

**MINUTES OF THE MEETING OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF STRASBURG HELD ON THURSDAY, OCTOBER 22, 2015 AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.**

ARB Members present: Chairperson Massey and Board Members Keefe, Poling, Rathore, and Kimmons. Absent: Board Members Zeimet.

Staff: Town Manager Spitzer, Planning and Zoning Administrator Pearson, and Clerk of Council Keller

**Chairperson Massey** called the meeting to order.

**Action Items:**

*Approval of Minutes: September 24, 2015*

**Board Member Kimmons** moved to approve the minutes of the September 24, 2015 meeting as presented; second by **Board Member Poling**. The motion passed unanimously.

***Major Modification 301 West King Street***

**Barbara Plitt**, applicant, said she has a concrete back porch without steps. She wanted to put in steps and the idea grew into a small deck so she could sit in the back with her dogs. It is mainly for access for the backyard.

**P&Z Administrator Pearson** said it meets all the setbacks. Nothing in the Design Guidelines really addresses the building of a deck. **Ms. Plitt** said it will sit far enough off of Sharpe and King Streets that it isn't visual from either street.

Pictures were shown of the railing and the 8' privacy fence which would be on the King Street side of the house.

**Chairperson Massey** noted that this was one of the most dilapidated houses in the historic district and he is glad to see it so well taken care of. **Ms. Plitt** said her background is in design and she cares about how it looks.

**Board Member Poling** said it is a very nice house and she likes what has been done with it.

**Board Member Kimmons** moved to approve the proposal as presented; second by **Chairperson Massey**. The motion passed unanimously.

**Discussion Items:**

***1. Project Updates***

**P&Z Administrator Pearson** is reaching out to area universities for an intern for a graduate project. There isn't any money in this budget year, but it will be looked at for the next year. He reviewed the universities he has contacted.

**Chairperson Massey** asked if he would be looking for a summer intern gratis or a class project. **P&Z Administrator Pearson** said he would like to contact the universities before the holidays to see if they have people interested, but he thinks we would have to wait until the summer.

In doing research, **P&Z Administrator Pearson** found information on becoming a Certified Local Government. Getting the historic district house files straightened out will be most helpful with this. He reviewed the criteria and said we will need another person with historic preservation background to assist with this.

**Chairperson Massey** said the district office of the Historic Resources is in Stephens City and he recommended **P&Z Administrator Pearson** go and talk to them.

**P&Z Administrator Pearson** said he does not have the time to work on the files and is hoping an intern will be able to do this.

## ***2. Design Guidelines Framework***

**P&Z Administrator Pearson** discussed items he has found that other localities look at when working on guidelines: murals, roof top gardens, rain barrels, replacing of window panes, infill construction, gas stations and signs, sign menus, flow charts of the process, distribution to the public.

**Chairperson Massey** said he believed that former **Board Member McCann** had worked up a sign profile or template that people could use for signs.

**P&Z Administrator Pearson** is going to review the introduction and planning a project section so all members review, too. **Board Member Keefe** asked if **P&Z Administrator Pearson** was going to look at other localities to make sure we are covered. **P&Z Administrator Pearson** said it would be hard to find a small town like this.

**Chairperson Massey** commented on the mural facing the library. He thinks it is extraordinary and adds to the historic district. **Town Manager Spitzer** said the people behind this project are looking at other buildings in town to do something like this. The people are trying to start some sort of an artist community where people can share ideas with other artists. There was a lot of town support with this.

**Chairperson Massey** said he represents the ARB on the Downtown Committee. It was explained that a grant has been received and it is HUD funds that is channeled through DCHD. The town has been awarded \$700,000. One portion is the façade improvement grant and these will come before the ARB. It is hoped an architect will come and do one set of plans. Another part of the grant is to build a trail along the town run, improve the parking area, build public restrooms, a stage area and park like area for the land behind the Brill building. **Town Manager Spitzer** said we are to get 20 properties in the 100 and 200 block of East and West King Street and if we can't get the 20 properties, it might be expanded. Some property owners outside the designated area have been inquiring. He said the DHCD funds would have to go to façade improvements. He encouraged the ARB members to talk this up. A lien goes on the property for five years. The property owner has to get the deed recorded and have an architectural rendering done and pick a contractor. DHCD likes to put the contract out to bid and have one contractor who would do all of the work, but individuals can ask to use their own contractor. Paperwork has to be done to show that all the workers are being paid the "livable" wage.

**Being no further business, the meeting adjourned at 7:35 p.m. with a motion by Board Member Kimmons; second by Board Member Poling.**