

## ***Architectural Review Board Minutes Tuesday, January 10, 2017***

The meeting was called to order at 7:29 p.m. by the Chairman, Brenda Seefeldt.

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

There were no citizen comments.

The minutes for October 11, 2016 were moved to be accepted by Deb Cruz and seconded by Dan Braswell

Certificates of Appropriateness were issued to: Brambles, 302 Commerce Street, Secret Garden and roof repair 188 Washington Street.

Mathew Dawson was absent so we were encouraged to review the Town Council minutes online.

The Town Manager also asked that we read her report online.

The Chair Report was a discussion of the process change with the Town Manager, specifically about the issuance of the Certificates of Appropriateness. After lots of discussion, two discoveries were made:

Two discoveries were made in this long discussion:

- There currently is no enforcement if the applicant decides to not do what is on the application.
- Certificate of Appropriateness is probably not the "appropriate" name. What we were trying to do by holding the CoA til the work was completed was basically issuing them a "permit" to get the work done in a year (the ordinance does support the year time frame).

This discussion was tabled until the February meeting. Each member has been asked to research two similar jurisdictions to learn how they handle Certificates of Appropriateness. With the entire town code being updated this year, this is an opportunity to solidify this.

Each member was assigned a Design Guideline section to update matching the new sign ordinances.

The sign applications are being handled now by Town Staff. The new Sign Design Guidelines will be what she bases her decisions on. Occasionally a difficult application may come in. The Town Manager is requesting to have one ARB person "on call" whom she can ask further questions to. I've decided to make this "on call" position a six month position. Again, this is only for difficult applications that she has a question about. If you are not available, I will be getting the call. This should not feel like an "on call" position at all. Are there any questions about this?

The schedule for the next two years are:

January 1 to June 30, 2017 – Kathy Alden

July 1 to December 31, 2017 – Deb Cruz

January 1 to June 30, 2018 – Matthew Dawson

July 1 to December 31, 2018 – Dan Braswell

The meeting was adjourned by the chairman at 8:26

Minutes submitted by Carol Bailey