



City of Manassas, Virginia
Architectural Review Board Meeting

AGENDA

Architectural Review Board Meeting
City Hall - Community Conference Room
9027 Center Street
Manassas, VA 20110
Tuesday, November 18, 2025

1. Call to Order and Pledge of Allegiance - 5:30 p.m.

2. Roll Call

3. Remote Participation

I move to allow {say names} to participate in tonight's meeting by remote electronic communication as permitted by the ARB's rules of procedures.

4. Approval of the Meeting Minutes

4.1 **Approval of the Meeting Minutes for October 21, 2025**
[Draft Meeting Minutes for October 21, 2025](#)

5. Public Comment

The public comment portion of the agenda is set aside for all those who wish to address the Architectural Review Board for less than three minutes each on topics that are not on the agenda.

6. New Business

There is none.

7. Other Business

- 7.1 Request for Designation Review, 9019 - 9021 Center Street**
(Staff: Benjamin Walker, CZO, Planner II)
[Memorandum](#)
[Attachment 1. Historical Surveys](#)
[Attachment 2. Maps & Photographs](#)
[Attachment 3. Supplementary Documentation](#)
- 7.2 ARB Alternate Members Discussion**
(Staff: Benjamin Walker, CZO, Planner II)
- 7.3 Initiation of Amendment to the City of Manassas Historic District Design Guidelines**
(Staff: Ben Walker, CZO, Planner II)
[Proposed Historic District Design Guidelines Update](#)
- 7.4 Administrative & Enforcement Update**
(Staff: Benjamin Walker, CZO, Planner II)
[Administrative & Enforcement Update - October 2025](#)

8. Adjournment

City Hall – Community Conference Room
9027 Center Street, Manassas, Virginia 20110

1. Call to Order

Chairperson Marci Settle called the meeting to order at 5:30 p.m.

2. Roll Call

Members Present

Chairperson, Marci Settle
Vice-Chair, Stephen Hersch
Myra Brent
Tim Conrow
Sean Porter

Members Absent

Robert Carter
Kenneth Jones

Staff Present

Greg Bokan
Christen Miller

3. Approval of Minutes

3.1 Approval of Meeting Minutes for September 16, 2025

Vice-Chair Hersch made a motion to **APPROVE** the meeting minutes for September 16, 2025 as presented.

Motion: *Hersch* **Second:** *Conrow*

Vote: *Passed Unanimously, 5-0*

Ayes: *Hersch, Conrow, Settle, Brent, Porter*

Nays: *None*

4. Public Comment

Chairperson Settle opened the floor for public comment for items not listed on the agenda. There was none.

5. New Business

Note: The Board unanimously approved to amend the agenda to move Item 5.1, ARB 2026-0008 8709 Quarry Road, to take place following the other items to allow the applicant more time to arrive to the meeting.

5.1 ARB 2026-0010, 9350 Main Street (Exterior Alterations)

(Staff: Greg Bokan, AICP, Assistant Director Planning & Development)

Greg Bokan gave a presentation of the applicant's proposal to replace the roof at the Bull Run Unitarian Church. Mr. Bokan explained the proposal is to replace the existing shingles over the historic main block of the building with new shingles in the color Pewter Gray. He noted that also being proposed is the installation of one (1) Kennedy Skylights Low Profile Solar Attic Fan. Mr. Bokan shared that Staff is recommending approval of the application as submitted.

The applicant, Robert Zimmerman, introduced himself and thanked the City and Board for the consideration.

ARB Discussion:

Vice-Chair Hersch thanked BRUU and the applicant for investing in the special building and for their material choices.

Mr. Porter commented that three fans may be needed due to the size. The applicant stated they were using a higher capacity fan.

Tim Conrow made a motion to **APPROVE** ARB 2026-0010 as submitted.

Motion: *Conrow* **Second:** *Brent*

Vote: ***Passed Unanimously, 5-0***

Ayes: *Conrow, Brent, Settle, Hersch, Porter*

Nays: *None*

6.2 ARB 2026-0009, 8915 Grant Avenue (Sign)

(Staff: Greg Bokan, AICP, Assistant Director Planning & Development)

Greg Bokan gave a presentation of the applicant's proposal to install a new sign at the City's Nelson Park. The proposal would remove the existing sign at Grant and Sudley and replace with a new freestanding sign. He explained that three proposed location options are being presented and opened the floor for feedback. Staff is recommending approval of the free-standing sign.

ARB Discussion:

Vice-Chair Hersch shared that the sign would be more effective located on the corner of Grant and Stuart near the entrance to parking, and also suggested putting a second at the southeast corner near Sudley Road.

Mr. Porter suggested three signs, to also include the intersection of Grant and Sudley.

Mr. Bokan brought up Google maps of the park and clarified the possible locations.

The Board discussed the existing sign and the possibility of putting a second sign on the Sudley Road side near the guardrail at Stuart Avenue.

Mr. Conrow commented that the new signs for Dean Park are similar and look great.

Myra Brent made a motion to **APPROVE** ARB 2026-0009 as submitted, with preferred location near corner of Grant Avenue and Stuart Avenue, with the option to install up to two additional signs at 1) the east end of the park at Stuart Avenue and West Street and 2) the northwest end of the park at Sudley Road and Grant Avenue.

Motion: *Brent* **Second:** *Conrow*

Vote: ***Passed Unanimously, 5-0***

Ayes: *Brent, Conrow, Hersch, Settle, Porter*

Nays: *None*

6.3 ARB 2026-0008, 8709 Quarry Road (Sign)**(Staff: Greg Bokan, AICP, Assistant Director Planning & Development)**

The applicant was not present and the Board unanimously agreed to defer the application.

Vice-Chair Hersch shared photos of alternative sign lighting ideas throughout the historic district and provided to Staff to share with the applicant.

Myra Brent made a motion to **DEFER** ARB 2026-0008 as submitted.

Motion: *Brent* **Second:** *Conrow*

Vote: ***Passed Unanimously, 5-0***

Ayes: *Brent, Conrow, Settle, Hersch, Porter,*

Nays: *None*

7. Other Business**7.1 Administrative & Enforcement Update****(Staff: Greg Bokan, AICP, Assistant Director Planning & Development)**

Mr. Bokan presented the Administrative & Enforcement update and opened the floor for discussion. There was none.

Mr. Bokan also discussed updates on:

- Staff will administratively approve an additional railing on the roof of the Candy Factory.
- Staff will administratively approve a replaced roof at 8828 Center Street. The Board shared concerns and unanimously agreed that the applicant needs to come before the Board.

8. Adjournment

Myra Brent made a motion to **ADJOURN**.

Motion: *Brent* **Second:** *Conrow*

Vote: ***Passed Unanimously, 7-0***

Ayes: *Brent, Porter, Settle, Hersch, Conrow*

Nays: *None*

The meeting was adjourned at **6:38 P.M.**

Marci Settle, Chairperson

Christen Miller, Clerk

Date Approved



MEMORANDUM

CITY OF MANASSAS

Department of Community Development
Planning & Development

DATE: November 11, 2025

TO: Architectural Review Board

FROM: Gregory J. Bokan, AICP, Asst. Director, Planning and Development

SUBJECT: Request for Designation Review, 9019-9021 Center Street

The property owner of 9019-9021 Center Street has submitted a formal request to the City to reclassify the designations of the properties from Contributing to Non-contributing. Per Z.O. Sec. 130-41, a Contributing Structure is defined as “any structure more than 50 years old that represents the period in which it was built by material, design, or other physical features, or is a place of significance that preserves, protects, or enhances the character of the Historic Overlay District in which it is located as listed on the adopted historic district survey,” and a Non-Contributing structure as “any structure found within a Historic Overlay District that has not been identified and listed as a Historic Structure”.

