



**Minutes**  
**Architectural Review Board**  
July 9, 2018  
Council Chambers, City Hall  
Fredericksburg, Virginia

**Members Present**

Jonathan Gerlach, Chair  
Sabina Weitzman, Vice Chair  
Susan Pates  
Kerri S. Barile  
Carthon Davis, III  
Karen Irvin  
James Whitman

**Members Absent**

**Staff**

Kate Schwartz  
Camilla Jacobs

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

**OPENING REMARKS**

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

**APPROVAL OF AGENDA**

Ms. Pates made a motion to remove COA 2018-41 at 207 Caroline Street from the consent agenda. Ms. Weitzman made a motion to approve the agenda as amended. Mr. Davis seconded. The motion carried 7-0.

**APPROVAL OF MINUTES**

Mr. Gerlach asked if there were any changes or additions to the minutes of the regular meeting dated June 11, 2018. Ms. Weitzman noted a correction on page 4, that the last line should read "messy" rather than "messaging." Ms. Irvin made a motion to approve the minutes as amended. Ms. Weitzman seconded. The motion carried 7-0.

Mr. Gerlach asked if there were any changes or additions to the minutes of the supplementary meeting dated June 25, 2018. There were no changes or additions. Mr. Davis made a motion to approve the minutes as written. Ms. Weitzman seconded. The motion carried 7-0.

**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. No Board members had any *ex parte* communication to report.

**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 stated she would not participate in any discussions regarding COA 2018-39 at 1111 Princess Anne Street as she was the real estate broker for the property. Dr. Barile stated she would not participate in any discussion regarding COA 2018-37 at 133 Caroline Street as she

had previously been hired by the property owner to conduct archaeological excavations on the property. Mr. Gerlach stated he would not participate in any discussion regarding COA 2018-48 at 1015 Prince Edward Street as he had a professional relationship with the applicant.

## **PUBLIC HEARING**

### **A. Continued Cases**

- i. **COA 2018-41 – 207 Caroline Street** – Sean Haynes requests to construct a two-story addition attached to the rear and north side elevations of this single-family residence and construct a one-story pool house in the rear yard.

The applicant, Sean Haynes, was present. There was no public comment.

Ms. Pates asked that this item be removed from the consent agenda and provided a statement regarding her concerns with the design of the project and said that she was not in support. Ms. Weitzman noted that the applicant had made positive changes to the design. She commented that the garage touches a previous addition, it is well-designed, sensitive, and compatible to the structure that is there. Mr. Davis said that he would not support this design with the front-facing garage based on his interpretation of the Historic District guidelines.

Mr. Whitman made a motion to approve the COA for the construction of an addition in accordance with the elevation and site drawings dated June 19, 2018 and the south elevation drawing dated June 27, 2018. Dr. Barile seconded. The motion carried 5-2, with Ms. Pates and Mr. Davis opposed.

Ms. Weitzman made a motion to approve the construction of the pool house as shown in the drawings dated June 19, 2018, with the recommendation that the site be monitored for archeological deposits during the excavation phase of the work and to notify the Historic Resources Planner of any findings. Mr. Davis seconded. The motion carried 7-0.

- ii. **COA 2018-37 – 133 Caroline Street** - James McGhee requests to construct a one-story addition attached to the rear elevation of the Sentry Box residence.

The applicant, James McGhee, was present. There was no public comment.

Ms. Irvin asked about the river elevation and if the foundation would be brick. Mr. McGhee said that it would and that different brick patterns would be used to break up the mass. He also addressed the use of flood vents and arched openings in the foundation design.

Discussion continued about various aspects of the design.

Mr. Gerlach asked if the applicant understood the staff recommendations regarding details of the roof and window materials. Mr. McGhee noted that they would follow the recommendations.

Mr. Davis made a motion to approve the application with two conditions:

1. The standing seam metal roof must be mechanically seamed rather than using seam caps.
2. The simulated divided light windows must include interior and exterior dimensional muntins and spacer bars between the glass panes.

Ms. Weitzman seconded. The motion carried 6-0-1 with Dr. Barile abstaining.

**B. New Business  
Signs**

- i. **COA 2018-09 – 1108-1110 Caroline Street** - Jacqueline Simmonds requests to modify the approved Certificate of Appropriateness for signs for the Pimenta restaurant by changing the location of the projecting sign.

The applicant, Jacqueline Simmonds, was present. There was no public comment.

