

**BOARD OF ARCHITECTURAL REVIEW
MINUTES**

The Board of Architectural Review held its regularly scheduled meeting on Thursday, July 3, 2014, at 4:00p.m. in Council Chambers, Rouss City Hall, 15 North Cameron Street, Winchester, Virginia.

POINTS OF ORDER:

PRESENT: Chairman Rockwood, Ms. Jackson, Mr. Walker, Mr. Serafin

ABSENT: Mr. Bandyke

STAFF: Will Moore, Carolyn Barrett

VISITORS: Bradley Shultz, Sandra Bosley

APPROVAL OF MINUTES:

Chairman Rockwood had a question about the approval for BAR-13-595. He noticed discussion of the applicant needing to return for the standing seam design, such as the height of the seam, but was not sure it had been adequately covered in the motion. Mr. Moore said it had been documented in the approval letter. Chairman Rockwood then called for additions or corrections to the minutes of June 19, 2014. Hearing none, he called for a motion. Ms. Jackson moved to approve the minutes as submitted. Mr. Walker seconded the motion. Voice vote was taken and the motion passed 4-0.

NEW BUSINESS:

BAR-14-403 Request of Bradley M. Shultz for a Certificate of Appropriateness to replace roofing at 132 North Washington Street.

Mr. Shultz presented a sample of the dimensional shingles he intends to use on the portion of the roof that currently has three tab shingles that are old and falling apart. The flat portion of the roof is standing seam metal and has already been painted. He also intends to fix the gutters and the trim will be repainted the same color. He will apply for those items at a later date.

There was brief discussion about this request conforming to the guidelines for substitute materials that the Board recently endorsed.

*Mr. Walker made a motion to grant a Certificate of Appropriateness for **BAR-14-403** as submitted. Ms. Jackson seconded the motion. Voice vote was taken and the motion passed 4-0.*

BAR-14-409 Request of John M. Elgin for a Certificate of Appropriateness to remove existing stairs and construct a deck at 446 North Braddock Street (*Re-approval of expired COA BAR-12-214*)

The applicant was not present for the request.

*Mr. Serafin made a motion to table **BAR-14-409** until the applicant can be present. Ms. Jackson seconded the motion. Voice vote was taken and the motion passed 4-0. (**see below for further action on the request)*

DISCUSSION:

Substitute Materials Guidelines - tentatively to be presented to Council at its July 22, 2014 work session – 6:00pm, Quarles Elementary School cafeteria.

Chairman Rockwood asked if there should be any representation from the Board for the work session. Mr. Moore suggested that it would be helpful in case there are any questions from Council that the appointed members might be able to address rather than just having staff present.

There was brief discussion among the members as to availability for the work session. The members agreed that if someone were available, it would be preferable to have a representative present.

During the discussion, the Board also determined that it would not have a quorum for its next regularly scheduled meeting on July 17 and the meeting would need to be canceled. Mr. Serafin asked if they might be able to reconsider the item they just tabled since it had been submitted and approved previously and simply expired. This way, the applicant would not need to wait until after their first meeting in August to begin construction.

Mr. Moore stated that a motion could be made to remove the item from the table.

*Mr. Serafin made a motion to remove **BAR-14-409** from the table. Mr. Walker seconded the motion. Voice vote was taken and the motion passed 4-0.*

BAR-14-409 Request of John M. Elgin for a Certificate of Appropriateness to remove existing stairs and construct a deck at 446 North Braddock Street (*Re-approval of expired COA BAR-12-214*)

Chairman Rockwood asked if anyone else present had been on the Board when the case was previously presented. He stated that he did not recall any controversy when it was brought up before. The previous approval was conditioned on the applicant returning with color samples. No colors are included, so this should still be a condition if reapproved.

*Mr. Serafin made a motion to grant a Certificate of Appropriateness to **BAR-14-409** with the stipulation that the applicant will need to apply separately for approval of color prior to painting or staining. Mr. Walker seconded the motion. Voice vote was taken and the motion was approved 4-0.*

ADJOURN:

With no further business before the Board, the meeting was adjourned at 4:15pm.