

APPROVED MINUTES

March 10, 2016

THE FAIRFAX COUNTY ARCHITECTURAL REVIEW BOARD

Fairfax County Government Center Conference Rooms 4 & 5, 6:30 PM

Members Present:

Richard Bierce, AIA, Vice Chairman
Robert W. Mobley
John A. Burns, FAIA
Christopher Daniel
Michele Aubry, Treasurer
John Manganello, P.E.
Joseph Plumpe, ASLA
Susan Notkins, AIA
Elise Murray*

Members Excused:

Jason Sutphin, Chairman
John Boland

Staff Present:

Linda Blank,
*Fairfax Department of
Planning & Zoning*
Casey Gresham,
Recording Secretary

**Arrived after the meeting began*

Mr. Bierce opened the March 10, 2016 meeting of the Architectural Review Board (ARB) at 6:30 p.m. in Room 4/5 of the Government Center; Mr. Manganello read the opening statement of purpose.

APPROVAL OF THE AGENDA:

Mr. Daniel made the motion to approve the agenda. Mr. Burns seconded the motion. The motion was approved on a vote of 8-0.

INTRODUCTION/RECOGNITION OF GUESTS: None

CONSENT CALENDAR ACTION ITEMS: None proposed.

ITEMS FOR ACTION:

1. Proposal for an additional use of the property as an adult day care located at St. John's Episcopal Church 5649, Mount Gilead Road, tax map # 54-4 ((1)) 24B and 25A32 in the Centreville Historic Overlay District (HOD), SPA 85-S-53-04. The Zoning Ordinance stipulates that applications for special permits (SP) shall be referred to the ARB for its review and recommendation. St. John's Episcopal Church is identified as a historic property and was part of the original HOD established in 1986. There are no modifications proposed to the existing building or to the site as part of the SPA application. The SPA application is for an amendment to the original SP to allow for an adult day care in addition to the approved use at the church for a private school. Mr. DongKeon (DK) Kim, agent/architect, represents the application. (Item-**ARB-16-CTV-02**)

- Presentation made by DK Kim:
 - The application proposed an adult daycare center within an existing church. Along with the agent representing the application, two church wardens were also

introduced. The previous private school that was approved with the church had terminated the lease, and the new proposal included an 85-person adult daycare. No construction on the exterior or interior was proposed. The previous private school contained 99 students, and this application would decrease the number of people to 85 adults. In the applicant's opinion, the proposal would not affect the historic integrity of the district.

- Discussion:
 - Ms. Aubry stated that information provided to the ARB claimed that the church is affiliated with the senior community center. She asked if this organization currently provided daycare in another location.
 - The applicant responded that this would be a new activity for the senior community center. Following ARB approval, they would then seek Board of Zoning Appeal (BZA) approval.
 - Ms. Aubry also asked if younger students would be present on-site.
 - The applicant answered that no younger students would be present, as the private school tenant is no longer present. This proposal is a replacement of the private school rather than an additional function.

Mr. Mobley made the following motion:

Mr. Chairman, I move that the ARB approve item ARB-16-CTV-02, recommending approval of SPA 85-S-53-04 for an additional use of the property as an adult day care located at St. John's Episcopal Church 5649 Mount Gilead Road that was submitted and presented to the ARB at the March 10, 2016 meeting.

Upon review of the materials, the proposal is found to meet requirements of Zoning Ordinance 7-200 HISTORIC OVERLAY DISTRICTS.

The motion was seconded by Mr. Daniel. The motion was approved on a vote of 8-0.

2. Proposal to install a sign at 5624 Pickwick Road, tax map #54-4 ((2)) 123 in the Centreville Historic Overlay District (HOD). The 5' high by 2' wide X 4' long wooden sign reading *Best Acupuncture* in two languages with a phone number is proposed. The property was included in the Centreville HOD when the district was expanded in 2007; it is not identified as a historic or contributing property. Fairfax County tax records indicate that the 1 ½ story brick dwelling was constructed in 1948. Mr. Hyuk (Henry) Kwon represents the application. (Item-**ARB-16-CTV-03**)

- Presentation made by Mr. Kwon:
 - The application proposed acupuncture and herbal medicine services that were previously approved by the BZA. The site was already being used as a residential use and home professional office. The proposal included a sign in front of the home to help patients find the home professional office, as it is surrounded by similar residential homes. The intention of the sign was for location purposes

rather than advertising.

