



**Minutes**  
**Architectural Review Board**  
March 2, 2023  
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)  
Adriana Moss (Vice Chair)  
Laura Galke  
James Jarrell IV  
D.D. Lecky  
Kelly Penick

**Members Absent**

Helen P. Ross

**Staff**

Kate Schwartz

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Chair Irvin called the Architectural Review Board meeting to order at 5:30 p.m.

**OPENING REMARKS**

Chair Irvin determined that a quorum of 6 members was present and asked if public notice requirements had been met. Ms. Schwartz confirmed they had and a copy of the notice had been provided to the Board.

**APPROVAL OF AGENDA**

There were no changes to the agenda.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

None.

**DISCLOSURE OF CONFLICTS OF INTEREST**

Mr. Jarrell disclosed a conflict of interest regarding the discussion of alterations at 1305 Sophia Street. He will not participate in the discussion and will submit the appropriate paperwork to Ms. Schwartz.

**DISCUSSION**

- A. COA FY23-0010 – 301-303 Hanover Street – Kitty Wafle and Jay Holloway request to make alterations including replacing all the windows, demolishing the rear additions at this residential structure, and constructing new rear additions.

Ms. Schwartz noted that the rear of the building did have some visibility from Princess Anne Street and would need to be considered.

Vice Chair Moss discussed the height at the rear of the building and recommended reducing the ridgeline. She also voiced support for retaining the brick walls and said the window rhythm does not seem consistent with the historic structure. Some discussion followed of floor heights, interaction between front and rear portions, and ceiling heights. Additional views or renderings were requested. Mr. Jarrell also discussed reducing the ridgeline of the addition and blending the design of the hyphen with alternate materials.

Ms. Penick said the new addition seemed to be overwhelming the original structure and recommended simplification. She also supported retaining masonry at the rear rather than stucco. Mr. Holloway discussed the overall brick condition and said that approximately 60% would need to be removed to make necessary repairs.

Ms. Lecky said that the rear addition seemed in contrast stylistically and was not subordinate to the original. Ms. Galke agreed. Chair Irvin said the demolition guidelines did not seem to support complete removal of the additions. Mr. Holloway said they could investigate the possibility of salvaging the historic brick to use as a veneer on the rear addition. Board members said they would like more information on this option at the next meeting.

**B. Preliminary discussion of alterations at 1305 Sophia Street**

Andy Fitch, Habalis Construction, presented preliminary concepts for the construction of a dormer and tiered balcony on this residence. Board members provided preliminary feedback on the design and noted some additional documentation that would be needed before a decision could be rendered including a partial roof plan, material specifications, and clarification of some details.

**GENERAL PUBLIC COMMENT**

None.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Chair Irvin adjourned the meeting at 6:59 p.m.



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Karen Irvin, Chair