



DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT  
Neighborhood Services Division

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**MAYWOOD DESIGN GUIDELINES COMMITTEE  
DESIGN REVIEW COMMITTEE WORK SESSION SUMMARY  
Wednesday, December 5, 2018  
2100 Clarendon Boulevard  
Conference Room 715**

**MAYWOOD MEMBERS:** Sean Handerhan  
Kris McMenamin  
Bruce Wiljanen

**MEMBERS ABSENT:** Dean Arkema  
Alex Berger  
Bart Collart  
Amanda Davis, MCA President  
Lorne Epstein  
Heidi Fitzharris  
Chris Friedli  
Ken Friedli  
Maria Greene  
Heather Hanson  
Eleanor Harvey  
Frieda Kulish  
Kris McLaughlin  
Andy McLeod  
Rae Mueller  
Carol Rickard-Brideau  
Tova Solo

**HALRB MEMBERS:** Charles Craig  
Robert Dudka  
Andrew Wenchel, Jr.  
Richard Woodruff, Vice Chairman

**STAFF:** Cynthia Liccese-Torres, Historic Preservation Coordinator  
John Liebertz, Historic Preservation Planner  
Angelina Jones, Historic Preservation Planner  
Serena Bolliger, Historic Preservation Specialist

## **DISCUSSION OF EXECUTIVE SUMMARY**

Mr. Craig observed that point #13 under “CoA Required” should read “Installation of mechanical, electrical, plumbing, and other equipment on the front elevation or if visible from the public right-of-way.”

## **DISCUSSION OF PROPOSED REVISIONS**

Solar panels – Mr. Dudka asked for “if possible” to be removed from the fourth bullet point under the ACoA requirements on page G-7 so that it reads “Be hidden behind architectural elements (such as dormers, cross-gables, etc.).”

Skylights – Mr. Dudka suggested adding a maximum size for skylights that can be approved as an ACoA. After some discussion, those present agreed to add the stipulation that an ACoA can be used to approve a total of two skylights, neither of which can be larger than 8 square feet for a total limit of 16 square feet for two skylights.

Retaining walls – Mr. Dudka asserted that if a retaining wall is concrete that it should be parged and Mr. Craig agreed. Mr. Dudka observed that Figure 53 on page G-13, which showed a poured concrete retaining wall, should be replaced with an image of a parged wall from a property in Maywood. After some discussion, those present agreed that a capstone on a concrete wall may or may not be appropriate depending on the style of the wall and that the guidelines should allow for either a convex top or a stone cap for parged walls.

Stairs and railings – Mr. Dudka recommended that language be added so that Historic Preservation staff may make suggestions to applicants about which materials are most appropriate based on the style of the house and function of the stairs and/or railings. Mr. Liebertz agreed to add language to this effect.

Outdoor Fireplaces and Fire Pits – Ms. McMenamain observed that Figures 87 and 88 appear to have the same annotation. Mr. Liebertz stated that he would check with Zoning, but that it is likely that Figure 87 applies to outdoor fireplaces while Figure 88 applies to fire pits.

Sheds – Mr. Dudka stated that since exposed rafter tails are not allowed for the ACoA process as stated on page G-28, that this might be a disincentive for applicants to invest in custom sheds. Mr. Liebertz agreed to strike the stipulation against exposed rafter tails and that he would change the wording in the annotation of Figure 93 to specify that in the example shown exposed rafters are inappropriate.

Garages – Mr. Dudka recommended that the guidelines should specify an eave height rather than a ridge height since the springline of the eave is how to determine if the slope of a roof is appropriate. Mr. Liebertz agreed to modify this requirement and to base the maximum eave height off the standard height of a garage door. Mr. Wenchel stated that garage doors with a row of lights at the top are more appropriate than a solid garage door in the Maywood District. Ms. Liccese-Torres suggested that the guidelines could have a sampling of doors which applicants may choose from if they wanted to apply for an ACoA. Mr. Handerhan and Ms. McMenamain agreed with this suggestion and stated that residents want guidance on what is appropriate. Mr. Dudka recommended that garages reviewed as ACoAs be limited to two windows in the same style as the

house per side and one door. Mr. Wenchel requested that staff add more variety to the materials and roof styles shown in the sketches in this section.

**DISCUSSION OF REVISED COA/ACOA APPLICATION FORM**

Ms. Liccese-Torres asked if there were any comments on the new CoA application. Mr. Handerhan suggested that the first sentence of the application should encourage applicants to consult with Historic Preservation staff; staff agreed to make this correction.

**NEXT STEPS**

Ms. Liccese-Torres announced that staff would make the edits agreed to during the work session and that residents would brief others in the neighborhood about the work of the Maywood Guidelines Committee. Mr. Liebertz stated that staff will provide a link to the materials to share with residents once the revisions have been completed. Mr. Handerhan suggested that it would be helpful to know how many CoAs from the last year could be reviewed as an ACoA under the revised guidelines. In a similar vein, he added that during the 6-month trial period for the new guidelines that staff should track how many cases that would have previously been a CoA were reviewed as an ACoA due to the new guidelines.