

# APPROVED MINUTES

November 10, 2022

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## THE FAIRFAX COUNTY ARCHITECTURAL REVIEW BOARD

**Virtual Meeting- Using Microsoft (MS) Teams Fairfax County Platform  
6:30 p.m. meeting start**

### **Members Present:**

Christopher Daniel, Chairman  
Jason Zellman, Vice Chairman  
Michele Aubry, Treasurer  
John A. Burns, FAIA  
Samantha Huang  
Elise Murray  
Kaye Orr  
Joseph Plumpe, ASLA

### **Members Absent:**

Susan Notkins, AIA  
Karen Campblin  
Steve Kulinski

### **Staff Present:**

Denice Dressel,  
*Principal Heritage Resources  
Planner*  
Ryan Johnson,  
*Recording Secretary*

*\*Arrived after the commencement of  
meeting.*

**Mr. Daniel opened the October 13, 2022, meeting of the Architectural Review Board (ARB) at 6:31 p.m. using the MS Teams Fairfax County Platform. Mr. Daniel started the meeting with emergency motions related to the COVID-19 pandemic.**

### **COVID-19 SPECIAL MOTIONS (Summary)**

1. A quorum of the ARB must be participating remotely;
2. A vote to ensure that each member of the ARB may be adequately heard and that all members can hear each other;
3. A vote to verify that the usual FOIA procedures cannot be implemented safely or practically;
4. A vote to verify that every item on the agenda is either related to the emergency or necessary to assure continuity in government, or both; and
5. Public comment time limitations.

### **COVID-19 SPECIAL MOTIONS (Motions)**

#### **Mr. Daniel so moved:**

To conduct this meeting wholly electronically and to effectuate both the emergency procedures authorized by FOIA the ARB needs to make certain findings and determinations for the record. It's a bit cumbersome, so I ask you in advance for your patience.

#### **1. Audibility of Members' Voices**

First, because each member of this ARB is participating in this meeting from a separate location, we must verify that a quorum of members is participating, and that each member's voice is clear,

audible, and at an appropriate volume for all of the other members. Accordingly, I am going to conduct a roll call, and ask each ARB member participating in this meeting to state your name and the location from which you are participating. I ask that each of you pay close attention to ensure that you can hear each of your colleagues. Following this roll call, we will vote to establish that every member can hear every other member.

(Mr. Daniel continued with a roll call of Members, in accordance with above instructions):

- **Ms. Aubry- aye, private residence, can hear**
- **Mr. Burns- aye, Detroit, MI, can hear**
- **Ms. Campblin- no response, not present, unexcused**
- **Ms. Huang- aye, private residence, can hear**
- **Mr. Kulinski- no response, not present, excused**
- **Ms. Murray- aye, private residence, can hear**
- **Ms. Notkins- no response, not present, unexcused**
- **Ms. Orr- aye, League City, TX, can hear**
- **Mr. Plumpe- aye, private residence, can hear**
- **Mr. Zellman- aye, private residence, can hear**
- **Mr. Daniel- aye, private residence, can hear**

Mr. Daniel passed the virtual gavel to Mr. Zellman so that he could be heard to make the requisite motion.

**Mr. Daniel moved that every member that is present can be clearly heard. The motion was seconded by Ms. Huang, and passed unanimously.**

## **2. Quorum of ARB members-**

**Mr. Daniel so moved:**

As determined by the roll call, 8 members of the ARB are present and therefore satisfy the ARB quorum minimum. The ARB by-laws state that a minimum of 6 members are required to determine a quorum.

**The motion was seconded by Ms. Murray, and passed unanimously.**

## **3. Need for an Electronic Meeting**

**Mr. Daniel so moved:**

Third, having established that each member's voice may be heard by every other member, we must next establish the nature of the emergency that compels these emergency procedures, the fact that we are meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting. Therefore, I move that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for this ARB to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of the ARB and the physical presence of the public, cannot be implemented safely or practically. I further move that the ARB may conduct this meeting electronically through MS Teams, a county virtual meeting platform

and available for access through the ARB county website or through phone at 1-571-429-5982 with Access code: 880 035 60#. It is so moved.

