

**MINUTES OF HISTORIC AND ARCHITECTURAL REVIEW BOARD
FEBRUARY 14, 2008**

Members Present

Jennifer Norris, David Heim, Ron Askew, Debbie Rountree, George Nicholos, John Kish, Murray Goodwin

Staff Present

Rhonda Smith, Mark Shea, Debra Rose, Wilfredo Bonilla

Pre-Meeting

The pre-meeting was called to order at approximately 5:40 p.m. Mr. Heim made a motion to approve minutes from the November 8, 2007 meeting, followed by a second from Ms. Rountree. Motion carried.

Ms. Rose gave the zoning report. She noted that one of the current applicants on today's agenda had more violations than he had applied for. Ms. Smith gave the administrative report for January and a portion of February, 2008. Administrative approvals for November and December, 2007 will be presented at next month's meeting.

Old Business

Ms. Norris asked about one of the applications on the current agenda. The application at 1325 Jackson Avenue was reviewed and denied at the November meeting. Ms. Rose said that she and Ms. Lindley have communicated with the applicant by letter and in person to resolve issues with the windows. Ms. Norris said that the Bylaws should consider applicants who wish to bring a second exact application for review within one year at the Board's discretion.

New Business

Mr. Bonilla announced that this is his last meeting as legal advisor to the Board. Ms. Lindley will be taking over from now on. He will act as backup to her and offer any assistance if needed. He said that he enjoyed working with the Board.

Ms. Rountree thanked Mr. Shea for his handling of the public meeting for the Historic Guidelines update. The meeting went well and the consultant's presentation was impressive. Mr. Shea said that the presentation will be added to the City's website. Ms. Rountree asked if the Board had ever met with Historic Boards in other localities. She had spoken to a representative in Smithfield who said that it took them about eight years to work out different issues. Mr. Kish and

Ms. Smith attended a workshop in Smithfield a couple of years ago and also heard that different localities were going through some of the same problems.

Ms. Rose asked if the Historic District was being expanded. Mr. Shea said no, that expansion of a regulated local district was not in the plans at this time.

Regular Agenda

1300 Jackson Avenue – Handicapped ramp. Church is non-contributing.

The applicants amended the application to add a three by four foot pad. After discussion with the board, Mr. Heim made a motion to approve the handicapped ramp as submitted with the three by four foot pad and with railings and pickets painted white after the pressure treated wood cures. The item is in keeping with the guidelines of the Historic District. Mr. Kish offered a second to the motion. Motion carried 7-0.

1128 Seaboard Avenue – Demolish single family residence. House is contributing.

The applicants represented the South Norfolk Baptist Church. The church owns the subject property and would like to demolish the residence for future expansion. The house has been vacant for at least 15 years. A report was presented from an engineering firm to document deterioration of the building. Mr. Heim mentioned the requirement from the Historic Guidelines that proposals for demolition must have a written report from the Inspections Department (now Neighborhood Services) stating that the structure is deteriorated beyond repair. Mr. Askew made a motion to continue the application to allow the applicants to get an inspection and written report from Neighborhood Services. Mr. Heim offered a second to the motion. Motion carried 7-0.

1325 Jackson Avenue – After the fact replacement windows, remove air conditioning/heating duct work, re-wrap windows, install window grids, change color of siding, shutters and doors. House is non-contributing.

The applicant has already corrected the air conditioning/heating duct work per City Code. The selected colors have been chosen from the Historic District pallet and can be approved administratively. The remaining item to be reviewed was the window grills and wrap. Mr. Askew made a motion to approve the submitted re-wrap and grills to be placed on the outside of the windows in six over one style with the exception of the one window that was original in nine over one. The item is in keeping with the guidelines of the Historic District. Ms. Rountree offered a second to the motion. Motion carried 7-0.

1520 Chesapeake Avenue – Replacement windows. House is contributing.

The evidence presented of deterioration was not clear. One window did appear to have missing parts. Ms. Norris showed the applicant pictures of deteriorated windows that the Board uses as a standard for evidence. Mr. Goodwin said that he was familiar with this property. He asked if Ms. Rose could visit this site or

any others in the future with questionable window conditions. Mr. Bonilla said that this would be a matter for the Neighborhood Services Department to determine with regard to allocation of resources. This option may not be available. Mr. Goodwin made a motion to continue the application to allow the applicant to provide more information. Mr. Askew offered a second to the motion. Motion carried 7-0. The applicant was further advised to take more detailed pictures from different angles and also told about the ice pick test to show that wood was worn beyond repair.

1303 Hull Street – After the fact porch replacement. House is contributing.

After discussion about what had been done, it was determined that the work was in keeping with the guidelines. Mr. Kish made a motion to approve the application for the removal of the front porch wall, replacement of the green railing and replacement of four posts in the same size painted white, and replacement of the porch decking in six by two painted green to match the trim. Items are in keeping with the guidelines of the Historic District. Mr. Askew offered a second to the motion. Motion carried 7-0. The applicant asked about future work and was advised to file another application listing all visible exterior work that could be completed within six months on the application.

1101 Decatur Street – After the fact vinyl siding. House is contributing. Ms.

Rose reported that the applicant had received a notice of violation for after the fact vinyl siding, windows and trim. The applicant was not present to amend his application. Ms. Heim made a motion to continue the application for additional information on the after the fact items. Mr. Askew offered a second to the motion. Motion carried 7-0.