



**Minutes**  
**Architectural Review Board**  
July 11, 2016  
Council Chambers, City Hall  
Fredericksburg, Virginia

**Members Present**

Sabina Weitzman, Vice Chair  
Susan Pates  
Jon Van Zandt  
Jamie Scully (arrived 7:25 p.m.)  
Kerri S. Barile  
Kenneth McFarland

**Members Absent**

John Harris, Chair

**Staff**

Kate Schwartz

---

Ms. Weitzman called the Architectural Review Board meeting to order at 7:03 p.m.

**OPENING REMARKS**

Ms. Weitzman determined that a quorum was present and asked if public notice requirements had been met. Ms. Schwartz stated that they had.

**APPROVAL OF AGENDA**

Ms. Weitzman asked if there were any changes or additions to the agenda. Dr. Barile added a discussion of the proposed Riverwalk Square project behind 525 Caroline Street. Mr. Van Zandt made a motion to approve the agenda as amended. Ms. Pates seconded. The motion carried unanimously.

**REVIEW OF MINUTES**

Ms. Weitzman asked if there were changes to the meeting minutes from June 13, 2016. Mr. McFarland corrected page 2 to say that his conversation had been with Jay Holloway. Mr. McFarland made a motion to approve the minutes as amended. Dr. Barile seconded. The motion carried unanimously.

Ms. Weitzman asked if there were changes to the supplementary meeting minutes from May 23, 2016. There were no changes. Mr. Van Zandt made a motion to approve the minutes as presented. Dr. Barile seconded. The motion carried unanimously.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

Ms. Weitzman asked if any Board member had engaged in any *ex parte* communication on any item before the Board. No one indicated they had engaged in any *ex parte* communication.

## **DISCLOSURE OF CONFLICTS OF INTEREST**

Ms. Weitzman asked if any Board member had a conflict of interest for any item before the Board.

Ms. Weitzman said she would be abstaining from COA 2016-33 at 704 Prince Edward Street and from COA 2016-35 at 1308 Caroline Street. She said she was the architect for both projects.

Ms. Weitzman asked the Board to elect a Chairman Pro Tem to conduct the public hearing for these two applications since she would be abstaining. Ms. Pates made a motion to elect Dr. Barile as the Chairman Pro Tem for COA 2016-33 and COA 2016-35. Mr. Van Zandt seconded. The motion carried unanimously.

## **PUBLIC HEARING**

### **New Business**

- i. COA 2016-32 – 101 William Street – Kathy Craddock requests a Certificate of Appropriateness to install one projecting building-mounted sign and two building-mounted signs at the main entry for Kickshaws Downtown Market.**

The applicant, Kathy Craddock, was present. There was no public comment.

Mr. Van Zandt made a motion to approve the request as submitted. Ms. Pates seconded. The motion carried unanimously.

- ii. COA 2016-36 – 1006 Caroline Street – Danilo Orofino requests a Certificate of Appropriateness to install one projecting building-mounted sign for the Orofino restaurant.**

The applicant, Danilo Orofino, was present. There was no public comment.

Ms. Weitzman commented that it was a beautiful design.

Dr. Barile asked if the applicant had agreed to the use of wood and metal for the sign materials. Ms. Schwartz confirmed that he had.

Dr. Barile made a motion to approve the sign on condition that it be constructed of wood with metal lettering. Mr. Van Zandt seconded. The motion carried unanimously.

- iii. COA 2016-37 – 715 Caroline Street – Raymond Renault requests a Certificate of Appropriateness to remove the awning and install one projecting building-mounted sign and two window signs for the Legume restaurant.**

The applicants, Jessica and Raymond Renault, were present. Ms. Renault informed the Board that there was an alteration to the proposed window decals. They would be 14 inches in height, rather than 20 inches as initially specified. There would be no change in the size of the lettering.

There was no public comment.

Dr. Barile complimented the design of the bracket and said that it was sympathetic to the design of the historic structure.