**The motion was seconded by Ms. Murray, and passed unanimously.**

**4. Need to dispense with FOIA's Usual Procedures to Assure Continuity in Government/Continue Operations**

**Mr. Daniel so moved:**

Finally, it is next required that all of the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of this Board's lawful purposes, duties, and responsibilities. It is so moved.

**The motion was seconded by Ms. Huang, and passed unanimously.**

**5. PUBLIC COMMENTS:**

Mr. Daniel stated that the ARB needs to determine how long each member of the public will be able to speak during the public comment periods. The public will be allowed to comment after consent agenda items and after each action item, as is standard ARB practice.

- **Mr. Daniel moved, and was seconded by Ms. Aubry, that each member of public will have 3 minutes to speak about consent and action items. The motion passed unanimously.**

Mr. Zellman handed the virtual gavel back to Mr. Daniel.

**VIRTUAL MEETING MS TEAMS INFORMATION- Staff (Denice Dressel)**

- Ms. Dressel informed all attendees that the meeting is being recorded, and it will be posted online within 10 days. She directed attendees to email her during the meeting, use the chat function in the MS Teams Platform for inquiries and staff would monitor and respond accordingly.
- If calling in, press \*5 to make a public comment. To speak after being unmuted by staff, press \*6.

**READING OF STATEMENT OF PURPOSE AND INTENT OF HOD'S**

**Mr. Zellman read the opening Statement of Purpose.**

Mr. Daniel reiterated that there is a speaking time limit of 8 minutes for new items, 3 minutes for resubmissions.

**APPROVAL OF THE AGENDA- Chair**

**Ms. Aubry moved to approve the agenda, as provided by staff. The motion was seconded by Mr. Zellman, and passed unanimously.**

**INTRODUCTION/RECOGNITION OF GUESTS (Based on MS Teams attendees' list)**

Charles Chadbourn

David S.

Frank Wilcoxon

Elma Wilcoxon

**CONSENT CALENDAR ACTION ITEMS:**

- 1. ARB 22-HOL-23 – 7601 Elba Rd. Deck Replacement**, located at 7601 Elba Rd, Alexandria, tax map number 0933 13 0007 in the **Hollin Hills HOD**. The applicant is proposing to replace an existing ground-level deck approved by Hollin Hills DRC in 1986. The current deck is deteriorating and represents a safety hazard. See detailed "Deck Replacement Project Detail," architectural/engineering schematic, and landscaping plan. Charles Chadbourn represents the proposed project. PLUS# ARB-2022-MV-00026. **Mount Vernon District**

- **Presentation/Discussion**

- **Mr. Burns recused himself from this item as he is personal friends with the applicant.**
- Mr. Daniel asked the public for comment. None.

**Ms. Aubry moved, and was seconded by Mr. Plumpe, that the ARB approve item ARB 22-HOL-23, located at 7601 Elba Road, Alexandria, tax map number 0933 13 0007, in the Hollin Hills HOD, as submitted and presented to the ARB at the November 10, 2022, meeting. Upon review of the materials, the proposal is found to meet Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

- 2. ARB 22-MTA-01 – 6738 Cardinal Woods Ct. Solar Panel Installation**, located at 6738 Cardinal Woods Ct Lorton, tax map 0994 06 0162 in the **Mount Air HOD**. The applicant is proposing the installation of 22 roof mounted solar panels. Thomas Ian Ball of Sunrun Installation Services Inc represents the application. PLUS# ARB-2022-MV-00025. **Mount Vernon District**

- **Presentation/Discussion**

- Mr. Daniel asked the public for comment. None.
- Mr. Thomas Ball (applicant) stated he was available for questions if necessary.

