



City of Manassas, Virginia
Architectural Review Board Meeting

AGENDA

Architectural Review Board Meeting
9027 Center Street
Manassas, VA 20110
Second Floor Conference Room
Tuesday, October 10, 2017

Call to Order and Pledge of Allegiance - 7:30 p.m.

Roll Call

1. Approval of the Meeting Minutes

- 1.1 September 12, 2017 Architectural Review Board Minutes
[September 12, 2017 Draft Meeting Minutes](#)

2. New Business

- 2.1 ARB #2018-04
9411 Main Street
Holly D VandenHeuvel
[Staff Report and Attachments](#)

3. Other Business

- 3.1 FY 2017 Annual Report
[FY2017 Draft Annual Report](#)
- 3.2 Old Town Update

Adjournment

DRAFT

**MINUTES
REGULAR MEETING
CITY OF MANASSAS
ARCHITECTURAL REVIEW BOARD**

September 12, 2017 – 7:30 P.M.

Members Present: William Rush, Chairman
Debbie Haight, Vice Chairman
Jan Alten
Nancy Hersch Ingram
Myra Buchanan Brent

Members Absent: Fatima Pereira-Shepherd

Staff Present: Elizabeth Via-Gossman, Community Development Director
Greg Bokan, Planner
Donna Bellows, Boards and Commissions Clerk

PLEDGE OF ALLEGIANCE

ROLL CALL AND DETERMINATION OF A QUORUM

Clerk called the roll, and a quorum was determined.

APPROVAL OF MINUTES – August 8, 2017

Ms. Alten motioned to approve the minutes as submitted. Ms. Haight seconded the motion. The MOTION CARRIED BY VOICE VOTE.

NEW BUSINESS

**ARB #2018-01
9358-9360 Main Street
C.P. Leopold**

(Chairman Rush recused himself to prevent a possible conflict of interest, and requested that Ms. Haight chair the discussion for this case.)

Mr. Bokan stated that the applicant is seeking approval for the installation of a projecting sign and minor wall sign. The projecting sign will be 3/4" thick MDO Wood and will be installed onto the existing bracket located between the first and second floors over the northern entrance of

the structure; which accesses the second floor where the tenant will be located. The projecting sign measures 36"x36" in size (9 square feet). The tenant name, "New City Fellowship" is shown in white letters placed on a blue background. The minor wall sign will be of a similar design and color scheme to the projecting sign. It will be made of 1/8" thick metal and will be installed onto the wall to the right side of the tenant's entrance. The sign measures 12"x18" in size (1.5 square feet).

Staff recommended approval of ARB #2018-02 as submitted.

Applicant's Proxy, Brian Gurney, had nothing further to add to the staff report.

ARB Questions/Discussion

None

Ms. Alten motioned to approve ARB #2018-01 as submitted. **Ms. Brent** seconded the motion.

Roll Call

Ms. Alten	Y
Ms. Brent	Y
Vice-Chair Haight	Y
Ms. Ingram	Y

The MOTION PASSED UNANIMOUSLY.

ARB #2018-02

8801 Quarry Road

Michael Wood

Mr. Bokan stated that the owner previously came before the Board for approval of a two story addition and roof extension over the side porch. The previous approved addition had buildability concerns and the owner decided to make a change in architects for the project moving forward. The current design proposes a two-story addition on the west elevation of the dwelling. The addition is approximately 750 square feet in area and will modify the existing side sleeping porch and closet to accommodate a new bedroom addition upstairs. With the design, the two-story portion of the addition is located behind the main block of the home. While the two-story addition would not impact the front elevation of the structure, a small one-story addition would extend 8 feet off the two-story addition, and would be visible from Quarry Road. However, the addition would not alter the front elevation and would be set back 16 feet from the front plane of the house. A small porch is proposed over a new entry door connecting the design with the original front porch. The application also proposes a 5'x11' deck on the rear of the addition with associated steps. On the east elevation of the home, a roof canopy is proposed over the existing side porch entrance.

The proposed materials include smooth Hardie plank siding, standing seam metal roof to match the original, cut cobblestone veneer for the foundation, 1/1 Pella Impervia windows (fiberglass composite), and Pella wood patio doors. Wood material would be used for the single porch column for the new addition on the west elevation, the deck on the rear of the addition, as well as the new side porch on the east elevation.

Staff recommended approval of ARB #2018-02 as submitted.

