-mounted sign, for the Katora Coffee business.

The applicant was present. There was no public comment. Ms. Weitzman made a motion to approve the application as submitted. Dr. Barile seconded. The motion carried 5-0.

Accessory Structures

- iv. **COA 2018-01 – 1213 Prince Edward Street** – Bill Cole requests to demolish the existing shed at the rear of this single-family residential property and construct a new shed of the same dimensions in the same location.

The applicant was present. There was no public comment.

Mr. Cole noted that the building does not have a foundation, but was built using post-in-ground construction. He was interested in raising the existing building to add a foundation, but several contractors advised him against this plan. He said that at least one window is rotted through, but they will be able to inspect the others further during the construction project. He said he had not selected light fixtures yet, but was happy to abide by the Board's recommendations.

Ms. Weitzman commended the applicant on a thorough application, and said that replacement of the metal siding in-kind would be an appropriate solution. Mr. Cole said he had received a quote for new metal siding, but the cost had been five times that of the fiber cement siding.

Mr. Gerlach asked if a foundation would be added. Mr. Cole said the new structure would rest on a concrete slab foundation.

Ms. Weitzman asked when he would know the condition of the windows in order to determine the need for replacement. Mr. Cole said they would save the windows during demolition so they could be assessed. Mr. Cole asked if one person could be delegated to assess the windows, but the Board said that he would need to return to the Board for consideration of the request.

Ms. Weitzman made a motion to approve demolition of the shed and construction of a replacement shed on condition that the wood casement windows on the north elevation are reused. Dr. Barile seconded.

Dr. Barile made a friendly amendment to include conditions for the lighting fixtures and recommended that the lighting fixtures be approved by staff. Ms. Weitzman accepted the amendment.

Mr. Gerlach suggested a friendly recommendation to monitor for archaeological deposits during construction and notify city staff of any findings. Ms. Weitzman and Dr. Barile accepted the recommendation. The motion carried 5-0.

Exterior Alterations

- v. **COA 2018-02 – 1102 Prince Edward Street** – Chad Brann requests to construct a screened porch addition attached to the rear elevation of this single-family residence.

The applicant was present. There was no public comment.

Ms. Weitzman asked what the primary construction material was. Mr. Brann said that all structural members would be constructed of cedar.

Dr. Barile made a motion to approve the application with a friendly recommendation to monitor for archaeological deposits during construction and notify city staff of any findings. Ms. Weitzman seconded. The motion carried 5-0.

- vi. **COA 2018-04 – 306-312 Frederick Street** – Michael Adams requests to make alterations to the Kenmore Coffee Warehouse building to convert it to commercial use, including installing windows, doors, metal roofing, and an ADA-accessible ramp, as well as filling in missing sections of brick and trim.

Jon Van Zandt was present to represent the applicant. No public comment was provided during the meeting; however, Ms. Schwartz noted that a letter of support from David and Terrie James, 213 Princess Anne Street, had been received via email.

Dr. Barile recommended using wood cladding on the sides of the dormers rather than fiber cement siding. Mr. Van Zandt agreed.

Mr. Gerlach noted that the drawings received were small and difficult to read and did not show up on the City's website. He requested that larger drawings be provided and recommended continuing the application to a work session on February 26. Mr. Van Zandt requested that the

Board voice questions and concerns during the current meeting, rather than delaying, so that they could begin to address these items.

Mr. Gerlach asked if they would be standardizing the lintels since many different examples currently exist on the building. Mr. Van Zandt noted that they were planning to replicate all the current elements that could not be repaired, but that he would be happy to take the Board's recommendation. Dr. Barile noted that it would be better to retain these unique elements even if they do not match.

Mr. Gerlach asked what the timeline for the proposed work would be. Mr. Van Zandt said they would demolish the one-story building first in order to provide space to work on the missing west wall of the warehouse. They would next be installing a new roof.

Ms. Weitzman noted that the drawings call the project a "restoration," which is not accurate. Instead, this is a rehabilitation or adaptive reuse. She said she expected to see custom wood windows and doors rather than off-the-shelf products, and was concerned that these standard windows were not an appropriate choice for these non-standard openings. She said they needed to make the case for why certain materials, especially contemporary materials were appropriate for use. She said additional details on dormers, trim, construction choices, etc. needed to be provided and that the application lacked intention for design choices.

Mr. Van Zandt said the windows would be custom fit to each opening. In some cases, residential products and materials had been selected to walk the line between historic materials and a new commercial use. He said additional installation details could be provided. He also noted that metal had been selected for the roof because there are loading and engineering issues with other materials. Evidence of the original material could not be located, and it isn't currently safe to access the roof.

Ms. Weitzman asked how the building had been documented. Mr. Van Zandt said the architects had taken detailed measurements from inside and from the ground. Ms. Weitzman asked how masonry repairs would be done. Mr. Van Zandt said they have had numerous contractors evaluate the building. The walls will be repointed from both sides with a lime-based mortar. The whole building will be scaffolded to perform the work.

Dr. Barile asked if lighting was part of the application. Mr. Van Zandt said they would return at a later date to seek approval for this element. Ms. Irvin asked if alternate designs for the doors would be provided at the work session. Mr. Van Zandt asked for feedback on this. Ms. Weitzman recommended a design that related to the existing plank doors, or a simpler design with fewer lights. Board members suggested a design that appeared as paired doors with large single lights. Vertical planks could be used in the lower portion of the doors.