**Mr. Plumpe moved, and was seconded by Ms. Murray, that the ARB approve item ARB 22-MTA-01, located at 6738 Cardinal Woods Ct., Lorton, tax map 0994 06 0162 in the Mount Air HOD, as submitted and presented to the ARB at the November 10, 2022 meeting. Upon review of the materials, the proposal is found to meet Zoning Ordinance 3101-HISTORIC OVERLAY DISTRICTS. The motion passed unanimously.**

**ITEMS FOR ACTION: NONE**

## ITEMS FOR WORKSHOP SESSION:

3. **ARB 22-HOL-24WS - 7216 Rebecca Drive Addition**, located in the 7216 Rebecca Dr Alexandria, tax map numbers 0933 05 0016 in the **Hollin Hills HOD**. The project proposes a 480 s.f. single-story addition to the rear of an 1,830 s.f. single-story residence. Frank Willcoxon represents the proposed project. PLUS# ARBWK-2022-MV-00020. **Mount Vernon District**

○ **Presentation/Discussion**

- Mr. Burns recused himself from this item, as he is friends with the Wilcoxons.

**\*\*\*\*Mr. Burns left the meeting at 6:48 p.m.\*\*\*\***

**\*\*\*\*Ms. Orr left the meeting at 6:49 p.m.\*\*\*\* Quorum still met at 6 Members.**

- Mr. Wilcoxon presented: Single-story addition. Recently had a professional survey completed for property. The roof slope and pitch will match the existing home. Roof materials (gravel tar) will match existing house. 15-foot setback from the side property line. The applicant presented the floorplan- 480 s.f. single story addition.
- Hollin Hills DRC plans have been submitted- received preliminary approval with minor comments related to spacing of fenestration to match existing dwelling.
- Proposing concrete retaining wall to come up about 3'8" above grade where there is grade change toward backyard.
- T1-11 siding to match the existing. There will be concrete retaining wall serving as base. Ridge of gable will be lower than existing roof. Fenestration will match existing. Double doors will match existing. New proposed window on north elevation will match existing adjacent window.
- Three windows on east elevation will match the windows on the north elevation.
- South elevation proposed double door, windows, and single door- T1-11 siding, etc. all continuing consistent design.
- Landscaping: Sycamore tree and hedges shield view of home from street (Rebecca Drive).
- Mr. Daniel asked Members for comments.
  - Ms. Murray stated that the design was subordinate. She asked what the triangular protrusion was. The applicant stated it was an interior space necessitated by both setback and roof constraints. Ms. Murray asked whether it would have windows. The response from applicant was unlikely, but there may be a proposed skylight. Ms. Murray asked that the details of the existing house- existing elevations- showing architectural features be shown in future submission. In perspective drawings, remove landscaping that obscures plan.
  - Ms. Huang has no issue with the proposal (other than an existing shade structure).

- Mr. Plumpe asked about concrete retaining wall details. The applicant responded the plan was to use board-form concrete with recessed lighting downward facing lighting.
- Elma Wilcoxon (applicant) stated retaining wall would not match existing brick- it will be differentiated from the existing dwelling.
- Ms. Murray stated she was a fan of concrete, and the proposed concrete should be refined.
- Mr. Daniel advised applicants to review the design guidelines for the HOD- In Hollin Hills, a retaining wall should not be distracting from the home.
- Mr. Daniel and Mr. Plumpe recommended more pictures for better context in final submission.
- Mr. Daniel stated that the triangular area should be reconsidered, even though its design is constrained by the 15' setback.
- The applicant asked about eaves. Mr. Johnson (staff) responded eaves can encroach 3 feet into the setback if they are at least 10 feet height from grade.
- Mr. Daniel asked about the proposed outdoor space and whether it would be paved—drainage issues perhaps. The applicant responded that there will be a French drain.
- Mr. Daniel also asked about a tree close to the home. The applicant responded it was a pin oak that would not be removed.
- Mr. Daniel stated that the drawings should be very close to building permit/site plan- level.
- Ms. Murray stated ARB needs to see close to final documents, and if that is not possible, another workshop may be necessary.