- Discussion:
 - Mr. Plumpe asked if the sign would be illuminated.
 - The applicant responded that it would not.
 - Mr. Mobley referenced the submitted photograph that showed the proposed signage superimposed and asked if the sign would have a curved top or a flat top.
 - The applicant stated that the top would be flat.
 - Ms. Notkins noted that the sign stood out, and she asked the applicant to consider including some simple plantings around the bottom of the sign.
 - The applicant responded that they would consider the plantings.

Mr. Daniel made the following motion:

Mr. Chairman, I move that the ARB approve item ARB-16-CTV-03 a proposed sign at 5624 Pickwick Road that was submitted and presented to the ARB at the March 10, 2016 meeting subject to the following conditions:

- 1) **That the approval is only valid as long as the special permit approval remains in full force and effect.**
- 2) **The ARB recommends that the applicant install small plantings around the signage.**

Upon review of the materials and adherence to the condition items cited above, the proposal is found to meet requirements of Zoning Ordinance 7-200 HISTORIC OVERLAY DISTRICTS.

Mr. Manganello seconded the motion. The motion was approved on a vote of 8-0.

PRESENTATION: Ms. Ava Spece, CEO/President, Workhouse Arts Center. The ARB invited Ms. Spece to give a presentation update on the Arts Center prior to the April ARB meeting which will be held at the Workhouse Arts Center.

- Ms. Spece provided a general update on progress of the Workhouse, which gave an overview of the positive activities occurring. The financial statement was in the black, and the Center received a clean audit for 2015. The board and staff members have also begun the discussion of renovations on the horizon, including Building 2 (which includes a cell block) to be converted into a museum space. These renovations will be backed by private donors, and the Center has 40% of the funds needed along with solid pledges for the remainder of the funding. Further into the future, the Workhouse Arts Center will look into renovations to the theater (Building 12), Building 1, and the amphitheater. Ms. Spece also discussed the events that have taken place on-site and shared that approximately 100,000 people came onto campus in 2015 (5,000 of these people were taking arts education classes). 300 performances were held, along with 100 exhibitions. In addition, the site hosts 65 resident artists that work, exhibit, and sell work on campus with another 30 artists that also exhibit on-site. The Workhouse Arts Center plans to host

an array of events, including a bridal show in March, SpringFest and a volunteer event in April, a golf tournament in May, a carnival in June, and an Independence Day event in July. The group is in the process of planning a new project in August with the Park Authority that would be a beer festival while also hosting live music, food, and art events. In September, the Center hosts a fall arts festival, and a Haunted Trail event is hosted in October. Lastly, a new initiative has been started, which focuses on military involvement in the arts. Quantico has signed an agreement to assist in providing services for veterans who are struggling with PTSD and can use art as a healing process.

Discussion:

- Mr. Bierce asked if the military work took place on-site.
 - Ms. Spece replied that it did, and there is also teaching of art that takes place. The Workhouse Arts Center is in the process of hiring an Art Therapist as well.
- Mr. Bierce added that he was impressed by the number of visitors to the Center. He asked if all events were free to visitors.
 - Ms. Spece responded that it varied, and even the free events often resulted in patrons purchasing art. Some events, such as the beer festival, would include ticket fees.
- Ms. Notkins asked if the Center received any revenue from Ft. Belvoir or the military.
 - Ms. Spece said that there is funding to support the initiative, and Northrop Grumman was one of the donors. Most of the funding came from private donors, and a majority of the funding is in the form of scholarships. The hope was to bring even more foundations funds in in light of the recent clean audit.
- Mr. Burns asked if the Center was a 501(c) (3).
 - Ms. Spece said yes.

