



City of Manassas, Virginia
Architectural Review Board Meeting

AGENDA

Architectural Review Board Meeting
9027 Center Street
Manassas, VA 20110
Second Floor Conference Room
Tuesday, August 08, 2017

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

Roll Call

1. Approval of the Meeting Minutes

- 1.1 July 11, 2017 Architectural Review Board Meeting Minutes
[7.11.17 Draft Minutes](#)

2. Old Business

- 2.1 ARB #2017-36
9325 Battle Street
Rob Posch
[Staff Report](#)
[Application and Attachments](#)

3. Other Business

- 3.1 Old Town Update(s)
- 3.2 Code of Conduct
[Code of Conduct - BCC](#)

Adjournment

DRAFT

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

July 11, 2017 – 7:30 P.M.

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

Members Absent:

Staff Present: Jamie S. Collins, Development Services Manager

PLEDGE OF ALLEGIANCE

ROLL CALL AND DETERMINATION OF A QUORUM

Staff called the roll, and a quorum was determined.

APPROVAL OF MINUTES – June 13, 2017

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

NEW BUSINESS

2017-36

Rob Posch

9325 Battle Street

The applicant is requesting approval for several items, included replacement of the existing wood siding, modification of the exterior elevations, including door, window and light placements. In addition, the request includes modifications to the rear addition, to include the modification of the roof line, removal of an enclosed porch and the addition of a deck. The applicant is also evaluating modifications to the structure's trim work and guttering system. Items that may be

the subject of additional Board review in the future include the primary roof and front porch columns. It was agreed to discuss and vote on individual items related to the application.

Roof - The roofing material of the rear addition is currently proposed to be changed from the existing corrugated sheet metal to a standing seam metal to match the primary roof. The applicant is still exploring options for roofing material on the primary roof. Staff recommended approval as submitted.

ARB Discussion

The ARB discussed the existing authentic standing seam roof, and cautioned against the newer system of adding a rib batten over the standing seams.

Ms. Haight made a motion to approve the rear roof replacement as submitted, to match the existing standing seam roof on the main house. Ms. Shepherd seconded the motion. The motion was amended to include the change to the roofline at the rear addition to make a single slope / rake board rather than the current stepped roof.

Roll Call – Roof Replacement on building rear

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

THE MOTION PASSED UNANIMOUSLY.

Gutters – The applicant is proposing replacement of the structure’s existing hidden gutter system with a more modern, exposed guttering system. The current application did not include detailing indicating how the new gutter system would affect the existing cornice trim. Staff distributed information gleaned from the internet recommending that hidden gutters be restored rather than replaced with a new exposed gutter system. The applicant indicated that replacement of the gutters would be preferable due to the level of deterioration of the existing gutter system. Staff recommends deferral of this item until detailing is presented on any alternative. The Board concurs that repair of the gutters is recommended.

Siding - The structure’s existing wood siding is in significant disrepair in several locations. The applicant is proposing to replace the wood siding with HardiPlank. The applicant would also like to install a band board on the two side elevations to differentiate between the two levels. The applicant will be painting the upper level of the house a different shade of color. Staff recommended approval as submitted.

ARB Discussion

The ARB discussed utilizing the flat hardiplank siding. The applicant would like to utilize Aztec trim on the project, with the exception of the window and door trim. The Board concurred

with the smooth Aztec trim for the band board only. Further detailing including actual sizes would need to be presented in order to approve the Aztec material for use on the vertical corners, fascia, and rake boards.

Ms. Alten made a motion to approve the smooth hardiplank siding replacement as submitted, and the smooth Aztec material for the band board as submitted. Ms. Haight seconded the motion.

Roll Call – Siding

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

THE MOTION PASSED UNANIMOUSLY.

Windows – The applicant has indicated the structure’s existing wood windows are in disrepair. Action for the Board at this month’s meeting is for approval of window sizes and placements (including window removals along the rear elevation). The specifics of the actual window replacement and units will be brought back to the Board for approval at a later meeting. The windows proposed for removal are not original to the structure, and are mismatched. Staff recommended approval as submitted.

ARB Discussion

Ms. Alten made a motion to approve the removal of the non-original windows as submitted, Ms. Shepherd seconded the motion.

Roll Call - Windows

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

THE MOTION PASSED UNANIMOUSLY.

Doors – The application proposes modification and replacement of both the front and rear doors. Action for the Board at this month’s meeting is for approval to modify the front elevation from a dual entry to single entry; however the specifics of the door units will be brought back before the Board for approval at a later meeting. The applicant has indicated the

trim work around the existing dual front doors would be saved and reused to trim the new single front door. Staff recommended approval as submitted.

ARB Discussion

The ARB feels that the single entry door with transom and sidelights will make the house look more like a single family residence.

Ms. Haight made a motion to approve the alteration to the front entry as submitted, Ms. Shepherd seconded the motion.

Roll Call – Front Door

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

THE MOTION PASSED UNANIMOUSLY.

Lighting - The existing front porch lights would be relocated, as shown on the plans, to flank the new single door entry. Staff recommended approval as submitted.

ARB Discussion

While these light fixtures are not original to the structure, relocating them at the same mounting height will not deter from the structure.

Ms. Shepherd made a motion to approve the relocation of the front entry lights as submitted, Ms. Haight seconded the motion.

Roll Call - Lighting

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

THE MOTION PASSED UNANIMOUSLY.

Porch Columns – The applicant is currently evaluating the condition of the front porch columns. If it is determined the scope of work would be more than just repair/maintenance, changes would need to be brought before the Board for approval.

Rear Addition Alterations/Deck – As shown on the applicant's plan, modifications are proposed to the rear addition and enclosed porch. This includes the removal of the existing enclosed porch in the center of the addition, modification to the roof line, and the addition of a deck.

ARB Discussion

The Board feels that this element of the project can be approved administratively. While staff felt it important to bring the entire project before the board, the zoning ordinance will be referenced to confirm that the changes to the rear can be approved administratively.

*Staff confirmed after the meeting that the alteration/demolition of the rear addition could be done administratively.

The following items need to be returned to the Board for action at a later date:

- Replacement of windows.
- Specifics of the proposed front and rear doors.
- Any proposed changes to the roof material that do not constitute maintenance.
- Any proposed changes to the front porch columns that do not constitute maintenance.
- Modifications to the structure's gutter system.
- Changing of the structure's trim material.

OLD BUSINESS

2017-31

Mike Freeland

9358-9360 Main Street

Chair Rush recused himself from this case, Vice Chair Haight conducted the meeting for this case.

This case originally came before the Board in May. After much discussion the case was deferred for further investigation of the condition of the windows as well as final color of the windows. The existing building is a contributing structure and is located in the historic core.

The applicant is seeking approval for the replacement of six second story windows which, the applicant believes, are in a deteriorated condition. The six windows include four second floor windows facing Main Street and two second floor windows on the north elevation. The applicant is proposing a Pella ProLine 450 Series wood window clad in aluminum using a simulated divided light to match the existing 2/2 window design. The windows are proposed to be brick red in color to match existing reddish/brown color.

After an evaluation of the windows by staff, they appear to be in repairable condition. Staff would recommend the applicant attempt to repair and repaint as recommended by the Design Guidelines. If during the repair process it was determined the windows were not repairable, and additional information was provided by the applicant demonstrating such, staff would

DRAFT Architectural Review Board Minutes – July 11, 2017

reconsider the request for replacement windows. Staff would also recommend the applicant explore the use of Storm Windows, as recommended by the Design Guidelines, to address energy efficiency concerns. Staff recommends denial of the application as submitted.