Pursuant to Z.O. Sec. 130-402(c), this matter has come before the Architectural Review Board (ARB) for consideration. Pending review by the ARB, the property owner can apply for a Zoning Text Amendment (ZTA) to change the designation of 9019-9021 Center Street from Contributing to Non-Contributing. This request will then go before the Planning Commission for a public hearing and recommendation, and lastly, to City Council for a public hearing and final action. The formal request and supplemental information provided by the property owner is attached herein (Attachment 3). Additional information provided includes Sanborn Fire Insurance Maps, aerial photographs, a street photograph, and copies of the survey records for the property.

Based on the information provided by the property owner at this time, Staff recommends that the Board defer action until additional information is provided. It is incumbent upon the property owner to provide sufficient documentation and evidence to warrant consideration of a request for a change in property designation. As the Board is aware, structure designations were adopted following the creation of the Local Historic District in 1984 and a series of architectural surveys. The first survey was conducted in 1978 by the Virginia Historical Commission. The Virginia Department of Historic Resources (DHR) conducted their own survey in 1987 as part of the National Register Historic District Nomination. Architectural Historian and Historic Preservation Consultant, Emma Jane Saxe, completed an architectural survey update in 1993-1994. The

structure designations as recommended in the 1990s surveys were adopted by City Council in 1999, and the designations have not been updated since that time. Another survey update was completed by historic preservation consulting firm EHT Traceries, Inc., in 2005-2006, but their structure designation recommendations were never formally adopted by Council. While their recommendations were not adopted, it should be noted that Traceries recommended that the property be ranked Contributing, the same designation that it has had since the adoption of the existing designations in 1999.

Staff have recommended that the property owner engage a historic preservation/architectural historian consultant to prepare a report on the property. The consultant should be either an individual or a consulting firm employing staff who meet the Secretary of the Interior's Professional Qualification Standards as prescribed in 48 FR 44716 and Appendix A of 36 CFR Part 61 for Architectural History, or a combination of History and Historic Architecture. The report should provide an overview of the history of the building and its development, as well as an evaluation of its significance and integrity. Staff would recommend that the Board take no action and defer until such a report has been furnished for their consideration of the request.

Staff have also informed the owner that the City plans to conduct a comprehensive architectural survey update of the local historic district, pursuant to the duties assigned to the ARB and city code. The survey update will include a review of current structure designations for all properties within the local historic district, and revision of those designations as determined by the findings of the survey. Following recommendation by the ARB, the architectural survey update and revised structure designations would be adopted by City Council.

Attachments:

1. Historical Surveys
2. Maps and Photographs
3. Supplementary Documentation (Submitted by Property Owner)

HISTORIC LANDMARKS COMMISSION
Survey Form

Tax Parcel # 101-01-189
Date of Survey 6/94

File No. 155-161-237

Negative No.(s) _____

Natl. Reg. Nom. Ref. Item #7, Page 14
Common Name _____

Historic Name _____

Street Address 9019 Center Street

USGS Quad: MANASSAS

Original Owner: _____

Original Use: commercial

Present Owner: _____

Present Owner Address: _____

Present Use: commercial

Acreage: < 1

State Condition of Structure & Environs: good

Date or Period: ca. 1920

Architect/builder/Craftsman: _____

Source of Name: _____

Source of Date: Sanborn Maps

Stories: one

Foundation & Wall Construction: _____
brick

Roof Type: flat

State Potential Threats to Structure: none known

Should be investigated for possible register potential? YES _____ NO x

ARCHITECTURAL DESCRIPTION - (note significant features of plan, structural system and interior and exterior decoration, taking care to point out aspects not visible or clear from photographs. Explain nature and period of all alterations and additions. List any outbuildings and their approximate ages, cemeteries, etc.) _____

Commercial. Electrical Service. Early 20th Century Commercial. Ca. 1920. Brick (stretcher bond); 1 story; 2 bays (asymmetrical); flat roof with parapet; molded cornice with dentils across top of parapet.

Note Any Archaeological Interest: --

Interior inspected? no

Name and addresses of persons interviewed:

Published Sources (books, articles, etc., with bibliographic data):

Primary Sources (manuscript documentary or graphic materials; give location):

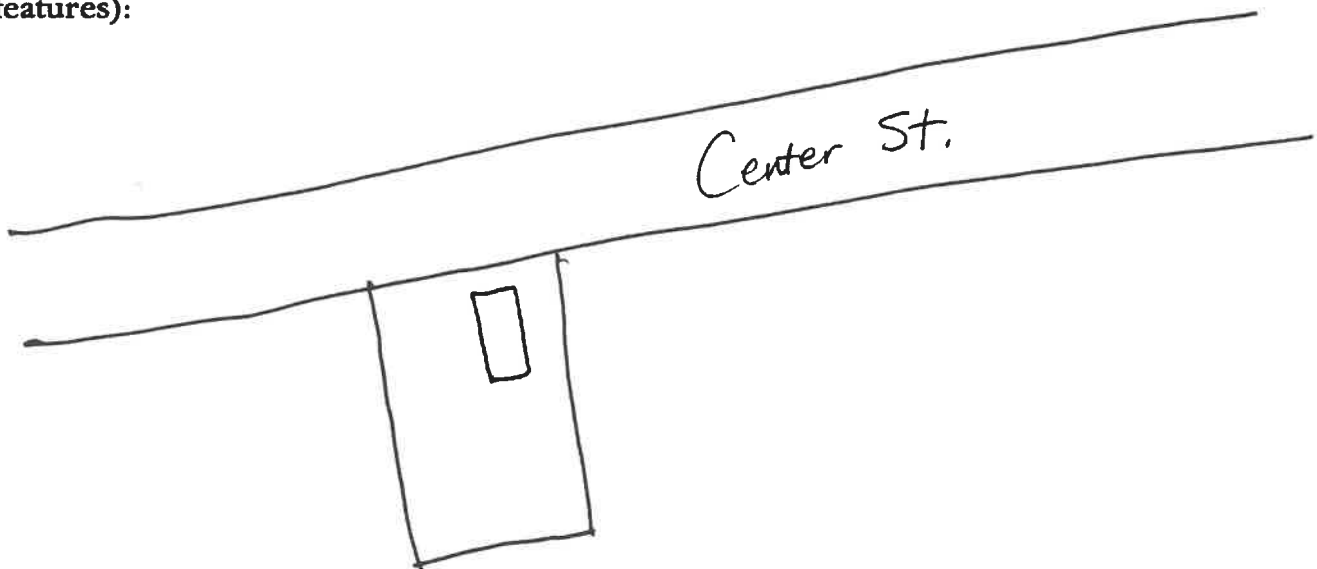
Historical significance (chain of title; individuals, families, events, etc., associated with ~~the~~ property):

This building is an unusual example of a small, simple commercial building, constructed for a small-scale, single use. By its date of construction and simple detailing, it contributes to the significance of the district. It also adds to the variety of types of downtown buildings.

