

**BOARD OF ARCHITECTURAL REVIEW  
MINUTES**

The Board of Architectural Review held its regularly scheduled meeting on Thursday, February 4, 2016, at 4:00pm in Council Chambers, Rouss City Hall, 15 North Cameron Street, Winchester, Virginia.

**POINTS OF ORDER:**

**PRESENT:** Chairman Rockwood, Vice Chairman Bandyke, Mr. Serafin, Ms. Schroth, Mr. Walker, Ms. Jackson

**ABSENT:** Ms. Elgin

**STAFF:** Josh Crump, Erick Moore, Carolyn Barrett

**VISITORS:** Pastor Kent Woodward, Mark Butler, Chuck Swartz, Robina Bouffault

**APPROVAL OF MINUTES:**

Chairman Rockwood called for corrections or additions to the minutes of January 21, 2016. Vice Chairman Bandyke made a motion to approve the minutes as submitted. Mr. Walker seconded the motion. Voice vote was taken and the motion passed 5-0-1 (Jackson).

**CONSENT AGENDA:**

None

**NEW BUSINESS:**

**BAR-16-036** Request of Complete Restoration Services for a Certificate of Appropriateness to repair damage caused by a fire at 118 East Germain Street.

The applicant was not present.

*Mr. Walker made a motion to table **BAR-16-036**. Ms. Jackson seconded the motion. Voice vote was taken and the motion passed 6-0.*

**BAR-16-042** Request of Winchester Church Of God for a Certificate of Appropriateness to make exterior repairs, replace gutters and downspouts and paint at 213 South Braddock Street.

The applicants stated they will be restoring the exterior of the building; replace the gutters with half-round gutters; paint the exterior and minor soffit repairs with like materials. The church is relocating the food pantry and sign currently located on Boscawen Street to this new location.

Vice Chairman Bandyke asked if the half-round gutters were aluminum or something else. The applicant said they were white aluminum. The air conditioning unit above the entrance door will be replaced by the original window. The remaining windows will be retained. The storm window on the south elevation will be taken out to remove the vegetation that has grown in. They will be painting the metal on the casement windows and storm windows will be reinstalled where they occur.

The fence is in the rear of the building and is not visible from the public right of way. The small fence on the right side of the building belongs to the neighbor and will remain. Mr. Serafin asked about the location of the sign. He believed it would be more harmonious if centered on the inset stone piece façade rather than over the door.

*Mr. Serafin made a motion to approve a Certificate of Appropriateness for **BAR-16-042** as submitted with the exception of the location of the sign. The sign being located centered on the upper façade where the inset stone piece is shown. Vice Chairman Bandyke seconded the motion. Voice vote was taken and the motion passed 6-0.*

**BAR-16-043** Request of 309 Brad LLC for a Certificate of Appropriateness for outdoor lights, flooring and windows at 308 Library Lane.

Ms. Bouffault gave out copies of the picture of the finished house and the porch lamps, windows and porch. She felt that the lamp she had chosen was more traditional than the one originally presented.

She had originally stated she was going to use the reclaimed wood from the demolished structure to build the porch. She had collected the wood and stored it in her barn for later use. A 35 foot water and sewer trench that had to be put in delayed the project. It caused her to run behind schedule and over budget. When the carpenter came in to do the porch, he told her the wood was unsuitable to use for the porch. He was overbooked and could not build the porch at that time. She asked Carter Lumber, who was doing the frame out, if they could do the porch. The product they showed her was a composite wood material they said they could use for the porch. She told them to go ahead and use it. She pointed out pictures taken from the porch and said it was off the street and not really visible from the public view.

Mr. Serafin asked her if the porch was in already. She said everything was in and the house was finished. He asked if the windows were in and were they aluminum clad. She said they were wooden windows, aluminum clad and they were the same windows used in the Taylor Hotel. She pointed out the specification sheets for what she had used and that the originally intended windows cost twice as much. It was a budget choice and she would have used the Marvin windows if she was not behind schedule and over-budget. Mr. Serafin asked if there was anything else in the house that she had pointed out as being wood that was not wood. She said the inside of the windows were wood but not on the outside. The roof was metal seamed, the gutters were galvanized, the house was brick all the way around and parged on one side as requested. Mr. Crump pointed out that the Taylor Hotel was completed under state tax credits and therefore not under the purview of the local Board of Architectural Review.

Chairman Rockwood said the alley was a public street which put the property in the public view. This matter came to the Board before construction began. Ms. Bouffault proposed and the Board agreed to wood windows and wood decking and the approved lamps. She had returned after completing the project and having significantly modified what the Board approved. It was not brought before them before she did it and it now put the Board in a difficult position because she completed the project without approval.