ARB Discussion

The Board confirmed with the applicant that the existing window openings would remain intact. The board asked if the repair of the windows was investigated, and the applicant replied that there was little cost difference when the labor for the scraping was included. The color selected for the windows will be a close match to the existing window color and the brick color. The new windows will be 2/2, with exterior and interior muntins as well as a shadow bar between the window panes.

Ms. Shepherd made a motion to approve the replacement of the windows as submitted, Ms. Ingram seconded the motion.

Roll Call – Window Replacement

Ms. Shepherd	Y
Ms. Ingram	Y
Ms. Haight	Y
Ms. Alten	Y

THE MOTION PASSED UNANIMOUSLY.

Old Town Update

At the June BZA meeting, the request to leave the pole for the sign at Sinistral in its original location was approved. The appeal brought by the owners of 9512 and 9514 Liberty Street was denied by the BZA.

The Board raised concerns that window signage had not come before the Board; however staff confirmed window signage is now administratively approved.

ADJOURNMENT

Ms. Shepherd moved to adjourn the meeting. The MOTION CARRIED UNANIMOUSLY TO ADJOURN THE MEETING. The meeting ended at 8:48 P.M.

William Rush, Chairman

Date

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ARCHITECTURAL REVIEW BOARD

No. 2017-36



Applicant(s): **Rob Posch**

Site Owner(s): **Rob Posch**

Site Address: **9325 Battle Street** Tax Map No.: **101-01-00-512**

Site Location: **Eastside of Battle Street, 100 feet north of the intersection with Quarry Street.**

Current Zoning: **R-1, Low Density, Single-Family Residential** Parcel Size: **0.20 Acres**

Age of Structure: **117 Years** Type of Structure: **Residential**

Summary of Request: **Exterior Alterations**

Date Accepted for Review: **June 19, 2017**
Date of ARB Meeting: **July 11, 2017**
August 8, 2017



CITY OF MANASSAS

Department of Community Development
Elizabeth S. Via-Gossman, AICP, Director

STAFF REPORT

ARB Case: 2017-36
Applicant: Rob Posch
Address: 9325 Battle Street



REQUEST

The applicant is requesting approval of several alterations to the structure, including: replacement of the existing wood windows with aluminum clad wood windows; modifications to the front elevations to provide, an option to the previously approved single entry door with sidelights, with approval of the option for a single entry door without sidelights. Finally, after further analysis of the structure, the applicant has found significant deterioration in one of the structure's chimneys and is requesting removal of the chimney.

This applicant was previously before the Board at its July 2017 meeting, at which time the Board approved several alterations to the structure, including: replacement of the existing wood siding, modification of the exterior elevations, including door, window and light placements. In addition, the request included modifications to the rear addition, to include the modification of the roof line and change in roof material. The removal of an enclosed porch and the addition of a deck were determined by Staff to be eligible for administrative approval, in response to a suggestion by the Board.

Items that may be the subject of additional Board review in the future include: modifications to the structure's guttering system, trim work, roof, and front porch columns.

PROPERTY INFORMATION

Location – Eastside of Battle Street, 100 feet north of the intersection with Quarry Street.

Historical Significance – Set on a stone foundation, the two-and-one-half story, four-bay twin house is ornamented with minimal Queen Anne-style detailing and Colonial Revival-style adornments. It is wood framed construction clad in weatherboard siding. It is covered by a standing-seam metal roof with two symmetrically located brick chimneys and one hipped dormer. The overhanging eaves have a boxed cornice with a molded, double frieze. The one-story, four-bay porch is covered by a flat roof with overhanging eaves, ogee cornice, and plain frieze. It is supported by turned posts and balusters. Fenestration consists of 2/2 and 6/6 double hung wood sash windows and a 1-light transom over the two wood panel entrance doors. A one-story, four bay wood frame addition is asymmetrical, and attached to the rear, east elevation. It is covered by a shed roof and has tripartite window with 8-light fixed wood windows flanking a 6/6 double hung wood sash window. An excellent, intact, example of a twin dwelling, the building is ranked notable and is contributing to the National Register historic district.

Surrounding Properties – The section of Battle Street, from the subject site, north, contains predominately residential structures ranked contributing, among them are the: Robert C. Weir House, as well as houses at 9319, 9321, 9323, and 9329 Battle Street. In addition, across the street from the subject house, is the Landmark Structure house once owned by Albert Speiden at 9320 Battle Street. South of the site is the contributing structure, Trinity Episcopal Church, at 9330 Battle Street.

APPLICANT'S PROPOSAL

For the benefit of the Board, staff wanted to provide a brief summary of this project. The applicant is undertaking a significant rehabilitation project of the structure, which has fallen into disrepair. Currently, the site has been issued a demolition permit for interior non-structural work, providing the applicant the opportunity to begin demolition work and further evaluate the condition of the structure. As with any residential project containing interior alterations, building plans and permits from the City will need to be secured by the applicant to complete the rehabilitation of the interior of the structure. This application was before the Board at the July 2017 meeting, when several components of the project were approved.

The purview of the Board for the subject of this ARB application is for the exterior changes to the structure. The applicant has proposed several modifications to the exterior of the structure, as outlined below:

- **Roof** - The roofing material of the rear addition was approved at the July 2017 meeting to be changed from the existing corrugated sheet metal to a standing seam metal to match the primary roof. At this point, the applicant is anticipating any roof replacement would be standing seam metal to match the existing roof. If it is determined the scope of work would be more than just repair/maintenance, changes would need to be brought before the Board for approval.
- **Chimney** – A new item that was not included in last month's staff report is the chimney. After completion of interior demo work around the chimney, it was discovered that the brick / block on one of the two chimneys has significantly deteriorated. **For this month's meeting, the applicant is requesting demolition of the deteriorated southern chimney, while retaining the northern chimney that appears to be in good condition.**
- **Gutters** – The applicant continues to explore the structure's existing hidden gutter system and possible replacement with a more modern, exposed guttering system. If the applicant decides to move forward with changes to a modern system, Board approval would be necessary.
- **Siding** - The replacement of the wood siding with HardiPlank and the addition of a smooth Aztec band board along both side elevations was approved at the July 2017 meeting.
- **Trim** - The applicant continues to explore the condition of the existing trim, which appears to be in good condition around the majority of the structure's doors and windows. However, other locations around the structure are significantly deteriorated and contain a variety of materials. If the applicant decides to move forward with changes in design or material, Board approval would be necessary.
- **Windows** – In addition to staff's visit to the site, the applicant has provided photo documentation of the significantly deteriorated wood windows for the structure. Action for the Board at last month's meeting is for approval of window sizes and placements (including window removals along the rear elevation). **For this month's meeting, the applicant has brought in specifics of the proposed aluminum clad wood window to replace the existing wood windows, and is requesting approval.**
- **Doors** – At the July 2017 meeting the Board approved the removal of the two entry doors to be replaced with a single entry door, which included transom and side lights, on the front elevation. **For this month's meeting, the application would like approval of a second optional design, which would still be a single entry but without sidelights.**
- **Lighting** – At the July 2017 meeting, the Board approved the relocation of the existing front porch lights to be relocated as shown on the plans, to flank the new single door entry.
- **Porch Columns** – The applicant is currently evaluating the condition of the front porch columns. If it is determined the scope of work would be more than just repair/maintenance, changes would need to be brought before the Board for approval.

- Rear Addition Alterations/Deck – It was determined by Staff, in response to a suggestion by the Board, that alterations to the rear addition could be approved administratively. This includes the modification of the rear addition to the structure and the addition of a new deck.