-161-
1551237

PLAN (indicate locations of rooms, doorways, windows, alterations, etc.):

SITE PLAN (locate and identify outbuildings; dependencies and significant topographical features):



HISTORIC LANDMARKS COMMISSION
Survey Form

Tax Parcel # 101-01-189
Date of Survey 6/94

File No. 155-161-238

Negative No.(s) _____

Natl. Reg. Nom. Ref. Item #7, Page 14
Common Name _____

Historic Name _____

Street Address 9021 Center Street

USGS Quad: MANASSAS

Original Owner: _____

Original Use: Commercial

Present Owner: _____

Present Owner Address: _____

Present Use: commercial

Acreage: < 1

State Condition of Structure & Environs: good

Date or Period: ca. 1920

Architect/builder/Craftsman: _____

Source of Name: _____

Source of Date: Sanborn Maps

Stories: one

Foundation & Wall Construction: _____
brick

Roof Type: flat

State Potential Threats to Structure: none known

Should be investigated for possible register potential? YES _____ NO x
ARCHITECTURAL DESCRIPTION - (note significant features of plan, structural system and interior and exterior decoration, taking care to point out aspects not visible or clear from photographs. Explain nature and period of all alterations and additions. List any outbuildings and their approximate ages, cemeteries, etc.) _____

Commercial. Hutchison Insurance Agency. Early 20th Century Commercial; ca. 1920. Brick (6-course American Bond). 1 story; 3 bays (symmetrical); gable with parapet, composition (asphalt, asbestos, etc.) shingle roof; molded cornice with dentils across top of parapet, central decorative brick panel in parapet, plate glass windows.

Note Any Archaeological Interest: --

Interior inspected? no

Name and addresses of persons interviewed:

Published Sources (books, articles, etc., with bibliographic data):

Primary Sources (manuscript documentary or graphic materials; give location):

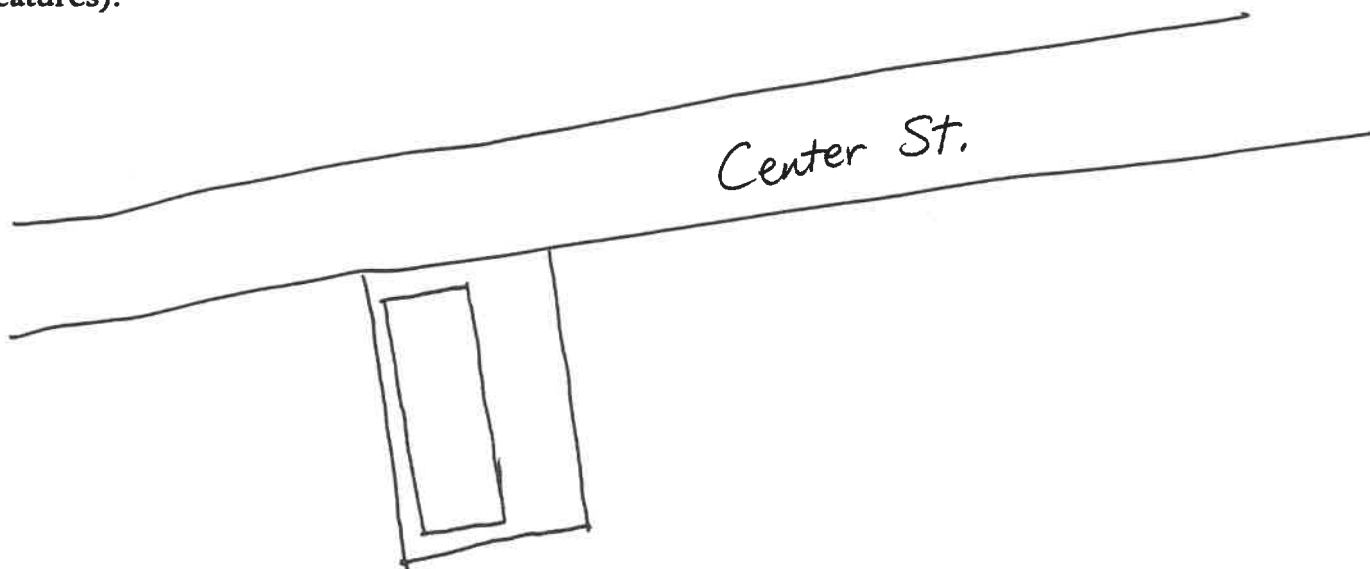
Historical significance (chain of title; individuals, families, events, etc., associated with the property):

This building contributes by scale, form, materials, and vernacular flavor, to the overall variety of downtown commercial architecture and thus is important to the significance of the historic district.

-161
155#238

PLAN (indicate locations of rooms, doorways, windows, alterations, etc.):

SITE PLAN (locate and identify outbuildings, dependencies and significant topographical features):



City of Manassas

Manassas

Reconnaissance Level Survey

DHR Id # 155-0161-0048

Resource Identification

Tax Parcel: 101/01 00/ 189/ / /

Other Id#: 155-0161-0047

GPIN # 7795-68-6125

Property Name(s): Commercial Building, 9021 Center Street {Current}

Property Date: circa 1920

Address(s): 9019-9021 Center Street {Current}

County/Independent City: Manassas

City: Manassas

State, Zip: Virginia, 20108

USGS Quad Name: MANASSAS

Surrounding Area: City

National Register Eligibility Status

Property is Historic (50 years or older)

Property is associated with the Local Manassas Historic District

Property is associated with the National Register Manassas Historic District [district]

Resource Description

Ownership Status: Private

Primary Resource Exterior Component Description:

Component	Comp Type/Form	Material	Material Treatment
Chimneys	Exterior End	Brick	Corbelled Cap
Chimneys	N/A	N/A	N/A
Foundation	Solid	Concrete	Block, Parged
Roof	Gable with parapet	Asphalt	Shingle
Porch	N/A	N/A	N/A
Structural System	Masonry	Brick	6-course American
Windows	Casement	Metal	6-light
Windows	Storefront	Metal	1-light

Site Description: Facing north, this commercial building is situated on a grassy level lot. A paved driveway leading to a paved parking area is located on the western edge of the property. The main block is attached to a smaller structure off the east elevation.

WUZIT Count:

No.	Wuzit Types	Historic?
2	Commercial Building	Historic
1	Commercial Building	Historic

NR Resource Count:

#	NR Resource Type	Contributing Status
2	Building	Contributing

Individual Resource Information

WUZIT: Commercial Building

Est. Date of Construction: ... circa 1920

Primary Resource? Yes

Architectural Style: Commercial

Interior Plan Type: Unknown

Accessed? No

Number of Stories: 1

Condition: Good

Threats to Resource: None Known

Description: This one-story, three-bay commercial building is constructed of 6-course American-bond brick and sits on a parged concrete-block foundation. It is covered by a front gable roof sheathed in asphalt shingles. A parapet with molded cornice and dentils caps the façade. The recessed canted entry has metal storefront canted windows with rowlock sills. Additional features include a soldier string course, overhanging eaves with exposed recessed entry, a rectangular raised brick panel in the parapet, and concrete blocks on the rear elevation.

Individual Resource Information

WUZIT:..... Commercial Building

Est. Date of Construction: ... circa 1920

Accessed? No

Primary Resource?..... No

Number of Stories:..... 1

Architectural Style:..... Commercial

Condition: Good

Interior Plan Type: Unknown

Threats to Resource:..... None Known

Description: This one-story, two-bay commercial building is constructed of 6-course American-bond brick and sits on a parged concrete-block foundation. It is covered by a flat roof sheathed in asphalt shingles. A parapet with molded cornice and dentils on the façade. The flush side entrance has 1-light wood storefront windows with rowlock sills and a wood replacement door. Additional features include a soldier string course, 1-light sliding windows with rowlock sills, and concrete-block on the rear elevation.

Individual Resource Information

WUZIT:.....

Est. Date of Construction: ...

Accessed?

Primary Resource?.....

Number of Stories:.....

Architectural Style:.....