Dr. Barile made a motion to continue the application to a work session on February 26 at 7 p.m. Ms. Weitzman seconded. The motion carried 4-0-1, with Ms. Pates abstaining.

- vii. **COA 2018-06 – 1308 Charles Street** – Frank Vitiello requests to make alterations to this single-family residence, including replacing asbestos siding with fiber cement, restoring the front door location, restoring a rear porch, and installing a wood fence in the rear yard.

The applicant was present. There was no public comment.

Mr. Vitiello noted that the fence will only be located in the rear yard and would not extend in front of the house. He also said the existing asbestos siding would not be removed, but would be covered by the new siding.

Ms. Weitzman asked the applicant to confirm that the original siding was not still in place, as the photo of the door interior appears to show lapped siding. She said she was concerned about adding another layer of siding to the building, as attaching to the asbestos could damage it and the additional layer would alter the depth of the trim details. Mr. Vitiello said they could just paint the asbestos rather than cover it.

Mr. Vitiello noted that the proposed double door design could be seen on five other houses on the block. Ms. Weitzman asked the applicant to confirm that the new door would fit within the original opening. He said that it would. Dr. Barile said she believed the proposed design met the guidelines. Ms. Pates asked about the style of the glass. Mr. Vitiello said it would be a textured/frosted glass for privacy. He also confirmed that the doors would be solid wood.

Dr. Barile asked how they would address the staff recommendation not to remove windows. Mr. Vitiello said they would be left in place, but closed from the interior.

Ms. Schwartz summarized the modifications to the application as presented. No changes would be made to the asbestos siding, the six-foot privacy fence would not extend into the front yard, the rear porch would be reopened, and the windows would be retained, but closed from the interior. Dr. Barile made a motion to approve the application as presented. Ms. Weitzman seconded. The motion carried 5-0.

GENERAL PUBLIC COMMENT

There was no public comment.

OTHER BUSINESS

- A. Transmittal of Planning Commission Agenda for February 14, 2018
- B. Pre-Application Discussion: 100 Hanover Street
Burt Pinnock of Baskerville Architects and J.B. Gurley of Markel | Eagle presented a design concept for a mixed-use project at 100 Hanover Street.
- C. Pre-Application Discussion: 133 Caroline Street
James McGhee, architect, presented a design concept for construction of an addition at the Sentry Box residence.
- D. Pre-Application Discussion: New Construction in the 1100 Block of Sophia Street
James McGhee, architect, presented design concepts for the construction of four new single-family residences on Sophia Street.
- E. Discussion of Imitation Wood Railings
Ms. Weitzman noted that the PVC railings at the new George Street townhomes had a very shiny finish and did not look much like wood. She noted that the vulnerability of these installations means wood may not be an appropriate choice, but that the Board should be

conscious of finish as well. Ms. Pates said she thought wood was still the best choice and that people could purchase reclaimed elements. Ms. Weitzman noted that this type of installation is very vulnerable to the elements though. Ms. Schwartz noted that in more recent applications, the Board had typically required a painted finish. Ms. Weitzman noted that they should pay attention to finishes in the future.

F. Discussion of Mary Washington Monument Caretaker's Lodge

Ms. Schwartz informed the Board that the City Council was considering selling the Caretaker's Lodge to a private owner to help ensure long-term care and protection of the property. It has only been occupied on an intermittent basis in recent years, resulting in a number of condition issues. She noted that the City would ensure appropriate protections were put in place for the property before any sale. The process of a sale will likely be initiated by the City Council in February, but that would be the beginning of a lengthy process that would include consultation with boards, commissions, stakeholder organizations, and the public.

G. Joint City Council/ARB Work Session

Mr. Gerlach announced that a joint work session with the City Council would be held on February 20, 2018 at 6 p.m. and distributed a tentative agenda. He noted that the joint session will likely result in the formation of a working group and asked for volunteers as potential members. He said that he would be one member. Dr. Barile said she would be the second member.

H. ARB Liaison Committee

Mr. Gerlach announced that he was forming a liaison committee of the ARB to enhance community outreach. The committee would include two members of the ARB.

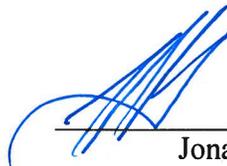
The Board asked for examples of the type of work the committee would do. Mr. Gerlach said the committee could engage in community outreach and work with Historic District stakeholders, though not in reference to specific projects or applications. Ms. Weitzman asked if this should be an ad hoc rather than a standing committee set up to deal with specific issues. Mr. Gerlach said that a vote was not needed to form the committee and that he planned to be one member of the committee. He asked for an additional volunteer and an alternate to serve and said that members could be assigned if there were no volunteers. Ms. Pates agreed to serve on the committee and Ms. Irvin agreed to be the alternate.

I. New Agenda Items

Mr. Gerlach asked that staff add three standing items to all future agendas: updates on ARB issues from staff, a committee report, and a Chairman's report. Dr. Barile noted that these items served to formalize existing discussions that are regularly brought to the ARB.

ADJOURNMENT

Dr. Barile made a motion to adjourn. Ms. Pates seconded. The motion carried 5-0. The meeting adjourned at 9:47 p.m.



Jonathan Gerlach, ARB Chair