



**Minutes**  
**Architectural Review Board**  
August 8, 2022  
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)  
Helen P. Ross (Vice Chair)  
James Jarrell IV  
D.D. Lecky (Remotely)  
Adriana Moss  
Laura Galke

**Members Absent**

Kelly Penick

**Staff**

Kate Schwartz  
Caroline Hieber

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Chair Irvin called the Architectural Review Board meeting to order at 7:00 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 that they had.

**APPROVAL OF AGENDA [00:03:00]**

Ms. Moss made a motion to approve the agenda. Ms. Galke seconded and the motion carried 6-0.

**ANNOUNCEMENTS & REPORTS**

None

**APPROVAL OF MINUTES [00:04:00]**

Ms. Moss motioned to approve the September 27, 2021 minutes as written. Ms. Galke seconded. The motion carried 6-0.

Ms. Ross motioned to approve the October 11, 2021 minutes as written. Ms. Moss seconded. The motion carried 6-0.

Ms. Galke motioned to approve the June 13, 2022 minutes as written. Ms. Lecky seconded. The motion carried 6-0.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

None

**DISCLOSURE OF CONFLICTS OF INTEREST**

None

**CONSENT AGENDA [00:07:25]**

- A. COA FY23-0002 – 1500 Washington Avenue – Minor Alteration
- B. COA FY23-0004 – 232 Princess Anne Street – Wall Installation

- C. COA FY23-0005 – 1109 Prince Edward Street – Minor Alteration
- D. COA FY23-0006 – 1200 Caroline Street – Sign Installation
- E. COA FY23-0007 – 107 William Street – Sign Installation

There were no written or public comments for any item on the consent agenda. Ms. Lecky motioned to approve the consent agenda as submitted. Ms. Galke seconded and the motion carried 6-0.

**PUBLIC HEARING [00:09:00]**

**Continued Applications**

- A. COA FY22-0069 – 1320 Caroline Street – Gale Miller and Judith Burke-Miller request to construct a two-story addition attached to the rear elevation of this single-family residence.

James McGhee, the project architect, was present to represent the application. He presented photos of corner building additions on Caroline Street as examples of asymmetry to the board. There were no written or public comments.

Ms. Ross said that the revised drawings were helpful and they had a constructive discussion during the previous work session. Ms. Ross said the revised application is compatible with the guidelines and she was ready to support it.

Mr. McGhee added that the applicant plans to return to the ARB in the future for the porch railing design. The remainder of the Board members stated that they were in support of the revised design. Ms. Moss mentioned that the revised drawings were from the 27<sup>th</sup>, not the 29<sup>th</sup>, and wanted to clarify that for the minutes. Chair Irvin concurred with the Board.

Ms. Moss motioned to approve the application in accordance with the revised drawings with the understanding that the railing for the side porch will come before the Board in a subsequent application. Ms. Ross seconded and the motion carried 6-0.

**New Applications**

- B. COA FY23-0001 – 1301 Prince Edward Street – Robert and Julia Lang request to alter the masonry railing surrounding the rooftop patio over the garage.

The applicants, Julia and Robert Lang, were present. There were no written or public comments. Ms. Lang said they would like to remove the wall because it may be unsafe. A Chippendale design was their original idea; however, they are happy to explore other options and are eager to receive guidance and recommendations from the Board. They would like to at least receive an approval for demolition tonight and then come back with more details for the replacement railing next month.

Ms. Ross appreciated the attention to detail and said that she was not concerned with the demolition; however, it may be difficult to find a replacement that matches the spirit of what is there. The concrete railing is crumbling and is likely unreinforced. Ms. Lang agreed that it is important that the replacement keep with the character of the house and downtown.