Condition:

Interior Plan Type:

Threats to Resource:.....

Description:

Individual Resource Information

WUZIT:.....

Est. Date of Construction: ...

Accessed?

Primary Resource?.....

Number of Stories:.....

Architectural Style:.....

Condition:

Interior Plan Type:

Threats to Resource:.....

Description:

Individual Resource Information

WUZIT:.....

Est. Date of Construction: ...

Accessed?

Primary Resource?.....

Number of Stories:.....

Architectural Style:.....

Condition:

Interior Plan Type:

Threats to Resource:.....

Description:

Cemetery Information**National Register Eligibility Information (Intensive Level Survey)***Historic Context(s):* Architecture/Community Planning, Commerce/Trade*Time Period(s):* World War I to World War II (1914 to 1945)

Significance Statement: The commercial building at 9021 Center Street, constructed circa 1920, is reflective of commercial buildings constructed after the fire of 1905 and the institution of building codes that required fireproof materials for those structures constructed in the commercial core. Typical of commercial buildings of the late nineteenth century and early twentieth century, the modest building is of masonry construction with a large parapet and applied ornament from the Colonial Revival style. This property is a contributing property to National Register Manassas Historic District. As a good and intact example of an early twentieth-century commercial building, the commercial building at 9021 Center Street is Ranked Contributing.

Ownership Information

Hutchison, Lucy H.

Graphic Media Documentation

Medium	Photo Roll	Negative Number	Photo Date
BW 35mm Photos	EHT 2	22-25	11/11/2005
Digital Photos	EHT 2	22-25	11/11/2005

CRM Event

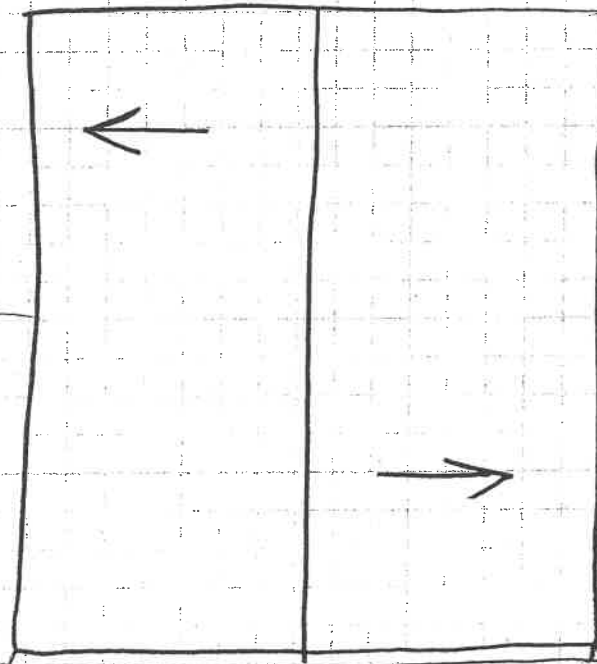
Reconnaissance Survey EJ: EHT Tracerics, Inc. July 12, 2005

ALLEY

Parking

Parking

9019



CENTER STREET

N ↓

151-0161-0048
I.D. # (s) 7795-68-6125

Address 9019-
9021 Center Street

Maps & Photographs

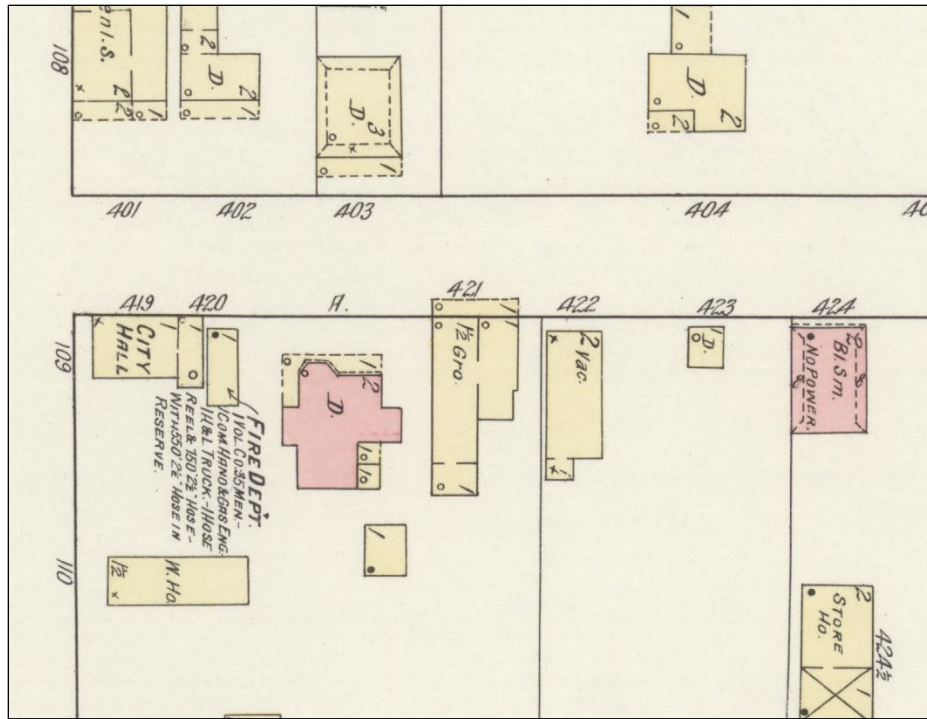


Figure 1: Image from the 1912 Sanborn Fire Insurance Map for Manassas. The street address for the property at that time was 421 Center Street. *Library of Congress (LOC).*

