



***LEESBURG BOARD OF ARCHITECTURAL REVIEW  
BUSINESS MEETING MINUTES***

19 January 2011

Town Hall, 25 West Market Street  
Council Chamber

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MEMBERS PRESENT: Dieter Meyer, Chair; Tracy Coffing, Vice-Chair; Jim Sisley, Parliamentarian; Jim Sisley; Paul Reimers; Marty Martinez, Town Council Representative

MEMBERS ABSENT: Teresa Minchew; Edward Kiley; Doris Kidder, Planning Commission Representative;

STAFF: Wendy Walker, Clerk of the BAR; Barbara Notar, Deputy Town Attorney; David Fuller, Comprehensive Planner

**Call to Order and Roll Call**

Mr. Meyer called the meeting to order at 8:09pm, noted attendance and determined that a quorum was present.

**BAR Member Disclosure**

Mr. Meyer recused on agenda item 6a (preliminary discussion of site plan for two-lot subdivision on North Street between Harrison Street and 211 North Street NE) because of an ongoing contractual relationship with the Applicant. Mr. Reimers also recused from the North Street site plan discussion because it was his project. Mr. Sisley disclosed having a long term relationship with Church Street Associates (BAR case TLHP-2010-0083), but was not under contract and it was not going to impact judgment or get in the way of dealing with that case.

**Consent Agenda**

Ms. Coffing moved to approve to the consent agenda BAR cases TLHP-2010-0082 with noted conditions, and TLHP-2009-0138 as amended; Mr. Koochagian seconded the motion, and it passed unanimously 5-0-2 (Mr. Kiley and Ms. Minchew absent).

TLHP-2010-0082, 3 North King Street, Applicant: Don Devine, re: replacement of slate roof with standing-seam metal – Old and Historic District (H-1 Overlay)

THLP-2009-0138, 18 Morven Park Road, Applicant: Tim Clites of Clites Architects, re: amendment to the previously approved project – Old and Historic District (H-1 Overlay)

**Discussion Agenda**

**TLHP-2010-0083, 209-211 Church Street SE, Applicant: Church Street Associates, LLC, re: renewal of expired application TLHP-2006-0151 including alterations to 209 Church Street SE, and demolition of 211 Church Street SE and new construction of a 2.5-story office building – Old and Historic District (H-1 Overlay)** The Applicant, Ms. Carol Taylor representing Church Street Associates, confirmed the application was exactly as it was submitted and approved in 2007. Querying about some of the finishes, particularly of the retaining wall in the back which was geogrid block, Mr. Koochagian expressed concern about the mass and material to which Ms. Coffing recollected a sample was submitted for all the colours and materials three years ago. Ms. Notar confirmed the application was a new application and under the new guidelines. Referring to site plan S1, Mr. Koochagian asked about

screening around the mechanical units in the back of the structure. Mr. Meyer said there was no mention in the staff report that anything had changed that was not in compliance with the new guidelines, though understood some BAR members were not on the Board when the project was previously reviewed, but it was looked at previously in depth. Mr. Koochagian asked about light fixtures on the building to which Mr. Meyer stated it was a standard item that the Applicant would have had to submit. Mr. Reimers added that there would have to be something outside the back door by Code to which Mr. Meyer said confirmation of the lighting plan could be put in the motion. Mr. Koochagian asked what the Board's interpretation was of how the retaining wall fit into the historic district as concrete is a traditional material, but was the application ever discussed. The Applicant pointed out that a landscaping plan worked out with staff at the time of the original approval would soften the back of the parking lot and retaining wall. Mr. Meyer and Ms. Coffing recalled the extensive landscaping was part of the approval to which Mr. Koochagian noted there was some vegetation, but a large amount of the retaining wall was exposed, and looked mechanical and machine made. Ms. Coffing referenced the page 2 under Site Design of the October 15, 2007 report, which stated that the split-face block retaining wall material was a better grade than standard block, the colour proposed was tan to appear more like rough stone than concrete, and the rear location in the middle of the block was not readily visible from the public right-of-way. The Applicant added that at the back retaining wall on the west end of the lot there was a row of arborvitae on either corner so much of it would be screened. Ms. Coffing moved to approve BAR case TLHP-2010-0083 based on the facts stated in the staff report, and on the condition that the lighting plan for the lights mounted on the exterior of 211 Church Street SE will be submitted to staff for review; Mr. Sisley seconded the motion and it passed unanimously 5-0-2 (Mr. Kiley and Ms. Minchew absent).