STAFF ANALYSIS

The building is not new construction, so applicable design guidelines for Windows can be found in the Historic District Handbook, pages 55-63. The guidelines indicate that original windows should be repaired and should only be replaced when they are missing or beyond repair. The applicant has submitted several photos showing the deteriorated condition. Staff visited the site in July, 2017 and found signs of significant deterioration of several windows. The applicant is proposing a wood window with aluminum cladding and simulated divided light. Aluminum clad and simulated divided light have been previously approved by the Board. The applicant is proposing a 2/2 design match for all windows on the structure except for four (on the front elevation) two center windows on the second floor and the two windows in the dormer. The applicant has proposed, and staff supports, the change of the windows to a 2/2 design to match the rest of the structure's windows.

The applicable design guidelines for doors are found on pages 64-66 of the City of Manassas Historic District Handbook. The guidelines generally state that doors should only be replaced when they are missing and beyond repair. Original doors should be retained and can be weather-stripped. With the function of the structure changed from a duplex to a single family home, the Board approved at last month's meeting to change to a new single entrance that is sympathetic to the structure. This includes the use of a paneled door with transom above, respecting the existing doors, as well as the placement being centered on the elevation, respecting the symmetry of the home. This design included the use of sidelights which provided a consistent center width, in light of the double windows above on the 2nd floor and dormer. The applicant is requesting a second option for the front elevation, which is to eliminate the sidelights but retain the transom above the door. The applicant is still working on the final interior configuration of the structure, and based upon the final design they are unsure if they will be able to accommodate a front entry that includes sidelights. Staff believes both the sidelight option proposed last month and the non-sidelight options proposed this month have their merits. While the original design with the sidelights provides balance and rhythm in the vertical design of the structure, the non-sidelight option maintains a horizontal rhythm and is in keeping with the original doors of the structure which did not have sidelights. Staff supports approval of the option for a front door without sidelights. The applicant still needs to return to the Board with a final door panel design.

Recommendations for roofs can be found on pages 51-54 of the Historic District Handbook. The guidelines note that removal of original chimneys that contribute to the style and character of the building can reduce the visual integrity of the roof. The applicant is proposing removal of the southern chimney which has a significant amount of deterioration to the brick in the attic/2nd floor space. Deterioration in some areas of the chimney has resulted in sections where brick is completely disintegrated, resulting in holes in the chimney walls. In discussion with the applicant, it appears the chimneys were used as ventilation prior to wood burning stoves that would have heated the rooms of the structure; there are no fireplaces in the home. Since the structure was a duplex, each unit had its own chimney. In light of the limited contribution the chimney makes to the overall style and character of the house, the extent of deterioration to the chimney, and the conversion of the structure to a single family home, staff supports the applicant's proposal to remove the southern chimney and retain the northern chimney.

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:	Exterior Modifications: Replacement of the existing wood windows, modification of the exterior elevations, including front door design and chimney removal.
(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 replacement of the windows, the proposed option for the front door design, and removal of the southern chimney are compatible with the site and HOD. The proposed aluminum clad wood windows, with simulated divided lights have previously been used in the Historic District. Staff believes the modifications of the exterior elevation modification to add the second front door option with no sidelights, and removal of one of the two chimneys are compatible with the site and HOD.
(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 replacement of the windows, the proposed option for the front door design, and removal of the southern chimney are compatible with the site and HOD. The proposed aluminum clad wood windows, with simulated divided lights, have previously been used in the Historic District. Staff believes the modifications of the exterior elevation modification to add the second front door option with no sidelights, and removal of one of the two chimneys are compatible with the site and HOD.
(3) The effect of the proposed change on the historic district neighborhood, setting, or streetscape.	N/A
(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.	N/A
(5) The Secretary of the Interior Standards for Historic Preservation, as may be relevant.	In keeping with the Secretary of the Interior Standards, the modifications appear to keep the integrity of the structure intact. The alterations to remove the one utilitarian chimney, staff believes, are of limited significance to the style and character of the structure.
(6) Any applicable provisions of the adopted design guidelines.	The replacement of the existing wood windows, modification of the exterior elevations, including front door design and chimney removal, would not have a negative impact on the original building character. The proposal is generally consistent with the design guidelines.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the application for the following items:

- Replacement of the existing wood windows with aluminum clad wood windows with simulated divided light.
- Permit the property owner the option to have the single front door with or without sidelights.
- Removal of the southern chimney.

With the following stipulations:

- All windows will be of a 2/2 design; on the front elevation; this includes the change of the two center windows on the second floor and the two windows in the dormer from their current design to a 2/2 design.
- The owner may retain the existing four storm windows on the front elevation windows.

The following items need to be **returned** to the Board for action at a later date:

- Specifics of the design of the proposed front door panel.
- Any proposed changes to the roof material that do not constitute maintenance.
- Any proposed changes to the gutters that do not constitute maintenance.
- Any proposed changes to the trim that do not constitute maintenance.
- Any proposed changes to the front porch columns that do not constitute maintenance.



PROPOSED FRONT ELEVATION WITH SINGLE CHIMNEY
OPT. #1 DOOR WITH SIDE LIGHTS
SCALE: 1/8" = 1'-0"



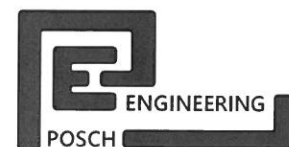
PROPOSED FRONT ELEVATION WITHOUT CHIMNEYS
OPT. #1 DOOR WITH SIDE LIGHTS
SCALE: 1/8" = 1'-0"

SHEET INFORMATION
DRAWN BY: LNC
JOB NUMBER: A-9325-1.1

DRAWING LOG
ISSUE: 8-1-17
DATE: 6-9-17

SEAL

HOUSE RENEVATION
9325 BATTLE ST. MANASSAS, VA 20110



A1.1



PROPOSED FRONT ELEVATION WITH SINGLE CHIMNEY

OPT. #2 DOOR WITHOUT SIDE LIGHTS

SCALE: 1/8" = 1'-0"



PROPOSED FRONT ELEVATION WITHOUT CHINMEYS

OPT. #2 DOOR WITHOUT SIDE LIGHTS

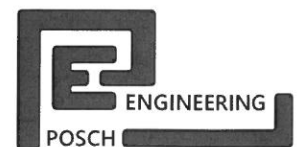
SCALE: 1/8" = 1'-0"

SHEET INFORMATION
DRAWN BY: LNC
JOB NUMBER: A-9325-1.2

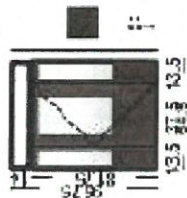
DRAWING LOG
ISSUE: 8-1-17
DATE: 6-9-17

SEAL

HOUSE RENEVATION
9325 BATTLE ST. MANASSAS, VA 20110



Line #	Location:	Attributes
10	None Assigned	



PK # 1985

Pella Brand, 3-Wide Entry Door Sidelight, Pella Brand, Direct Set Fixed Frame

Rectangle, 64.5 X 95.75, White, 4 9/16"

1: 1280 Fixed Entry Door Sidelight Sidelight x 2

Frame Size: 13 1/2 X 81 3/4

Unit Type: Fixed Inswing, Standard Sill

Dimensional Options: No Cut Down

General Information: 5 7/8", 1 5/16", 4 9/16"

Panel Style: 3/4 Light

Glass: Tempered Low-E Air Filled

Viewed From Exterior

Grilles: Simulated Divided Light, 7/8" Contour, Match Interior Panel Finish, Match Exterior Panel Finish, Traditional, Typical, 1, 4