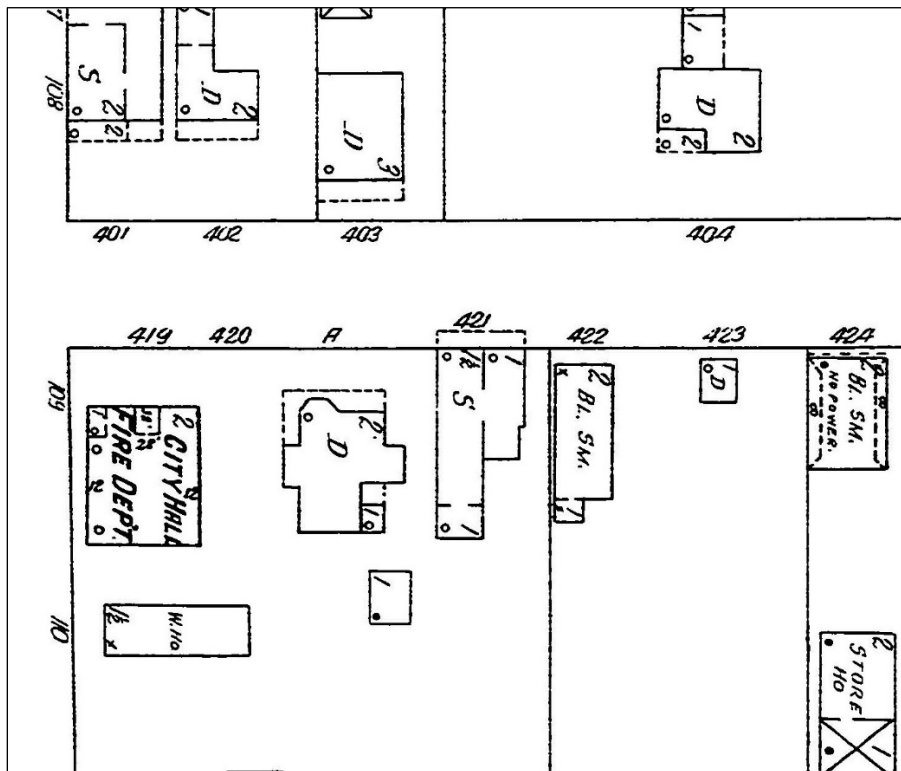


Figure 2: Image from the 1924 Sanborn Fire Insurance Map. *LOC.*

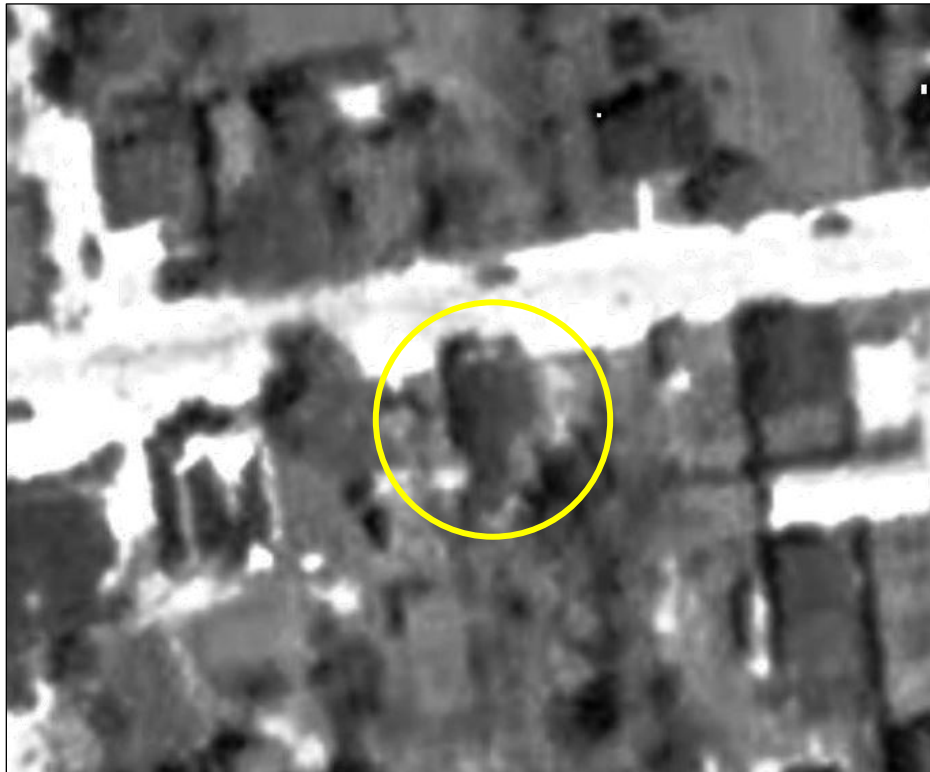


Figure 3: 1937 aerial with the building circled in yellow. *Prince William County (PWC).*

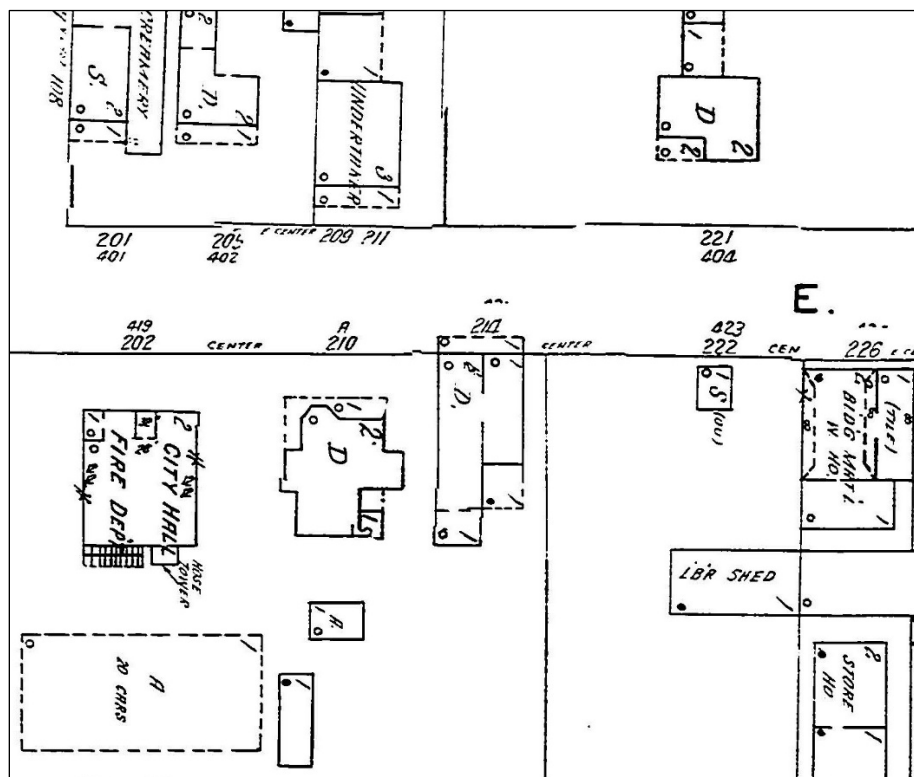


Figure 4: Image from the 1943 Sanborn Fire Insurance Map. By that time, the street number had changed from 421 to 214 Center Street. *LOC.*



Figure 5: Photograph from ca. 1945 showing the building prior to the construction of the small east addition. *Manassas Museum*.



Figure 6: 1949 aerial with the building circled in yellow. *Historic Aerials*.

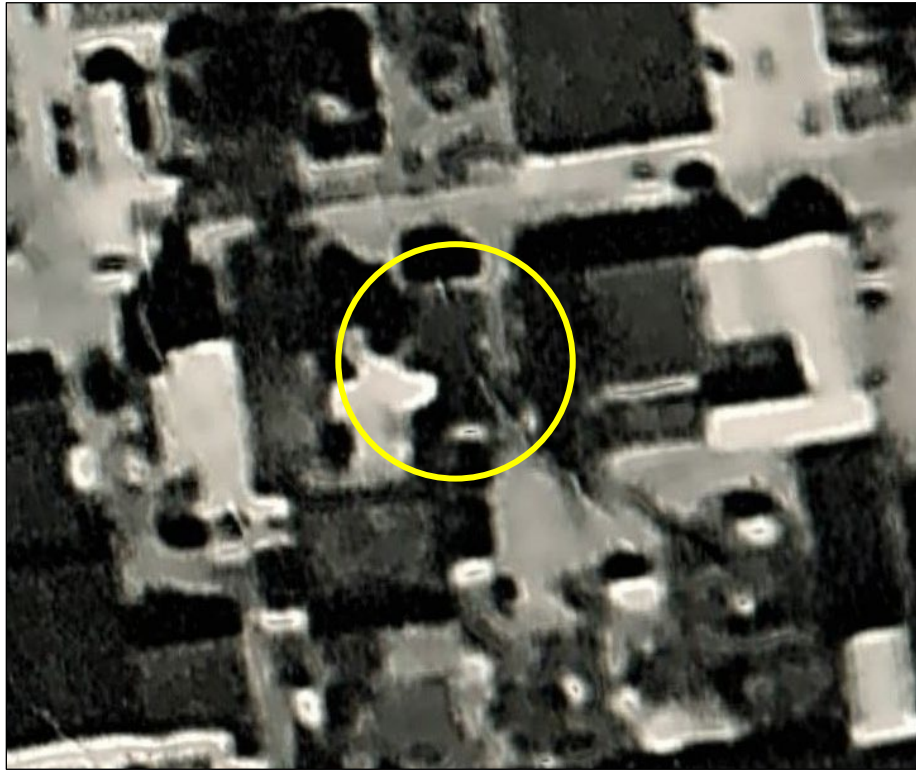


Figure 7: 1954 aerial with the building circled in yellow. *PWC.*



Figure 8: The building at 9019-9021 Center Street as it appears today.