#### **Administrative Agenda**

Preliminary discussion of site plan for two-lot subdivision on North Street between Harrison Street and 211 North Street NE (no application submitted): Mr. Meyer recused himself from the case. Mr. Martinez queried about a quorum to which Ms. Notar said it was not a public hearing, but there was still a quorum. Not a formal application, Ms. Coffing noted the discussion was for the BAR to provide preliminary feedback on the footprint, setback and space of the two dwellings proposed in the site plan, but not to comment on specific building design or materials at this point. Mr. Reimers indicated trying to create two lots similar in size to the houses on Memorial Drive, but would be getting rid of the cinder block garage on Harrison Street and providing a rear alley entrance to the proposed houses which would get away from garages driving the architecture so every day activity would be through the alley off Harrison Street. There was quite a bit of stairs and tiering down to the garages which was driven by existing topography and desire not to have a big retaining wall. The architectural style talked about with the Preservation Planner and which ought to go there was American Foursquare. The house to the right on North Street was a turn of the century Victorian farmhouse so was trying to keep the architecture in the genre of late 1800s to 1920 type of architecture when house plans are submitted.

Mr. Koochagian asked if there would be breezeways between the garages like houses on Memorial Drive. Mr. Reimers responded that it was not the current case, but would be submitted at the time of submitting a specific house plan and 3a would not have that opportunity, though 3b could if someone wanted to do it. Courtyards would be a permeable cobblestone so it would not just be a big patch of asphalt or concrete. Mr. Sisley asked if it was 1000 square foot floor plates to which Mr. Reimers confirmed as such, adding that the front porch was to line up with the existing adjacent house on North Street; the brick house on the corner of North and Harrison Streets faces Harrison so would not line up streetscape there, rather to have the front porches in line with the Victorian to the right on the east. Ms. Coffing commented that the shape of the footprints, particularly for lot 3a, was so big and square that when come back to specific design in undulating those façades to get some setbacks to minimize the massing. Mr. Reimers agreed with the point to break up along the sides, noting boxes were just drawn on the plan at this point.

JARB 2011 and discussion of award worthy projects: Mr. Meyer stated the JARB item would be deferred until the next meeting as the Preservation Planner said there was no urgency.

Election of Officers: Mr. Meyer reiterated that the suggested slate was Mr. Meyer for Chair, Mr. Sisley for Vice Chair, and Mr. Koochagian or Mr. Kiley for Parliamentarian. Mr. Sisley clarified that the entire board had a chance for input on the slate and no one had objected. Noting no one had expressed preference to be Parliamentarian, Mr. Koochagian agreed to do it. Ms. Coffing moved to elect Dieter Meyer as Chair, Mr. Sisley as Vice Chair, and Mr. Koochagian as the Parliamentarian; Mr. Reimers seconded the motion and it was unanimously approved 5-0-2 (Mr. Kiley and Ms. Minchew absent).

Town Council work session January 24<sup>th</sup>: Mr. Meyer said it was a reminder that all were welcome to attend the session where input would be taken from chairs and vice chairs.

**Adjournment:** The meeting adjourned at 8:48pm.

NEXT REGULAR BUSINESS MEETING:  
Wednesday, February 23, 2011 at 7pm  
Town Hall Lower Level Conference Room 1  
25 West Market Street  
Leesburg, VA

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Dieter Meyer, Chair

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Annie McDonald, Preservation Planner