



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

**Monday, 16 July 2012
Town Hall, 25 West Market Street
Council Chamber**

MEMBERS PRESENT: **Jim Sisley**, Vice-Chair; **Dieter Meyer**, Parliamentarian; **Tracy Coffing**; **Edward Kiley**; Mary Harper, Planning Commission Representative; Marty Martinez, Town Council Representative

MEMBERS ABSENT: Richard Koochagian, Chair; Teresa Minchew; Paul Reimers

STAFF: Kim K. Del Rance, Preservation Planner; Barbara Notar, Deputy Town Attorney; Wade Burkholder, Deputy Zoning Administrator

Call to Order and Roll Call

Mr. Sisley called the meeting to order at 7:00 pm, noted attendance and determined that a quorum was present.

Mr. Meyer moved to adopt the meeting agenda as presented, seconded by Ms.Coffing. The motion passed 4(yay) -0(nay) -3(absent)

Approval of Minutes

Mr. Meyer asked that all votes be recorded indicating absences and abstentions. He went on to move to defer approval of the June 4, June 18 and July 2, 2012 meeting minutes until the next meeting.

Mr. Kiley seconded the motion, and it passed unanimously 4-0-3.

BAR Member Disclosure

Mr. Meyer will recuse himself from case TLHP 2012-0061 because of his work with the developer, and he has checked with the Town Attorney and since there was a quorum at the beginning of the meeting, then the case may continue to be heard.

Mr. Sisley recused himself because of contractual relationships with the owners from case # TLHP 2012-0057 and TLHP 2012 0054.

Consent Agenda

Public Hearing Agenda

- a. **THLP-2012-0053, B-1 (H-1 Overlay District), 3 Greenway Dr SW, Applicant: Charles Leopold, Project: Minnieland Academy exterior changes.**

The owner is proposing a portico addition to the building. At issue is the fact that the building footprint cannot be enlarged under current zoning. Because of this, the portico would have to end at the sidewalk and could only be held up with columns. The materials list was not complete, however if the materials meet the require specifications, the proposed changes could be approved with the stated limitations. Since the applicant was not present, it was suggested that this case be moved to the end of the agenda.

- b. **THLP-2012-0056, B-2 (H-2 Overlay District), 540 E Market St, Applicant: Gary Fennel, Plymondon, Project: Roy Rogers exterior alterations.**

Renovations to the roof, drive-through and exterior of the building. The applicant planned to use EIFS, but it was discouraged by staff and the board per the guidelines and they are researching other

materials. Gary Fennel and James Plymndon said it was their intention to upgrade their building to bring it more into line with the surrounding shopping plaza and to improve its appearance. Tracy Coffing asked if they would consider cement board instead of EIFS. The brick will remain on the building and the siding is what will be replaced. If the wood is left, what would you use for the EIFS panels? The applicant responded that the EIFS look promotes the “western stucco feel”.

Mr. Sisley asked if they would be keeping the wood above the window line and the response was yes. Currently there is wood on each gable end on the north and south side, and under the windows. There was discussion on the use of Hardie Board siding and architectural shingles. The applicant asked if the EIFS could stay in the design and address the other issues. The size and scale of the tower seemed to be acceptable to the Board.

Mr. Sisley closed the public hearing at this time and recessed this application at the applicant’s request until they meet on August 20, 2012. All Board members agreed to this.

- c. **THLP-2012-0057, B-2 (H-2 Overlay District), 521 thru 545 E Market St, Applicant: Andrew Neuman, Neuman-Bellewood LLC, Project: replace wood shingle roof with fiberglass shingles**
Mr. Kiley called this application forward and opened the public hearing on it. This center was built in 1988 and the roof has faded to a gray. They would like to replace all of the shingles with architectural singles and they are amenable to color suggestions. Kim Del Rance pointed out that the material is not acceptable in the H-2 unless it is installed out of sight from the general public. Staff recommends denial of the application based on the materials selected for use.

The applicant came forward to explain the multi year project. The roof is over 25 years old and in need of replacement. They would like to use the asphalt shingles. Performance of these is about 50 years. This creates a lower environmental impact.

There were no members of the public to address this.