ITEMS FOR WORKSHOP SESSION:

3. Proposal to construct a patio and walkways at the Workhouse Arts Center, 9601 Ox Road, tax map #106-4 ((1)) 58 located in the Lorton Correctional Complex National Register-eligible Historic District. The 2001 Lorton Correctional Complex MOA stipulates that the ARB review *undertakings* within the area eligible for listing in the National Register of Historic Places and that the area within the Eligible District is subject to review as stipulated in Section 7-200 of the Fairfax County Zoning Ordinance. Section 7-200 of the Zoning Ordinance stipulates that plans shall be referred to the ARB for its review and recommendation. The patio and walk ways are proposed to be located in the Workhouse Central Yard (commonly referred to as the quadrangle), identified in the National Register as a contributing site, S-07, measuring 500' X 165'. The proposed patio would be constructed at the east and would measure 50' x 100'. Existing walkways would be enhanced with additional walkways for access east to west and north to south across the quad. ARB review of this item is for recommendation as no building permit is required for the at-grade construction. This item was discussed in a workshop session at the February 2016 ARB meeting. Ms. Ava Spece, CEO/President, Workhouse Arts Center represents the proposal.

Presentation made by Ms. Spece – also present were Dave McElhaney and Kevin Tankersley from Urban Engineering.

- The objective of the presentation was to address ARB questions and recommendations. While the proposal did not include a dramatic difference from what was previously proposed, the design was much simpler. The applicant removed walkways, widened walkways to make them more usable, and limited the brick color schemes and patterns. In regards to the usability of the historic brick, it would be hard to level the bricks and make them ADA compliant and walkable. The proposal included a thorough re-grading and re-sodding, along with the inclusion of a fortified space for emergency vehicles to access the quad (although the applicant had not yet met with the Fire Marshall). Based on previous archaeological studies, the recommendation was to not take the studies any further. From an organization standpoint, the applicant was willing to forgo the plantings if the ARB was against them. However, the applicant provided a perspective showing what these plantings would look like. Lastly, the applicant presented different visual scenarios based on four different potential events: a farmers market, a film screening, concert/theater, and an arts festival, in response to discussion with the ARB in February.
- Discussion:
 - Mr. Manganello noted that the proposal adds a significant amount of hardscape, and he asked if there was a plan for stormwater Best Management Practices (BMPs).
 - The applicant responded that a minor site plan would be prepared to come up with a drainage scheme that would supplement what is existing on-site. The area would be smoothed out, and water quality measures may need to be added. A potential option could be adding a French drain system with filter media to drain water into particular structures. However, the area outside the quad will need to be analyzed to see what water quality measures are already in place and if there is sufficient capacity to accommodate the increase in impervious area proposed in this plan. These issues will be addressed at the minor site plan stage. When the parking lot improvements were done, a water quality structure was installed.
 - Mr. Manganello asked if the stormwater was grandfathered or not.
 - The applicant responded that the grandfathering status was unclear, and this would need to be investigated.
 - Mr. Plumpe thought that the stormwater management (SWM) facility was built to accommodate the entire site build out, and it should be adequate for this proposal. He added that he hoped any control measures would be below grade. In addition, in regards to the plantings, he thought they were appropriate for the site. He requested the applicant focus on leveling the grade. He asked the applicant how wide the sidewalks were.
 - The applicant responded that the sidewalks were proposed to be eight feet in width.
 - Mr. Plumpe asked if the trucks for events would be driven on the quad area proposed to be reinforced.
 - The applicant said the reinforced area would be the primary driving path,