Mr. McFarland commented that the proposed alteration was architecturally compatible with the historic aspects of the Historic District and made a motion to approve the request as amended by the applicant. Ms. Pates seconded. The motion carried unanimously.

**iv. COA 2016-39 – 1414 Caroline Street – John Van Hoy requests a Certificate of Appropriateness to install two building-mounted signs for the Creative Color business.**

The applicant, John Van Hoy, was present. There was no public comment.

Dr. Barile made a motion to approve the request as presented. Mr. Van Zandt seconded. The motion carried unanimously.

**v. COA 2016-33 – 704 Prince Edward Street – Shannon Lee and Jon Goldstein request a Certificate of Appropriateness to install permanently closed shutters over one window on the south side elevation of this single-family residence.**

Dr. Barile presided over the hearing for this application. Mr. Scully arrived to join the meeting at 7:25 p.m.

The applicant, Jon Goldstein, was present. There was no public comment.

Mr. McFarland commented that this was an excellent sympathetic solution and recommended approval as it was architecturally compatible with the historic aspects of the Historic District. Mr. McFarland made a motion to approve the amended application as presented. Ms. Pates seconded.

Dr. Barile commented that it was a very sympathetic solution. The motion carried 5-0-1 with Ms. Weitzman abstaining.

**vi. COA 2016-34 – 203 Princess Elizabeth Street – Lesa and Mike Carter request a Certificate of Appropriateness for exterior alterations to this single-family residence including:**

- **Expansion of the rear shed dormer**
- **Removal of the exterior wood staircase and door on the side elevation**
- **Restoration of the masonry chimney**
- **Removal and alteration of windows on the side and rear elevations**
- **Construction of new wood composite entry steps at the rear elevation**
- **Replacement of asphalt shingle siding at front dormer with wood siding**

The applicant's representative, Chris Limbrick, was present. There was no public comment.

Mr. McFarland commented that the chimney was likely removed after the earthquake several years ago due to damage.

Dr. Barile thanked the applicant for offering a number of sympathetic solutions and providing a very thorough application, but she was concerned about the removal of the window. She asked about the possibility of keeping it in place and covering it with shutters as seen in the application for 704 Prince Edward.

Mr. McFarland concurred with Dr. Barile's concern about removing the window and said he didn't agree with its loss.

Mr. Scully agreed that it would be a better solution to keep the window in place and cover it. He commented that it was thorough application with many good solutions.

Mr. Van Zandt complimented the application and said that the use of shutters to cover unused windows could be both sympathetic and cost effective. Ms. Pates agreed that it would be a well done renovation.

Mr. McFarland asked if any members of the Board were concerned about the change in size of the upper windows on the east elevation.

Mr. Limbrick responded to the Board's concern about the windows on the west side of the house. He said the change in the windows was in response to the interior kitchen layout. He said they were willing to look at the possibility of covering the window with shutters and leaving it in place.

Mr. McFarland commented that there are no shutters existing on the west side elevation and asked the Board if that was a concern. Mr. Limbrick commented that they were not planning to make any changes to the configuration of shutters.

Dr. Barile asked how much taller the new egress windows on the east elevation would be than the existing windows. Mr. Limbrick commented that they were only slightly taller, but that the change was required because it was being converted to a bedroom and it was a building code requirement.

Ms. Weitzman commended the applicants for making the necessary repairs and returning the property to use as a single-family home. She said that she supported complete removal of the remaining shutters, especially since they aren't proportioned correctly for all the windows. She asked for additional details regarding the replacement windows.

Mr. Limbrick said they would be custom Anderson 400 windows with true divided lites, *budget permitting.*

Ms. Weitzman asked for additional details regarding the width of the muntins. She suggested waiting for specifications from the manufacturer of the windows prior to the Board's decision.

The Board agreed that the other aspects of the application were architecturally compatible with the historic aspects of the Historic District.

Dr. Barile made a motion to approve the alteration of the roof and construction of a new rear shed dormer as presented. Mr. McFarland seconded. The motion carried unanimously.