Ms. Bouffault said concerning the windows, the only reason she did aluminum clad was because she had been informed that the Taylor Hotel had the same windows and it did not occur to her that what was acceptable for the hotel, as a highly historical building, would not be acceptable for her building. It was

not a concern to her and she felt it was a maintenance advantage. She agreed the porch was a total fiasco and her carpenter had let her down. She was way behind schedule and trying to get the house finished before winter. Chairman Rockwood said it put the Board in a position where they had approved a particular set of materials and specifications for the project which she then substantially ignored. Mr. Serafin pointed out that the Board meets every two weeks and she could have checked with them. She could have easily come before them to let them know she was having issues and wanted to use something else. She said she did not think the windows were a discrepancy, that they were wood. Vice Chairman Bandyke said anything that was clad on the outside was not acceptable, clad means anything except paint. Ms. Bouffault said the windows were approved for the Taylor Hotel. The Board members again pointed out that it was done under state tax credits and that program had different standards.

There was discussion about what to do with the windows and what kind of time frame would be needed. Ms. Bouffault said she would have to check and see if the cladding could be removed. Mr. Serafin said that she would need to make a proposal to the Board about how she intended to remedy the situation. She has 30 days to appeal the Board's decision to City Council if she decides to do that.

*Mr. Serafin made a motion to grant a Certificate of Appropriateness to **BAR-16-043** in regard only to the lamps at the front of the house and the two aluminum clad windows on the east facing façade. Ms. Schroth seconded the motion. Voice vote was taken and the motion was approved 6-0.*

*Mr. Serafin made a motion to deny a Certificate of Appropriateness to **BAR-16-043** in regard to the non-east facing windows and the front deck porch material. They are contrary to the Certificate of Appropriateness previously granted. Ms. Jackson seconded the motion. Voice vote was taken and the motion was approved 6-0.*

Mr. Moore asked the Board if they knew the front door facing the alley was fiberglass. The Board members said they did not. Mr. Serafin stated he had asked Ms. Bouffault if there were any other items on the house that were not appropriate and she had avoided the question. Mr. Moore said he had checked the porch pillars but could not tell what kind of material they were made from. Chairman Rockwood asked what the original COA indicated. Mr. Moore said it talked about the porch being wood. He also said that the roof of the porch was vinyl. Mr. Crump looked through the files of the previous COA's and did not see anything about doors being specified. The porch columns were to be primed wood turn-craft.

**BAR-16-056** Request of Reader & Swartz Architects for a Certificate of Approval to remodel the existing storefront at 122 North Loudoun Street.

Mr. Walker recused himself from the case. Mr. Swartz outlined the plan for the façade of the Bell's Clothing Store. The men's side of the store has closed for the interior remodeling process. The project is in two phases. The first part is the store remodel and the second part is the apartments. The apartment portion of the plan will be applied for at a later date. Because of water and sewer work, the right side of the store front needed to have the staircase portion done before the apartment work. The glass will be kept and reused to help hide the staircase to the apartments. A new wall and elevator will be built in the rear of the building. Mr. Swartz also spoke about the conceptual drawings for the apartments and requested the Board member's opinions of the plans. Building materials will be matched or reused.

Mr. Swartz spoke about part of the display window where a television will be installed behind glass to showcase advertising for the store. There was discussion about the appropriateness of it and it was mentioned that there are some other businesses that have the same type of display.

*Vice Chairman Bandyke made a motion to approve a Certificate of Appropriateness for **BAR-16-056** to renovate the front façade, south side, of 122 North Loudoun Street for the purpose of gaining utility entrance to the building and also to begin the staircase modification to the front of the building as submitted in the drawings and as discussed. The request to demolish the small eight feet by ten feet shack that is attached on the east side of the rear of the building is also approved. Mr. Serafin seconded the motion. Voice vote was taken and the motion passed 5-0.*

**OLD BUSINESS:**

**BAR-15-703** Request of Chad Lewis to demolish existing wall and install wrought iron fencing at 217 South Washington Street.

Applicant was not present.

*Mr. Walker made a motion to table **BAR-15-703**. Ms. Jackson seconded the motion. Voice vote was taken and the motion passed 6-0.*

**DISCUSSION:**

Mr. Crump said he and Mr. Youmans were working on updates to the Historic District processes. Mr. Youmans will be going to the City Council work session to give a presentation about the guidelines and a proposal to update new construction in respects to siding, window and roofing materials. He will also talk about requiring a building permit for windows and possibly siding and roofing as well. Ms. Schroth asked how different the requirements for the National Historic Registry are as opposed to the local district. Mr. Crump said they followed the Department of Interior guidelines and they were not that different. There is some difference between commercial and residential requirements.

Mr. Crump also said the city attorney told him that Chairman Rockwood and Vice Chairman Bandyke can continue their terms until replacements are found.

**ADJOURN:**

With no further business before the Board, the meeting was adjourned at 5:12pm.