Applicant, Michael Wood, spoke of the buildability concerns and how they are being addressed to conform to the historic guidelines.

ARB Questions/Discussion

- **Chairman Rush** asked why the applicant was adding an extra door. **Mr. Wood** stated that it is a convenience door to get to the back yard and front yard without having to go all the way around to the side door and back up front.
- **Chairman Rush** asked if the Hardie plank would match the reveal on the existing house because it doesn't match on the drawings. **Mr. Wood** stated that it would match.

Ms. Haight motioned to approve ARB #2018-02 with the following modification:

- The Hardie plank reveal will match the existing house.

Ms. Ingram seconded the motion.

Roll Call

Ms. Haight	Y
Ms. Ingram	Y
Chairman Rush	Y
Ms. Alten	Y
Ms. Brent	Y

The MOTION PASSED UNANIMOUSLY.

ARB #2018-03

9019 Center Street

Andrew Cummins

Mr. Bokan stated that the applicant is seeking approval for the installation of a projecting sign and submitted revised material at the meeting. The projecting sign will be plasma cut metal with a ¾" piece of plywood painted black "sandwiched" between the two laser cut sheets of metal. It will be installed onto the existing bracket located above the 1-light wood store front window on the eastern end of the front elevation. The projecting sign measures 18"x36" in size (4.5 square feet). The tenant name, "Café Pottery" and the slogan "Paint Socially" would be cut out of the metal revealing the black painted wood core of the sign which would make the letters appear black. The submitted graphic also appears to include a border around the sign.

Staff recommended approval of ARB #2018-03 as revised by the applicant.

Applicant, Andrew Cummins, had nothing further to add to the staff report.

ARB Questions/Discussion

- **Ms. Brent** asked about the staff's concern regarding the metal buckling from the wood as indicated in the staff report. **Mr. Bokan** stated that the applicant will be using an eleven gauge metal which is the traditional size for signage.
- **Ms. Alten** asked whether there would be a metal cap placed over the sandwiched wood to keep it from rotting. **Mr. Cummins** stated that it would be marine grade wood sealed with acrylic and resealed on an annual basis.

Ms. Alten motioned to approve ARB #2018-03 as revised by the applicant. **Ms. Brent** seconded the motion.

Roll Call

Ms. Alten	Y
Ms. Brent	Y
Chairman Rush	Y
Ms. Haight	Y
Ms. Ingram	Y

The MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

ARB #2017-36
9325 Battle Street
Rob Posch

Mr. Bokan stated that the applicant was unable to attend tonight's meeting but has been before the Board in July and August 2017 for a number of renovations to the property. The applicant is now seeking approval for a period/turn of the century, solid wood door with a mail slot. It is 37.5"x 84" in size with a 27" x 51" beveled glass. The door includes decorative metal work covering the glass. The applicant intends to repaint the door a different color in keeping with the color scheme of the structure, once selected by the applicant (note: color changes to residential structures do not require Board approval). There will be a transom window above the door, and the top of the door with transom will be aligned with the tops of the windows to ensure balance and symmetry to the front elevation. The applicant has elected a design that does not include side lights, as was approved at the Board's August 2017 meeting. The use of a period door, instead of an off the shelf door, is more compatible with the character of the structure.

Staff recommended approval of ARB #2017-36 as submitted.

ARB Questions/Discussion

- **Chairman Rush** asked if the applicant is proposing to take the bars away. **Mr. Bokan** stated that the bars are on the interior of the door and are proposed to remain.
- **Ms. Alten** asked if there was stained glass in the transom. **Mr. Bokan** stated that there is stained glass but it would actually be a clear window with the stained glass insert inside the clear windows.

Ms. Ingram motioned to approve ARB #2017-36 as submitted. Ms. Brent seconded the motion.

Roll Call

Ms. Ingram	Y
Ms. Brent	Y
Chairman Rush	Y
Ms. Alten	Y
Ms. Haight	Y

The MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

**Work Session
9201 Maple Street
Annaburg Manor**

Mr. Bokan stated that on March 23, 2017, the City Council's Land Use Committee directed the ARB to prepare and submit a report, pursuant to Section 130-402 (b) of the City of Manassas Zoning Ordinance, to evaluate the creation of an additional historic overlay district (HOD) at Annaburg Manor. The report would require:

- Defining the proposed HOD boundaries
- Setting out the historic and/or architectural significance of the historic structures to be protected
- Evaluating whether the public interest favors creation or modification of an HOD

The Board agreed to allow the public to comment at a October meeting. The Board would then take action at the November meeting of the ARB.