Panel Selection: Mahogany, Stained, Dark Mahogany, Stained, Dark Mahogany

Frame Selection: Clad, Pine, Oak Threshold, No Panel Reinforcement, Standard Enduraclad, White, Wood, White

Hardware Options: Bronze Finish Sill

Performance Information: U-Factor 0.19, SHGC 0.06, VLT 0.09, CPD PEL-M-174-01756-00001

Vertical Mull 1: Factory Mull, Standard Joining Mullion - Doors, Frame To Frame Width- 0", Mull Design Pressure- 20

2: 3680 Entry Door

Frame Size: 37 1/2 X 81 3/4

Unit Type: Left Inswing, Standard Sill, No Fire Rating

Dimensional Options: No Cut Down

General Information: 5 7/8", 1 5/16", 4 9/16"

Panel Style: 3/4 Light

Glass: Tempered Low-E Air Filled

Grilles: Simulated Divided Light, 7/8" Contour, Match Interior Panel Finish, Match Exterior Panel Finish, Traditional, Typical, 3, 4

Panel Selection: Mahogany, Stained, Dark Mahogany, Stained, Dark Mahogany

Frame Selection: Clad, Pine, Oak Threshold, No Panel Reinforcement, Standard Enduraclad, White, Wood, White

Hardware Options: Latch Bore with Deadbolt, 2 3/8", 2 1/8", No Integrated Sensor, Standard, Oil Rubbed Bronze, Single Cylinder, Standard Steel, Oil Rubbed Bronze, Bronze Finish Sill

Unit Accessories: No Wrought Iron, No Bang Panel

Performance Information: U-Factor 0.26, SHGC 0.14, VLT 0.23, CPD PEL-M-174-01866-00001, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08

Vertical Mull 2: Factory Mull, Standard Joining Mullion - Doors, Frame To Frame Width- 0", Mull Design Pressure- 20

3: 1280 Fixed Entry Door Sidelight

Frame Size: 13 1/2 X 81 3/4

Unit Type: Fixed Inswing, Standard Sill

Dimensional Options: No Cut Down

General Information: 5 7/8", 1 5/16", 4 9/16"

Panel Style: 3/4 Light

Glass: Tempered Low-E Air Filled

Grilles: Simulated Divided Light, 7/8" Contour, Match Interior Panel Finish, Match Exterior Panel Finish, Traditional, Typical, 1, 4

Panel Selection: Mahogany, Stained, Dark Mahogany, Stained, Dark Mahogany

Frame Selection: Clad, Pine, Oak Threshold, No Panel Reinforcement, Standard Enduraclad, White, Wood, White

Hardware Options: Bronze Finish Sill

Performance Information: U-Factor 0.19, SHGC 0.06, VLT 0.09, CPD PEL-M-174-01756-00001

Horizontal Mull 1: Factory Mull, Reinforcing Plate, Frame To Frame Width- 0", Mull Design Pressure- 20

4: 64.514 Fixed Frame Direct Set

Frame Size: 64 1/2 X 14

Unit Type: Fixed Frame

General Information: 5 7/8", 1 5/16", 3 11/16"

Glass: Insulated Dual Tempered Low-E Non High Altitude

Grilles: No Grille

Frame Selection: Clad, Pine, Standard Enduraclad, White, Wood, White

Performance Information: U-Factor 0.33, SHGC 0.33, VLT 0.62, CPD PEL-N-18-02766-00001, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08

Vertical Mull 2: Factory Mull, Standard Joining Mullion - Doors, Frame To Frame Width- 0", Mull Design Pressure- 20

Wrapping Information: Nail Fin, Factory Applied, No Exterior Trim, 4 9/16", 5 7/8", Factory Applied, Pella Recommended Clearance.

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

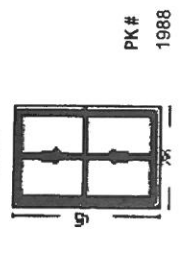
Contract - Detailed

Customer: Susan Spoto Project Name: Spoto 9325 Battle Street Order Number: 060 Quote Number: 9089370

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
40	Dormer		\$472.57	2	\$945.14

ProLine, Double Hung, 28 X 45, White

1: Non-Standard Size Non-Standard Size Double Hung, Equal
 Frame Size: 28 X 45
 General Information: Clad, 5", 3 11/16", No Certification
 Exterior Color / Finish: Standard Enduraclad, White
 Interior Color / Finish: Prefinished White Interior
 Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
 Hardware Options: Cam-Action Lock, White, No Limited Opening Hardware, Order Sash Lift
 Screen: Full Screen, White, InView™
 Performance Information: U-Factor 0.30, SHGC 0.27, VLT 0.50, CPD PEL-N-35-00364-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, Year Rated 08/11, Egress Does not meet typical United States egress, but may comply with local code requirements
 Grille: SDL w/Spacer, No Custom Grille, 7/8", Traditional (2W1H / 2W1H)
 Wrapping Information: Foldout Fins, Factory Applied, No Exterior Trim, No Interior Trim, 4 9/16", 5 7/8", Standard Four Sided Jamb Extension, Factory Applied, Pella Recommended Clearance, Perimeter Length = 146"



Viewed From Exterior

PK # 1988

Rough Opening: 28 - 3/4" X 45 - 3/4"

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
45	Front Door		\$1,823.51	1	\$1,823.51

ProLine, Inswing Door, Support Product, Direct Set, 36 X 94.5, White

1: 3680 Left Inswing Door
 Frame Size: 36 X 79 1/2
 General Information: Clad, 5 7/8", 4 9/16", No Certification, Standard Sill, Brown Finish Sill
 Exterior Color / Finish: Standard Enduraclad, White
 Interior Color / Finish: Prefinished White Interior
 Glass: Insulated Tempered Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
 Hardware Options: Standard, Satin Nickel, Order Handle Set, Multipoint Lock, Standard Steel
 Screen: No Screen
 Performance Information: U-Factor 0.29, SHGC 0.23, VLT 0.43, CPD PEL-N-221-00192-00001, Performance Class LC, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 50, Year Rated 08/11
 Grille: SDL w/Spacer, No Custom Grille, 7/8", Traditional (2W4H)
 Horizontal Mull 1: Factory Mull, Standard Joining Mullion, Frame To Frame Width- 0", Mull Design Pressure- 20
 2: 3615 Fixed Frame
 Frame Size: 36 X 15
 General Information: Interior Glazed, Factory Assembled, Standard, Clad, Pine, 5", 3 11/16", No Certification
 Exterior Color / Finish: Standard Enduraclad, White
 Interior Color / Finish: Prefinished White Interior
 Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
 Performance Information: U-Factor 0.29, SHGC 0.32, VLT 0.62, CPD PEL-N-18-02773-00001, Performance Class CW, PG 90, Calculated Positive DP Rating 90, Calculated Negative DP Rating 90, Year Rated 08/11
 Grille: No Grille
 Wrapping Information: Foldout Fins, Factory Applied, No Exterior Trim, No Interior Trim, 4 9/16", 5 7/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 261"



Viewed From Exterior

PK # 1988

Door Scheduling

Rough Opening: 36 - 3/4" X 95"

