

MINUTES OF THE TOWN OF STRASBURG'S ARCHITECTURAL REVIEW BOARD MEETING HELD IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL ON THURSDAY, APRIL 27, 2023 AT 7 P.M.

MEMBERS PRESENT: Board Members Ashby, Ernst, Johnson, Poling, and Wheeler. Absent:

STAFF PRESENT: Planning & Zoning Administrator Otis and Clerk of Council Keller.

Call to Order:

Since the election of officers was deferred at the last meeting, **Planning and Zoning Administrator Otis** called the meeting to order.

Roll Call:

Clerk of Council Keller called roll.

Action Items:

1.) Election of Officers

Planning and Zoning Administrator Otis opened the floor for nominations for the office of Chairperson.

Board Member Wheeler nominated Board Member Ernst for the office of Chairperson; second by Board Member Johnson.

With no other nominations, the nominations were closed, and **Board Member Ernst was elected Chairperson of the ARB.**

Chairperson Ernst opened the floor for nominations for the office of Vice Chair.

Chairperson Ernst nominated Board Member Wheeler for the office of Vice Chairperson; second by Board Member Johnson.

With no other nominations, the nominations were closed, and **Board Member Wheeler was elected Vice Chair of the ARB.**

2.) Approval of Minutes, Thursday, February 23, 2023

Support Materials: February 23, 2023 ARB Meeting Minutes

The minutes of the February 23, 2023 meeting were approved unanimously on a motion by Vice Chair Wheeler and the second being offered by Board Member Ashby. With no discussion, the motion passed unanimously.

3.) Certificate of Appropriateness, 324 W. Queen Street

Description: Certificate of Appropriateness for various improvements at 324 W. Queen Street.

P&Z Administrator Otis listed what the applicant wants to do to the house:

- Replace siding with vinyl (gray or royal blue in color)
- Replace existing wood windows with vinyl of a similar style
- Replace soffit with white vinyl material
- Install aluminum gutters and downspouts

Pictures were shown of all the areas needing replacements. The wood pane windows have not been properly maintained and are in a state of major disrepair and in need of replacement. The soffit is rotten. Aluminum

gutters will be added. The siding will be blue or gray. The applicant will maintain the metal roof on the porch and the porch will be repaired.

Vice Chair Wheeler said she walks by the house many times. It has been empty for a long time and this seems like an improvement on what is there now.

Chairperson Ernst said he made several attempts to contact the owner of record by mail. He was interested in making improvements but never got any response from the owner. It was beginning to be demolition by neglect. Having it be a functioning house will be a great improvement.

Board Member Poling thinks it will look nice when it is done.

Board Member Johnson asked if anyone knew if there were any architectural features inside the house and **P&Z Administrator Otis** said they are hand carving and cutting to replace woodwork that is needed.

Chairperson Ernst said it has been in a terrible state of neglect.

Board Member Poling moved to approve the Certificate of Appropriateness for 324 W. Queen St.; second by Vice Chair Wheeler. With no further discussion, the motion passed unanimously.

4.) Certificate of Appropriateness, Major Modification, 170 S. Massanutten Street

Description: Certificate of Appropriateness for the replacement of existing wood windows with vinyl of a similar style.

P&Z Administrator Otis said the homeowner was in attendance. He would like to replace the windows. Specifications of each window were shown. Like for like work has been done that did not need approval by the ARB, but **Mr. Vencil** is proposing to replace the wood windows with vinyl.

Vice Chair Wheeler asked what the house is made of. **Mr. Vencil** said the house is built out of Strasburg block with a stucco covering. It was constructed about 1910.

Board Member Johnson said she did not see the grill indicator in the proposal. Will the panes be removed? **Mr. Vencil** said the back half of the home has replacement windows. This would complete the windows. They would retain the same grill as is shown in the original home.

Board Member Ashby moved to approve the Certificate of Appropriateness for 170 S. Massanutten Street; second by Board Member Johnson. With no further discussion, the motion passed unanimously.

Mr. Vencil gave some additional information on other improvements he was making.

Non-Agenda Discussion Items:

Vice Chair Wheeler asked if there is any movement on identifying the boundaries of the Historic District. **P&Z Administrator Otis** said we are in a holding pattern due to the rewriting of the UDO. He had proposed to have curbs painted but it was thought it would be too much maintenance. He said he could work on making an appealing map of the district.

In May, there will be a joint meeting to start the discussion on the rewriting of the UDO. He was thinking of creating a residential and commercial historic district. He is looking to see if other localities have guidelines/regulations on new buildings. He is also thinking of having a color palette. He will be asking the question of how to better identify the district. The first meeting will be on May 17. Council is very eager to

have this move forward. This meeting will be a lesson on zoning and what you can and can't do as far as zoning. The second meeting will be more about questions and concerns.

Chairperson Ernst said he has followed up with the realtors about telling buyers about the historic district and it seems like they need more guidance from the ARB. **P&Z Administrator Otis** said he has had a lot of dealings with Sager and Presley Reality, but not other realtors.

Vice Chair Wheeler said **P&Z Administrator Otis** had come up with a suggestion to do this online so that an address could be entered, and it would tell if it were in the historic district. **P&Z Administrator Otis** said he is trying to get software that will allow anyone to search the database to see if they are in or out of the district.

Chairperson Ernst thinks it would be good to have information like this online and to have a better map.

P&Z Administrator Otis said he is looking to revamp the website so people will know what they need to do.

Being no further business, the meeting adjourned at 7:29 p.m. on a motion by Vice Chair Wheeler and Board Member Poling. The motion passed unanimously.