

MINUTES OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF STRASBURG HELD ON WEDNESDAY, AUGUST 21, 2013 AT 5:00 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.

ARB Members present: Chairperson Newman, and Members Marcy McCann and James Massey.

Staff: Economic Development & Planning (ED&P) Manager Murray and Clerk of Council Keller

Chairperson Newman called the meeting to order.

Action Items:

1. Approval of Minutes: July 25, 2013

The minutes of the July 25, 2013 Architectural Review Board were approved as presented.

2. Major Modification Application: 134 North Massanutten Street

ED&P Manager Murray said the applicant would like to put install lights on the building where they were previously located. The applicant said the electricity is already there and the lights would be on a timer. He also spoke about the parking on the lot. He then asked about the painting on the window and the code saying only 20% can be covered with signage.

ED&P Manager Murray said she had spoken to **Director of Public Works Gundersen** about the angled parking and he will discuss this further with VDOT. She also said the town now has a Code Enforcer on staff and so they are slowly trying to bring everybody into conformance. Staff agrees it is a nice sign, but they are just trying to let people know about the code. This will be taken into account and business owners will be talked to about what regulations they would like to keep and what to change in the ordinance with the revisions. **Chairperson Newman** said he would be willing to measure the letters to see if the letters cover more than 20% of the window.

Chairperson Newman said the circles where the lights would be going are higher than the squares shown on the picture. The applicant explained where the lights would be and how the power is currently running to the outlets.

The applicant said he is looking to replace the door mainly because of leakage and heating issues. **Chairperson Newman** said the guidelines state you cannot replace the door unless it is not repairable. The applicant said he would be replacing with a wooden core door and the door would look like the door now on the building.

Board Member McCann said she thought the choice of lights was very good and they matched the original lights on the Colonial Inn. The applicant complimented staff on how they dealt with the issue.

Board Member Massey said the architectural embellishments on the building are quite

modern so what is being proposed fits in quite nicely.

The applicant also discussed the “Active Driveway” sign and asked about the reasoning. He does not suggest putting these up throughout the town. **Board Member McCann** discussed her building and how people parked in her driveway when she first moved there and so she almost posted a sign for “Private Driveway”. The applicant does not want to see signs throughout the town.

Chairperson Newman moved to approve the application for the lights and the replacement of the door; second by Board Member Massey. With no discussion, the motion passed unanimously.

Board Member Massey asked about the status of the crosswalk at the intersection of King and Massanutten Streets. It was felt this was much needed to move visitors around the town better and more safely.

Discussion Items:

Chairperson Newman asked if he could discuss the Unified Development Ordinance. **ED&P Manager Murray** said the consultant will be in town on Tuesday, August 27 and they have scheduled time for the ARB to meet with the consultant. There will then be a joint meeting with the Ordinance Committee and Planning Commission and the consultants. She reviewed others that will be meeting with the consultants to try to streamline the processes.

Chairperson Newman asked if some districts will allow individuals to apply for historic status. **ED&P Manager Murray** said she does not know the answer to that question. **Board Member Massey** said if you want to be listed in the Historic Register that is through the state. **Chairperson Newman** said a COA has been issued on a property, but they did not follow that. **Board Member Massey** said the integrity had been lost and added that the house is in the historic district so they have the ability to apply for tax credits, but they would have to complete an application and he thinks they would be stopped due to the changes. He said this is a complicated process and maybe it could be discussed with the consultants.

Board Member McCann suggested having a Realtor Education Session. Many realtors do not know about the tax credits. She would be willing to sponsor this and this was discussed to do earlier with the Guidelines. **Mr. Skarupa**, a former ARB member, made a packet which could be given to the realtors which tells of tax credits, etc.

ED&P Manager Murray said she would like to expand this to homeowners, as well, as many do not know what goes on in the historic district. This process can be intimidating and there are people who can help. **Board Member Massey** suggested inviting **Joni Evans**, Department of Historic Resources, to this session. **Board Member McCann** said appraisers could also be included. **Chairperson Newman** suggested using a regular monthly meeting and inviting people to attend as an information session. **Board Member McCann** also suggested taking an issue related to historic preservation and focus on this

during the meeting time.

Chairperson Newman said the ordinance says the ARB should be documenting structures in the historic district and he thinks the Board should do this. A hard file was to be created for each building. **ED&P Manager Murray** said with the downtown grant, a folder for each property has to be created and this will help with this. She suggested having the Strasburg Historical Association assist with this and **Board Member Massey** suggested having an intern work on this.

Board Member Massey asked about the regular monthly meeting date and it is the fourth Thursday of the month. **Board Member McCann** asked if the meeting time could be changed to 6 p.m. instead of 5 p.m.; others wanted to keep it at 5 p.m. or earlier.

Being no further business, the meeting adjourned at 5:39 p.m.