Mr. Meyer had an issue with the “lower” environmental impact and with the length of the guarantee. He questioned the fact that this would look like cedar shake. He also went on to question the guidelines that seem to allow an asphalt roof in a residential area, however, not in an industrial or commercial area.

Mr. Kiley said the application doesn’t cover the entire center. Mr. Neuman said they applied for the front building first under the assumption that the remainder of the center would be administratively approved over the years. Further discussion ensued regarding the asphalt shingles use in the H-2 with Mr. Meyer questioning why it is not allowed in the H-2. If this material is approved, then we are approving use of asphalt through the entire center. Ms. Coffing looked at the product information and asked to see the brick, paint colors and shingle color to see how compatible they are together.

Mr. Kiley recessed this application to the next meeting at the applicant’s request to accommodate the BAR having a site visit at the next meeting date one half hour before the meeting.

- d. **THLP-2012-0061, R-HD (H-1 Overlay District), 209 North St, Applicant: Paul Reimers, Project: New construction**
Kim Del Rance said this was new construction on a steep slope. She explained that there was a site development issue. There are grading issues and drainage issues. Right now the grading does not match the elevations. She has asked the applicant to put height elevation tags on the drawings so that the slopes can be determined. She recommends deferring this until more information is available.

Lucy Keesling, Paul Reimer’s secretary, explained that she had brought plans over but the report had been written.

Joy Griffith came forward to say that she was surprised by the recent plans and wanted to know what the impact would be on her property. It was stated that there would not be any impact.

Tracy Coffing listed out additional information that she would like to see at the next meeting. She agreed that this should be deferred. Items to include in the next report would be product and materials information, porch and railing details, what type of columns support the deck, steps, basement windows. Basically she wanted to know if the windows were being used as an egress even though there is a door. She asked if it was possible to reduce the size of the windows.

Tracy Coffing moved to recess 2012-0061 to the next work session on August 6 pending further information, seconded by Mr. Kiley. Motion carried 3-0-3-1 (Mr. Meyer recused)

e. THLP-2012-0062, B-1 (H-1 Overlay District), 107 N King St, Applicant: John Voigt, Sign-A-Rama, Project: Sign

Kim Del Rance stated that this was the McEneaney Real Estate Office which is in a building from 1825 that was a residence until the mid 1970's. The applicant has requested to put a large blue sign on the building. The code allows for a wall sign up to 60 square feet for this building. However the OH&D sign guidelines limit it to 6 square feet. The current sign is 16 square feet. The colors are appropriate; however, the size is not so staff recommends denial.

John Voigt came forward and provided photographs of signs in the Old & Historic District that were over the 6 square foot limit. He went on to say that because of the structure of the porch, it does not lend itself to sign display. There was some discussion on the handout. It was stated that there are new zoning sign guidelines in effect along with the Old and Historic guidelines.

The public hearing was closed at this time since there were no members of the public present to Speak.

It was determined that the Board needed to know the history behind some of the signage illustrated in the applicant's handout. Wade Burkholder, Deputy Zoning Administrator, provided some of the information. Mr. Sisley recommended that they research further the alternatives available and recess this to a future meeting. Mr. Meyer agreed.

Based on the facts presented, Mr. Meyer moved to recess BAR case TLHP-2012-0062 to the August 6, 2012 work session; Ms. Coffing seconded the motion, and it passed unanimously 4-0-3.

f. THLP-2012-0064, B-2 (H-2 Overlay District), 707 E Market St, Applicant: Carolyn Thaemert, AutoZone, Inc. Project: AutoZone exterior changes

Kim Del Rance gave the background stating that AutoZone is taking over the space of the BlockBuster video store. They are asking to change colors to those of the AutoZone brand. There would be a change from bronze to brushed aluminum on the front façade. This is a strong change from the rest of the center. They also requested the use of black glass. Frosted glass was recommended instead.

Douglas Fleming, representative for the applicant introduced Carolyn Thaemert, real estate project manager for AutoZone. She explained the branding colors of the business. She said they were willing to use the frosted glass and will leave the delivery doors the color they are. However, the use of the orange band is integral to identifying the business at this location.

Gary Schlager, shopping center owner representative, gave a brief history on their ownership. He emphasized the importance of having AutoZone as an anchor to assist in the revitalization of the center. An alternative is to break this space into three which would result in three separate signs facing Market St.

