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## Architectural Review Board

FY2023 ANNUAL REPORT

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## Introduction

The City of Manassas Architectural Review Board has established procedures to review and process applications for Certificate of Appropriateness pursuant to Section 130-405 of the Code of Manassas and suggest regulations and boundary lines adjustment of existing and proposed Historic Overlay Districts in accordance with Section 130-402 of the Code of Manassas. This report details the actions reviewed by the Architectural Review Board in FY23 reporting period (July 1, 2022 to June 30, 2023) and outlines some actions to be undertaken in FY24.

## Responsibilities

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

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

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## Activities

The Architectural Review Board's focus in FY23 was maintaining consistency with its decisions on all applications in accordance with the newly adopted Historic District Design Guidelines and to preserve and protect the community's history and historic structures. During the period of this report, the Board met a total of twelve (12) times. The Board held eleven (11) regular meetings and four (4) worksessions. The board also held one (1) special meeting to train on the newly adopted design guidelines. The case activity is as follows:

In total, 30 applications were received in FY23 and three (3) applications were carried over from FY22.

- 32 cases came before the Board for action (down from 46 in FY22):
  - 31 cases were approved as submitted
  - 1 case was approved with modifications

In the 32 cases that were approved or approved with modifications, the Architectural Review Board diligently worked to meet the needs of the applicants while maintaining the purpose and intent of the Historic Overlay District and the Historic District Design Guidelines. The vast majority of the applications that came before the Board continue to be for signs and minor structure modifications.

This year the Board reviewed several notable projects. The construction of a new townhouse development on Wesley Avenue (ARB #2022-0046) was initially reviewed by the Board in a June 2022 worksession. The Board held several meetings on the project and provided a significant amount of guidance and feedback to the applicant to revise the project during the process to assist the applicant in obtaining approval. The Board also worked very closely with an applicant for the Mathis Avenue Self Storage project (ARB #2023-0009). The project is located adjacent to the Liberia Manor site. Significant efforts were made to minimize the impact of the development to Liberia Manor while fitting into the existing auto-oriented commercial corridor. Again, the Board worked with the applicant during several meetings for a final design that received approval.

While the above projects represented significant new construction projects outside the historic core, ARB #2023-0019 was the renovation of 9110 Center Street, which is located in the heart of the Historic District at the intersection of Center Street and Battle Street. Working with the property owner, the project includes a significant renovation of the first floor to reestablish the original window configuration, replacement of the non-historic Center Street storefront, as well as the non-historic corner entrance, among other updates. This work will go a long way toward bringing the structure closer to its original historic appearance.

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Finally, the Board received a request from the Bull Run Unitarian Universalists for a Historic Landmark Designation at 9350 Main Street (historically known as the “Grace Methodist Church” building). Working with staff, the Board was able to review the required criteria and recommend this structure for inclusion in the City’s Historic Landmarks list.

As always, the Board extends its appreciation to the Council for its continued support in the preservation of the City’s historic districts and looks forward to a successful year in FY24. The Board remains committed to exercising its jurisdiction on all matters related to application of the guidelines in the Historic District. Through our mutual efforts, a distinctive appearance is sustained in the historic districts which instills a personal pride within our residents and has a positive impact on tourism and commercial interest.

## A Look Ahead

With the completion of the Design Guidelines project, efforts will shift to continue to improve access and communications of information related to the Historic District and Architecture Review Board:

- Launch a new GIS Web-based Application for public lookup of property designations.
- Updates to the ARB Application Package to ensure clear communication of required materials and information for application submissions.
- Update to the HOD Website to improve accessibility to information and resources.

While these projects are already underway, the Board anticipates future projects involving the updating of the survey lists as part of the City’s zoning ordinance, enhancements to the GIS Web-based Application to include survey and photographic information, as well as continuing to review Design Guidelines standards and identify public outreach opportunities.

## Additional Notes

The Community Development staff continued the annual mailing of the Historic District Notification postcards this fiscal year. Staff will continue to work with the Board on the identification of training opportunities for Board members.