Supplementary Documentation Packet

Property: 9019–9021 Center Street, Manassas, VA

Introduction & Purpose

This packet has been prepared to demonstrate, through primary documentation and clear analysis, that the properties at 9019–9021 Center Street were misclassified as contributing structures within the Historic Overlay District. The contributing designation, adopted in 1994 and carried forward without correction in later surveys, rests on assumptions made in the absence of verifiable evidence.

The City’s Historic Overlay District guidelines require that a contributing structure both fall within the defined period of significance (1850–1936) and retain sufficient architectural integrity to represent that period. The documentary record does not establish that 9021 Center Street existed prior to 1937, and it conclusively shows that 9019 was constructed only between 1945 and 1954. In addition, significant façade alterations — including the loss of the original flush storefront and the construction of the 9019 appendage — have materially compromised the property’s integrity.

The consequences of misclassification are substantial. A contributing designation restricts redevelopment, limits adaptive reuse, and suppresses economic value, yet preservation resources are misapplied when unsupported by evidence. By organizing the Sanborn Fire Insurance Maps, aerial photographs, and the sole known 1945 street-level photograph into a factual timeline, this packet demonstrates that 9019–9021 Center Street possibly never, and at a minimum, no longer satisfies the City’s own criteria for contributing structures.

Summary of Findings

1. Absence on Early Sanborn Maps

- The 1912 and 1924 Sanborn Fire Insurance maps show no building footprint corresponding to 9019–9021 Center Street.
- If the structure had been built “circa 1920,” as surveys suggest, it would be expected to appear. Its absence across two consecutive maps is documented and consistent.

2. First Evidence Appears Only After the Period of Significance

- The earliest available aerial photograph (1937) does not provide conclusive evidence of the building.

- By 1945, a street-level photograph confirms 9021 standing alone without the 9019 addition.
- The 1949 aerial more clearly depicts 9021, while the 1954 aerial shows the addition of 9019.
- This sequence demonstrates that 9021 post-dates the 1936 period of significance, with 9019 added between 1945 and 1954.

3. Street-Level Documentation

- The only known street photograph (1945) documents 9021 as a stand-alone building.
- This aligns with the aerial sequence and further confirms the later construction of 9019.

4. Survey Limitations

- The 1994 survey adopted by City Council, and the derivative 2005 draft, relied on approximate (“circa 1920”) dating without verifiable documentation.
- These surveys represent reconnaissance-level work and assumptions, not definitive evidence.
- Such assumptions do not meet the evidentiary threshold required for contributing structure designations.

5. Loss of Architectural Integrity

- Subsequent alterations—including the 9019 addition and the transformation of the façade from a flush glass-block storefront to a recessed entry—represent a substantial loss of integrity.
- The HOD guidelines explicitly require both historical period alignment and integrity of exterior features for a structure to retain contributing status.

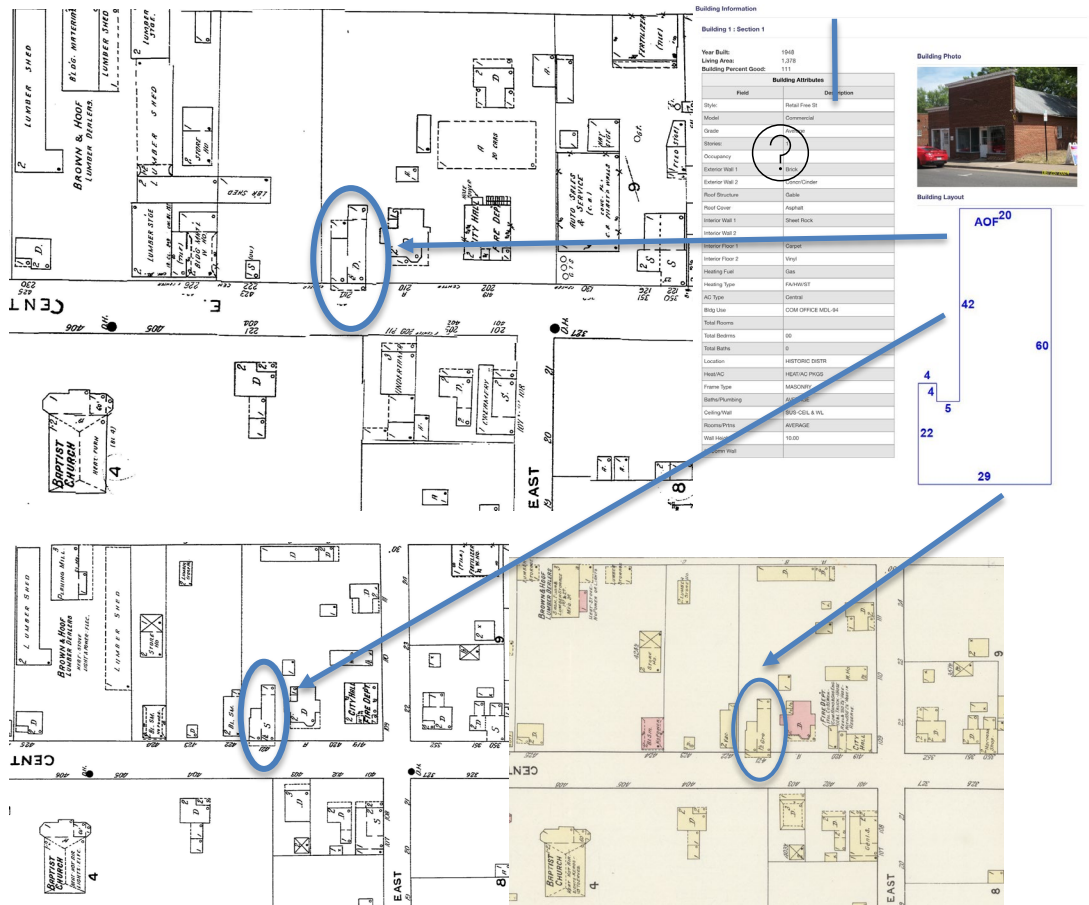
Conclusion

The designation of 9019–9021 Center Street as contributing was the result of a procedural error rooted in insufficient documentation. The Sanborn maps, aerial photographs, and photographic evidence establish a construction timeline inconsistent with the City’s adopted surveys. The misclassification has imposed unnecessary limitations on redevelopment and stands in conflict with the City’s stated economic development goals.

Chronology of Evidence

Sanborn Fire Insurance Maps

- 1912 Sanborn: No structure matching the current building footprint appears.
- 1924 Sanborn: Lot shows no building resembling 9019-9021's distinct outline.
- 1943 Sanborn: Still does not depict the building in its current form, despite predating the first ground photo.



Aerial Photographs

- 1937 Aerial: Poor quality, but no clear matching footprint.
- 1949 Aerial: Building footprint first appears consistent with 9021 (without the 9019 addition).
- 1954 Aerial: Shows both 9021 and the later 9019 addition.

