

Minutes
Architectural Review Board
Wednesday, January 14th, 2026
Petersburg Public Library
201 W. Washington St.
5:30 p.m.

In attendance: Louis Malon (Chair), Joe Yates (Vice-Chair), Joe Battiston, Bill Hartsock, Larry Murphy, Michelle Murrills, Celeste Wynn

Jared Crews, City Planning Staff

Absent:

Meeting was called to order at 5:30pm.

Approval of Agenda:

Mr. Crews stated there were three discussion items he would like to add to the agenda with the Board's approval: the paint color at 326 South Sycamore Street, the recently completed work at 316 St Andrew Street, and an update on the roof at 36 West Fillmore Street.

Ms. Wynn motioned to adopt the agenda with the discussion items as requested. Mr. Hartsock seconded the motion, which passed unanimously.

Review of Minutes:

The Board reviewed the draft minutes for the November 20, 2025 special meeting and December 10, 2025 regular meeting. Mr. Hartsock noted he was present at both meetings but listed as absent in the draft minutes.

Mr. Battiston made a motion to approve the minutes with the correction to Mr. Hartsock's attendance. Ms. Murrills seconded the motion, which passed unanimously.

Public Information Period:

Chairperson Malon opened the floor for public comments. Hearing no comments, the public information period was closed.

Requests for Certificate of Appropriateness:

- a. **248 North Sycamore Street; Old Towne Historic District; Owner: Andrew Mathews, Applicant: Kimberly Calos**

Mr. Crews presented an overview of the request, stating the applicant was looking to install vinyl signage on the storefront doors and a projecting sign along the façade. Mr. Crews

stated the signs were in line with the Design Guidelines guidance on size and did not obscure more of the glass surfaces than what is allowed. Mr. Crews stated the colors on the signs are not an exact match for the building, but noted the signs match the branding of the applicant's business and do not create a significant visual impact because of their size.

Mr. Hartsock motioned to approve the application as presented. Vice-Chair Yates seconded the motion, which passed unanimously.

b. 1121 Upper Appomattox Street; Battersea/West High Street Historic Street; Owner: Custom Solutions LLC, Applicant: Joel Mieses

Mr. Crews presented an overview of the application, stating the applicant is seeking to build a one-story single-family dwelling on the vacant lot. Mr. Crews stated the size, scale, and materials for construction appeared to be appropriate based on existing construction in the area and the Design Guidelines, except for the orientation of the roof, which was necessary due to the narrowness of the lot.

Mr. Battiston pointed out that the plans called for a driveway in front of the home, noting the Board typically only approves driveways beside or behind a home. The applicant, Mr. Mieses stated he had been informed by Zoning staff the driveway would be required unless a waiver was granted by the Board of Zoning appeals and explained the size of the lot would not accommodate a driveway beside the home without violating setback requirements. The Board determined a driveway in front of a home on a lot that is 40 feet or less in width could be viewed as acceptable, but noted they would prefer the ability to grant a waiver to the requirement for a driveway if on-street parking is available.

Following the determination that the driveway was appropriate, Ms. Wynn motioned to approve the application as presented. Ms. Murrills seconded the motion, which passed unanimously.

Old Business:

There was no old business for discussion/action.

New Business:

Discussion: Paint color for 326 South Sycamore Street:

The property owner, Madonna Dersch was present and provided information to the Board about the paint colors on the home. Ms. Dersch noted she had originally gotten a Certificate of Appropriateness to paint the house burgundy, but due to the wrong primer being used, the color appeared more purple. Ms. Dersch states she was subsequently informed by city staff the color needed to be changed to a color from a historic color chart. Ms. Dersch explained she was granted a new Certificate of Appropriateness to paint the house Carter Plum from the Benjamin Moore Williamsburg Collection, noting this color also received

complaints from neighbors despite being from a historic chart. Ms. Dersch showed photographs of other historic homes with burgundy paint, including one on Grove Avenue and stated her preference would be to go back to the originally approved burgundy subject to using the correct primer.

Mr. Crews stated his perspective was that Ms. Dersch had two approved Certificates of Appropriateness and neither had expired if the Board was open to the home being painted with the burgundy. The Board determined Ms. Dersch could paint the home burgundy according to the originally approved Certificate if the correct primer was used.

The Board agreed that it would be helpful to clarify the policy on acceptable colors in the historic districts moving forward.

Discussion: Recently completed work at 316 St Andrew Street:

Mr. Crews explained he wanted to get feedback from the Board on whether the work recently finished at 316 St Andrew Street had been done in accordance with what was approved. Mr. Crews stated the plans had shown the door on the right-hand side of the front façade being converted to a window while the door on the left-hand side would remain, but, in fact, the door on the left-hand side had been removed and no window was installed. Mr. Crews stated the plans also called for the shutters on the front façade remaining. Mr. Crews stated he had raised these questions to the contractor and was informed the Board had approved these modifications.

The Board reviewed the plans that were reviewed along with photographs of the completed work and clarified the applicant had followed their guidance on cancelling the door on the left-hand side since the remaining door aligned with the entry steps. The Board also noted the shutters were not original and did not need to be restored.

The Board noted that the corbels on the roofline had not been restored according to the plans and Mr. Crews stated he would reach out to the contractor to let him know. The Board asked Mr. Crews to begin recording meetings again to ensure there is not confusion over approvals in the future.

Discussion: Roof at 36 West Fillmore Street:

Mr. Crews informed the Board the owner of 36 West Fillmore Street filed an appeal to the Board of Zoning Appeals for a zoning violation received for not restoring a slate or synthetic slate roof on the building. Mr. Crews reminded the Board that they had allowed the owner two years to restore the roof per a 2023 decision. Mr. Crews stated the Board of Zoning Appeals would not have the authority to overturn an Architectural Review Board decision, but could limit the enforceability of the zoning violation though this would be unlikely. Mr. Crews requested that at least one member of the Architectural Review Board attend the appeal hearing in February to provide information on the case. Mr. Battiston and Ms. Murrills indicated they would be attending the meeting.

Work Session:

Discussion/Review of first draft Historic District Design Guidelines:

The Board reviewed several sections of the first draft of the new Design Guidelines, including the proposed COA matrix, material matrix, driveway standards, and color chart. The Board provided notes to staff on which work should require full Board review and when staff review is appropriate as well as what materials should be prohibited and which could be considered in some instances.

The Board determined the materials acceptable for driveways should not change but noted they would like to be able to consider waivers for driveways when they are not appropriate for a property.

The Board determined the draft color chart was too broad and did not provide specific guidance for what colors were appropriate based on specific time periods or architectural styles. The Board asked that the color chart used by the City of Richmond be used as a guide for the chart in the new guidelines due to its comprehensiveness and level of detail.

Mr. Crews stated he would compile the notes from the Board with notes from staff and provide those to the consultant working on the update and asked the Board to reach out with any other comment on the first draft. Mr. Crews noted he is also continuing to work with a consultant on the rewrite of the Zoning Ordinance and has asked them to add a potential waiver for parking in historic districts as well as a fee for certificate of appropriateness requests that come in due to a violation or the work being completed without first being reviewed by the Board.

Adjournment:

The meeting was adjourned at 7:38pm.