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## Membership

<u>Member</u>	<u>Term Expiration</u>
Jan Alten	June 30, 2025
Myra Buchanan Brent	June 30, 2027
Robert Carter	June 30, 2026
Stephen Hersch	June 30, 2024
Marci Settle	June 30, 2026
Kenneth Jones	June 30, 2025 (Appointed November 2022)
Sean Porter	June 30, 2024 (Resigned November 2022 and Reappointed in February 2023)
Delbert Parks	June 30, 2027 (Appointed May 2023)
Miguel Pires	Resigned November 2022

*Note: The City of Manassas Architectural Review Board wishes to recognize and thank Miguel Pires for the time he served with the Board and for his commitment to the City.*

## Attendance Report

<b>Board Members</b>	<b>Meetings</b>	<b>Present</b>	<b>Absent</b>
Jan Alten	12	11	1
Myra Buchanan Brent	12	12	0
Robert Carter	12	10	2
Kenneth Jones	8	7	1
Stephen Hersch	12	9	3
Sean Porter	9	9	0
Miguel Pires	4	3	1
Marci Settle	12	12	0
Delbert Parks	2	2	0

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## Board Members Biographies

### **JAN ALTEN, CHAIR**

**TERM EXPIRES: JULY 1, 2025**

Jan 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 ArtFactory. She 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.

### **ROBERT M. CARTER, VICE-CHAIR**

**TERM EXPIRES: JUNE 30, 2026**

Robert Carter was appointed to the ARB in 2018 and has been a resident of the City of Manassas since 1985. Upon completing military service in the U.S. Air Force, Mr. Carter graduated from Ferrum College and The American University with degrees in Business, Fine Arts and Design. He specialized in creating interior spaces for upscale retirement communities, seaside resorts and a chain of physical therapy centers. He also operated an antique business with his family in Manassas and Middleburg, Virginia where he was afforded the opportunity to assist in the restoration of farm estates located in Middleburg and the Shenandoah areas. Mr. Carter is now retired and serves as a Master Gardener volunteer for the county of Prince William and the City of Manassas. He has played a major role in numerous significant projects in Manassas to include the 9300 Prescott House, the Annaburg Park Master Plan, the renovations to the Manassas Museum, the Historic District Guidelines update, the formal garden at the Liberia Manor House and many more.

### **MYRA BUCHANAN BRENT**

**TERM EXPIRES: JUNE 30, 2023**

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,

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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.

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

#### **SEAN PORTER**

**TERM EXPIRES: JUNE 30, 2024**

Sean Porter is the owner of Loveless Porter, LLC, a full-service architecture and engineering firm in the City of Manassas, Virginia. A graduate of Catholic University of America in 1993 with a BS and 1995 with his BA. In 2007, after Sean joined Robert Loveless Architects in 2005, became a partner creating Loveless Porter Architects or LPA. In 2014, Sean became the sole owner of the firm with Robert's retirement. Loveless Porter's work can be seen throughout Northern Virginia, including the iconic designs of the Loy E. Harris Pavilion in Manassas and the Sweeney Barn in Prince William County. Mr. Porter gives to his community through his philanthropic work. He has worked with Boys and Girls Club, ACTS, Serve, Semper K9, Habitat for Humanity, Fraternal Order of Police, Northern Virginia Family Service, Seton School and All Saints Catholic Church. His passion as a board member for Court Appointed Special Advocate Children's Intervention Services, or CASA-CIS since 2017 helps abused and neglected children in the community by providing court appointed special advocates to represent the children's best interests in court cases.

Mr. Porter was appointed to the ARB in 2020. He has been involved with and on the board of professional organizations like the Manassas Business Council, Historic Manassas Inc, Prince William Chamber of Commerce, Leadership Prince William, National Council of Architectural Registration Boards and Leadership in Energy and Environmental Design. As a Community Leader that practices Architecture, he continues to grow professionally and personally as he navigates the world of being a business owner, entrepreneur and philanthropist.