- but the trucks might be hard to direct during a festival. They would not be able to drive on the quad following a rain event.
- Mr. Plumpe then asked if the quad would be irrigated.
 - The applicant responded that while it would help in keeping the quad healthy, they might need to do a phasing of the project due to financial constraints.
 - Mr. Mobley appreciated the different uses of the quad as demonstrated, but he noted that only 14 vendors were shown in these depictions. He wasn't sure if the present layout could accommodate more than 14 based on the depiction.
 - The applicant looked at a festival layout, and tents could be placed across the quad. Farmers market stalls could also be located throughout the quad.
 - Mr. Mobley also noted that the depictions showed tents for 50 artists, and he asked if 50 artists was a typical number. He added that the Center should anticipate growth as they finalize plans.
 - The applicant responded that last year, 60 artists were present.
 - Mr. Burns asked if a farmer's market tent could be placed on the other side of the adjacent road.
 - The applicant said that this would locate the tent fairly close to Route 123, but they could use this area as an overflow area.
 - Mr. Daniel complimented the applicant on their exhibits, as they really showed the ARB what could potentially be occurring on-site. He also noted that the information about the plantings and the hardscapes was valuable, and that the ARB liked measured drawings. Any cut sheets, materials, sidewalk lengths, stormwater information, etc. were important details to be included for the final decision item. In addition, he requested the applicant reaffirm the archaeological studies to make sure they had checked all of the boxes.
 - Ms. Notkins also requested information on the lighting details.
 - Mr. Plumpe added that the color options for the bricks were all complementary.
 - Ms. Clifton was also present to provide comments:
 - She believed this was an appropriate use for the site, especially as programs continue to grow. She felt that it would be a step in the right direction. Having walked across the quad many times, she thought the sidewalks would be extremely helpful.
 - Mr. Bierce understood the story about the difficulty in incorporating the old bricks, but he hoped that if there was a way to use some of the bricks, it would immensely add to the story and to the site. Even in an ancillary setting, it would be encouraged.
 - Ms. Spece responded that using these bricks as a decorative or a design element could also be an option. She would really like to see them incorporated.
 - Mr. Plumpe said including old bricks within some of the new pavement areas would be cool to see.
 - Ms. Murray added that there were many buildings along the quad that showcase these bricks, so she wondered if they needed any supplemental bricks on the quad.
 - Mr. Bierce thought that bricks separate from the building told a story.
 - Ms. Clifton added further comment, saying she was in support of the plantings. She had

film from the 1940s and 1950s that showed a hedge around the quad. She would be happy to provide photos to the ARB. She noted that there is a precedent for the plantings.

- Ms. Spece responded that the quad was seen as a gathering place, and it was definitely a part of the history of the site to include plantings.
- Ms. Blank confirmed that this application would be an action item at the April meeting.

4. Proposal to improve an existing entry road to the Laurel Hill Adaptive Reuse Area, tax map #107-1 ((1)) 9 located in the Lorton Correctional Complex National Register-eligible Historic District. The 2001 Lorton Correctional Complex MOA stipulates that the ARB review *undertakings* within the area eligible for listing in the National Register of Historic Places and that the area within the Eligible District is subject to review as stipulated in Section 7-200 of the Fairfax County Zoning Ordinance. Section 7-200 of the Zoning Ordinance stipulates that plans shall be referred to the ARB for its review. To be named Snowden Ashford Road/Drive, the road connects Lorton Road to the roadway at the southwest section of the Adaptive Reuse Area. The proposal is for reconstructing the existing two lane roadway to accommodate increased traffic demands of the new uses being developed at the Adaptive Reuse Area. Two options for the roadway have been developed both include an 8' wide shared use path. A portion of the road is identified as a contributing structure, RT-19, to the DC Workhouse and Reformatory National Register Historic District; a cultural resources inventory was completed at the project area. Mr. John A. Giometti, P.E. Asst. Transportation Director, Rinker Design Associates. P.C., will present the proposal. Mr. Tad Borkowski, Project Manager, Fairfax County Dept. of Transportation will be in attendance.

Mr. Burns recused himself

- Presentation made by Mr. Borkowski:
 - The applicant explained that the Laurel Hill site is being developed as a mixed-use development, and there will be three entrances to the site. Snowden Ashford Road is the proposed name for the subject road; named after the Washington, D.C. architect responsible for the original design. There are several historic contributing structures located along this road. The intent was to preserve these features while also improving the road and meeting today's safety standards. The plans also include bicycle improvements. Two options were presented to the ARB: 1) curb and gutter; and 2) shoulder and ditch. The existing brick culverts would be retained in place while rebuilding some structures and replanting trees.
 - Mr. Giometti added to the presentation, noting that a cultural resource inventory was completed, and no archaeology was done. However, photos were taken of the site, and historic information regarding the area was researched. The one option involved a curb and gutter system, while the other option included a shoulder and ditch. The brick culverts and two cultural resource areas were denoted on the plans. The intention was to preserve the brick culverts and to avoid impacting them through adjusting the horizontal and vertical alignment of the road but to make minimum changes from the existing. In addition, the shared use path would be swung out around the end of the culvert to avoid negative impacts. By swinging the pathway out, the culverts would be visible. The plans provided

showed typical sections including the shared use path along with renderings of before and after images. This project would result in a loss of tree canopy between the roads and the shared use paths, and these areas would be re-landscaped. A curb-and-gutter approach would allow for more room for landscaping and replanting efforts. In addition, another advantage is in the realm of stormwater management, as underground facilities would be explored. Underground facilities would be very difficult to accommodate in the shoulder and ditch option of the plans. The Laurel Hill Adaptive Reuse project would install curb and gutter a ¼ mile down the street.