ADJOURNMENT

Ms. Alten moved to adjourn the meeting. Ms. Haight seconded the motion. The MOTION CARRIED UNANIMOUSLY TO ADJOURN. The meeting ended at 8:27 p.m.

William Rush, Chairman

Date

No. 2018-04



Applicant(s): **Holly D. VandenHeuvel**

Site Owner(s): **Brewer Enterprises LLC**

Site Address: **9411 Main Street** Tax Map No.: **101-01-00-196A**

Site Location: **East side of Main Street, 60 feet south of the intersection of Center Street and Main Street**

Current Zoning: **B-3, City Center Commercial** Parcel Size: **0.12 Acres**

Age of Structure: **58 Years** Type of Structure: **Commercial**

Summary of Request: **Signage**

Date Accepted for Review: **September 18, 2017**
Date of ARB Meeting: **October 10, 2017**



CITY OF MANASSAS

Department of Community Development
Elizabeth S. Via-Gossman, AICP, Director
Phone: 703-257-8223 Fax: 703-257-5117

STAFF REPORT

ARB Case: 2018-04
Applicant: Holly D. VandenHeuvel
Address: 9411 Main Street



REQUEST

The applicant is seeking approval for the installation of a projecting sign.

The subject site was last before the Board for the installation of wall mounted signage (ARB #2017-05).

PROPERTY INFORMATION

Location – 9411 Main Street is a tenant space in the building which is located at 9409 Main Street, located on the east side of Main Street, approximately 60 feet south of the intersection of Center Street and Main Street.

Historical Significance – The building at 9409 Main Street was constructed c. 1959. It is a 2-story, 3-bay commercial building in a modern interpretation of the Classical Revival style. The building features concrete pilasters with decorative friezes. The adopted survey ranks the building as a contributing structure. However, due to alterations to the building which have compromised the integrity of the original design, the 2006 survey (which has not been adopted) recommends the building be ranked as a non-contributing structure.

Surrounding Properties – 9409 Main Street is located in the downtown area of the local historic district. The building is attached to 9407 Main Street on the north elevation and 9413 Main Street on the south. Both are contributing structures.

APPLICANT'S PROPOSAL

The proposed projecting sign is made of metal. The color palette utilizes the established logo and branding of the business, which includes the use of primary colors for the puzzle pieces and dark colors for the business names "Puzzle Palooza etc..." and slogan "Creating Family Fun One Piece At A Time" on a white background. The sign is approximately 4 sq ft in size and will be placed on a new metal bracket.

STAFF ANALYSIS

The applicable design guidelines for signage are found on pages 82-87 of the City of Manassas Historic District Handbook. The guidelines state that projecting signs should not exceed 12 sqft in area and placement should be based upon visibility and compatibility with the building. Materials should relate to the structure and sign design should be coordinated with the nature of the business and character of the structure.

The proposed projecting sign is made of metal. The sign includes the established logo and branding of the business, which includes the business name and slogan on a white background. While the existing sign includes an outline of a puzzle piece around the content of the sign, staff is recommending a dark border around the edge of the sign to define the white space outside the puzzle piece. The sign is approximately 4 sq ft in size and will be placed on a new metal bracket. The new bracket will be mounted to the brick, above the horizontal board, located between the first and second floors allowing the sign to hang in line with the horizontal board. The sign proposed at this location would maintain a minimum clearance of 9 feet from the ground surface as recommended by the Design Guidelines.

Review Criteria

Pursuant to Section 130-406 (a), the ARB shall consider the following criteria in determining whether or not to issue a Certificate of Appropriateness for construction or alterations:

