

**TOWN OF DUMFRIES**  
**ARCHITECTURAL REVIEW BOARD**  
**Meeting Minutes for January 10, 2012**

The ARB met on the above stated date and was called to order by Chairperson Mr. Don Little, with the following members in attendance: Mr. Jim Ksanznak, Mr. Tim Jabs, Mr. Wm. O'Kelly Russell and Ms. Jennifer Stringfellow, Secretary. Town staff members Ms. Debbie Sandlin, and Mr. David Moss were also in attendance.

**A. APPROVAL OF MINUTES**

Minutes for the December meeting were read; Mr. Ksanznak motioned to accept the minutes as submitted. Mr. Russell seconded and the motion passed unanimously.

**B. Town Council's directive to record the ARB meetings.**

Ms. Sandlin stated, to the Board, the Town Council's decision to have ARB meetings recorded. She explained that the Council voted for the meetings to be recorded when the following occurred:

1. Record when applications for Certificates of Appropriateness were being heard/considered and voted upon.
2. Record when the ARB is discussing policies or considering recommendations to go to the Town Council for approval.

**C. Certificate of Appropriateness for a new deck.**

An application for a certificate of appropriateness was submitted for construction of a deck at 17661 Duke Street. The proposed deck was described as "a 15 x 12 wood deck with a set of stairs". Samples of the proposed materials were also submitted. During the December ARB meeting the Board decided to table the issue, requesting that the applicant submit more detailed information than what had been submitted, and/or appear before the Board to answer questions. For this meeting the applicant did both. Detailed measured drawings were added to the submitted application and a representative from Prince William Home Improvements appeared before the Board to represent the property owner and answer questions regarding the proposed deck project.

After reviewing the amended application Mr. Little asked the applicant if the deck was designed to Prince William County code standards and Mr. Russell asked if the ARB could hold the applicant to PWC standards, as well as all future applicants. Ms. Sandlin advised that since the Board had not specifically asked the applicant to do so when it asked for more details, that therefore the Board could not hold them to the PWC standards. At this point the applicant stated they would not be opposed to following PWC code standards. Ms. Sandlin also produced additional drawings of the project, which were not part of the emailed package for the Board's preview, showing more details and addressed structural concerns which Mr. Russell and Mr. Little had expressed in regards to the PWC code.

After some more discussion regarding framing, materials and stains, Mr. Little motioned to approve the deck with some stipulations. After some adjustments, Mr. Jabs motioned to approve the following:

**“The application (for a 12’ x 15’ deck) is approved as submitted and that it follows the submitted drawings. The Board recommends that the decking, band boards, fascia, pickets and stairs be stained or painted to conform to the existing finish of the house and conform to the approved color chart. However, a clear stain is also acceptable. It is also recommended that it be stained/painted once the wood has adequately dried.”**

Mr. Russell seconded the motion and the Certificate of Appropriateness was approved unanimously.

**D. 2012 Work Plan for ARB.**

Ms. Sandlin explained that while there was no exact work plan set for the ARB thus far, she believed that this would be a good opportunity to come up with one.

Mr. Russell expressed, referring to previous off the record conversations, that he felt it was important that the ARB be involved with any Town plans related to form-based code. Mr. Little and other Board members agreed.

Ms. Stringfellow asked if (while the Board was waiting for the Town Council’s decision regarding an RFQ and hiring a professional to work on updated/revised Design Guidelines) it was possible for the Board to address some sections in the Guidelines where updates were observed to be necessary. Ms. Sandlin said “yes” if it was a matter of “housekeeping” and minor changes needed to be made, the ARB could discuss and vote on changes to bring before the Town Council for approval. The Board agreed to review the Guidelines before the February meeting to discuss areas which need minor updates and possibly vote on changes.

A brief discussion about the next scheduled meeting on Tuesday, February 14<sup>th</sup> ensued. In light of the fact that that Tuesday is Valentine’s Day the Board discussed moving the meeting to Wednesday, February 16<sup>th</sup> instead. Mr. Moss state that the Town’s schedule for meetings could accommodate such a change.

Ms. Stringfellow moved to adjourn the meeting until Wednesday February 15<sup>th</sup> at 6:00pm. Mr. Jabs seconded the motion and the Board voted unanimously to adjourn.

Respectfully Submitted  
Jennifer L. Stringfellow, Secretary