Discussion:

- Mr. Bierce questioned why two options were being shown to the ARB.
- Ms. Blank responded that staff believed it important for the ARB to see and understand the different impacts that each of the two options would have on the contributing National Register resource. Each effected the resource in different ways so for the workshop item seeing that would give the ARB the bigger picture for discussion.
- Mr. Bierce asked if FCDOT had a preferred option.
- Mr. Borkowski indicated that yes, the curb and gutter was preferred.
- Mr. Mobley asked what the advantages of the shoulder were as opposed to the curb and gutter.
 - The applicant answered that the road does not contain curb and gutter today, so this could help preserve the rural feel of the road.
- Mr. Manganello liked keeping the rural aspect with a ditch section so a bio-detention linear section could potentially be present. He asked if the applicant would be required to address BMPs.
 - The applicant would have to look into that proposal, as the cross slope is about 7 percent. The road will be dedicated to VDOT.
 - Mr. Borkowski added that the original intent was to upgrade the road and to turn it over to VDOT, so they have been working with VDOT regarding effect on cultural resources and will go back for their input on road maintenance. This road would not qualify as a road that could be taken over by the County.
- Mr. Bierce asked if the VDOT dedication effected the preferred design.
 - The applicant replied that VDOT preferred the shoulder option to the curb and gutter approach.
- Mr. Bierce was not impressed by the age and quality of the existing tree canopy. He asked if the tree canopy had been evaluated.
 - No evaluation had been done at that point.
- Mr. Plumpe disagreed, noting the picturesque nature of the vegetation in the spring and fall. He also asked if the roads within Laurel Hill were all private.
 - The applicant assumed these roads would be private.
- Mr. Plumpe questioned if the road could be maintained as a private roadway and asked if it met the necessary width based on the proposed traffic generation. He also asked if the road could simply be repaved.
 - While geotechnical studies had not been prepared at this time, the current width of the roadway does not meet the standards.
- Mr. Plumpe noted that there are challenges in dealing with VDOT, as VDOT likes to

make roads wider. He asked the applicant to do what they could to make it less industrialized while meeting the standards.

- Ms. Blank responded that initially, the approach was to keep it in its current state and renovate. VDOT cultural resources staff was involved, and there are categories where different types of roadways are used. The group looked at roadways in the VDOT system with the hope that this road could qualify under a designation so that it could simply be renovated, however, this road does not qualify.
- Mr. Plumpe asked if the road could be maintained like the road in Occoquan Park.
 - The Park Authority currently maintains it and is not interested in continuing maintenance. Now the road will provide access to Laurel Hill, and the applicant was not aware of any county program who would be interested in accepting the road for maintenance. To meet county standards, it would need to be widened, shoulders would need to be added, and area would be disturbed.
- Mr. Plumpe noted that curb and gutter would be less of a disturbance and the safest approach.
 - The applicant added that they are proposing to keep the roadway to two lanes.
- Mr. Plumpe asked what the possibility was for a header curb with no gutter pane. He would like it to be minimal and simple; Ms. Notkins agreed.
- Mr. Daniel asked the applicant to come to the ARB with a clear path and proposal. The challenge was justifying the curb and gutter while avoiding the feeling of modernizing a pastoral roadway. He imagined that it would be less frequently used by the community than other paths, and he wanted it to be a relaxing way into the site rather than a modern and bold approach. He also did not see any detailed materials for the walking path.
 - The walking path would be asphalt.
- Mr. Mobley wanted clarification on why the applicant would be clearing 12 feet for an 8 foot path.
 - This area had already been cleared, and the applicant planned to follow the existing grade.
- Mr. Daniel asked how much canopy would be lost.
 - No response; information was not available.
 - The applicant added that the other advantage of curb and gutter versus a shoulder approach is that there would have better luck with replacing tree canopy.
- Mr. Daniel asked if there would be any road barriers or guard rails? If so, he noted that they should be included in the depictions.
- Ms. Murray stated that it appeared the curb and gutter approach contained trees on both sides of the roadway while the shoulder option only replaced trees on one side.
- Mr. Plumpe questioned if the roadway would be lit and what the speed limit would be.
 - The speed limit would be 25 miles per hour, and existing lighting is present but not functional. In addition, there are existing guard rails by the pond, but they do not meet the current standards.
- Mr. Bierce noted that he was leaning towards the conservative approach which preserved as much as possible, which seemed to be the curb and gutter option.
- Mr. Plumpe reiterated his hope for preserving as much as possible.
- Mr. Manganello brought up the example of Hunter Mill Road, which was a two-lane repaved road.