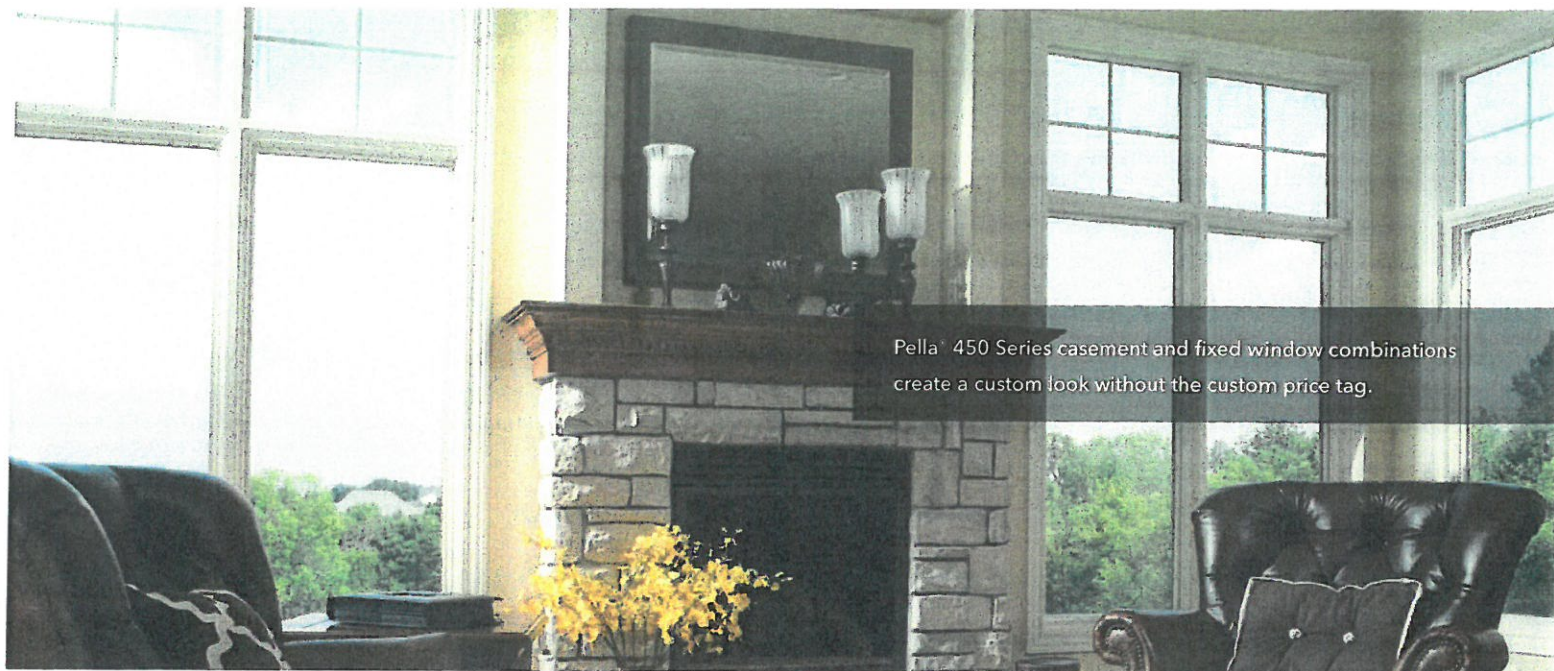


Pella® 450 Series

Wood Windows and Patio Doors



Come on in and explore windows and patio doors offering beautiful wood craftsmanship, exceptional energy efficiency and Pella's most popular choices – all at a competitive price.



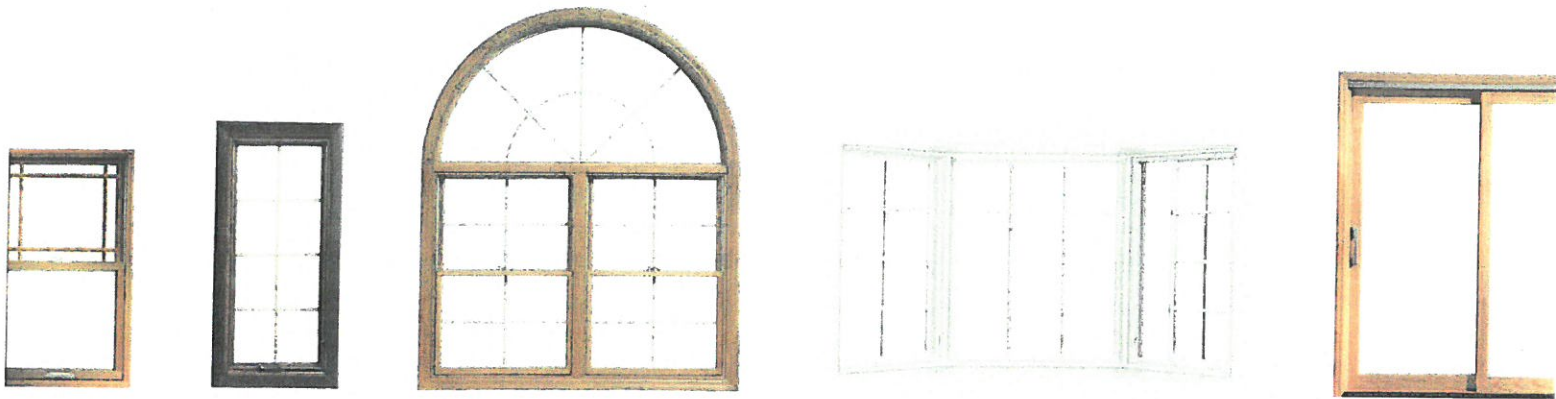
Pella® 450 Series casement and fixed window combinations create a custom look without the custom price tag.



Pella 450 Series double-hung windows with Traditional Simulated-Divided-Light grilles are right at home in replacement, remodeling and new construction projects.



The Pine interiors of a Pella 450 Series sliding patio door surrounded by awning and fixed windows create a room that's as naturally beautiful as the view outside.

