

**MINUTES OF THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW
JULY 9, 2009**

Members Present

Jennifer Gilman, Timothy Jenkins, Laura "Ginger" Hampton, Ron Askew, Debbie Rountree, George Nicholos, David Heim

Staff Present

Rhonda Smith, Debra Rose, Catherine Lindley

Pre-Meeting

The meeting was called to order at approximately 5:40 p.m. Minutes from the June 11, 2009 meeting were reviewed. Mr. Jenkins made a motion to approve the minutes, followed by a second from Mr. Askew. Motion carried.

Ms. Smith did not present an administrative report. This will be given at the August meeting. Ms. Rose presented the zoning report. There were violations and summonses for 1030 Ohio Street (shed), 1107 Hull Street (porch rails), 1404 Seaboard Avenue (windows), 911 Holly Avenue (pain, replacement windows, shutters), and 1212 Seaboard Avenue (fence). The Ohio Street violation will be reviewed by the Board in August. 911 Holly Avenue is on the current agenda. An after the fact driveway at 1026 Chesapeake Avenue has been to court and was dismissed.

Ms. Smith reported that the Board did not hold its annual election of officers in June and this should be completed at the current meeting. Ms. Smith was nominated and returned as recording secretary to the Board. Ms. Gilman agreed to retain the Chairperson seat and was nominated and voted in as Chairperson. Mr. Heim was nominated and voted in as Vice Chairperson.

Ms. Gilman said that Frank Lilley requested a list of metal to shingle roof requests that had been denied. He knows a contractor who can provide options for metal roof replacements. Ms. Smith said that she will gather the information.

Ms. Lindley said that there has been no change regarding the property at 1128 Seaboard Avenue. An attorney for the owner, South Norfolk Baptist Church, said that the property has not been sold.

Regular Agenda

911 Holly Avenue – After the fact exterior paint, replacement windows, shutters. Built in 1948, not listed on the Historic Register. Board members reviewed the application as a non contributing structure, but kept the character of the neighborhood in mind. They had concerns about the narrow width installed decorative shutters. The Design Guidelines referenced installation of louvered shutters as appropriate. This type of shutter is typical of historic shutters can be opened and closed. Mr. Jenkins made a motion to approve the paint and windows. The shutters were an exception to the approval and should be changed to louvered shutters in the existing color, per page 45 of the Design Guidelines. As approved, all items will be in keeping with the guidelines of the Historic District. Mr. Nicholas offered a second to the motion. Motion carried 6-0.

1201 Holly Avenue – Renovations including demolition of balcony, remove and reframe door, remove light fixture, remove and replace clapboards, remove door, install window, paint. House is contributing. All items were considered appropriate except removal of an original front door on the left side of the house. The applicant said that this door was not functional and was probably added as a second entrance when the house was divided into a duplex. The board considered that houses of this style typically had two front doors, one as the main entrance and another for the dining or parlor area. They referred to the Design Guidelines and its recommendation not to alter entrances. The applicant had planned to switch the secondary front door to the rear but agreed to look for another option. Mr. Jenkins made a motion to approve the application as follows: demolish the balcony and supporting structure, remove balcony door and replace with same style and size of window directly underneath the door, remove light fixture, remove and replace clapboards, paint main entrance door Montpelier Red Velvet. The removal of the non-functional front door was denied. The replacement of the rear door was continued to allow the applicant time to find a suitable replacement. All approved items are in keeping with the guidelines of the Historic District. Mr. Heim offered a second to the motion. Motion carried 6-0.

There being no further business, the meeting was adjourned at 6:30 p.m.