- Mr. Michael Guarino, FCDOT, explained that there is a difference between repaving a road and getting a road into a state system for maintenance.
- Mr. Bierce asked the applicant to flush out the issues and to provide the ARB with a preferred option.
 - The applicant asked if the ARB would be interested in them installing placards at the historic culverts. The ARB was not.
- Ms. Notkins asked how wide the road would be.
 - The applicant responded it would be 22 feet of pavement.
- Ms. Notkins asked why a small road couldn't stay in the state's inventory similar to roads in Arlington.
 - Mr. Guarino answered that Arlington maintains their own roads and they are not in the state system.

BOARD AND STAFF ITEMS:

Review and action on approval of minutes and authorization of payment to Recording Secretary:

Pg. 2 --Carder Rock rather than Carter Rock**

Pg. 4 – event center, not a performing arts center

Pg. 5 – asked where the access was, not if there was access

Pg. 6 – clarifying edits to what was said

Mr. Daniel made a motion to approve the February minutes, as revised through tonight's comments and earlier edits, and to authorize payment to the recording secretary. Mr. Burns seconded this motion. The motion was approved on a vote of 9-0.

- **Treasurer's Report: Staff**
 - **Balance: \$12,764.69**
- **Discussion/Update Reports:**
 - Design Guidelines Subcommittee Messers Bierce and Mobley.
 - Nothing new to add, haven't had a chance to meet with Mr. Sutphin. Ms. Notkins had a few comments, but she thought they have done a beautiful job changing the guidelines to expectations.
- **Administrative: By-laws (Staff)**
 - Ms. Blank stated that Ms. Murray had kindly sent example template of by-laws, pages 8-10 of the current by-laws need to be amended for various reasons related to voting (now 11 members), treasurer, how funds are dealt with. She proposed that working within a reasonable time frame and given her current work load that she would draft revisions for ARB review within the next few months, then forwarding to the County Attorney's office, and get them finalized this fall. The bylaws will need to go to BOS. While the template was distributed, Ms. Blank did not think they need to be totally re-written.
 - Ms. Murray – History Commission had meeting with County Attorney on their by-laws. She also asked if a treasurer was really needed, as Ms. Blank can read

the balance. She added that the ARB may want to consider eliminating this position.