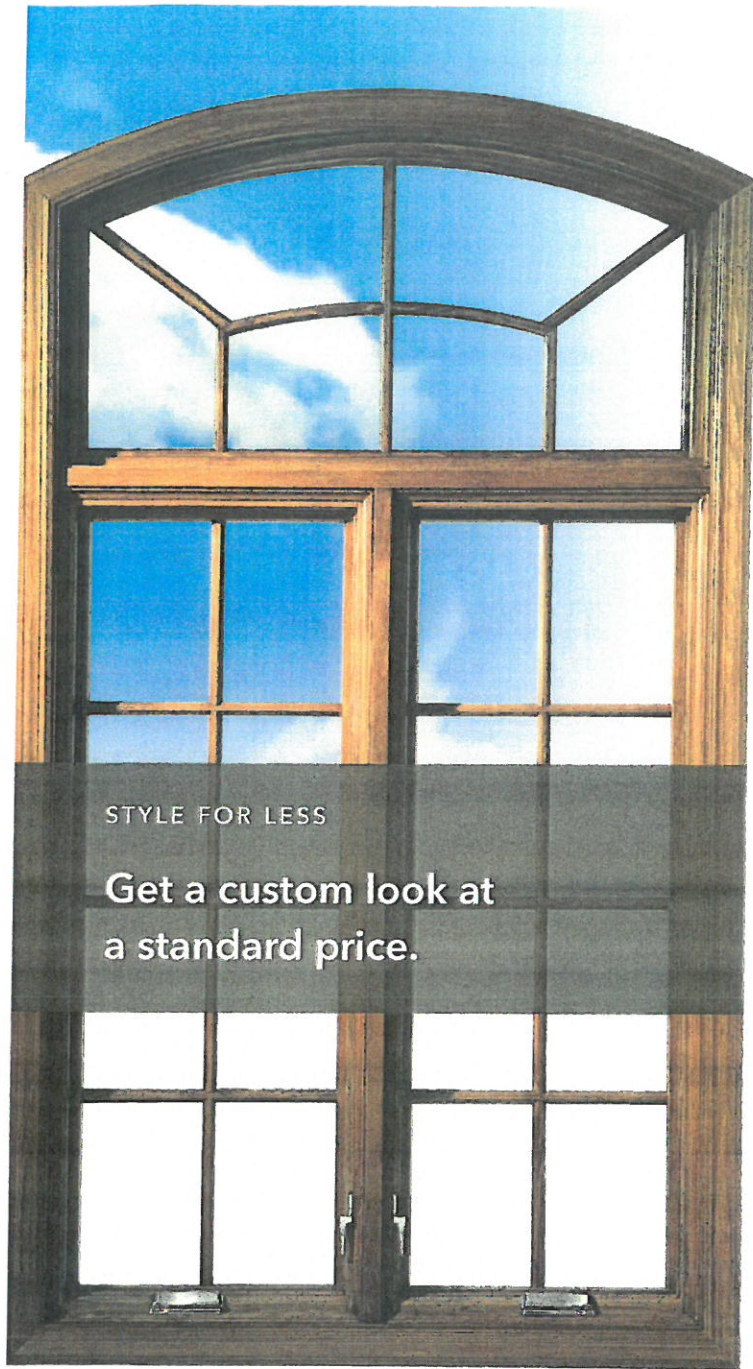


The beauty of wood at a competitive price.

Pella® 450 Series products offer you our most popular features, including the natural beauty of wood with low-maintenance aluminum-clad exteriors. So start here for windows and patio doors that give your home more style and better energy efficiency – and make your life easier every day.

Visit the Pella 450 Series windows and patio doors page for more ideas and inspiration at pella.com/pella-450-series.





STYLE FOR LESS

**Get a custom look at
a standard price.**

The look of individual windowpanes to fit your home's style. You have the choice of three distinctive grille types in a variety of patterns and finishes, including Simulated-Divided-Light grilles bonded to the interior and exterior glass, removable roomside wood grilles or permanent grilles-between-the-glass.

They'll think you hired an architect.

Special Shape windows and factory-assembled combinations of windows can make a unique design statement for less than the cost of a custom window.



EXCEPTIONAL ENERGY EFFICIENCY

**Lower your heating
and cooling costs.**



ENERGY STAR® performance.

Pella® 450 Series windows and doors offer you the energy-efficient options that will meet or exceed ENERGY STAR guidelines in all 50 states.* You'll enjoy lower heating and cooling costs and a more comfortable home year round.

The right glass choice for your climate.

Pella's InsulShield® Low-E Glass Collection – featuring Pella's most innovative and energy-saving choices – is designed to fit a variety of specific needs.

* Some Pella products may not meet ENERGY STAR guidelines in Canada. For more information, contact your local Pella sales representative or go to energystar.gc.ca.

PELLA® 450 SERIES WOOD WINDOWS

Our most popular styles are as beautiful as they are functional.



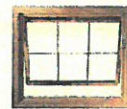
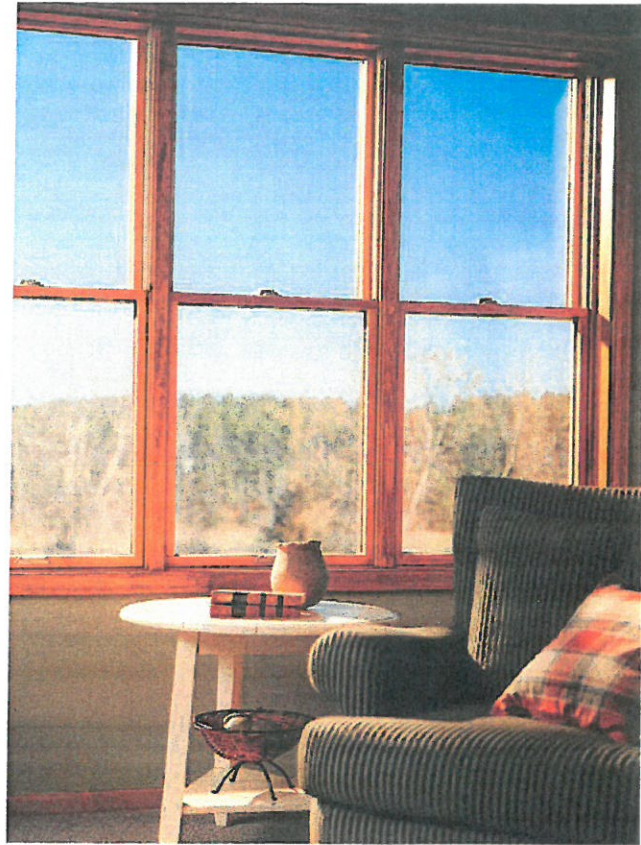
Double-Hung Windows

Double-hung windows offer efficient ventilation – both upper and lower sashes open.

Years of smooth, effortless operation. Our Advanced Balance System helps ensure your window will open and close easily.

A tighter seal against the elements. Pella's cam-action locks pull the sashes against the weatherstripping. Goodbye, drafts!

Easier cleaning. Both sashes tilt in – making it easy to clean the exterior glass from inside your home. (Just another popular feature invented by Pella.)



Casement and Awning Windows

Coveted for their clean, uncluttered views and effortless operation – they glide open and shut with the turn of one easy-to-operate handle.

Years of smooth openings and closings. Steel operating arms and hinges resist rust and corrosion.

More convenient handle design. Fold-away handle won't get in the way of roomside window treatments.

Simple to operate. Unison Lock System secures the window in two places with one easy-to-reach handle.

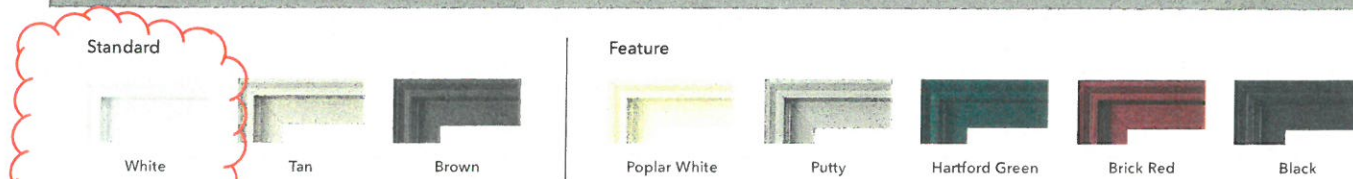
Easier cleaning. Sash moves toward the center, leaving room to clean the exterior glass from inside your home.

FEATURES AND OPTIONS

Personalize your windows and doors with our most requested design choices.

Visit pella.com/pella-450-series to see the complete list of features and options available on Pella® 450 Series products.

