



**Meeting Minutes  
Historic and Architectural Review Board (HARB)  
March 2, 2023  
Public Safety Operations Center**

**ROLL CALL**

**HARB Members Present:** Chair Joe Maguire, Frank Lilley, and Gerald Martin

**Staff:** Adam Lantz, City Attorney – City Attorney’s Office; Carlos Rodrigues, Code Enforcement Officer – Developments and Permits; Marvin Hodges, Senior Planner – Planning Department; Nat McCormick, Community Design Manger – Planning Department, J. Harbin, Director – Chesapeake Land Bank Authority, and Kevin Finn, Recording Secretary – Planning Department.

Vice Chair J. Maguire called the meeting to order at 5:32 p.m.

**MINUTES**

Approval of February 2, 2023 regular meeting minutes, ***motion to accept minutes made by G. Martin and seconded by F. Lilley, all members present voting for.***

**COMMITTEE REPORTS**

None

**ADMINISTRATIVE APPROVALS**

K. Finn reported four (4) administrative approval.

**ZONING REPORT**

C. Rodriquez provided an update on several properties within the District, including 1106 Park Avenue and 1219 Decatur Street. J. Maguire asked about 1221 Park Avenue and K. Finn stated that the installation of the fence was approved by the Planning Department administratively. The fence shielding the structure located in the rear of the property could not be taken under consideration given the Guidelines.

**CONSENT AGENDA**

None

**REGULAR AGENDA**

**1406 Seaboard Avenue**

Original Request

- After-the-fact replacement of metal roof with architectural shingles, in black;
- ***Motion to have the applicant remove the asphalt shingles and to produce a metal roof in keeping with the Historic Guidelines made by G. Martin.*** Following a discussion with the A. Lantz and K. Finn, the motion was amended on the floor to the following.
- ***Motion to deny application as presented made by G. Martin and seconded by F. Lilley, all members present voting for.***

**PUBLIC INPUT**

None

**LEGAL GUIDANCE**

A. Lantz discussed the ability of Board members to attend meetings remotely. Individual members may participate remotely as long as a quorum of members are physically present at the meeting. The remote participant does not count towards establishing a quorum. A. Lantz went on to discuss that if the Board felt it was necessary, allowing remote

attendance could be added to the bylaws. Any changes to the bylaws would also need to be reviewed by the City Clerk's Office and approved by City Council.

### **OLD AND NEW BUSINESS**

N. McCormick informed the Board that the City is still conducting its review of the responses submitted for the South Norfolk Design Guidelines Update. Interviews will be conducted mid-March.

N. McCormick also stated that three public input opportunities will be held for the South Norfolk Municipal Building. The date and locations of the opportunities are still being discussed and staff will provide those dates when made available. J. Maguire asked whether the Board could review those comments ahead of time and staff would discuss this with the City department handling the project.

K. Finn provided an update on 1230 Chesapeake Avenue and the replacement of the architectural shingles, which were installed without a COA, with a new standing seam metal roof. F. Lilley asked about the front door and staff stated that the property owner would be required to replace the front door with an approved replacement as stated in their COA.

K. Finn mentioned to staff that the initiating resolution to discuss the removal of the COA requirement for exterior changes made to the Caleb Williamson House at the Arboretum are progressing and that request should be heard by City Council in April.

K. Finn introduced J. Harbin, the new Director the Chesapeake Land Bank Authority. The Board went on to discuss previous frustrations with the Land Bank, the administration of the South Norfolk Residential Rehabilitation Grant Program, and other responsibilities and projects administered by the Land Bank outside of the grant program. Staff stated that they would be holding meetings to discuss improvements to the grant program and other functions of the Land Bank.

### **ADJOURNMENT:**

***Motion to adjourn the meeting made by J. Maguire and seconded by F. Lilley, with all members present voting for.***

Meeting adjourned at 6:38 PM

**MEETING MINUTES APPROVED:** 4/7/23