CRITERIA	APPLICATION
Activity Proposed:	Signage.
(1) Whether the material, texture, color, height, scale, mass, and placement of the proposed addition, modification, or construction are visually and architecturally compatible with the site and the HOD.	The proposed design, scale and placement of the signage are compatible with the characteristics of the building and surrounding historic district.
(2) The harmony of the proposed change in terms of overall proportion and the size and placement of elements such as entrances, windows, awnings, exterior stairs, and signs.	The sign location is consistent with existing signage placement and is sensitive to elements of the building design.
(3) The effect of the proposed change on the historic district neighborhood, setting, or streetscape.	The proposed signage is compatible with the streetscape and surrounding historic district.
(4) Whether the proposed method of construction, renovation, or restoration would have an adverse impact on the historic or architectural character of the structure or site, or on adjacent buildings or structures.	The proposed signage is in keeping with the character of the structure and surrounding area.
(5) The Secretary of the Interior Standards for Historic Preservation, as may be relevant.	Not applicable.
(6) Any applicable provisions of the adopted design guidelines.	The proposed signage is in keeping with the design guidelines.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the application with the following stipulations:

- The sign bracket will be mounted on the brick immediately above the horizontal board located between the first and second floors, so the sign hangs in line with the horizontal board.



CITY OF
MANASSAS, VIRGINIA

Community Development • 9027 Center Street, Manassas, VA 20110 • 703-257-8223

ARB #: 2018-04

DATE: SEP 18 2017
(Completed by City Staff)

ARCHITECTURAL REVIEW BOARD
Application for Certificate of Appropriateness

Site Address: 9411 Main Street Manassas, VA 20110
Number Street Name

Tax Map No(s): _____ Zoning District: _____

Date Purchased: _____ Age of Structure: _____

Nature of Proposed Work: Please check all that apply.

- ☒ Signage ☐ Exterior Alteration ☐ Addition
☐ New Construction ☐ Demolition

Description of Proposed Work (use additional pages if necessary): to hang a square metal sign (24"x24") sticking out perpendicular to building on a metal mount (or wood). (see photos).

APPLICANT

(All correspondence is addressed to applicant)

Holly O VandenHeuvel
Name (Please Print)

9551 FOSTER Lane.
Address

Manassas Va 20110
City State Zip Code

PuzzlePaloozaEtc@gmail.com
E-mail Address

703 408 0790 9
Phone # Fax #

Holly O VandenHeuvel
Signature

OWNER

(Leave blank if same as applicant)

Name (Please Print)

