

Architectural Review Board Minutes Tuesday, February 14, 2017

The meeting was called to order at 7:27 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Matthew Dawson and Deb Cruz. Dan Braswell, Bryan Reese and Kathy Alden were excused absent.

There were no citizen comments.

The minutes for January 10, 2017 were moved to be accepted by Matthew Dawson and seconded by Deb Cruz. All ayes.

ARB 2017-001 - External Elevation application for 301 Commerce Street for Lots D and E were presented by Josh Anderson. He is planning a wood picket privacy fence and a patio of stamped concrete in gray and reclaimed wood of 14" planks. Matthew moved that the application be approved as submitted. Deb seconded. All ayes.

Certificates of Appropriateness were discussed based on what the members of the Board had discovered in their research into other historic towns and how those towns define and enforce COAs. Many definitions and applications were determined to be in existence including the roles of the Zoning Board and the ARB. From this look at other jurisdictions the Board came up with the following proposal to our process:

1. Zoning Approval
2. ARB application and issuance of COA
3. Review by ARB member for compliance before...
4. Final inspection by Building Official, ARB Chair signs off after the Building Official has cleared everything

We decided to continue our research and take a look deeper at this pending process and vote on it in March.

Mathew Dawson presented the report from the Town Council.

1. Approval of a revised plot of Rivertown Overlook
2. Approval of a Memorandum of Understanding for NOVA Arts and Cultural District
3. Approval of request of funds for Planning Commission Training
4. Approved Kevin Whaley to be representative to the Board of Zoning Appeals

The Town Manager's Report was included in the agenda packet.

The Chair's Report noted that several items had been omitted from the updated sign ordinances. These were discovered during the Merchant Design Guidelines update project. These omitted items as discovered so far are:

- Anything referencing holiday decorations
- Vending machines not being allowed
- There is no limit to the number of flags permitted; a limit of 4 signs still stands.

Everyone on the board is encouraged to review the new codes checking for additional items that should be corrected.

The meeting was adjourned by the chairman at 8:08

Minutes submitted by Carol Bailey