Dr. Barile made a motion to approve the removal of the wood staircase, door, and shed roof from the west side elevation as presented. Mr. McFarland seconded. The motion carried unanimously.

Dr. Barile made a motion to approve the reconstruction of the chimney above the roof rake at the east elevation as presented. Mr. McFarland seconded. The motion carried unanimously.

Dr. Barile made a motion to defer the decision on alteration of any windows to the August 8, 2016 hearing to allow for the applicant to provide additional details. Mr. McFarland seconded. The motion carried unanimously. The Board agreed to continue the discussion of the window details at a supplementary meeting on July 25, 2016.

Dr. Barile made a motion to approve the replacement of the rear entry steps as presented. Mr. Scully seconded. The motion carried unanimously.

Dr. Barile made a motion to approve the replacement of the siding on the front dormer with weatherboard to match the existing siding as presented. Mr. Scully seconded. The motion carried unanimously.

**vii. COA 2016-35 – 1308 Caroline Street – Susan and Chuck Fennell request a Certificate of Appropriateness to construct a new detached garage to the rear of this single-family residence.**

The applicant, Susan Fennell, was present. Ms. Fennell commented that the garage was designed to closely reflect its surroundings and have a complementary and compatible design with the location in the Historic District. The eaves, brackets, and herringbone siding details all correspond to the design of the house.

Erin Bradford, 1310 Caroline Street, commented that their property would be the most impacted by the proposed structure. The structure's limited visibility will change if the landscaping is changed and it is planned on top of a deeded easement. She stated that the garage will impact their off-street parking and impact the value of their property. She asked that the location of the garage be changed to mitigate the impact.

Charlie Payne, attorney representing the Bradfords at 1310 Caroline Street, commented that their opposition was not to the construction of a garage, but to the obstruction of access. He stated that there was a previous court order regarding obstruction of the shared access easement. He asked the Board to table the application to allow for resolution with the neighbors. He said he did not want the ARB to violate the court order accidentally. Resolution between the property owners may require a change in the size of the garage, so he asked the application to be tabled.

Ms. Fennell responded and said that the 1924 deed recording the easement clearly defines the size and their design allows for sufficient access. She asked that the Board focus on

whether the design is architecturally compatible rather than the legality of a private easement.

Mr. Scully said that the scale, massing, materials, and all aspects of the design are compatible with the character of the district. He said the site planning seems appropriate as far as the ARB's purview is concerned. He asked staff for clarification of the required setbacks for the structure. Mr. Scully agreed that three feet of leeway provides an appropriate level of flexibility for the applicant.

Mr. McFarland said that he agreed with Mr. Scully regarding the architectural compatibility. He said he was hesitant to support the COA because it was a problematic situation.

Mr. Van Zandt made a motion to table the application to allow for additional details regarding the site planning of the garage. Ms. Pates seconded. The motion carried 5-0-1 with Ms. Weitzman abstaining.

The Board asked the applicant to attend a supplementary meeting on July 25, 2016. The applicant agreed. Mr. McFarland asked the applicant to provide more detail on the proposed window materials as well.

**viii. COA 2016-38 – 520 Caroline Street – MJ Stone requests a Certificate of Appropriateness to construct a wood pergola behind the Agora Downtown business.**

The applicant, MJ Stone, was present. Ms. Stone informed the Board that there was a change to the request. She said that they would be using a waterproof fabric to cover the pergola rather than the corrugated plastic roofing indicated in the application.

James McGhee, 526 Caroline Street, said he supported the application, especially with the use of the fabric roofing. He said Agora is a good neighbor and he hopes this construction helps their business.

Dr. Barile said her only concern had been the use of the plastic roofing, and that she was in support of the application with the change in the covering material.

Mr. McFarland asked the applicant to consider the use of Western Red Cedar instead of pressure-treated lumber to construct the pergola as it is a better material. He recognized the greater cost of the cedar and said he would not suggest it as a requirement.