Company

Address

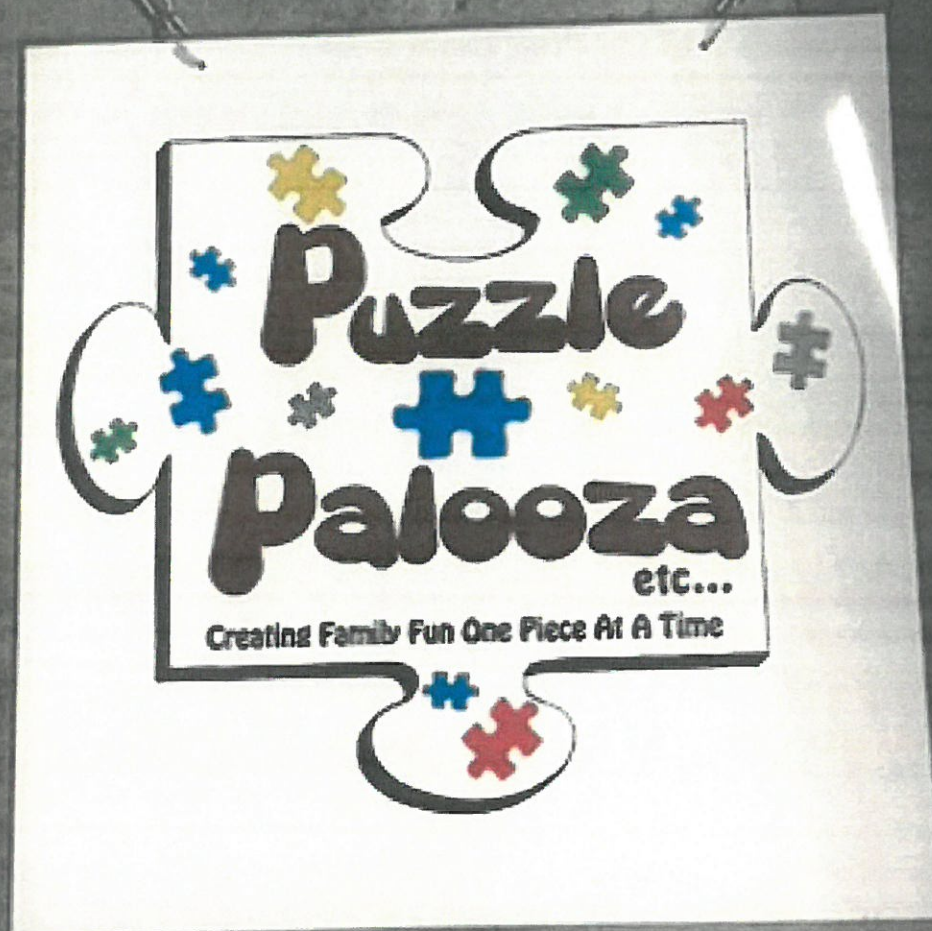
City State Zip Code

Phone # Fax #

E-mail Address

I hereby certify that I have the authority to make the foregoing application, that the application and information provided herein is correct and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private building restrictions, if any, which may be imposed on the above property by deed.





City of Manassas

Manassas

Reconnaissance Level Survey

DHR Id # 155-0161-0167

Resource Identification

Tax Parcel: 101/01 00/ 196A/ 1/

Other Id#:

GPIN # 7795-68-2917

Property Name(s): K.C.'s Restaurant {Historic} Trusler Hall, 9409 Main Street {Current}

Property Date: circa 1945

Address(s): 9409 Main Street {Current}

County/Independent City: Manassas

City: Manassas

State, Zip: Virginia, 20108

USGS Quad Name: MANASSAS

Surrounding Area: City

National Register Eligibility Status

Property is Historic (50 years or Older)

Property is associated with the Local Manassas Historic District

Property is associated with the National Register Manassas Historic District [district]

Resource Description

Ownership Status: Private

Primary Resource Exterior Component Description:

Component	Comp Type/Form	Material	Material Treatment
Chimneys	N/A	N/A	N/A
Chimneys	N/A	N/A	N/A
Foundation	Solid	Concrete	Block
Roof	Flat with parapet	Not Visible	Not Visible
Porch	N/A	N/A	N/A
Structural System	Masonry	Concrete	Block
Windows	Fixed	Metal	1-light
Windows	Fixed	Metal	15-light

Site Description: Facing west, this commercial building is sited on a paved level lot. 9407 Main Street is attached to its north elevation, and 9413 Main Street is attached to its south elevation.

WUZIT Count:

No.	Wuzit Types	Historic?
1	Commercial Building	Historic

NR Resource Count:

#	NR Resource Type	Contributing Status
1	Building	Contributing

Individual Resource Information

WUZIT: Commercial Building

Est. Date of Construction: ... circa 1945

Primary Resource? Yes

Architectural Style: Classical Revival

Interior Plan Type: Unknown

Accessed? No

Number of Stories: 2

Condition: Good

Threats to Resource: None Known

Description: Set on a concrete-block foundation, this two-story, three-bay commercial building is a modern interpretation of the Classical Revival style. It is concrete-block construction with a Flemish-bond brick veneer on the second story. The building features concrete pilasters with decorative friezes and a plain frieze over the first-story pilasters. The building is covered by a flat roof with a parapet. The roof has a concrete cornice with dentils, and plain frieze that reads "Trusler Hall." Fenestration consists of skylights, 1-light fixed metal windows, and 15-light fixed metal windows.

Cemetery Information**National Register Eligibility Information (Intensive Level Survey)**

Historic Context(s): Architecture/Community Planning, Commerce/Trade

Time Period(s): The New Dominion (1945 to Present)

Significance Statement: The commercial building at 9409 Main Street, constructed circa 1945, is representative of a commercial building constructed in the City of Manassas's commercial core in the mid-twentieth century. The building exhibits characteristics of the Classical Revival style with its concrete façade that resembles ashlar masonry and its flat roof with a dentil cornice. The building has been altered with new storefront windows and the second story has been enclosed with brick and pierced with modern windows. Due to alterations that compromise the integrity of the building's design, the commercial building at 9409 Main Street is Ranked Non-Contributing.

