

MINUTES OF THE MEETING OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF STRASBURG HELD ON THURSDAY, SEPTEMBER 24, 2015 AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.

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

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

Chairperson Massey called the meeting to order. He introduced the newest members, **Fred Keefe** and **Bobbie Poling**. Also introduced was **Town Manager Ryan Spitzer**.

Action Items:

Approval of Minutes: April 23, 2015

The minutes of the April 23, 2015 meeting were approved unanimously on a motion by Board Member Rathore and a second by Board Member Kimmons.

Major Modification: 175 South Holliday Street

P&Z Administrator Pearson reviewed the Staff Report and said the applicant wants to replace the existing windows with new windows. Currently, there are several different styles of windows in the building, but they want all to match. The windows will be standard, double hung window.

The applicant said they will be stripping and replacing boards and then repainting as they found it would be cheaper to paint than to use vinyl siding. The applicant said the building will either stay the same color or be painted white. He asked if the guttering has to match what is on the building now as he has not found anyone who does this type of guttering; he would like to go with standard guttering. **The Board did not have a problem with different guttering.** The applicant said the roof would also be painted and the chimney would be re-pointed and repaired. He said the chimney is not a working chimney.

Since there were no recommendations, no action had to be taken by the ARB.

Discussion Items:

Project Updates:

P&Z Administrator Pearson said the town received the façade improvement grant. The money will be used entirely within the historic district. It is hoped to hire an architect so that all the applications can be approved at one time.

P&Z Administrator Pearson asked when the Design Guidelines were reviewed and they have not been reviewed since adoption. A review will be done over the next few months. A process for going through this will be presented at the next meeting.

The building inventory was questioned and it is not known how much was completed. **Chairperson Massey** feels an intern in historic preservation should be hired to complete this. By ordinance, we are required to have an inventory and portfolio of the historic buildings. **Chairperson Massey** would like to have a report at the next meeting on the

possibility of acquiring a paid intern.

Temporary Sign Updates

P&Z Administrator Pearson issued a temporary sign permit for a new business located beside the theatre. At this time, the owner cannot afford to get a sign that adheres to the historic district guidelines. **P&Z Administrator Pearson** feels the ARB should consider allowing temporary signs until a business gets established.

Board Member Rathore said the only issue he has is that the people at Restore Hope did not take any of the recommendations the Board made regarding safety into consideration with their sign. **P&Z Administrator Pearson** said this is one of the reasons that he thinks a temporary sign is the way to go. Temporary signs do not come before the ARB.

Board Member Rathore is in favor of taking the route of a temporary sign being approved. **Chairperson Massey** said this will help a business get started more quickly. It needs to be understood that a permanent sign will be erected within a reasonable time. A discussion was held on violators of current temporary signs.

P&Z Administrator Pearson said a sign application will be emailed to members for approval.

P&Z Administrator Pearson said the building repairs on the building discussed at the last meeting have started. He will reach out to **Mr. Andrew Keller**, owner, to see if he would like to discuss any of the recommendations of the ARB.

Being no further business, the meeting adjourned at 7:36 p.m. on a motion by Board Member Poling and a second by Board Member Keefe.