



Architectural Review Board
FY2019 ANNUAL REPORT

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Introduction

The City of Manassas Architectural Review Board has established procedures to review and process applications for Certificate of Appropriateness pursuant to Section 130-405 of the Code of Manassas and suggest regulations and boundary lines adjustment of existing and proposed Historic Overlay Districts in accordance with Section 130-402 of the Code of Manassas. This report details the actions reviewed by the Architectural Review Board in FY19 reporting period (July 1, 2018 to June 30, 2019) and outlines some actions to be undertaken in FY20.

Responsibilities

The Architectural Review Board offers advice to property owners and tenants on questions of historical preservation and restoration. The Board is also tasked with cooperating with and enlisting assistance from the Virginia Department of Historic Resources and the City Council to promote and preserve the historic structures within the overlay districts. The duties and responsibilities of the Architectural Review Board include:

- Issue or deny Certificate of Appropriateness for construction, reconstruction, substantial exterior alteration, and demolition or relocation within the Historic Overlay District.
- Assist and advise the City Council, the Planning Commission, other City departments and agencies, property owners and individuals in matters involving historic resources.
- Review and propose additional areas or structures to be included in or removed from an HOD or designated as a Historic Landmark.
- From time to time conduct, or cause to be conducted, a survey of historic resources.
- Upon request of the City Council, Planning Commission, or interested citizens, conduct studies deemed necessary to consider additional historic overlay districts, and means of preservation and utilization of historic assets in the City.
- Develop, adopt, and from time to time modify design guidelines for the City's historic overlay districts, to be considered by the ARB in granting or denying Certificates of Appropriateness.
- Cooperate with, and enlist assistance from, the Virginia Department of Historic Resources, the National Trust for Historic Preservation, and other interested parties, both public and private, in its effort to preserve, restore, and conserve historic sites, landmarks, buildings, and structures within the City.

Activities

The Architectural Review Board's focus in FY19 was maintaining consistency with its decisions on all applications in accordance with the Historic District Design Guidelines and to preserve

and protect the community's history and historic structures. During the period of this report, the Board held ten (10) regular meetings and two (2) meetings were canceled. The case activity is as follows:

In total, 22 applications were received in FY19 and 3 applications were carried over from FY18.

- 21 cases came before the Board for action
 - 20 were approved as submitted
 - 1 case was partially approved as submitted
 - 4 were approved with modifications
- 1 case carried over to FY19

In the 22 cases that were approved with modifications, the Board diligently worked to meet the needs of the applicants while maintaining the purpose and intent of the Historic Overlay District and the Historic District Design Guidelines. While the majority of the applications that came before the Board continue to be for signs and minor structure modifications, the Board did review and approve several larger projects. Two of the more notable projects included ARB Case #2019-0015, 9500 Fairview Avenue and #2019-0019, 9511 Liberty Street.

9500 Fairview Avenue is a contributing property within the Historic Overlay District and was bought by a resident unfamiliar with the Historic District Guidelines and whom did not understand the ARB process. The property owner was issued a Notice of Violation for initiating renovation work, including replacing the original wood door and windows without first receiving a Certificate of Appropriateness from the Architectural Review Board. The property owner, Staff and ARB worked cooperatively to identify the most important and visible elements of the historic structure for replication of the original wood windows and doors and provided flexibility on that portion of the house that was a later addition. In particular, the Staff worked hard to communicate why the windows and door chosen by the applicant did not meet the Historic Design Guidelines, and why the applicant needed a Certificate of Appropriateness before changing the location and sizes of windows on the structure.

9511 Liberty Street was a request for demolition of a contributing residential structure. A visual analysis of the structural integrity of the dwelling was completed by a Professional Engineer, who determined that the structure had major deficiencies and recommended that the structure be demolished and rebuilt. The ARB took into account the engineer's report that was confirmed by the City's Building Official, along with the analysis of the other dwellings on Liberty Street, and recognition that the structure had been already significantly altered to render a decision that ARB approved the Certificate of Appropriateness to demolish the structure. In addition, this case was advertised, and went through the public hearing process as

now required by the update of the Zoning Ordinance in 2015.