Ms. Irvin made a motion to approve the application as submitted. Ms. Weitzman seconded. The motion carried 7-0.

- ii. **COA 2018-44 – 602 Caroline Street** - Alan Dashner requests to install signs, including repainting one existing building-mounted sign, for the Global Threadz retail business.

The applicant, Alan Dashner, was not present. There was no public comment. Ms. Weitzman thanked the applicant for reusing the existing sign.

Ms. Weitzman made a motion to approve the application as submitted. Mr. Davis seconded. The motion carried 7-0.

- iii. **COA 2018-45 – 208 William Street** – Joanna Mendelsohn requests to install signs, including mounted dimensional letters, for the Wildflower Collective retail business.

The applicant, Joanna Mendelsohn, was present. There was no public comment.

Dr. Barile asked about the allowable sign allowance to include the door decal. Ms. Schwartz confirmed that all three signs proposed would fit within the sign allowance.

Ms. Weitzman noted concerns about the multiple attachment points for the individual letters on the brick wall. Discussion continued about other attachment options such as a back panel or a mounting strip.

Ms. Weitzman made a motion to approve all the signs as presented with the option to attach the building-mounted sign in one of three ways: individual letters as presented, letters attached to a building-mounted strip, or letters attached to a solid rectangular board. All options would be mounted through the building's mortar joints, rather than through the brick faces. Mr. Davis seconded. The motion carried 7-0.

- iv. **COA 2018-48 – 241 Charles Street** – Jeannie Ellis requests to install signs, including one projecting sign, for the Darbytown Art Studio.

The applicant, Jeannie Ellis, was present. There was no public comment.

Dr. Barile made a motion to approve the application on condition that the sign is mounted to provide eight feet of clearance between the sidewalk and the bottom of the sign. Ms. Pates seconded. The motion carried 7-0.

## **Fences/Accessory Structures**

- v. **COA 2018-43 – 209 Fauquier Street** – Barry F. Dodge requests to install a six-foot wood privacy fence along the west side property line.

The applicant, Barry F. Dodge, was present. There was no public comment.

Mr. Davis made a motion to approve the application as submitted with the recommendation to paint or stain the wood fence once it has weathered sufficiently in order to slow deterioration. Ms. Weitzman seconded. The motion carried 7-0.

- vi. **COA 2018-49 – 1517 Caroline Street** – Blanton Massey requests to install a three-foot tall black aluminum fence next to the driveway along the north side property line.

The applicant, Blanton Massey, was present. There was no public comment. Mr. Massey stated that the fence is being installed as a safety measure for the retaining wall.

Ms. Irvin made a motion to approve the application as submitted. Ms. Weitzman seconded. The motion carried 7-0.

## **Exterior Alterations**

- vii. **COA 2018-42 – 909 Sophia Street** – Charles Stevens requests to install a metal shelf and HVAC equipment on the rear elevation of this commercial building.

The applicant, Charles Stevens, was present. There was no public comment.

Ms. Irvin asked for clarification on the location of the shelf. Ms. Schwartz provided a copy of an elevation certificate with a notated photo showing the location on the rear of the building. Mr. Davis asked if this was a new unit or a unit being relocated. Mr. Stevens stated that this is an additional unit, and the unit will be located well above the stairs that have been installed. Ms. Schwartz recommended that any motion include the condition that the mounting meets the height requirements of the building code.

Ms. Weitzman made a motion to approve the metal shelf and mechanical equipment on the rear elevation as noted in the elevation certificate drawings received at the meeting, on condition that the mounting shelf and its hardware conform to the requirements of the building code. Mr. Whitman seconded. The motion carried 7-0.

- viii. **COA 2018-46 – 1015 Prince Edward Street** – Mark Steele requests to install a vent in the exterior wood siding on the south side elevation of this commercial building.

Mr. Gerlach recused himself from discussion of the application and Ms. Weitzman, as Vice Chair, took over the meeting.

The applicant, Mark Steele, was present. There was no public comment.

Mr. Davis inquired as to the vertical location of the vent. Mr. Steele said he would keep the exhaust line as close to the ground as possible. The Board and applicant discussed alternative HVAC solutions and determined that the proposed option was the least invasive.

Mr. Davis made a motion to approve the application as presented on condition that the vent is painted to match the siding. It was additionally recommended that, if possible, the vent should be located in an area of siding that has previously been replaced. Dr. Barile seconded. The motion carried 6-0-1, with Mr. Gerlach abstaining.