- Mr. Daniel – stated he was concerned that the elimination of a treasurer is an indication that the ARB’s budget can be further reduced.
- The ARB supported the timeline proposed by staff.
- **Correspondence, Announcements: (Staff)**
 - April 14 ARB meeting at Workhouse Arts Center. The tour would have a 4:30 start time.
 - Arrive around 4:15 at a gathering point that will be shared. Will need confirmation of attendance.
 - VDHR, Preservation VA workshops.
 - First one is in Leesburg on March 28, others throughout the spring.
 - April 16 Preservation50 County symposium at James Lee Center
 - May Meeting at Colvin Run Mill
 - May 12th meeting. 8 of 11 members have responded affirmative – Ms. Notkins, Mr. Manganello, and Mr. Plumpe stated that also supported having the meeting at Colvin Run Mill. Meeting will start at 6:30, convene at 4:30 for a pre-meeting tour.
 - June Meeting at Lake Anne – 4:30
 - It will be at the community center, in the former grocery store. Members suggested a possible tour at 4:30. Mr. Manganello suggested that the Reston Museum may afford a tour.
 - Association for Preservation Technology in Mount Vernon – two days, March 23rd and 24th on digital documentation.
- **Old Business:**
 - API Building; documentation, upcoming public hearings.
 - Distributed documentation, will be appended to the Staff Report. Public hearing – not retaining the building or doing adaptive reuse study of the building, residential proposal. ZED has made determination that while they’ve requested the study on the building, cannot force their hand to require it. PC on May 5th, BOS not yet scheduled.
 - Ms. Murray had proposed plans, new copy of plans has been provided to Linda and she distributed to Ms. Murray.
 - Mr. Burns has seen documentation, it’s very basic and simplistic. (The HABS drawings); very schematic and rudimentary. Need to be very specific about what the ARB wants to see in the drawings.
 - Not sure if the HABS drawings were done in relation to this case per Linda. The HABS had not been relayed to the County.
 - Mr. Bierce – establishing some qualitative standards, documentary report is basic bottom fill in the blank. Checks all of the boxes, tells us nothing about architecture, design, or character of building. If there is a way in

the future to get a better report in the future, would like to do that. Not sure if it's possible to amend the report at this point, need to shoot for higher quality.

- If access is possible, would like to do an analysis and see it. Ms. Blank said that staff will follow up with the property owner to ascertain if a site visit can be arranged.
- Preservation50 Distribution of HOD framed photographs meetings with Board of Supervisor members.
 - Visited Supervisor Smith and Supervisor Cook, particularly Smith was interested in understanding with lack of staffing, HOD's, heritage resources, as she is newly elected. Supervisor Cook didn't know what the ARB did. He was very appreciative. Mr. Sutphin brought up need for surveying information, very successful meetings.
 - Supervisor Herrity also learned a lot about what's in his district. Understanding to financial challenges.
 - Supervisor Gross – no historic districts in her area, wanted to show a lot of historic structures within the Mason District. Wishes there was a district in her jurisdiction. Sympathetic to needs, didn't dwell on budget discussion.
 - Supervisor Storck – meeting was short, but went well. Need for survey work, explained reasons why, and staffing discussions. Suggested establishing a heritage tourism task force in the district.
 - Mr. Bierce followed up stating that the heritage tourism task force in Mount Vernon had been on the town hall meeting agenda. Mr. Bierce had written to the supervisor suggesting that an ARB member be appointed to the task force. Staff was copied on the letter.
- **New/other business:** Upcoming meeting with Dept. of Planning and Zoning Directors; Messers Sutphin and Daniel. (Mr. Daniel)
 - Chairman Bulova – ARB budget, challenges, and surveys of historic properties. When budget was discussed and overviewed, her response was to go through DPZ and BOS to request what they need. Jason and Chris now have a meeting with DPZ directors about budgets and what the ARB would like in their budget. Not a line item in DPZ budget, the ARB budget is a contributory agency. Asking for things that DPZ could also be asking for. Need an advocate on the BOS, have to decide who this would be. Maybe Supervisor Foust would be a good advocate. As of right now, in very initial stages. Meeting with DPZ is opportunity to ask for dedicated staff and to get it put into the DPZ budget request. Long list of things that a dedicated staff could provide, don't think DPZ will be surprised. Need to get them on board and to get it included in the budget. Guidelines will come out of the DPZ budget; own ARB budget, besides paying recording secretary, for training funds for members to be increased.

- Top priority is dedicated staffing.
- Good idea to communicate more regularly with BOS and to provide an annual report.
- Possible to ask the applicant to provide a separate set of application documents to be given to BOS office? Allow others to view these applications? Informing BOS members about meetings that will take place in their district (maybe invite them to the off-site meetings).
- Burns: Another property near Wiehle Ave. metro proposed for Rezoning Learning Tree International is the tenant; proposed to be demolished. Building represents the style of the architecture of the era. Part warehouse, now empty as of December 23, 2015. Another example of the lack of survey in this particular area.

A motion to adjourn was made by Mr. Daniel at 9:08 p.m.