A Look Ahead

In the upcoming fiscal year, the ARB and City staff will work together to create several Design Guideline supplements focusing on windows/doors and siding materials. This will expand on the Handbook to provide further details for owners of contributing/landmark structures, non-contributing structures, and new development. These supplements will preface a longer term project of updating the entire Handbook. This update will encompass all of the guidelines and support documents for the ARB. This update will provide clarity to future applicants and residents of the Historic District and will give insight into new technologies and preservation strategies that did not exist in the 1980s when the current guidelines were written. Additionally, the ARB is beginning to differentiate between landmark, contributing and non-contributing buildings in how the guidelines are applied.

As always, the Board extends its appreciation to the Council for its continued support in the preservation of the City's historic districts and looks forward to a successful year in FY20. The Board remains committed to exercising its jurisdiction on all matters related to application of the guidelines in the Historic District. Through our mutual efforts, a distinctive appearance is sustained in the three historic districts which instills a personal pride within our residents and has a positive impact on tourism and commercial interest.

Additional Notes

The Community Development staff continued the annual mailing of the Historic District Notification postcards this fiscal year.

Membership

<u>Member</u>	<u>Term Expiration</u>
Jan Alten	June 30, 2021
Myra Buchanan Brent (Alt)	June 30, 2023
Robert Carter	June 30, 2022
Nancy Hersch Ingram	June 30, 2021
Peter Rosen	June 30, 2022
Marci Settle	June 30, 2022
William Rush	June 30, 2021
Debbie Haight	September 30, 2018
Fatima Shepherd	September 30, 2018

Attendance Report

Board Members	Meetings	Present	Absent
Jan Alten	10	10	0
Myra Buchanan Brent	10	9	1
Nancy Hersch Ingram	10	8	2
Peter Rosen	7	7	0
Marci Settle	7	7	0
William Rush	3	3	0
Robert Carter	7	6	1
Fatima Shepherd	3	1	2
Debbie Haight	3	2	1

*Note: Robert Carter, Peter Rosen and Marci Settle began term on October 9, 2018 to replace William Rush, Debbie Haight and Fatima Shepherd. William Rush rejoined on June 10, 2019.

Attachment

1. Architectural Review Board Case List

Board Members Biographies

JAN ALTEN, CHAIR

TERM EXPIRES: JUNE 30, 2021

Ms. Alten was appointed to the ARB as an alternate member in February 2016 and was appointed as a regular member in early 2017. She has been a resident of the City of Manassas since June 1977. She has long been involved with the City as a volunteer in several organizations and on City citizen committees looking for ways to improve the quality of life in Manassas. In 2015, Mrs. Alten retired and closed her successful business, The Opera House Gourmet, located in Historic Manassas. She served as judge for the Virginia Governor's Cup Wine Awards and the Eastern Seaboard Wine Competition for several years. The Opera House Gourmet won state-wide recognition twice when it was chosen as Virginia Wine Retailer of the Year. Mrs. Alten is currently on the Board of Directors at the Center for the Arts at the Candy Factory, The Manassas Ballet Theatre, and is a member of Manassas Historic Landmarks Preservation and the Old Town Business Association. In retirement, Mrs. Alten is a certified yoga teacher and a volunteer usher and supporter of the Hylton Performing Arts Center.