Ms. Stone asked why the cedar was a better material. Mr. Van Zandt responded that it was a longer-lasting material that ages well. Ms. Stone said they would consider it, but asked that the change in material not be a requirement.

Ms. Weitzman agreed with Mr. McFarland's comments and said that the thinner pressure-treated lumber may also be more likely to warp and rack over time.

Ms. Pates asked if this construction affected the easement with the neighboring property. Ms. Stone confirmed that it would not.

Mr. McFarland made a motion to approve the application as amended without the use of corrugated plastic roofing and with the recommendation to use Western Red Cedar or similar lumber if possible. Dr. Barile seconded. The motion carried unanimously.

Ms. Weitzman closed the public hearing.

## **OTHER BUSINESS**

### **A. Transmittal of Planning Commission agenda**

### **B. Discussion of design of addition and alterations at 319 Prince Edward Street (COA 2016-30)**

The applicants, Hamilton Palmer and Matt Revell, were present to discuss the design details for their continued application at 319 Prince Edward Street. Mr. Palmer commented that it was a challenge to achieve the appropriate scale and massing for this corner lot. He said they would like to include a basement with the addition to house the utilities, but maintain the original structure. He said they were open to suggestions.

Ms. Weitzman summarized, asking the applicants if they were looking for suggestions of appropriate design ideas for the property. Mr. Revell shared a sketch and said that he was interested in maintaining the shed roof.

Mr. Scully said they should consider hiring an architect to assist with the design. He said the sketch was too much of an alteration of the original roofline.

Ms. Weitzman said that their design should allow the original form of the structure to still be read when looking at the house. She suggested a “sawtooth” silhouette to maintain the original form.

Mr. McFarland said that he thought the sketch presented obliterated the original form of the house and said a professional should be hired to help with the design.

Ms. Weitzman recommended that the design incorporate a clear delineation between the original portion of the structure and any new addition. She suggested that they consider designing the addition as a large one-story space rather than a small-scale two-story space.

Mr. Scully recommended working within the existing height of the structure and maintaining the corner boards or original outline as the project is designed.

### **C. Adoption of amendments to ARB Rules of Procedure**

Ms. Schwartz shared the proposed amendments to the rules of procedure which had been presented in writing at the ARB’s June regular meeting.

Dr. Barile asked for clarification of the length of the general public comment period to be provided. Ms. Schwartz said three minutes would be provided for each person.

The Board discussed how public comment is solicited for continuing cases and during public hearings, and clarified the process for taking action on continued items.

Mr. Scully suggested changing the word “significantly” to “materially” under item 7. The Board agreed. Mr. Scully made a motion to approve the Rules of Procedure as amended. Mr. Van Zandt seconded. The motion carried unanimously.

**D. Discussion: Update on 525 Caroline Street**

Dr. Barile mentioned that the newspaper article may have misrepresented the ARB’s informal review of Van Perroy’s Special Exception application.

Ms. Schwartz clarified that City Council is aware that no COA has been applied for or issued for the project to date. The project will return to the ARB at a later date for review. Ms. Schwartz provided an update on the application because the applicant is no longer requesting a special exception for height, only for density in the flood plain.

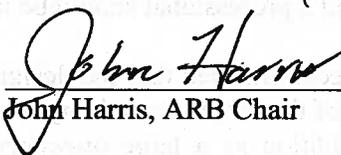
Ms. Pates suggested limiting informal reviews because applicants may get the idea that their project will be approved before an official decision is made. Ms. Schwartz said the informal discussions provide an opportunity to help ensure projects will meet the standards of the Historic District. Mr. Scully said the Board should be sure to inform these applicants that the discussions do not constitute a decision of the ARB.

**ADJOURN**

Dr. Barile confirmed that the Board would meet for a work session on July 25, 2016 at 7 p.m. to discuss continued cases, including the One Hanover project. The Board agreed.

Mr. McFarland made a motion to adjourn. Ms. Pates seconded. The motion carried unanimously.

Meeting adjourned at 9:00 p.m.

  
\_\_\_\_\_  
John Harris, ARB Chair