



**Meeting Minutes
Historic and Architectural Review Board (HARB)
November 1, 2018
South Norfolk Community Center - 1217 Godwin Ave.**

ROLL CALL

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

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

Chair Wethington called the meeting to order at 5:35 p.m.

MINUTES

Approval of the October 4, 2018 regular meeting minutes were approved with no amendments, ***motion to approve as submitted made by M. Peterson, and seconded by S. Davis, 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 Louisburg 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), ***motion to approve as submitted made by M. Peterson, and seconded by S. Davis, all members present voting yes.***

1339 Seaboard Avenue

Original Request

- Replace door and paint black (HC-190), applicant absent, ***application continued to next month.***

1301 Jefferson Street

Original Request

- Remove upper floor side door and bottom floor door to convert back to single family home, applicant to use approved matching vinyl windows and to match siding as closely as possible with like materials, ***motion to approve as submitted by D. Schleeper, and seconded by J. Maguire, all members present voting yes.***

1030 Chesapeake Avenue

Original Request

- Replace all existing two-over-two wood windows with white vinyl windows, applicant to bring new pictures for the Board’s consideration to the next regularly scheduled meeting, ***motion to continue application by J. Maguire, and seconded by D. Schleeper, all members present voting yes.***

1212/1214 Guerriere Street

Original Request

- Replace damaged metal roof with Fox Hollow silver architectural grade asphalt shingles on main roof (not including porch roof [applicant intends to replace porch roof with metal like for like]), ***motion to approve as submitted by S. Davis, and seconded by E. Connor, all members present voting yes.***

1308 Seaboard Avenue

Original Request

- Replace all windows with 2-over-2 white vinyl windows with exterior raised muntins, applicant to return to the next regularly scheduled meeting to propose new garage doors, ***motion to approve as submitted by D. Schleeper, and seconded by M. Peterson, all members present voting yes.***

1230 Chesapeake Avenue

Original Request

- Replace seven (7) windows at the front of the house with white vinyl windows, applicant could not produce a complete power of attorney form and will need to revisit the Board during their next regularly scheduled meeting, ***no action required from the Board.***

903 Park Avenue

Original Request

- Rebuild of rear portion of house, replace existing windows with two-over-one style windows in like for like materials, and repaint house Sandy Hook Gray (HC-108), Board approved concept drawings but must return in January for details, e.g. door style, exterior lights, window style, Board approves removal of rear kitchen portion and bedroom above the kitchen and replace with a two story addition as submitted including the addition of 2-over-1 white vinyl windows on the left and right elevations, applicant to use wood clapboard siding, match foundation materials like for like, and use matching "Weathered Wood" architectural grade asphalt shingles, ***motion to approve by J. Maguire, and seconded by M. Peterson, all members present voting yes.***

Old Business

Stop Work Order City Council item continued to November 13th, City Council meeting.

New Business

None

Committee Reports

None

Zoning Inspection Status Report

No status report updates.

Legal Guidance

None

Administrative Approvals

N. Lamb reported eight (6) administrative approvals – all like for like.

Public Input

Owner of 1447 Chesapeake Avenue would like to schedule a Special Meeting in November before the next regularly scheduled meeting.

ADJOURNMENT: The regular meeting adjourned at 7:05 p.m.

MEETING MINUTES APPROVED: _____December 6, 2018_____