

**Hollin Hills Design Review Committee  
Meeting Minutes  
Wednesday, May 7, 2008**

Attendance:

DRC: Burns, Mazade, Norton, Robinson, Sydow

CAHH: McNamara, CAHH Board Liaison to the DRC

Observers: None

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The meeting of the Hollin Hills Design Review Committee (DRC) was called to order at approximately 7:15 p.m.

PREVIOUS MEETING MINUTES

The committee approved the April 2, 2008 meeting minutes via email and posted them on the Hollin Hills Website prior to the meeting.

DRC ACTIONS

The DRC offered advice on/approved the following projects during the meeting:

- **Tellier/Pereira Residence, 2205 Whiteoaks Drive.** Heather Watenpaugh, architect for the owners, presented final drawings for a porch addition originally discussed at the March 5, 2008 DRC meeting. The final design incorporates a “green” roof and includes all of the changes requested previously by the committee. The committee asked about water runoff of the roof, roof pitch and how the roof joint issue was resolved in the new plans. The committee also asked about window trim size near a corner of the addition. Watenpaugh informed the committee that neighbor notification had begun prior to the meeting.

Norton moved for plan approval; Sydow seconded. Unanimously approved.

- **deWitt Residence, 1809 Drury Lane.** The owner attended the meeting at the request of the DRC to discuss an unapproved retaining wall. The owner explained the need for a retaining wall and asked for alternatives to the castle block design, which he had used. The committee discussed using rocks similar to the other side of the driveway or cutting back the yard the slope. The owner agreed to remove the castle block wall and replace it with rocks.
- **Cheng Residence, 7511 Range Road.** Owner did not attend the meeting. The committee reviewed drawings of a roof extension. The committee gave conceptual approval and will follow up with the owner to request details on trim materials.

Burns moved for plan conceptual approval; Norton seconded. Unanimously approved.

Owner subsequently submitted information/drawings via email detailing how the roof design would be built. The committee approved the proposal pending neighbor notification.

- **Gibber Residence, 2203 Martha's Road.** Owner did not attend. No action taken.
- **Wilson Residence, 2115 Popkins Lane.** Burns briefed the committee on his site visit to the owner's residence to examine the roof leak issue and possible owner solutions presented at the April 2, 2008 meeting. He concluded that the "leak" is a condensation problem. The owner requested the DRC approve his proposed plan for replacing the existing roof with one that is a few inches taller. The committee gave unanimous conceptual approval and will contact the owner to request drawings of the edge detail of the thickened roof prior to final approval.

The committee also discussed two more cost-effective solutions that the owner should consider pursuing. One solution is urethane foam insulation underneath the roof decking. The other solution would create ventilation by adding two-by-twos to the existing framing and lowering the ceiling. The committee determined it would share those ideas with the owner.

- **Godwin Residence, 2402 Elba Ct.** The owner presented conceptual drawings for a three-sided, 6'-tall wooden kiln screen and 20' privacy fence. The owner described the materials she would use to build the screen and fence. She also detailed what part of each would be painted, the paint colors, and where each would be erected in relation to her house.

The committee gave conceptual approval for both projects and asked the owner to submit construction drawings.

- **Sterud Residence, 7527 Elba Road.** Owner presented detailed information about a pre-fabricated 8' x 12' Home Depot shed (The Horizon) he wants to install in his back yard. Shed color will match the house color. The shed comes with windows; owner will add screens. The shed will sit on cement blocks. The owner has completed neighbor notification.

The committee asked about siding and discussed some modifications that would bring the shed into harmony and conformity. The committee suggested the owner use 4" T-111 vertical siding and match the trim on the existing house. The committee also asked about window trim. The committee recommended that the window be a single pane of glass, instead of four-panel, and that the shed shutters be eliminated.

Robinson moved that the committee approve the owner's request provided:

- The shed is built with vertical 4" T-111 or 4" smart siding painted to match the house color.
- The shed's corner trim matches house trim.
- The shed has a peaked roof with overhang.
- The shed has a single light for each window.
- No shutters are installed.
- The shed door is painted to match siding.

Burns seconded. Norton recused himself, because owner is a neighbor.

Unanimous approval.

- **Blanchard Residence, 2113 Paul Spring Road.** Owner presented construction drawings for a patio project. The project will require a 4' retaining wall that would slope. Owner asked about dry stack versus a timber wall. The committee asked about construction materials for the proposed deck. The committee asked for pictures of the area and a description of the stepped wall design.

Committee gave conceptual approval. Owner will initiate neighbor notification.

Owner also asked the committee about a canopy solution for a car parking cover. Owner showed the committee a sales brochure for the proposed product. A square piece of cloth (sail) material would be anchored higher in two spots and lower in the other two.

The committee discussed whether the proposed product/concept fits with harmony and conformity and concluded that it could be described with usual adjectives associated with Hollin Hills. The committee asked the owner to take photos, blow them up to 11x14 and bring them to a future meeting. The owner promised to take photos that showed site lines and topography and send them via email.

Burns will conduct a site visit to gather further information about the project and report back at a future DRC meeting.

- **Epstein Residence, 7207 Rebecca Drive.** Owner had received previous DRC approval for a pool fence but wants to erect an alternative fence. Owner presented drawings for a gated, lockable fence and landscaping. The fence will fit tight against the house and blend with the existing slope of the property. The committee asked the owner about the position of the gate hinge, county height requirements, and owner's plans for fence screens.

Robinson moved for approval; Sydow seconded. Unanimous approval. Owner completed neighbor notification in September 2007.

## OTHER BUSINESS

- The committee discussed Process and Architecture Subcommittee activities to date. The committee determined that the subcommittees should stay focused on the items detailed on the Special Design Review Committee Recommendations Report.

The meeting was adjourned at approximately 10:00 p.m.

Next meeting:           Wed., June 4, 2008, 7:30 p.m.  
                                  Hollin Meadows Elementary School Library