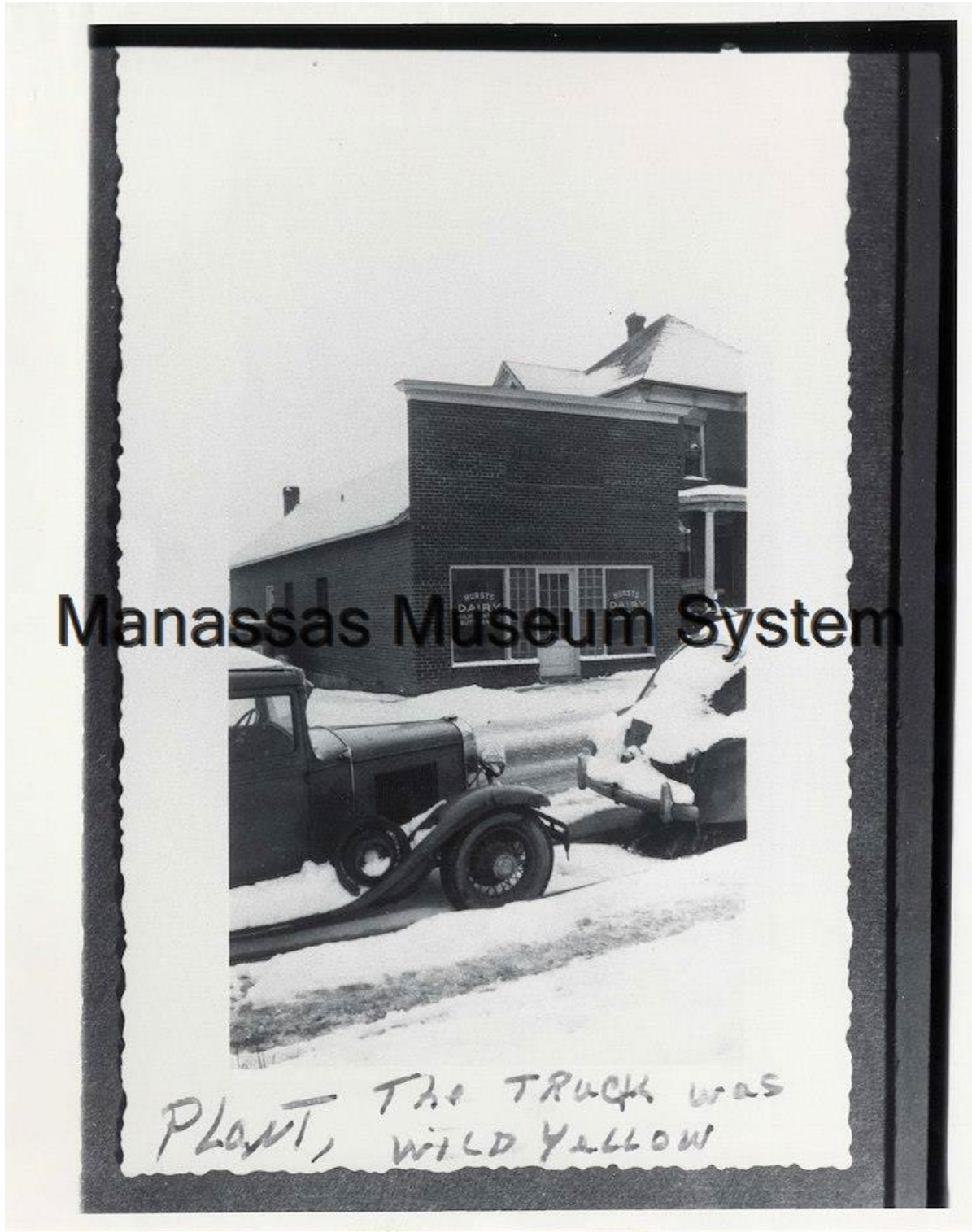
All aerial photographs are outside of the 1936 Contributing Structure cut off date.



Street-Level Photograph

- 1945 Ground Photograph (Manassas Museum): Shows 9021 standing alone, no 9019 addition.

This confirms 9021 existed by 1945 but undermines any claim of a circa 1920 origin.



Findings

1. Sanborn Maps Contradict Survey Assumptions

- The 1912, 1924, and 1943 Sanborn Fire Insurance Maps do not show a building footprint matching 9019–9021 Center Street.
- If the structure truly dated to “circa 1920,” as claimed in the surveys, it should appear. Its absence across multiple maps undermines the validity of that claim.

2. Aerials and Street-Level Photograph Confirm Post-1936 Construction

- The earliest aerial photograph (1937) does not conclusively show the building.
- By 1945, a street-level photograph confirms 9021 Center Street standing alone, without the 9019 addition.
- The 1949 aerial depicts 9021 more clearly, while the 1954 aerial shows 9019 for the first time.
- This sequence establishes that 9021 was constructed after the HOD’s 1936 period of significance, with 9019 added between 1945 and 1954.

3. Survey Weaknesses and Methodology Gaps

- The 1994 survey adopted by City Council, and the derivative 2005 draft, relied on “circa 1920” dating without supporting documentation.
- These surveys reflect reconnaissance-level work based on assumptions and limited visibility, not verified evidence.
- Such methodology does not meet the evidentiary threshold required under the City’s own guidelines for contributing structure designation.

Conclusion

The available documentary record does not substantiate classifying 9019–9021 Center Street as a contributing structure. Instead, the evidence supports a construction date well after 1920, with the 9019 addition clearly dating between 1945 and 1954, and the main structure likely constructed between 1943 and 1945.

Equally important, the Historic Overlay District guidelines emphasize that continuity of exterior façade is a critical factor in retaining contributing status. Here, the property has undergone significant alteration: the addition of 9019 has changed the building's footprint, while the front façade has shifted from its 1945 configuration of a flush entry with glass block to the present recessed entry and multi-bay design. These changes represent a loss of more than one-third of the building's historic façade integrity.

Taken together, the absence of evidence for pre-1936 construction, the later addition, and the substantial façade alterations provide a compelling case for reclassification. Correcting the record and designating 9019–9021 Center Street as non-contributing will ensure the Historic Overlay District reflects only structures of true historic significance. At the same time, it will allow for responsible redevelopment consistent with the City's adopted downtown revitalization and hotel/mixed-use development goals.

HISTORIC LANDMARKS COMMISSION
Survey Form

Tax Parcel #101-01-189 File No. 155-161-237
Date of Survey 6/94 Negative No. (s)

Historic Name _____ Nat. Reg. Nom. Ref. Item #7, Page 14
Common Name _____

Street Address 9019 Center Street Date or Period: ca. 1920
USGS Quad: MANASSAS Architect/builder/Craftsman:
Original Owner: _____ Source of Name:
Present Owner: _____ Source of Date: Sanborn Maps
Present Owner Address: _____ Stories: one
Foundation & Wall Construction:
Present Use: commercial brick
Acreage: <1 Roof Type: flat
State Condition of Structure & Environs: good

State Potential Threats to Structure: none known

Should be investigated for possible register potential? YES NO ☒ x

ARCHITECTURAL DESCRIPTION - (note significant features of plan, structural system and interior and exterior decoration, taking care to point out aspects not visible or clear from photographs. Explain nature and period of all alterations and additions. List any outbuildings and their approximate ages, cemeteries, etc.)

Commercial, Electrical Service. Early 20th Century Commercial. ca. 1920. Brick (stretcher bond); 1 story; 2 bays (asymmetrical); flat roof with parapet; molded cornice with dentils across top of parapet.

