

MINUTES OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF STRASBURG HELD ON THURSDAY, MARCH 27, 2014 AT 5:40 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.

Site visit was held at 441 Stover Avenue and 291 S. Holliday Street

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

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

Chairperson Newman called the meeting to order.

Action Items:

1. Approval of Minutes: February 27, 2014

The minutes were approved as presented.

2. Application: 441 Stover Avenue

Applicant, **Don Le Vine**, was in attendance at the meeting.

Chairperson Newman said the first application was for an addition to the house at 441 Stover Avenue. The ARB met at the house, has reviewed the application and drawings, and he thought the work to be done looked nice and he was excited to see what it will look like when completed.

Board Member McCann said she would like to add to the record that the ARB is giving **Mr. Le Vine** the option of using lap wood siding or hardy plank to emulate the existing siding.

ED&P Manager Murray asked if all were clear on the roofing material as the roof on the tower and addition was to be metal and not what is on the other part of the house.

Chairperson Newman read the staff recommendation: "After reviewing the proposal within the context of the Review Criteria in 2-12.7 of the Strasburg Zoning Ordinance, staff recommends that the Board approve this request for a Certificate of Appropriateness."

ED&P Manager Murray added to the recommendation the wording of "with the use of lap siding or hardy plank siding to emulate the existing siding."

Board Member Zeimet moved to accept the staff recommendation; second by **Board Member McCann**. **With no further discussion, the motion passed unanimously.**

3. Application: 291 S. Holliday Street

Applicants, **Mike and Kendra Smith** were in attendance.

Chairperson Newman said a site visit was made to the property and the ARB had several questions on materials to be used. The applicants answered the questions on the site visit

such as the use of siding and block foundation with manufactured stone veneer. The hip roof would match the existing structure and windows would be vinyl, double-hung windows. There would be no windows on either side of the addition and there will be wooden steps and a patio. It has been decided the shed/garage will be kept on the property.

Board Member Massey said he noted that on the rear there is one double hung window that he would like to have preserved. He added that technically the rear porch should not have been removed before the approval of the ARB, but **Mr. Smith** said it was a safety hazard.

Board Member McCann said it had been discussed at the site the replacement of the windows and **Mr. Smith** said they are going to change the windows from vinyl to vinyl.

ED&P Manager Murray asked what materials would be used for the steps and they will be pressure treated wood. She also said that at the site visit, the applicant indicated they will be keeping the shed and the applicant agreed to this.

Chairperson Newman moved to approve the proposal within the context of the Review Criteria in 2-12.7 of the Strasburg Zoning Ordinance and to include the replacement of the vinyl to vinyl windows and not removing the shed; second by **Board Member Massey**. With no discussion, the motion passed unanimously.

Discussion Items:

Board Member Massey asked about the membership to the National Alliance of Preservation Commissions and **ED&P Manager Murray** said they are now members and will be receiving copies of the magazine.

Meeting Times: **Board Member McCann** said one of the reasons she feels she will not be able to continue to serve is because of the time of the meetings. She would like for the meetings to be held at 6 p.m. or later. **Board Member Zeimet** agreed that the time is a huge issue. **Chairperson Newman** said the time could be changed and if there is no application, they would not have to meet. **Board Member McCann** said it had been decided as a Board to have educational sessions even if there is not an application; she is not sure if there has to be a staff person at the educational session. (*Minutes do need to be taken at any meeting of the Board as they are an appointed Board of the Town and fall under open meeting rules*). **ED&P Manager Murray** added that discussions should not be done via email and staff should always be included in email exchanges of the Board.

Board Member Massey said he does not think the sole purpose of the ARB is to review applications and this would be a limited view and **Chairperson Newman** agreed, but he doesn't think the meetings have been that educational and didn't want the meetings to just be complaint sessions. He thinks the compromise would be to just meet when there are applications and when there is something historic to learn from such as an article written by **Board Member Massey**. Further discussion was held on the types of meetings the Board wanted. **ED&P Manager Murray** said there are certain jobs or projects the Board could work on, but she wasn't sure how much time a volunteer Board would want to spend

on these.

Board Member Massey moved that the Board should meet on the 4th Thursday of the month at 6 p.m. The meetings should be held when there is official business and whenever the Chairperson calls the meeting. The Chair will discuss with staff the need for the meeting; second by Chairperson Newman.

Discussion:

Board Member Massey asked if **Board Member McCann** would withdraw her resignation if this motion passes. **Board Member McCann** said she would consider extending her willingness to serve. **ED&P Manager Murray** said there is the potential to lose another member in a few months.

Board Member McCann said she would like to think about extending her willingness to serve so the motion and second were withdrawn as it was felt there would not need to be a meeting change if she resigned.

ED&P Manager Murray said she could not be at the next scheduled meeting so asked if it would suit to meet on either April 17 or May 1. It was decided to meet according to when applications are submitted.

ED&P Manager Murray gave an update of the projects she has been working on. The Public Hearing on the UDO and Zoning Map will be on Monday, March 31. RFPs are due on April 4 on CDBG grant. The closing date to receive applications on the planning position was March 26. She had no update on MUMI grant. A temporary permit was issued for the banner at First Bank, as well as City Bank and the Donut Shop also has a temporary permit. She is still working with businesses in the historic district with signage.

Chairperson Newman said he had a call from the **David Smith** about who has to come before the ARB as **Fred Wharton** is telling people that they have to come before the ARB. **Board Member McCann** said he also went to Buggy B's about the color of their flag. **ED&P Manager Murray** said she will discuss these items with **Mr. Wharton** and added that this is a temporary position and when the new planner is hired, he will be leaving. **Chairperson Newman** does not want the wrong message be sent to the public.

Board Member McCann asked about having someone do the file folders on the properties in the historic district and **ED&P Manager Murray** said if she has any ideas of volunteers, she is willing to work with them.

Board Member Massey said there was a suggestion that we have an intern do work and **ED&P Manager Murray** said she has not had time to look into this.

Board Member McCann will write an ad for the paper and **Board Member Massey** will write a scope of work on the position. He thinks this position would be best for a person majoring in historic preservation. He will give the name of places to send the ad (colleges and universities). **ED&P Manager Murray** will also talk with the Visitor Center workers to see if they can help with the file folder project.

As the thought was that this be a paid intern, it was pointed out there is no funding for the position in the current budget. It was decided to move ahead with the work of preparing the folders by using volunteers and then determine if funding is available. **Board Member McCann** thinks it is important to get the files started. This will also be discussed with the Heritage Association and **Board Member Zeimet** will ask about a Scout troop for assistance.

Being no further business, the meeting adjourned at 6:28 p.m.