Ownership Information

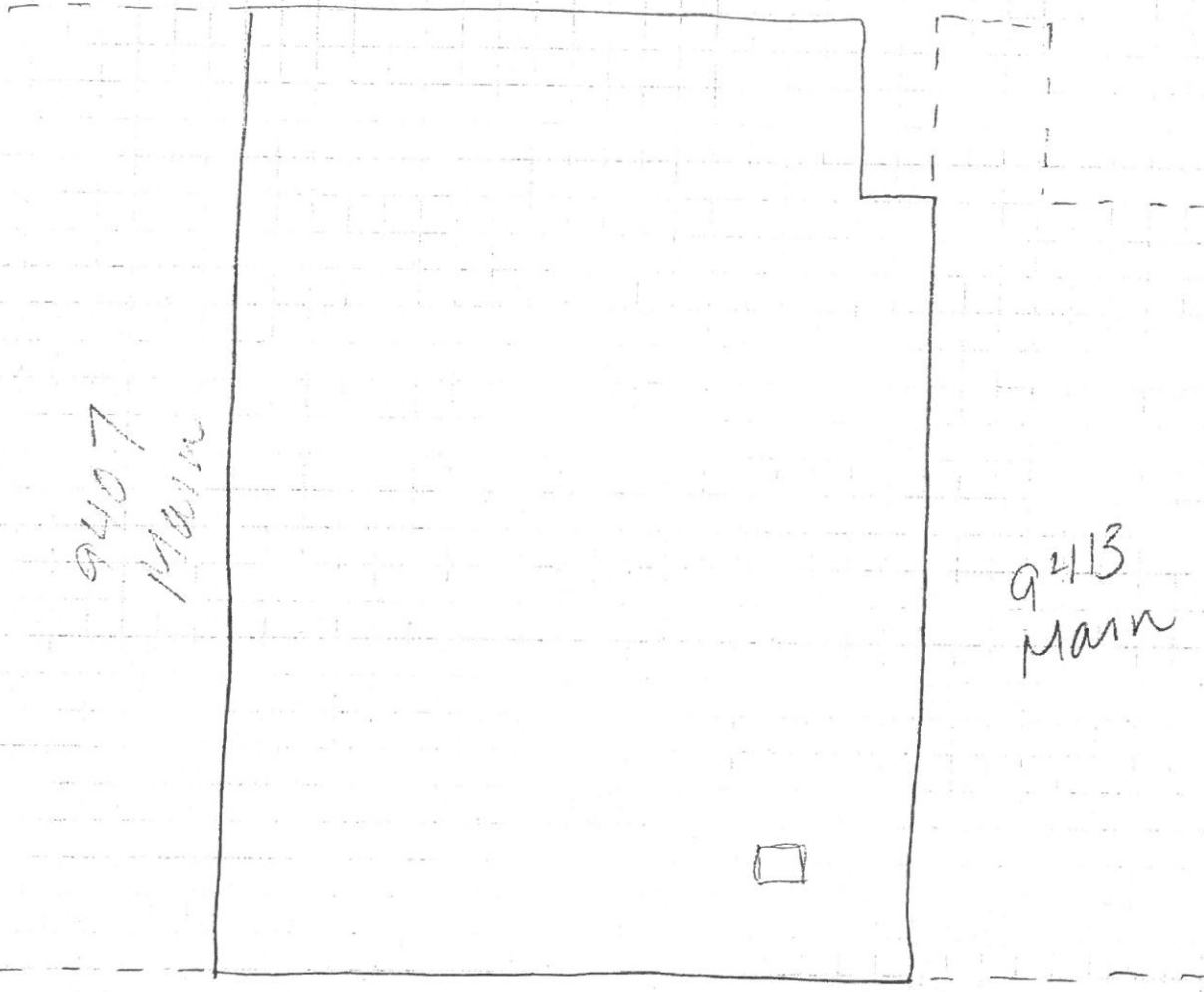
Brewer, Samuel M.

Graphic Media Documentation

Medium	Photo Roll	Negative Number	Photo Date
BW 35mm Photos	EHT 10	30, 33	11/23/2005
Digital Photos	EHT 10	30, 33	11/23/2005

CRM Event

Reconnaissance Survey EJ: EHT Tracerics, Inc. August 23, 2005



Main St





Architectural Review Board

FY2017 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 Overlay Historic Districts in accordance with Section 130-402 of the Code of Manassas. This report details the actions reviewed by the Architectural Review Board in FY17 reporting period (July 1, 2016 to June 30, 2017) and outlines some actions to be undertaken in FY18.

Responsibilities

The Architectural Review Board offers advice to property owners and tenants on questions of historical preservation and restoration. The Board shall also cooperate with and enlist 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 efforts to preserve, restore, and conserve historic sites, landmarks, buildings, and structures within the City.