The public hearing was closed at this time.

Mr. Meyer stressed the importance of having continuity in the look of the shopping center and felt that he could not agree to changes as presented. Ms. Coffing agreed to the use of frosted glass, however, cautioned about the use of the band around the entire center. She did agree with its use over the front. Mr. Sisley pointed out that there is a monument sign available. Adding the orange to the front deviates from the color scheme under the comprehensive sign plan for the center. The applicant addressed the comprehensive sign plan stating that the red channel letters would be applicable to the sign. He asked that they have the opportunity to work on this further.

Mr. Meyer moved to recess BAR case TLHP-2012-0064 to the August 6 work session. Ms. Coffing seconded the motion, and it passed unanimously 4-0-3.

g. THLP-2012-0065, B-1 (H-1 Overlay District), 415 S King St, Applicant: Stephen and Dianne Shebest Project: Enclose rear porch

Kim Del Rance presented the application which is to enclose the rear porch to enlarge the kitchen. Staff recommends approval.

There were no questions, further discussion nor members of the public to address this case. The public hearing was closed at this point.

Based on the facts that the new doors and windows are appropriate in scale and proportions and do not damage the historic fabric and that the roof, siding and trim match the existing structure, Ms. Coffing, moved to approve BAR case TLHP-2012-0065 as submitted. Mr. Kiley seconded the motion, and it passed unanimously 4-0-3.

h. THLP-2012-0068, R-HD (H-1 Overlay District), 218 Cornwall St, Applicant: Mark and Wanda Salser, Project: Change wooden porch steps to stone

Kim Del Rance explained that the porch is original. The owner would like to change the steps to stone and change the railings. The stone will match the foundation stone. Staff agrees with the step replacement, but stated that the railings should be retained.

Tom Gilbride, architect, explained the work proposed. The metal rail will not go back in because of the placement of the new risers will change the slope required for the railing so new railings must be made. Staff agreed this makes in-kind replacement of the railing acceptable.

The public hearing was closed at this time since there were no members of the public present to address this case.

Ms. Coffing moved to approve BAR case TLHP-2012-0068 as submitted. Mr. Kiley seconded the motion, and it passed unanimously 4-0-3.

Recessed Public Hearing Cases

a. THLP-2012-0058, B-1 (H-1 Overlay District), 212 N King St, Applicant: Thomas Hoffman Project: Demolish historic garage

Kim Del Rance combined the reports on TLHP 2012-0058 and TLHP 2012-0050 since they relate to each other. The board previously agreed that the structure did not have enough historic fabric remaining to require the owner to keep it. Based on the Board's decision, staff recommends approving demolition, but allowing the owner to attempt to relocate the structure at his request. The owner also prepared new information on the plans for the new structure.

Ms. Coffing asked if the windows and doors will be wood. Mr. Hoffman responded that the windows will be aluminum clad wood. The side door will be wood and the garage door an insulated material.

Mr. Meyer questioned the use of Hardie Board siding and what the exact finish of this would be. He also asked about the window trim and the siding finish near the windows. Mr. Hoffman explained how this would be installed. Window sizes were not set out on these plans. Mr. Meyer asked that Mr. Hoffman bring this information in for staff to review. Mr. Meyer asked if there is enough information to approve relocation without knowing the new location. Mr. Hoffman said he asked his neighbors, the Pearsons, if it was acceptable to relocate his garage next to their secondary structure, a former chicken house, near the property line and they were in agreement. The applicant, Mr. Hoffman, stated his desire to attempt to relocate the garage and only if he could not would he then deconstruct it to salvage the wood for his use as benches or other furniture. Mr. Meyer said he did not think the Board had enough information to approve relocation and stated the Board should only consider demolition.

Based on the recent site visit, the Board decided there was not enough historic fabric to require the owner to preserve the garage, Ms. Coffing moved to approve BAR case TLHP-2012-0058 as submitted, the demolition of the backyard shed at 212 N. King Street to make way for new construction, Mr. Kiley seconded the motion, and it passed unanimously 4-0-3.