Mr. Gerlach returned as Chair for the remainder of the meeting.

- ix. **COA 2018-47 – 1111 Princess Anne Street** – Nathan Hegna requests to make alterations to this single-family residence, including removing a chimney and altering the roof pitch of the hyphen addition along the Lewis Street elevation.

The property owner, David Zijerdi, and Daniel Perry were present to represent the applicant. There was no public comment.

Ms. Weitzman asked for clarification of the drawings presented. Ms. Schwartz explained that there would be no alteration to the roofline on the courtyard side and pointed out the new roof pitch that was drawn in on the other photo presented. Ms. Weitzman clarified that the high edge of the shed roof would stay in the same place and the pitch of the slope facing Lewis Street would change.

Mr. Gerlach spoke to the significance of this building and noted concerns about concealing the wall of the historic dependency. Mr. Davis and Ms. Weitzman discussed the treatment of the new wall section above the corbelled cornice, and asked the applicant to address appropriate flashing to ensure that the change does not result in water infiltration at this location. The applicant agreed to ensure this is addressed with the mason.

Discussion continued regarding the possibility of keeping the chimney. Board members expressed concerns about removing an historic chimney, even if it was a later addition to the home. Mr. Davis said he is in support of approval of the application as submitted.

Dr. Barile suggested removing the chimney from the inside, but re-stabilizing and supporting the stack on the outside of the building. She noted that the type of mortar used for a chimney of this period meant that it likely could not be removed without damage to the adjacent historic wall. The applicant said they would be willing to keep the exterior stack of the chimney if it is structurally possible from an engineering standpoint.

Ms. Weitzman made a motion to approve the application for exterior alterations at 1111 Princess Anne Street on condition that the chimney above the roof plane would not be altered and its exterior appearance would be maintained. Dr. Barile seconded. The motion carried 5-1-1 with Mr. Gerlach against and Ms. Pates abstaining.

- x. **COA 2018-50 – 1107 Princess Anne Street** – Jon Van Zandt requests to install three gas lanterns hanging from the porch ceiling at this single-family residence, the Charles Dick House.

The property owner, Brian McDermott, was present to represent the application. There was no public comment.

Ms. Weitzman made a motion to approve the exterior gas lanterns proposed for 1107 Princess Anne Street. Mr. Davis seconded. The motion carries 7-0.

- x. **COA 2018-51 – 1201 Caroline Street** – The City of Fredericksburg Public Facilities Division requests to paint the concrete block wall at the rear northeast elevation and install a metal handrail at the Lewis Street entrance for the Central Rappahannock Regional Library Headquarters.

Ray Regan was present to represent the City of Fredericksburg Public Facilities Division. Martha Hutzel, Library Director, was also present to represent the application. There was no public comment.

Board members discussed how the wall would be cleaned prior to painting, the cause of the staining on the wall, and concerns about water infiltration at the top of the wall. The applicant agreed they can minimize the pressure-washing of the wall to the areas that are stained to help preserve this and the adjacent brick wall.

Mr. Davis made a motion to approve the application as submitted. Mr. Whitman seconded. The motion carried 7-0.

#### **GENERAL PUBLIC COMMENT**

There was no public comment.

#### **OTHER BUSINESS**

- A. Transmittal of Planning Commission Agenda – July 11, 2018

There were no comments.

- B. Joint Work Session with Planning Commission for Area 7, Downtown Small Area Planning Process.

Ms. Schwartz gave an overview of the purpose of the meeting which is scheduled to take place on July 11 at 6:30 p.m.

- C. Discussion of Proposed Administrative Review Procedures

The Board held a discussion on potential amendments to sections of the Unified Development Ordinance. The discussion focused on the types of applications that would be eligible for an administrative review procedure, potentially reducing the time it takes to receive an approval from the ARB for certain types of work.

- D. Discussion of Pre-Application Reviews

Mr. Gerlach shared a draft script of a statement that would be read aloud prior to holding pre-application discussions with prospective applicants. He said that he would distribute this to the Board for comment.

Ms. Schwartz said she would provide feedback on these types of reviews received from other CLG communities.

**STAFF UPDATE**

There was no staff update.

**COMMITTEE UPDATE**

There were no committee updates.

**CHAIRMAN'S REPORT**

There was no report.

**ADJOURNMENT**

The meeting adjourned at 9:46 p.m.



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*Jonathan Gerlach, ARB Chair*