Activities

The Architectural Review Board's focus in FY17 was 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 twelve (12) regular meetings, which included two (2) worksessions. The case activity is as follows:

In total, 36 applications were received in FY17 and 2 applications were carried over from FY16.

- 36 cases came before the Board for action
 - 21 were approved as submitted
 - 1 was partially approved, denying the other half of the case.
 - 1 was partially approved, withdrawing the other half of the case.
 - 13 were approved with modifications
 - 2 cases were carried over to FY18
- 1 case was administratively approved
- 1 case was a worksession item only

In the thirteen (13) cases that were approved with modifications, the Board diligently worked to meet the needs of the applicants under 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 an application for construction of a new single family dwelling and an application for a large rear addition to a contributing commercial building.

The Board worked with staff to implement the FY16 update of the Historic Overlay District Zoning Ordinance, working to streamline the review process and strengthen protections for the City's historic structures. As directed by the City Council's Land Use Committee in FY17, preparation and submission of a report evaluating the creation of an additional historic district at Annaburg Manor (9201 Maple Street) represents an important undertaking for the Board in FY18.

A Look Ahead

In conclusion, 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 FY18. The Board remains committed to exercise 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, 2021
Debbie Haight	June 30, 2018
Nancy Hersch Ingram	June 30, 2021
Fatima Pereira-Shepherd	June 30, 2018
William Rush	June 30, 2018
J. Thomas Waters	June 30, 2017*

**Resigned in September 2016, before completion of term.*

Attendance Report

Board Members	Meetings	Present	Absent
Jan Alten	12	10	2
Myra Buchanan Brent (Alt)	3	3	0
Debbie Haight	12	10	2
Nancy Hersch Ingram	12	8	4
Fatima Pereira Shepherd	12	10	2
William Rush	12	12	0
J. Thomas Waters*	3	1	2

** Resigned in September 2016, before completion of term.*

Attachment

1. Architectural Review Board Case List

Board Members Biographies

WILLIAM S. RUSH, CHAIRMAN

TERM EXPIRES: JUNE 30, 2018

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.

DEBBIE HAIGHT, VICE-CHAIR

TERM EXPIRES: JUNE 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.

JAN ALTEN

TERM EXPIRES: JUNE 30, 2021

Mrs. 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

TERM EXPIRES: JUNE 30, 2021

Mrs. 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 Ms. Hersch Ingram.

FATIMA PEREIRA-SHEPHERD

TERM EXPIRES: JUNE 30, 2018

Mrs. Pereira-Shepherd was appointed to the ARB in 2009. She has been a resident of Manassas for over 38 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.

MYRA BUCHANAN BRENT

TERM EXPIRES: JUNE 30, 2021

Mrs. Myra B. Brent was appointed to the ARB in 2017. 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 served as a Staff Administrator in Human Resources for Lockheed Martin in 2002, and retired from NeighborCare Long Term Care Pharmacy in 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-one years together and have two children.

Sincerely,

William Rush, Chairman

Nancy Hersch Ingram

Debbie Haight, Vice Chair

Fatima Pereira-Shepherd

Jan Alten

Myra Buchanan Brent

ARB CASE LIST July 2016 – June 2017

ARB #	APPLICATION DATE	APPLICANT	ADDRESS	PROJECT/ PROPOSAL	ACTION/DATE
2016-37	6/30/2016	Scott Pendleton	8801 Quarry Road	Additions to house	Approved 10/11/2016
2016-38	6/28/2016	Jitterbugs Ice Cream Café	9125 Center Street	Signage/Replace Windows	Approve signage on 7/12/2016 Windows Withdrawn
2017-01	7/21/2016	ACTS/Steven Liga	9317 Grant Avenue	Signage	Approved 8/8/2016
2017-02	7/22/2016	Liberia House/ City of Manassas	8601 Portner Avenue	Back porch addition	Approved 8/8/2016
2017-03	8/5/2016	Rod Mergler	8804A Quarry Road	New home construction	Approved w/modifications 9/13/2016
2017-04	8/25/2016	Old Town Veteranarian Clinic / Richard Sappington, Jr.	9211 Center Street	Signage	Approved w/modifications 9/13/2016
2017-05	8/26/2016	First Tax 7 Financial / Sam Brewer	9411 Main Street	Signage	Approved w/modifications 9/13/2016
2017-06	8/29/2016	Kathleen Joseph	9317 Main Street	Window replacement	Approved 9/13/2016
2017-07	8/29/2016	Liberia House/ City of Manassas	8663 Portner Avenue	New restrooms construction	Approved 9/13/2016
2017-08	9/20/2016	Ashby Jewelers / David Balboni	9407 Main Street	Art mural	Approved 10/11/16
2017-09	9/22/2016	Miguel & Alexandra Pires	9313 West Street	New detached garage	Approved w/modifications 10/11/16
2017-10	9/22/2016	Thomas Murphy	9107 Grant Avenue	Bathroom addition	Approved 10/11/16
2017-11	9/23/2016	Manassas Station LLC	9004 Prince William Street	New building construction	Approved w/modifications 10/11/16
2017-12	10/18/2016	Jefferson Pickard	9308 Battle Street	Replace windows/patio doors	Approved 11/9/16
2017-13	10/20/2016	Denise McCall	9409 & 9411 Battle Street	Signage / Painting and Repairs / Wall Banner	Approved 11/9/16, 12/13/2016, 1/10/2017