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**MARCI SETTLE****TERM EXPIRES: JUNE 30, 2026**

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

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

**STEPHEN HERSCH****TERM EXPIRES: JUNE 30, 2025**

Steve Hersch was appointed as a regular member of the ARB in July 2021. Mr. Hersch grew up in Manassas, where he returned in 2010 after careers in investment banking and as an officer in the US Navy. His ties to the Manassas area span five generations of his family, who operated a farm just outside the City limits. In the area of finance, Mr. Hersch has an extensive credit background encompassing investment analysis and risk management for structured products and proprietary equity investments. As a banker he directly underwrote and managed a multi-billion-dollar portfolio of asset-backed commercial paper facilities, and led teams that originated, structured and placed fixed income securities, primarily Collateralized Debt Obligations (CDOs). As a US Navy officer he served onboard ship as a Surface Warfare Officer, and also led units and detachments in Naval Coastal Warfare, Undersea Surveillance and the US Marine Corps, retiring after 22 years of service. Mr. Hersch also serves as Vice-Chair of the City of Manassas Board of Zoning Appeals (BZA) and previously served on the City's Citizens Advisory Committee on Solid Waste and on the board of the Manassas Museum. With a life-long interest in historic preservation, he co-founded Manassas Historic Landmarks Preservation Corp., which successfully nominated the 1914 Manassas Water Tower for listing on the National Register of Historic Places. Mr. Hersch holds an undergraduate degree in Foreign Affairs (Eastern Europe concentration) and a Master of Business Administration degree, both from the University of Virginia. He lives in the downtown area of Manassas.

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**KENNETH JONES****TERM EXPIRES: JUNE 30, 2025**

Ken Jones was appointed to the ARB in October 2022. Mr. Jones moved from Alabama to Manassas in 1981 after graduating from Alabama A&M being commissioned as an Army Officer stationed at Fort Belvoir and his wife employed by IBM in Manassas. He served in the military for 3 years and worked for the Department of Defense Night Vision Laboratory for 36 years, where he retired in 2020. Since retiring, he has been actively involved in the Virginia Cooperative Extension Master Gardeners Program as a master gardener. He has lived in Manassas for over 41 years with his wife. He has two children, and both attended Manassas City Public Schools. He and his wife are active members of First Baptist Church in Old Town Manassas.

**DELBERT PARKS****TERM EXPIRES: JUNE 30, 2027**

Delbert Parks is the vice president and site executive of Micron Technology Virginia, Micron's premier 300mm high-tech manufacturing facility for leading DRAM, NAND and NOR memory products. The Manassas site employs more than 1,600 team members and is one of the largest exporters in the Commonwealth of Virginia. Delbert's career started off at Philips Electronics, where he managed both engineering and manufacturing teams. In 2004, he moved to Texas Instruments, where he started the new 200mm/300mm bump facility and later took on increasing leadership responsibilities including site manager over multiple factories. Delbert holds a master's degree and a bachelor's degree in physics and mathematics from Stephen F. Austin State University. Delbert serves in the community including on the Board of Visitors for Norfolk State University, boards of the Greater Washington Boys and Girls Club, George Mason University Foundation, Northern Virginia Tech Council, Virginia Microelectronics Consortium, Virginia Business Higher Education Council, GO VA Northern Virginia Council, Opportunity Scholars, DMV Congress, and the Northern Virginia Community College President's Business Advisory Council. Delbert currently lives in Manassas, VA and enjoys being involved in the community.

**MIGUEL PIRES****TERM EXPIRES: JULY 30, 2025**

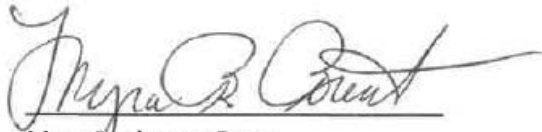
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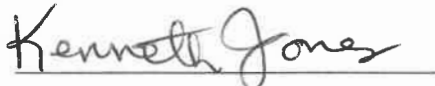
Sincerely,

  
Jan Alten, Chair


  
Marci Settle, Vice-Chair

  
Myra Buchanan Brent

  
Robert Carter

  
Kenneth Jones

  
Stephen Hersch

  
Sean Porter

  
Delbert Parks (Alternate)

