



**Meeting Minutes  
Historic and Architectural Review Board (HARB)  
October 4, 2018  
Portlock Galleries at SoNo, 3815 Bainbridge Blvd.**

**ROLL CALL**

**HARB Members Present:** Rich Wethington – Chair; Marilee Peterson – Vice-Chair; Ed Conner; Joe Maguire; Scott Davis.

**Staff:** Meredith Jacobi, Legal Counsel – City Attorney’s Office; Joe Gardner; Doug Kupka – Development and Permits, Code Compliance Division; Nathen Lamb – Recording Secretary, Planning Department.

Chair Wethington called the meeting to order at 5:34 p.m.

**MINUTES**

Approval of the September 6, 2018 regular meeting minutes were approved with one amendment, ***motion to approve as submitted made by J. Maguire, and seconded by E. Conner, all members present voting yes.***

**REGULAR AGENDA**

**1104 Jackson Avenue**

Original Request

- New application for expired *PLN-CAPP-2018-005* to repaint front porch white and floor louisberg green (HC-113), repair and repaint window trim white, repaint trim on home white, replace missing shutter on 2nd floor window, and repaint shutters (HC-113), ***applicant absent; no vote held.***

**1339 Seaboard Avenue**

Original Request

- Replace door and paint black (HC-190), and replace existing metal roof with charcoal/black color architectural grade asphalt shingles, applicant agrees to amend application and continue the front door item on the application to a later meeting date, ***closed session convened pursuant to VA Code §2.2-3711(7) from 6:02pm - 6:05pm, motion to approve as amended by S. Davis, and seconded by M. Peterson, one member opposed, all other members present voting yes.***

**1317 Rodgers Street**

Original Request

- Replace existing red metal roof with terra cotta color architectural grade asphalt shingles, Board members agree to approve the application with a new administratively approved color style after finding the submitted sample style inappropriate due to color variation, ***motion to approve as amended by S. Davis, and seconded by M. Peterson, all members present voting yes.***

**1301 Jefferson Street**

Original Request

- Replace/repair roof with like for like materials and color, replace five (5) existing windows with one-over-one vinyl windows, install new driveway to the rear of the lot on Jackson Ave., applicant requests to amend application to replace roof with architectural shingles in rustic black color, and to replace six (6) windows (applicant to send N. Lamb style of windows to have on file), and to remove a side door and cover with vinyl (to appear on a new application at the next regular scheduled meeting), and to install a 10’ wide and up to 20’ deep driveway, ***motion to approve as amended by S. Davis, and seconded by M. Peterson, all members present voting yes.***

**1446 Chesapeake Avenue**

Original Request

- New application for expired *PLN-CAPP-2017-085* to replace ground floor and second floor windows with Lansing Standard Series 40 vinyl windows in white with six-over-one exterior muntins; repair and repaint wood siding in almond (maker: Mill Creek); repair and repaint fascia, front porch columns, and trim in white; install raised panel vinyl shutters in victoria gray (maker: Mill Creek); install front porch railings in white; repaint brick skirt victoria gray (maker: Mill Creek), ***motion to approve as submitted by S. Davis, and seconded by M. Peterson, all members present voting yes.***

### **Old Business**

No old business.

### **New Business**

Chair R. Wethington discusses current member vacancy for experience with 50+ year old structures and that Board members should encourage anyone they know with the qualifications to apply.

Chair R. Wethington and Board members agree to begin processing all amendments to the design guidelines, by laws, and ordinance in January of 2019.

***Motion to nominate Chair R. Wethington to retain Chairmanship by S. Davis, all members present voting yes; motion to nominate Vice-Chair M. Peterson to retain Vice-Chairmanship by J. Maguire, all members present voting yes.***

### **Committee Reports**

Vice-Chair M. Peterson researched and presented information and key dates for several educational conferences for Board members to attend.

### **Zoning Inspection Status Report**

No status report updates.

### **Legal Guidance**

M. Jacobi reminded Board members that the administrative/Board approvals matrix in the design guidelines is enforceable as law pursuant to Chesapeake City ordinance, and also recommended moving the next regularly scheduled meeting to the South Norfolk library due to ongoing construction at the Portlock Galleries building.

### **Administrative Approvals**

N. Lamb reported eight (8) administrative approvals – all like for like.

### **Public Input**

Owner of 1212/1214 Guerriere St. asks Board members questions about replacing metal roofs, and comments that he will soon file an application for the Board's consideration.

**ADJOURNMENT:** The regular meeting adjourned at 7:00 p.m.

**MEETING MINUTES APPROVED:** \_\_\_\_\_ November 1, 2018