NANCY HERSCH INGRAM, VICE-CHAIR**TERM EXPIRES: JUNE 30, 2021**

Ms. Hersch Ingram was first appointed to the ARB upon its formation in 1987 and initially served until 1991, during which time she served as Vice-Chairman. She was reappointed to the ARB in 2004 and has served as a member continuously since then. During her initial tenure, she participated in the preparation of the Manassas Historic District Handbook, published in 1990, which formalized guidelines for the rehabilitation of structures and the design of new construction in Manassas historic districts. A Master's Degree in Fine Arts from American University, Washington D.C., informs her lifelong interest in architecture. She has directed the restoration of numerous historic properties in Virginia and elsewhere in the United States and consulted on major historic estates in the U.S. and Europe. In Manassas, her historic C.E. Nash House (1905) was the first structure in the City to be restored in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The property was saved from demolition and restored in 1982, prior to the establishment of the ARB. With a lifelong commitment to the City, preserving its unique and historic sense of place remains a primary and ongoing interest of Mrs. Hersch Ingram.

WILLIAM S. RUSH**TERM ENDS: JUNE 30, 2021**

Mr. Rush was first appointed to the ARB in 2002. He was Vice-Chairman and later Chairman before his wife was assigned out of the Country. Upon their return, he again volunteered for and was appointed to the ARB in July 2014. He has resided in the City of Manassas since 2005 and has worked in the City since 1985. As a licensed architect, Mr. Rush was Vice-President of the design department for Gregory Construction Company for more than twenty years. He now has a private practice working primarily with automobile dealerships in this area. Mr. Rush and his wife are active in the Bull Run Unitarian Universalist Church in Historic Manassas.

MARCI SETTLE**TERM EXPIRES: JUNE 30, 2022**

Mrs. Marci Settle was appointed to the ARB in 2018 as a regular member. Mrs. Settle moved to Manassas in 1988 to live and raise her family and couldn't imagine living anywhere else. She moved into the City a year before she began working at the Center for the Arts at the Candy Factory, 2005 - 2012. Mrs. Settle obtained her Real Estate License and enjoyed helping people in that regard until 2018, when she retired. She still maintains her license on Referral basis.

Mrs. Settle served on the Manassas City Public Schools Education Foundation Board for 11 years and has served on the Manassas City Cemetery Committee for the past 4 years. She is actively involved with Toastmasters for the past 6 years and currently belongs to two clubs. Mrs. Settle and her husband love traveling and seeing how other areas are honoring their architectural heritage and striving to bring beauty to their communities.

MYRA BUCHANAN BRENT

TERM EXPIRES: JUNE 30, 2023

Ms. Myra B. Brent was appointed to the ARB in 2017 as an alternate member. She was born and raised in the City of Manassas and has resided in the City for fifty-two years. Mrs. Brent has served in many public service positions including: Chief Election Official, City of Manassas, and Prince William County; Board of Directors/Lay Member, Blue Cross and Blue Shield of Virginia; Board Member/First Vice Chair, American Red Cross Prince William County Chapter; Board of Directors, Jubilee Association of Maryland Inc.; Board of Directors/Historian, Hammond Institute of Music and Fine Arts; and Board of Directors, Hammond Scholarship Foundation. She worked for IBM for 25 years as a Personnel Administrator, Employee Relations Advisor, Manager of Employee Data and Records, and HR Advisor, retiring in 1993. She worked for American Express as an Assistant to the Director of Field Service Operations and as a Field Office Administrator from 1993 to 1996.

She worked at Lockheed Martin as a Staff Administrator retiring in 2002, and worked for NeighborCare Long Term Care Pharmacy until March 2005. Mrs. Brent is a Jennie Dean High School graduate and attended Franklin School of Science and Arts, Philadelphia, Pa., and Sherwood Institute, where she studied Medical Terminology and Physiology. She is a licensed Pharmacy Technician and a Certified Pharmacy Technician (CPhT). Mrs. Brent is retired, and she and her husband, Robert, have enjoyed fifty-two years together and have two children.

ROBERT M CARTER

TERM EXPIRES: JUNE 30, 2022

Mr. Carter was appointed to the ARB serving for the term beginning in 2018 and has been a resident of the City of Manassas since 1985. He and his wife assisted in the restoration of the Prescott house, slated for demolition and now presents a prominent place in the historic district of the city. Upon completing military service in the USAF, Mr. Carter graduated from Ferrum College and The American University with degrees in business, Fine Arts and Design. He specialized in creating interior spaces for upscale retirement communities, seaside resorts and a chain of physical therapy centers. He also operated an antique business with his family in Manassas and Middleburg, VA where he was afforded the opportunity to assist in the restoration of farm estates located in Middleburg and the Shenandoah areas. Mr. Carter is now retired and serves as a Master Gardener volunteer for the county of Prince William and the city of Manassas.