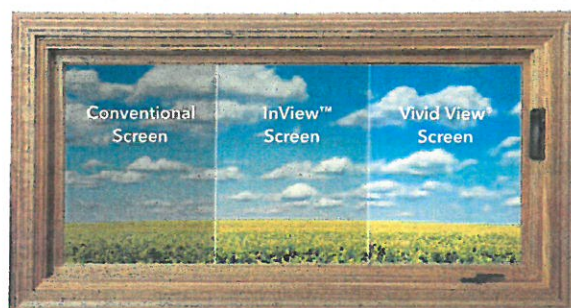
ENDURA CLAD® ALUMINUM EXTERIOR FINISHES



PREFINISHED PINE INTERIORS

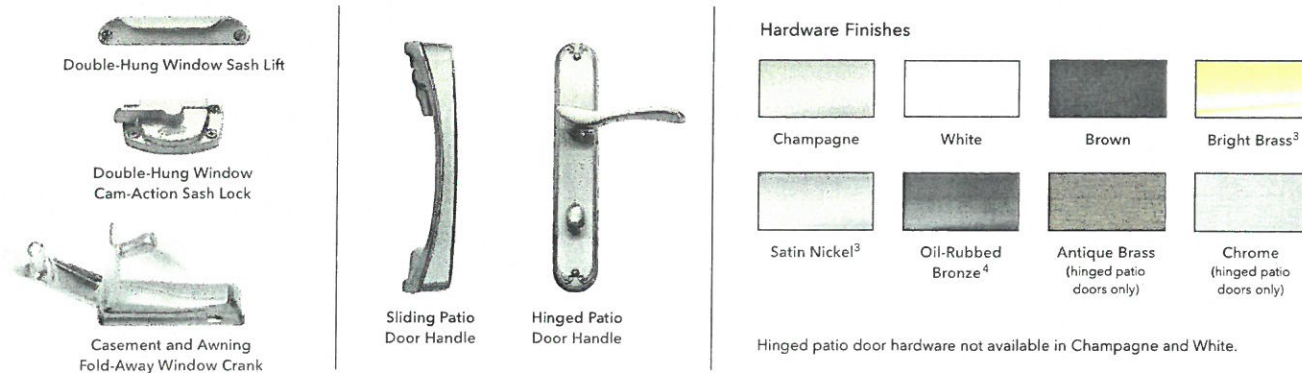


SCREENS¹



Vivid View screens allow in 29% more light and 21% more airflow.² InView screens let in 14% more light and 8% more airflow² – plus, they're the standard option on all Pella 450 Series wood windows and patio doors.

HARDWARE



¹ Warning: Use caution when children or pets are around open windows and doors. Screens are not designed to retain children or pets.

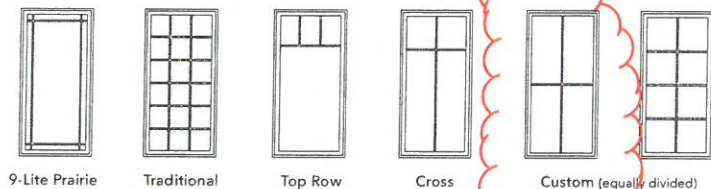
² Screen cloth airflow is based on calculated screen cloth openness. Screen cloth transmittance was measured using an integrated sphere spectrophotometer.

³ On hinged patio doors, Endura Hardware Collection offers superior corrosion resistance with a 10-year warranty. See written warranty for complete details at pella.com/warranty.

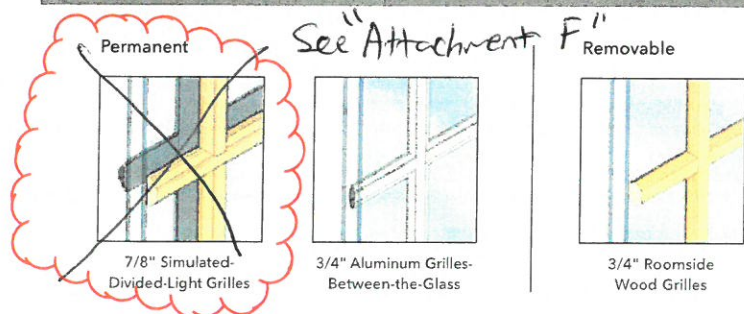
⁴ Oil-Rubbed Bronze is a living finish that will develop its own unique patina with use.



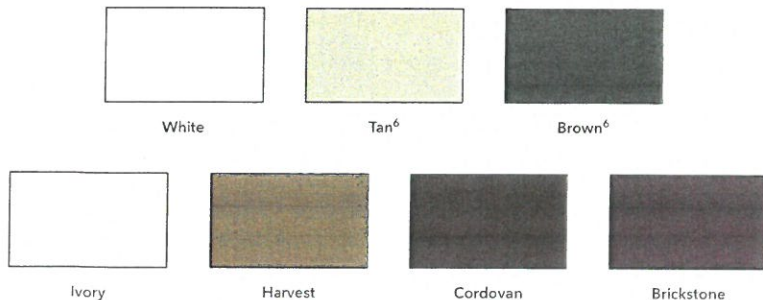
GRILLE PATTERNS



GRILLE TYPES



GRILLES-BETWEEN-THE-GLASS INTERIOR COLORS⁵



Pella® 450 Series Features and Options



GLASS InsulShield® Low-E Glass Collection

Advanced Low-E insulating glass with argon*	O
AdvancedComfort double-pane glass with argon*	O
SunDefense™ Low-E insulating glass with argon*	O
NaturalSun Low-E insulating glass with argon*	O

Additional Energy-Efficient Glass Options

Clear insulating glass with argon*	O
Gray-, Bronze- or Green-tinted glass with argon**	O
Obscure glass*	O

* Optional high-altitude InsulShield Low-E insulating glass does not contain argon.

** Not available with blinds-between-the-glass on sliding patio doors.

EXTERIOR/INTERIOR FINISHES

EnduraClad® aluminum exterior	S
Unfinished Pine interior	S
Prefinished paint or primed interior	O
Prefinished stain (Pine)	O

ENDURA CLAD EXTERIOR COLORS

Standard colors (White, Tan or Brown)	S
Feature colors	O*

* Available in Poplar White, Putty, Hartford Green, Brick Red or Black only.

HARDWARE FINISHES

Windows and sliding patio doors

Champagne, White or Brown	S
Bright Brass*, Satin Nickel* or Oil-Rubbed Bronze**	O
Exterior handle matches EnduraClad exterior finish color (patio doors)	S

Hinged patio doors

Bright Brass*	S
Brown, Satin Nickel*, Oil-Rubbed Bronze**, Antique Brass or Chrome	O

* Endura Hardware Collection on hinged patio doors offers superior corrosion resistance with a 10-year warranty. See written warranty for complete details at pella.com/warranty.

** Oil-Rubbed Bronze is a living finish that will develop its own unique patina with use.

SASH LOCKS/SASH LIFTS

Surelock® System with Unison Lock System® (casement and awning windows)	S
Cam-action locks (double-hung windows)	S
Sash lifts (sold separately for double-hung windows)	O

* Unison Lock System is standard on casement and awning windows over 29" tall or wide, respectively. Dual sash locks and lifts are standard on large windows.

EASY-CLEAN FEATURES

Clean exterior glass from inside (casement, awning and double-hung windows)	S
Both sashes tilt at the bottom (double-hung windows)	S

HINGES

Match handle finish color (in-swing doors)	O
--	---

LOCKING SYSTEM

Hinged patio door multipoint locking system	S
Sliding patio door single-point locking system	S

PERMANENT GRILLES*

7/8" Simulated-Divided-Light grilles (wood roomside and EnduraClad exterior)	O
3/4" aluminum grilles-between-the-glass**	O

* Grille patterns offered may vary per product. See your local Pella sales representative for availability.

** Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

REMOVABLE GRILLES*

3/4" grilles (wood roomside only, no exterior)	O
--	---

* Grille patterns offered may vary per product. See your local Pella sales representative for availability.

SCREENS*

Window

InView™ flat screen	S
Vivid View® high-transparency flat screen	O

Hinged patio door

Exterior InView flat screen door (matches exterior color)	O
---	---

Sliding patio door

Top-hung InView flat screen door	O
----------------------------------	---

* Warning: Use caution when children or pets are around open windows and doors. Screens are not designed to retain children or pets.