## ARB CASE LIST JULY 2022 – JUNE 2023

ARB #	Date of Application	Applicant Name	Address	Project/Proposal	Meeting Date	Final Action
2022-0039	5/20/2022	Mitchell Phelps - Benny's	9209 Center Street	Sign	7/19/2022	Approved
2022-0043	6/3/2022	Sarah Santa Ana	9437 Main Street	Sign	11/15/2022	Approved
2022-0046	6/10/2022	Elm Street Development	8812 Wesley Avenue	New Construction	1/17/2023	Approved
2023-0001	7/14/2022	NCABB LLC	9431 Main Street	Sign	1/17/2023	Approved
2023-0002	8/19/2022	Michael Hinton	9514 Grant Avenue	Exterior Alterations	7/18/2023	Approved
2023-0003	8/31/2022	Sean Porter and Miguel Pires	9110 Center Street	Exterior Alterations	10/18/2022	Partially Approved
2023-0003	10/5/2022	Sean Porter and Miguel Pires	9110 Center Street	Exterior Alterations	11/15/2022	Partially Approved
2023-0004	8/31/2022	Didlake Inc.	8655 Breeden Avenue	Exterior Alterations	9/20/2022	Approved
2023-0005	10/3/2022	Trinity Episcopal Church	9323 West Street	Addition	10/18/2022	Approved
2023-0006	9/26/2022	Sanna Seroinski and Derek Wilson	9522 West Street	Exterior Alterations	10/18/2022	Approved
2023-0006	10/3/2022	Sanna Seroinski and Derek Wilson	9522 Main Street	Roof	11/15/2022	Approved
2023-0007	11/16/2022	Ben McCoy	9021 Center Street	Sign	12/20/2022	Approved
2023-0008	10/28/2022	Pete Kelly	8913 Center Street	Sign	11/15/2022	Approved
2023-0009	11/4/2022	Arcland Property Co.	8840 Mathis Avenue	New Construction (Concept)	1/17/2023	Approved
2023-0009	11/15/2022	Arcland Property Co.	8840 Mathis Avenue	New Construction (Materials)	2/21/2023	Approved
2023-0010	12/14/2022	Sean Porter / SALTS2	9001 Center Street	Exterior Alterations	1/17/2023	Approved

## ARB CASE LIST JULY 2022 – JUNE 2023

2023-0011	1/3/2023	Sean Porter / SALTS2	9402 Zebedee Street	Exterior Alterations	1/17/2023	Approved
2023-0012	1/13/2023	John Hicks	9029 Center Street	Sign	2/21/2023	Approved
2023-0013	1/17/2023	Griselda Yamilet Bermudaz	9427 Main Steet	Sign	2/21/2023	Approved
2023-0014	1/20/2023	Paul Haislmaier	9316 West Street	Addition	2/21/2023	Approved
2023-0015	1/31/2023	Malcolm Ames	8914 Quarry Road	Sign	2/21/2023	Approved
2023-0016	3/1/2023	City of Manassas / Liberia	8601 Portner Avenue	Exterior Alterations	3/21/2023	Approved
2023-0017	3/15/2023	Historic Manassas Inc / Sinistral	9419 Main Street	Exterior Alterations	4/18/2023	Approved
2023-0018	3/24/2023	John Martel / Novant	9215 Center Street	Sign	4/18/2023	Approved
2023-0019	3/27/2023	Miguel Pires	9110 Center Street	Sign, Awning, Alterations	4/18/2023	Approved
2023-0020	4/10/2023	City of Manassas / Museum	9101 Prince William St	two signs	4/18/2023	Approved
2023-0021	4/21/2023	Absolute Signs	9100 Church St	Sign	5/16/2023	VOID
2023-0022	4/21/2023	Bren Compton	9123 Center St	Exterior Alterations	5/16/2023	Approved
2023-0023	4/25/2023	Bryan Torres	9319 West St	Exterior Alterations	5/16/2023	DEFER
2023-0023	4/25/2023	Bryan Torres	9319 West St	Exterior Alterations	7/18/2023	Approved
2023-0024	5/9/2023	Patrick Lytle	9420 Battle St	Exterior Alterations	N/A	Admin Approved
2023-0025	5/16/2023	Jose Melgar	9008 Center St BAPS	Exterior Alterations	TBD	
2023-0026	5/19/2023	Nicole Naum	9214 Center St	Sign	6/20/2023	Approved
2023-0027	5/19/2023	VELTS3 LLC	8951 - 8971 Center St	Exterior Alterations	6/20/2023	Approved w/ Conditions

## ARB CASE LIST JULY 2022 – JUNE 2023

2023-0028	6/8/2023	Tyna Kuang	9108 Church St	Exterior Alterations	7/18/2023	Approved
2023-0029	6/20/2023	Sam Brewer	9409 Main St (9411 Main St)	Exterior Alterations	7/18/2023	Approved
2023-0030	6/22/2023	City of Manassas	9419 Battle St	Exterior Alterations	8/15/2023	Approved