DEBBIE HAIGHT**TERM ENDED: SEPTEMBER 30, 2018**

Ms. Haight was first appointed to the ARB in 2012 as an alternate member and was appointed as a regular member in 2015. She has been a resident of Manassas for over 50 years. She is married with two children and five grandchildren. She is Executive Director and CEO of Historic Manassas, Inc. and has been in this position since 2009. Ms. Haight is also a board member and department treasurer for the Occoquan-Woodbridge-Lorton Volunteer Fire Department.

FATIMA PEREIRA-SHEPHERD**TERM ENDED: SEPTEMBER 30, 2018**

Mrs. Pereira-Shepherd was appointed to the ARB in 2009. She has been a resident of Manassas for over 39 years and has served in many volunteer positions throughout the community. She has been a licensed Realtor® in Virginia since 2004 and received her broker's license in 2010. She started her career with a competing local brokerage before joining Long & Foster in May 2011. At Long & Foster, Ms. Pereira-Shepherd excelled not only in real estate sales; she earned the position of sales manager at the company's Manassas office in August 2012. She then was given the additional responsibility of sales manager at Long & Foster's Gainesville office in June 2014. She was named as the managing broker of the Annandale office in March 2015. Ms. Pereira-Shepherd is a member of the Realtors® Association of Prince William (PWAR) and has served on its Board of Directors since 2011. She currently holds the position of vice president for the PWAR board, and she belongs to several of the association's committees. She has also held several leadership positions on the local and state level of the Women's Council of Realtors from 2010 to 2013. Ms. Pereira-Shepherd currently serves on several committees with the Virginia Association of Realtors and other charity organizations, and she was selected into the 2015 Virginia Leadership Academy.

PETER M ROSEN**TERM EXPIRES: JUNE 30, 2022**

Mr. Rosen was appointed in October, 2019. A recent resident of Manassas, Mr. Rosen lived in the Olde Towne Square development of the Historic Overlay District and was retired from George Mason University where he was the Director of Real Estate. An architect, Mr. Rosen fulfilled the Certified Local Government requirement to have an architect on the Architectural Review Board. Mr. Rosen passed away unexpectedly in 2019.