(S) Standard (O) Optional

⁵ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

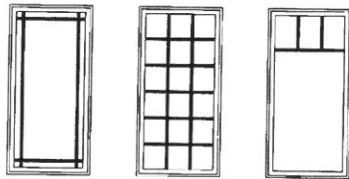
⁶ Only available with same colors on interior and exterior.

wood window and patio door

DESIGN GUIDE

WINDOWS
PATIO DOORSGRILLE PATTERNS⁴

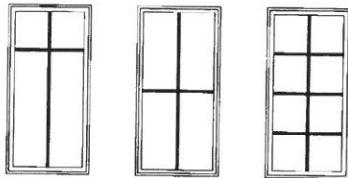
A variety of grille patterns for the traditional look of divided light. Custom patterns are also available.



9-Lite Prairie

Traditional

Top Row

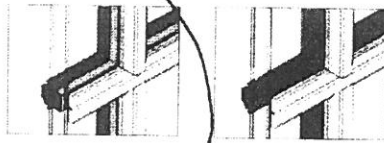


Cross

Custom (equally divided)

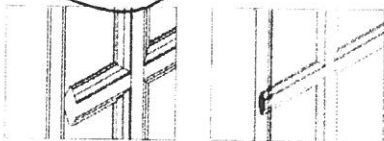
GRILLES

Choose the look of true divided light, or add grilles-between-the-glass that make cleaning the glass easier.



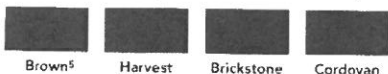
7/8" Simulated-Divided-Light With Spacer

7/8" Simulated-Divided-Light Without Spacer

2", 1-1/4" and 3/4"
Roomside Removable3/4" Aluminum Grilles-
Between-the-Glass

White

Ivory

Tan⁵Putty⁵Brown⁵

Harvest

Brickstone

Cordovan

Aluminum grilles-between-the-glass feature the option of the interior grille colors shown above. The exterior will match the EnduraClad[®] color you choose.⁶

GLASS

INSULSHIELD[®] LOW-E GLASS COLLECTION¹

Advanced Low-E insulating glass with argon	S	S
AdvancedComfort Low-E Insulating double-pane glass with argon	O	O
NaturalSun Low-E insulating glass with argon	O	O
SunDefense [™] Low-E insulating glass with argon	O	O

ADDITIONAL GLASS OPTIONS²

Tempered glass	O	O
Laminated (non-impact-resistant), tinted and obscure glass available on select products	O	O

² See glass information on pages 8 - 9 for details.

INTERIORS

WOOD TYPES

Pine	S	S
------	---	---

INTERIOR FINISHES

Unfinished	S	S
Primed, ready to finish ³	O	O
Prefinished stain or paint ³	O	O

INTERIOR TRIM

Primed, ready to finish ³	O	O
Prefinished stain or paint ³	O	O

³ See page 10 for finishes.

EXTERIORS⁴

EXTERIOR FINISHES

Aluminum-clad with EnduraClad [®] protective finish	S	S
--	---	---

EXTERIOR TRIM

EnduraClad factory-applied trim	S	S
---------------------------------	---	---

⁴ See page 10 for finishes.

HARDWARE¹FINISHES²

Champagne, White, Brown, Bright Brass, Satin Nickel, Oil-Rubbed Bronze ³ , Antique Brass ³ and Chrome ³	O	O
--	---	---

¹ See hardware finish colors and styles on page 10.

² Oil-Rubbed Bronze is a living finish that will develop its own unique patina with use.

³ Available on hinged patio doors only.

GRILLES⁵

PERMANENT GRILLES

Simulated-Divided-Light grilles with or without spacer	O	O
Aluminum grilles-between-the-glass	O	O

REMOVABLE GRILLES

Roomsides interior wood grilles	O	O
---------------------------------	---	---

⁵ See left for grille finish colors and styles.

SCREENS⁶

InView [™] screen	S	S
Vivid View [™] high-transparency screen	O	-

⁶ **WARNING:** Screen will not stop child or pet from falling out of window or door. Keep child or pet away from open window or door.

WARRANTY

Pella 20/10 Limited Warranty⁷

⁷ See written warranty for complete details at pella.com/warranty.

(S) Standard (O) Optional (-) Unavailable

See a Pella professional for specific details and additional options available.

Some features are part of our standard offering; not all options are available on all product styles.

¹ On hinged patio doors, Endura Hardware Collection offers a 10-year warranty. See written warranty for complete details at pella.com/warranty.

² Oil-Rubbed Bronze is a living finish that will develop its own unique patina with use.

³ Hinged patio doors only.

⁴ Grille patterns offered may vary per product. See specific product information for availability.

⁵ Only available with matching interior and exterior colors.

⁶ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.



CODE OF CONDUCT

City of Manassas

Boards, Committees, and Commissions

INTRODUCTION

The intent of the Code of Conduct is to encourage fair, ethical, and accountable local government in the City of Manassas. The community expects all individuals serving the City, including members of its Boards, Committees, and Commissions, to be objective and thoughtful in their judgment and actions and to conduct City business openly and in an atmosphere of respect and civility. Additionally, all members are expected to comply with both the letter and the spirit of the laws of the United States of America, the Commonwealth of Virginia, the Manassas City Code of Ordinances, and adopted City policies.

The attitudes, words, and actions of the members of the Boards, Committees, and Commissions should demonstrate, support, and reflect the principles identified in the Code of Conduct. While it is not possible to anticipate and provide a Code of Conduct that addresses all the situations members may face, this Code of Conduct is designed to provide a framework that guides individuals as they perform their duties.

1. All members of the City's Boards, Committees, and Commissions (hereafter denoted as "members") will be truthful and forthright with colleagues, City staff, and all others as they make decisions and recommendations that are in the best interest of the City and its residents.
2. Members of Boards, Committees, and Commissions have no individual authority and will refrain from making promises, decisions, or commitments that have not been authorized. When presenting their individual opinions and positions, individual members shall explicitly state they do not represent their membership or the City.
3. Members shall comply fully with the Commonwealth of Virginia Conflict of Interests Act (§ 2.2-3100) and will not take any special advantage of services or opportunities for personal gain, by virtue of their position, which are not available to the public in general. Members shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise their ability to make impartial recommendations or give the appearance of being compromised.
4. Members shall respect the confidentiality of information specified as such and acknowledge that information shared in a closed session shall remain confidential.
5. The professional and personal conduct of all members of the Boards, Committees, and Commissions must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members, City Council, City staff, or the public.

6. In accordance with Sec. 2-301 (b) of the Code of Ordinances, members of Boards, Committees, and Commissions shall regularly attend and prepare for each meeting and review the information provided.
7. Public resources, including City staff time, equipment, and supplies or facilities, that are not available to the public in general shall not be used by members for private gain or personal purposes.
8. It is expected that members will listen courteously and attentively to all public discussions before the body and focus on the business at hand. Members agree to treat all persons, statements, and transactions in a fair and equitable manner, giving due consideration to the merits of the issue before making a decision or recommendation.
9. The members of all Boards, Committees, and Commissions, through actions and performance, will contribute to a strong organization that exemplifies transparency and open communication.
10. The members of the City's Boards, Committees, and Commissions are charged with providing guidance, recommendations, and in some situations, making decisions as an independent body. However, the daily management of the City is delegated to the City Manager with City Council serving as the governing and legislative body.

The Code of Conduct is intended to be self-enforcing and is most effective when members are familiar with and agree upon its provisions.

As a member of a City Board, Committee, or, I agree to uphold the Code of Conduct and carry out my duties and responsibilities in accordance with the expectations outlined above.

Member Signature

Date

Name (Printed)