

**MINUTES OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF STRASBURG HELD ON THURSDAY, FEBRUARY 27, 2014 AT 5:00 P.M. IN THE COUNCIL CHAMBERS OF THE TOWN HALL.**

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 and introduced the newest member, **Symantha Zeimet**.

**Action Item:**

1. *Approval of Minutes: December 18, 2013*

The minutes were approved as presented.

2. *Sign Application: 234 W. King Street*

**Board Member McCann** recused herself from the discussion.

**ED&P Manager Murray** gave the dimensions of the sign and showed a visual of the sign and said **Ms. McCann** had already hung the sign under a temporary permit.

**Chairperson Newman** asked if all signs would be considered a major modification under the new UDO and they will.

ARB recommended approval of the sign with all in agreement.

Discussion Items:

1. UDO (Unified Development Ordinance)

**ED&P Manager Murray** gave a general update of the UDO and said the draft was out to the public now. Two public meetings have been held and she gave the timeline of upcoming meetings.

**ED&P Manager Murray** said they are recommending working further on the templates and adopting it later with other “housekeeping” items. This could be worked on at future meetings.

**ED&P Manager Murray** said signs are references is in two main sections of the UDO, Chapter 2 and 3 and then also in the historic district section. She pointed out a new section in the UDO that was not included in the old regulations. The new section explains the Certificate of Appropriateness better; she explained the wording.

**Chairperson Newman** asked about the wording of surrounding houses and the use of vinyl siding if a house is destroyed. **Board Member McCann** discussed the financial impact statement. **ED&P Manager Murray** said it mainly just gives a little more guidance. Replacement value was discussed and the challenges that might come.

**ED&P Manager Murray** said sandwich board signs have been left in the UDO as an

option for downtown signs. Grandfathering of signs has not been added.

**Board Member Massey** asked why the guitar sign was not brought before the ARB and **ED&P Manager Murray** said there is an exemption portion in the current ordinance that exempts a sign that is 4 sq. ft. or smaller. This sign was administratively approved.

**Board Member Massey** suggested having an update at the beginning of each meeting on items that have been administratively approved.

Signs are slowly being brought into compliance with staff telling the new regulations of the UDO and bringing them into compliance of the old regulations.

There was a discussion on grandfathering and **Board Member McCann** does not think it is appropriate to go to a business and ask them take down the window lettering that has been up for many years. **Chairperson Newman** does not think signs should be allowed to be grandfathered just because the signage was not regulated.

**Chairperson Newman** said he thinks the OC/PC came up with a way to bring people into compliance with a six month waiver.

Staff is still compiling all comments of the UDO so **ED&P Manager Murray** will send out the newest version when it is received.

Outdoor displays were discussed.

## 2. Project Updates

**ED&P Manager Murray** updated all on the CDBG Downtown Grant and said a meeting had been held that day. This will move further than the study done by the students and also address private and public capital projects that might be needed in the downtown area. **ED&P Manager Murray** also said the town's web page has basic information on projects. The town has been awarded another planning grant for mixed use buildings. The theatre is the main item they would like to work on. **Board Member Massey** suggested making sure to include the Frazier Associates in this. The NSVRC is working on a parking study.

**ED&P Manager Murray** said there is a possibility for an application for the next meeting on the expansion of a residence.

**Chairperson Newman** said the Board is in need of more members. **ED&P Manager Murray** said whenever she speaks to persons who have some knowledge of historic preservation yet are critical of the ARB process, she encourages them to apply to be on the Board.

**Board Member Massey** asked about renewing the membership to the National Alliance of Preservation Commissions. **ED&P Manager Murray** will look into this.

Being no further business, the meeting adjourned at 6:01 p.m.