Ms. Galke thanked them for their time and said she visited the site. She recognized the deterioration, but said that immediate removal of the railing without a replacement ready could violate the safety guidelines. She was concerned about potential delays between demolition and reconstruction. Ms. Lang said they don't plan to begin demolition immediately, they would just like that portion of the application

approved before they spend more time and effort on researching a replacement. Ms. Galke said she would like to see more details before full approval. Ms. Lecky agreed with Ms. Galke, and recommended that they attend a work session before granting approval. Ms. Lecky said she would prefer voting on the entire application all at once. She said the cast stone balustrade examples may be too ornate for this location. Ms. Lang said that they didn't want to spend time pursuing a specific idea if it was unlikely to get approved, and was happy to meet with them and get expert opinions.

Mr. Jarrell asked if they would consider a near exact replica. Ms. Lang said they would; however, it would be a custom job and they hadn't found anyone that could do the work yet. Ms. Moss said she was in support of recreating the cast stone design and noted that it reflects the utilitarian portion of the dwelling. She didn't oppose the demolition portion of the application. Chair Irvin agreed that pursuing demolition immediately is potentially dangerous without a replacement prepared. Chair Irvin noted that a simple custom railing might be best. They could replicate the corner piers to be more compatible with design there now. She said that the drawings indicated the railings along the steps will also be replaced and reminded the applicant that the final drawings should be sure to include that moving forward. Ms. Schwartz said she will coordinate with the applicant and prepare more details for the Board for the meeting next month.

Ms. Moss motioned to continue the application to the next regular meeting on September 12, 2022. Ms. Lecky seconded and the motion carried 6-0.

C. COA FY23-0003 – 312 William Street – Jeff Morin requests to construct a one-story kitchen addition at the rear of this commercial building.

John Burger, the project architect, was present to represent the application. There were no written or public comments.

Ms. Ross said it was a simple addition that does not compete with the main building. She appreciated that it is reversible and the materials do not detract from the existing brick. She said she was in support. Ms. Galke agreed, noting that it is freestanding and reversible. She asked about the depth of the foundation. Mr. Burger said there would be a two-foot turn down slab. Ms. Schwartz explained the archaeology ordinance requirements included in the Minor Site Plan that the applicant would need to submit. It would involve a consultation with an on call archaeologist who would monitor the work. Ms. Galke said she was in support of approval.

Ms. Lecky was also ready to support the application. She said moving the kitchen to the exterior of the original dwelling is a thoughtful way to preserve the building. Mr. Jarrell asked about the flashing details. Mr. Burger said it will have to be flashed against the wall, attached into the outbuilding's mortar joints. Mr. Jarrell asked if the addition could be backed any further off the carriage house windows to preserve the detailing. Mr. Burger said there was no ornamentation at the sides of the windows.

Ms. Moss asked about the flow of water and said she was concerned about water gathering in the small space between buildings. Mr. Burger said there was a slope which would bring the water to the back of the site. Ms. Moss verified with Mr. Burger that they plan to use artisan Hardie siding that has a deeper profile and better resembles wood siding. Chair Irvin asked if the flush wood paneling at the top is roof screen. Mr. Burger said it is an extension of the wall, and provided a brief description. Chair Irvin asked if there would be rooftop equipment. Mr. Burger confirmed there would, but they will not be visible from the public right of way. Chair Irvin also wanted to discuss door type and material. Mr. Burger said there

would be a flush wood door. Chair Irvin said the application was in compliance with the guidelines and was in favor of approval with conditions.

Ms. Moss motioned to approve the application as submitted with the conditions that the siding has a smooth finish, that the rooftop equipment will be fully screened, and that the door is a flush wood door, as presented. Ms. Lecky seconded and the motion carried 6-0.

**GENERAL PUBLIC COMMENT**

None

**OTHER BUSINESS**

Ms. Schwartz said she will send out the documents needed to establish payment for the Board members before the next meeting.

**STAFF UPDATE**

Ms. Schwartz outlined the next steps in the ongoing appeal at 1107 Princess Anne Street.

**ADJOURNMENT**

Chair Irvin adjourned the meeting at 7:53 p.m.



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Karen Irvin, Chair