



**Minutes**  
**Architectural Review Board**  
February 22, 2021  
Electronic Meeting

**Members Present**

Jonathan Gerlach, Chair  
Karen Irvin, Vice Chair  
Helen P. Ross  
Sabina Weitzman  
James Whitman

**Members Absent**

Adriana Moss

**Staff**

Kate Schwartz

---

Chairman Gerlach called the Architectural Review Board meeting to order at 7:01 p.m.

**OPENING REMARKS**

Chairman Gerlach stated that the meeting was being held electronically through the “GoTo Meeting” application, pursuant to City Council Ordinance 20-05, An Ordinance to Address Continuity of City Government during the Pendency of a Pandemic Disaster. The members participating were Jonathan Gerlach, Karen Irvin, Helen P. Ross, Sabina Weitzman, and James Whitman. Members of the public have been invited to access this meeting by public access television Cox Channel 84, Verizon Channel 42, online at [www.regionalwebtv.com](http://www.regionalwebtv.com), or on Facebook Live at [www.facebook.com/FXBGgov](http://www.facebook.com/FXBGgov).

Chairman Gerlach determined that a quorum of 5 members was present, and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had.

**APPROVAL OF AGENDA**

Ms. Weitzman made a motion to approve the agenda as submitted. Ms. Irvin seconded. The motion carried 5-0.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

Chairman 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**

Chairman Gerlach asked if any Board member had a conflict of interest for any item before the Board. No Board members had a conflict to report.

**PUBLIC HEARING**

Continued Applications

- A. COA 2021-01 – 1116 Prince Edward Street – Jan and Bjorn Bieneck request to remove two sets of concrete entry steps at this single-family residence and install new brick steps at the primary entry.

The applicant was not present. There were no public comments.

Ms. Weitzman clarified the proposed condition for modifying the riser heights and Ms. Schwartz confirmed that the threshold would still cap the top step. Ms. Ross clarified the details of the handrail attachment with staff.

Ms. Irvin motioned to approve the application in accordance with the revised information on condition that brick or sandstone could be used and that the riser heights would be modified to better align with the door threshold. Ms. Weitzman seconded. The motion carried 5-0.

**GENERAL PUBLIC COMMENT**

There was no public comment.

**STAFF UPDATE**

Ms. Schwartz noted that the archaeology ordinance that was delayed due to the pandemic would be initiated again by City Council on February 23 with public hearings by the Planning Commission and City Council to follow. The ordinance is expected to take effect on July 1, 2021.

Ms. Schwartz also noted that the applicant for COA 2021-04 at 407 Charlotte Street requested to delay further consideration as he was working through alternatives for the lot.

**ANNOUNCEMENTS AND REPORTS**

Chairman Gerlach asked for a volunteer to serve on the Historic Preservation Working Group as Carthon Davis was no longer on the ARB. He noted that the group would be reviewing the updated Preservation Plan and Historic District Handbook soon. Ms. Ross volunteered for the group and all Board members concurred with her appointment.

**ADJOURNMENT**

Chairman Gerlach adjourned the meeting at 7:20 p.m.



---

Jonathan Gerlach, Chair