Sincerely,

Jan Alten, Chair

Nancy Hersch Ingram, Vice- Chair

Myra Buchanan Brent

William Sterling Rush

Robert M Carter

Marci Settle

ARB CASE LIST July 2018 – June 2019

Plan Number	Application Date	Main Address	Applicant	Project/Proposal	Modifications	Plan Status	Expire Date	Complete Date
ARB-2018-2017	6/13/2018	9103 GRANT AVE	John Snider	Exterior Alterations (Construction of Front Porch)	As submitted for the porch, and deferred for the windows	Approved	6/13/2020	6/13/2018
ARB-2018-2018	6/15/2018	8846 MATHIS AVE	Steve Fay	Installation of Wall and Freestanding Sign, and Paint	As submitted	Approved	7/10/2020	7/10/2018
ARB-2018-2019	6/21/2018	9516 MAIN ST	Chau Ton	Exterior Alterations (Porch Railing and Steps)	As submitted	Approved	7/10/2018	7/10/2020
ARB-2019-0001	7/20/2018	9433 MAIN ST	Wang Yuxiao	Wall Sign	As submitted	Approved	8/14/2020	8/14/2018
ARB-2019-0002	7/20/2018	9208 CENTER ST	Noor Jarral/Katerina's Greek Cuisine	Projecting Sign	As submitted	Approved	9/11/2020	9/11/2018
ARB-2019-0003	7/20/2018	9009 CHURCH ST	Robert Anderson-Metro Signs	Wall and Projecting Sign	As submitted with modifications	Approved	8/14/2020	8/14/2018
ARB-2019-0004	8/10/2018	9431 WEST ST	City of Manassas	Bike Rack Shelter Accessory Structure	As submitted	Approved	9/11/2020	9/11/2018
ARB-2019-0005	8/15/2018	9401 EAST ST	John Reid	Projecting and Freestand Signs	As submitted	Approved	9/11/2020	9/11/2018
ARB-2019-0006	8/17/2018	9514 MAIN ST	Beth Vallandingham	Roof Mounted Solar Panels	As submitted	Approved	9/12/2020	9/11/2018
ARB-2019-0007	9/13/2018	9112 MAIN ST	Kathy and Jeff Saylor	Front Porch Addition and Rear Bathroom Addition	As submitted	Approved	10/9/2020	10/9/2018
ARB-2019-0008	10/19/2018	9105 CENTER ST	William Lacy	replace windows	As submitted with modifications	Approved	11/13/2020	11/13/2018
ARB-2019-0009	10/22/2018	9119 CHURCH ST	Sharita M. Rouse	Replace Building's Existing Signage to Accommodate a New Business	As submitted	Approved	11/13/2020	11/13/2018
ARB-2019-0010	10/25/2018	9320 WEST ST	Robert Pierce	Replace Existing Asbestos Shingle Roof	As submitted	Approved	11/13/2020	11/13/2018
ARB-2019-0011	12/21/2018	9306 MAIN ST	Sean Brown	Replace Windows	As submitted with modifications	Approved	1/8/2021	1/8/2019
ARB-2019-0012	3/25/2019	9403 GRANT AVE	Rana Qura	Replace Awning Fabric, Repaint Doors, Replace Exterior Wall Sconces	As submitted	Approved	4/9/2021	4/9/2019
ARB-2019-0013	3/27/2019	9406 BATTLE ST	Chris Sellers	Change Projecting Sign	As submitted	Approved	4/9/2021	4/9/2019

ARB CASE LIST July 2018 – June 2019

ARB-2019-0014	3/28/2019	9501 GRANT AVE	Lillian Rucker	replace windows	As submitted	Approved	4/9/2021	4/9/2019
ARB-2019-0015	4/1/2019	9500 FAIRVIEW AVE	Juan Umana	Return the original portion of the house to original appearance, and allowing changes to the exterior of the addition on the house, including sealing two nine-light windows, and an octagon-shaped window, as well as changing the sizes of other non-original windows on the rear of the house.	As submitted	Approved	5/14/2021	5/14/2019
ARB-2019-0016	4/22/2019	9101 CENTER ST	Sherrie Carter	Installation of Exterior Door in Rear of Building	As submitted	Approved	5/14/2021	5/14/2019
ARB-2019-0017	4/23/2019	9213 CENTER ST	Mike Tiaht	Installation of Projecting Sign	As submitted	Approved	5/14/2021	5/14/2019
ARB-2019-0018	5/6/2019	9160 PRINCE WILLIAM ST	Robert Montgomery	Installation of Six Awnings	As submitted	Approved	5/14/2021	5/14/2019
ARB-2019-0019	6/13/2019	9511 LIBERTY ST	Terrie McClure	Demolition of a Contributing Structure	As submitted	Approved	9/13/2021	9/13/2019
ARB-2019-0020	6/13/2019	9403 MAIN ST	Mahendra Chudasama	Change Exterior Paint Color	As submitted with modifications	Approved	9/13/2021	9/13/2019
ARB-2019-0021	6/14/2019	9407 MAIN ST	David Balboni	Replace Windows	As submitted	Approved	7/9/2021	7/9/2019
ARB-2019-0022	6/26/2019	9028 PRINCE WILLIAM ST A	Jacqueline Merced	Install Wall Sign	As submitted	Approved	9/13/2021	Carried over to FY 2020