**b. THLP-2012-0050, B-1 (H-1 Overlay District), 212 N King St, Applicant: Thomas Hoffman
Project: Build new garage**

Mr. Meyer moved to approve BAR case TLHP-2012-0050 as submitted with the following clarifications: the windows will be wood or metal clad with the cut sheets submitted to staff for final approval. The corner trim and trim around the windows will be 5/4 by 4 wood trim. The siding will be Hardie siding profiled to match the house and be smooth. The personnel door and overhead door will be submitted to staff for final approval. The roof will be metal seam black roof and the siding painted to match the color of the existing dwelling. If the Preservation Planner has any concerns regarding the cut sheets, it will be brought back to the BAR for resolution. Ms. Coffing seconded the motion, and it passed unanimously 4-0-3.

**c. THLP-2012-0043, B-1 (H-1 Overlay District), 209 Church St, Applicant: Kevin Ash Project:
Rebuild structure**

Further plans have been submitted at the request of the Board for the house that will be reconstructed for office use. The only thing that was not included was the hardware for the shutters, it merely states "fixed shutters". Staff recommends approval with conditions that there will be hardware to make the shutters appear to be operable, per the guidelines.

Ms. Coffing referenced the shutters and said it had been indicated that the drafting program did not render the shutters correctly. Mr. Ash said the shutters will be attached to the trim. Mr. Meyer said the drawings do not indicate the window size. Mr. Ash said that was in the cut sheets.

Based on the facts that: the applicant has addressed all outstanding issues discussed at the June 18, 2012 meeting, Ms. Coffing moved to approve BAR case TLHP-2012-0043 with the following conditions: that the shutters will be properly sized and installed to make them appear operable and that they have the hardware to make them appear operable; Mr. Meyer seconded the motion, and it passed unanimously 4-0-3.

**d. THLP-2012-0054, B-1 (H-1 Overlay District), 201 Harrison St SE, Applicant: Gene Weissman,
Architecture, Inc. Project: Expand and enclose deck on Depot building**

Kim Del Rance explained that she had been working with the applicant to make the proposed enclosure more transparent. A different design was introduced that lessens the bulk of the columns. The question that remains is how much of the building should be enveloped. She felt if some of the original door and window proportions were reinstated, it could soften the impact of the enclosure.

Gene Weissman agreed that lightening the color helped. He felt that changing the doors would not improve the look. Ms. Coffing asked if final color samples need to be submitted. Mr. Weissman said they would do that. Ms. Coffing commented that the door system and the cable railing work well. Mr. Meyer agreed. He did ask if the design documents specified the cable rails. Mr. Weissman said they don't have a specification on the cable rails but would be happy to submit one. Mr. Meyer suggested these be given to staff for final review.

Mr. Meyer moved to approve BAR case TLHP-2012-0054 as submitted and in accordance with the renderings dated July 16, 2012 and that construction documents that detail all elements, frame sizes, materials and cut sheets be submitted to staff for final approval and if any differences, staff will bring this back to the Board. Mr. Kiley seconded the motion and it passed 3-0-3 (1 recusal, Mr. Sisley).

e. TLHP 2012-0053, 3 Greenway Dr., SW (B-1/H-1) Charles W. Leopold, Greenway Childcare RE, LLC. Project description: Exterior alterations to existing daycare building

Mr. Sisley opened the public hearing on this application. There were no members of the public to address this hearing. The public hearing was closed since no one came forward. The applicant was not present.

Ms. Coffing moved to recess TLHP 2012-0053 to the next BAR Business Meeting, August 20, 2012. Mr. Kiley seconded the motions and it passed 4-0-3.

Administrative Agenda

- a. **Administrative Approvals** – no comments
- b. Mr. Meyer referenced the cases put at the end of the agenda and asked why they were put at the end, resulting in making people wait. Ms. Del Rance said there was no reason for this, and it is open for change. Ms. Coffing brought up the fact that they used to discuss all H-1 cases first, and then move on to H-2. It was recommended that staff confer with the chair prior to the start of the meeting to discuss changing the order.

It was recommended that this be discussed at the next meeting.

ADJOURNMENT: The meeting adjourned at 10:21 pm

NEXT REGULAR BUSINESS MEETING:
Monday, August 6 2012 at 7pm
Council Chambers
25 West Market Street
Leesburg, Virginia

Richard Koochagian, Chair

Kim K. Del Rance, Preservation Planner