Historic Landmarks Survey Form 161-237
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Note Any Archaeological Interest: _____

Interior inspected? no
Name and addresses of persons interviewed: _____

Published Sources (books, articles, etc., with bibliographic data): _____

Primary Sources (manuscript documentary or graphic materials; give location): _____

Historical significance (chain of title; individuals, families, events, etc., associated with property): _____

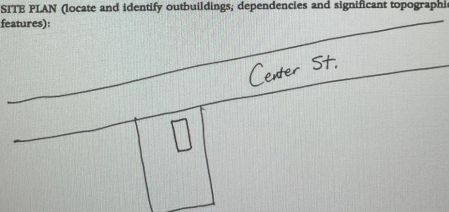
This building is an unusual example of a small, simple commercial building, constructed for a small-scale, single use. By its date of construction and simple detailing, it contributes to the significance of the district. It also adds to the variety of types of downtown buildings.

Historic Landmarks Survey Form
Page 3

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155-161-237

PLAN (indicate locations of rooms, doorways, windows, alterations, etc.):

SITE PLAN (locate and identify outbuildings, dependencies and significant topographical features):



Center St.

HISTORIC LANDMARKS COMMISSION
Survey Form

Tax Parcel #101-01-189 File No. 155-161-238
Date of Survey 6/94 Negative No. (s)

Historic Name _____ Nat. Reg. Nom. Ref. Item #7, Page 14
Common Name _____

Street Address 9021 Center Street Date or Period: ca. 1920
USGS Quad: MANASSAS Architect/builder/Craftsman:
Original Owner: _____ Source of Name:
Present Owner: _____ Source of Date: Sanborn Maps
Present Owner Address: _____ Stories: one
Foundation & Wall Construction:
Present Use: commercial brick
Acreage: <1 Roof Type: flat
State Condition of Structure & Environs: good

State Potential Threats to Structure: none known

Should be investigated for possible register potential? YES NO ☒ x

ARCHITECTURAL DESCRIPTION - (note significant features of plan, structural system and interior and exterior decoration, taking care to point out aspects not visible or clear from photographs. Explain nature and period of all alterations and additions. List any outbuildings and their approximate ages, cemeteries, etc.)

Commercial, Hutchison Insurance Agency. Early 20th Century Commercial. ca. 1920. Brick (6-course American Bond); 1 story; 3 bays (symmetrical); gable with parapet; composition (asphalt, asbestos, etc.) shingle roof; molded cornice with dentils across top of parapet; central decorative brick panel in parapet; plate glass windows.

Note Any Archaeological Interest: --

Interior inspected? no

Name and addresses of persons interviewed: _____

Published Sources (books, articles, etc., with bibliographic data): _____

Primary Sources (manuscript documentary or graphic materials; give location): _____

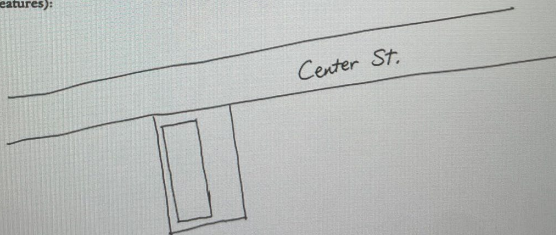
Historical significance (chain of title; individuals, families, events, etc., associated with the property): _____

This building contributes by scale, form, materials, and vernacular flavor, to the overall variety of downtown commercial architecture and thus is important to the significance of the historic district.

161-238

PLAN (indicate locations of rooms, doorways, windows, alterations, etc.):

SITE PLAN (locate and identify outbuildings, dependencies and significant topographical features):



**Proposed New Business Agenda Item for Manassas Architectural Review Board (“ARB”)
Regular Meeting scheduled for November 18, 2025**

New Business:

Initiation of Amendment to the City of Manassas Historic District Design Guidelines

Pursuant to Manassas City Code (or the “Code”) Sec. 130-404 (e) (5), among the specified powers and duties of the ARB is to 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, provided that such guidelines shall be consistent with the Secretary of the Interior Standards for Historic Preservation, the purposes intent of the Historic Overlay District, and with such standards, rules, regulations, and procedures as city council may establish.

It is proposed that the ARB formally initiate proposed modification(s) to the current Historic District Design Guidelines (the “Guidelines”), which were adopted by the Board on April 19, 2022, and which have not been previously modified.

The Code states that, “The ARB may vote to develop or modify design guidelines only after a 60-day period for public comment. The city shall circulate the proposed or modified design guidelines to interested parties and post them on its web page for the duration of the 60-day public comment period. If the ARB makes any policy changes to the design guidelines after receiving public comment, a new 60-day period for public comment shall commence. After the ARB adopts or modifies the design guidelines, the city shall cause them to be published on the city's website and by other means in its discretion.”

The purpose of the proposed modification is to remedy a statement in the Guidelines that created a retroactive compliance exemption for owners of non-contributing structures in cases where unapproved building materials and elements existed prior to adoption of the current Guidelines. Such a retroactive compliance exemption is inconsistent with the purpose of the Guidelines as a tool to protect the unique cultural and economic value of Manassas’ historic districts and undermines the intent of the ARB to apply the Guidelines consistently and uniformly.

The proposed modification would maintain a lesser standard for non-contributing structures than that which applies to contributing structures, in that the modified language would still allow for maintenance and replacement of pre-existing building materials and elements in-kind for non-contributing structures IF they were previously approved, while for contributing structures the Guidelines require that replacement of pre-existing building materials and elements must be in conformance with the current Guidelines whether or not such materials and elements were approved before the adoption of the current Guidelines.

The proposed modification to the Guidelines is to language concerning the Design Review Process under Section 3: Design Guidelines applicable to Non-Historic Buildings, which appears on page 147 of the Guidelines:

Note: Owners of non-contributing structures may maintain and replace in-kind building materials and elements that are not compatible with the character of the district or do not meet the requirements of these guidelines IF those materials and building elements were installed before the adoption of this document.
(Italicized text original)

It is proposed to strike the word “*installed*” in the existing text and replace it with the word “*approved*”. The revised sentence would read:

Note: Owners of non-contributing structures may maintain and replace in-kind building materials and elements that are not compatible with the character of the district or do not meet the requirements of these guidelines IF those materials and building elements were approved before the adoption of this document.

Requested actions/recommendations:

1. ARB discussion of the proposed modification of the Guidelines,
2. Vote of the Board on whether to approve the proposed modification and that staff proceed with legal/procedural review and provide a plan and timeline for public review/comment and ARB follow-up consistent with relevant provisions of the Code.



October 1, 2025 – October 31, 2025

Architectural Review Board

Monthly Administrative & Enforcement Update

Zoning Permits

Address	Property Type	Type of Permit	Work Completed	Status	Date Issued
9314 Battle Street	Non-Contributing	Zoning	8'x12' wood shed, Admin. Approval	Issued	10/02/2025

Building Permits

Address	Property Type	Type of Permit	Work Completed	Status	Date Issued
9135 Grant Avenue	Non-Contributing	Building	Roof over porch, ARB 2026-0007	Issued	10/08/2025
9408 Grant Avenue	Non-Contributing	Building	Repair damaged wall, Admin Appr.	Issued	10/29/2025
9219 Center Street	Contributing	Building	Wall Sign, ARB 2026-0006	Issued	10/29/2025
8915 Grant Avenue	N/A – City Park	Building	Entrance Sign, ARB 2026-0009	Issued	10/30/2025
9518 Main Street	Contributing	Building	One-story addition, ARB 2025-0020	Issued	10/23/2025

Property Code Enforcement Cases

Address	Property Type	Type of Violation	Comments	Status	Date Issued or Closed
9412 Battle Street	Not surveyed/Non-Contributing	Zoning	New sign without ARB approval	Active	10/22/2025
9209 Center Street	Contributing	Virginia Maint. Code	Broken glass and peeling paint	Active	10/23/2025