**PRESENTATIONS- None.**

**BOARD AND STAFF ITEMS:**

- Review and action on approval of previous months minutes: October 2022. **Mr. Zellman made a motion to approve the minutes for October 2022, and pay the Recording Secretary, Ryan Johnson. The motion was seconded by Ms. Murray. The motion passed 5-0-1, with Mr. Daniel abstaining.**
- **Treasurer's Report:** Ending balance as of September 23, 2022 - \$24,803.30

- **Administrative:**
  - Return to in-person meetings – No Update at this time  
The December ARB meeting will be held in **Conference Rooms 9/10** of the Government Center, if held in person.  
  
Staff positions- Branch Chief-10/7, ARB Planner II- 10/28, both positions closed, interviews soon for both
- **Discussion/Update Reports:**
  - Lorton Workhouse Master Plan – Joe Plumpe and Samantha Huang. The updated master plan is moving along. Presentation occurred 11/29 via zoom. Mr. Plumpe mentioned that he is on the Lorton Workhouse Board. There will be a shade structure that is public art-like in appearance placed towards front of the facility.
  - Bylaws update for August Recess – Jason Zellman. Mr. Zellman will be presenting the language soon after incorporating comments and edits.
  - Holmes Run Acres HOD study – Denice Dressel, staff. Ms. Dressel stated on 10/24- Staff presented results of the poll to the community. Data was almost equally split regarding whether the community wanted the HOD. A Small majority opposed- 52%. On November 1, 2022, BOS (Supervisor Gross) removed this from the work program. All of the info will remain with DPD should the community decide to pursue in the future.
  - Ms. Murray stated there needs to be a lot of outreach- community education with regard to the HOD. There needs to be more. There needs to be larger discussion about what went wrong with Holmes Run Acres.
  - Ms. Dressel stated she is conducting debriefings about lessons learned with both staff and the BAC members.
  - (Staff)- Modern Architectural Survey. Staff met with VDHR. Revisiting and shrinking the scope due to costs.
  - African American Survey- VHDR has submitted revised comments to staff. Public meeting will occur early part of next year when report is released.
- **Correspondence, Announcements:** None.
- **Old Business**
  - Nominating Committee- Mr. Burns and Mr. Zellman are the volunteers.
- **New/other business:**
  - Mr. Daniel – public comment closed on Reston Comp Plan Update. Mr. Daniel met with Planning and Zoning Committee members and they asked what survey efforts are being done to save buildings in Reston and in the County. Mr. Daniel mentioned the desire for a potential HOD for Association Dr. ARB can still provide comments to Planning Commission before January public hearing (on the Comp Plan). Mr. Daniel is contemplating an ARB letter to Board of Supervisors to compile ARB concerns.
  - Mr. Plumpe mentioned maybe there should be historic buildings and not just districts that come under ARB review.
  - Ms. Murray’s updates:

- The Historic Dunn Loring School will be demolished. It is inevitable because the building is sited really close to the road and an adjacent property-maybe right decision for a school given traffic.
- Langley Ordinary sold for \$6 million dollars recently.
- Bunnyman Brewery is proposing to occupy one of the historic structures at the Lorton Workhouse.
- Mr. Daniel met with Reston DRB- There will be an upcoming Meet and Greet with Reston DRB to foster mutual understanding about Fairfax County ARB and Reston DRB duties, distinctions, and clarifications.

Mr. Plumpe made a motion to adjourn at 7:52 p.m.

***The ARB Administrator will stamp and sign copies of approved drawings or other application documents following the meeting at which approvals are granted, or at such time as drawings amended to reflect ARB actions are received by the administrator. Applicants may be required to submit additional copies of approved drawings or other application documents. Applicants may request copies of meeting minutes within 2 weeks of the meeting at which the ARB approved the minutes. Stamped drawings, letters from administrator documenting ARB action or copies of relevant minutes are required prior to projects being approved by county review and permitting agencies.***

*For further information contact, Denice Dressel, Principal Heritage Resources Planner, ARB Administrator, Fairfax County Department of Planning and Development (DPD), at (703) 324-1380*