



**Meeting Minutes
Historic and Architectural Review Board (HARB)
November 7, 2019
South Norfolk Memorial Library – 801 Poindexter St.**

ROLL CALL

HARB Members Present: Chair – Joe Maguire; Vice-Chair – Marilee Peterson; David Schleeper; Ellsworth Spicher; Scott Davis; Tammi Amick; and Edward Conner.

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

Chair J. Maguire called the meeting to order at 5:36 p.m.

MINUTES

Approval of the October 3, 2019 regular meeting minutes; ***motion to approve minutes with no amendments made by D. Schleeper, and seconded by T. Amick, all members present voting yes.***

REGULAR AGENDA

1205 Chesapeake Avenue

Original Request

- Replace all windows with 1-over-1 windows in white vinyl and PVC; ***motion to continue application as submitted made by M. Peterson, and seconded by T. Amick, all members present voting yes.***

1100 Jackson Avenue

Original Request

- Replace metal porch roof, reinstall side balcony, demolish chimneys, replace double hung windows with like vinyl windows, and paint exterior, applicant removes chimneys demolition, painting, and windows replacement from application, Board approves porch and bay roof replacement, and balcony installation; ***motion to continue application as amended made by E. Spicher, and seconded by J. Maguire, all members present voting yes.***

1526 Jackson Avenue

Original Request

- Replace existing metal roof with architectural grade asphalt shingles; ***motion to continue application as submitted made by M. Peterson, and seconded by E. Connor, all members present voting yes.***

Old Business

None

New Business

1. **South Norfolk Boards and Commissions joint quarterly meeting**
Nathen to email out adopted grant program and draft grant application forms.
2. **Great Bridge Village Design Guidelines presentation**
All Board members to read GBV design guidelines document in preparation for Nov. 14 joint HPC meeting.
3. **Habitat for Humanity new construction**
Nathen to advertise a new construction tour at 1902 Stonehurst Street with Habitat for Humanity for Nov. 12.

Committee Reports

None

Zoning Inspection Status Report

None

Legal Guidance

None

Administrative Approvals

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

Public Input

Kellie Alexander of 1336 Chesapeake Avenue advocated for more consistency regarding how the Board votes on applications, particularly for metal roofs and porch railings. K. Alexander recommended the Board take a more comprehensive approach for reviewing metal roof applications.

ADJOURNMENT: The regular meeting adjourned at 7:41 p.m.

MEETING MINUTES APPROVED: _____ December 5, 2019 _____