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2017-14	11/8/2016	BB&T Bank / Joseph Turnbull	9201 Church Street	New roof	Administratively approved 12/5/2016
2017-15	11/15/2016	Shining Sol Candle Company / C.P. Leopold	9109 Center Street	Signage	Approved 12/13/2016
2017-16	11/23/2016	Manassas Arms LLC / Jay du Von & Jessica Pfeiffer	9522 Fairview Avenue and 8812 Wesley Avenue	New construction - townhouses/single- family homes	Worksession on 12/13/2016
2017-17	11/28/2016	Christopher Sellers	9406 Battle Street	Construction addition	Approved 12/13/2016
2017-18	12/13/2016	Totally Vintage Design / Melissa Harris	9126 Center Street	Signage	Approved 1/10/2017
2017-19	12/29/2016	WLF Contracting	9516 Main Street	Replace windows/ doors	Approved 1/10/2017
2017-20	1/23/2017	Hynson Holding Group	9023 Center Street	Signage	Approved w/modification 2/14/2017
2017-21	2/8/2017	Whittington Law/Robert Anderson	9214 Center Street	Signage	Approved 3/14/2017
2017-22	2/15/2017	Inocencio Gutierrez-Ruiz	9511 Liberty Street	Replace siding, windows, doors, and repair roof	Approved w/modifications 3/14/2017
2017-23	2/17/2017	Moo Moo Junction	9119 Church Street	Exterior renovations	Approved w/modifications 3/14/2017
2017-24	3/6/2017	Okra's / Miguel Pires	9110 Center Street	Paint exterior building	Approved 3/14/2017
2017-25	3/16/2017	Freedom Bail Bonds	9405 Peabody Street	Signage	Approved w/modifications 4/11/2017
2017-26	3/17/2017	Pierce Funeral Home / Kim Allne Beasley	9320 West Street	Replace windows, Modify roof	Approved Roof 4/11/2017, Windows Denied 4/11/2017
2017-27	3/17/2017	Pierce Funeral Home / Kim Allne Beasley	9204 Lee Avenue	Exterior alteration	Approved w/modifications 4/11/2017
2017-28	3/17/2017	Michael Economou	9307 West Street	New fence	Approved w/modifications 4/11/2017
2017-29	3/17/2017	Sinistral Brewing Company / Blane Perry	9419 Main Street	Signage/Exterior paint	Approved w/modifications 4/11/2017
2017-30	3/21/2017	NVTC & PRTC Virginia Railway Express	9451 West Street	Replace lights	Approved 5/9/2017

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2017-31	4/13/2017	Bull Run Unitarian Universalist Church	9404 Main Street	Replace Windows	Carried Over to FY18
2017-32	4/13/2017	Kristen Reynolds	9508 Grant Avenue	Replace fence	Approved w/modifications 5/9/2017
2017-33	4/14/2017	Sinistral Brewing Company / Blane Perry	9419 Main Street	Sign light, windows, soffit	Approved 5/9/2017
2017-34	4/19/2017	Hynson Holding Group	9071 Center Street	Signage	Approved 5/9/2017
2017-35	5/8/2017	Bad Wolf Pubic House	9406 Battle Street	Signage	Approved 6/13/2017
2017-36	6/19/2017	Rob Posch	9325 Battle Street	Replace siding, windows, doors, modify rear addition, add deck	Carried Over to FY18