

**Architectural Review Board
October 1, 2018
MINUTES**

MEMBERS PRESENT: Debra Smalls, Dwayne Vernon, Sally Gillespie, Lee Padgett, Kevin Jayroe, & Jerry Miller

MEMBERS ABSENT: Linda Abate'

OTHERS PRESENT: Tracy Gibson and Debra Grant

- I. **Call to Order**
- II. **Approval of Minutes: Omitted**
- III. **Welcome:** *Mr. Jayroe formally welcomed Ms. Debra Smalls as a new member of the Board and welcome back Mr. Jerry Miller to the Board.*
- IV. **Public Input: None**
- V. **Old Business:**

- 1. **Jena White is requesting the approval to remove a non-active chimney and extend the kitchen, replace all windows and exterior siding, and install a new driveway skirting at 123 Meeting Street.** Mr. Bill Moxley/Contractor and Ms. Jena White/Owner said that the chimney that is currently there is being requested to be taken down, it is not original to the home and is deteriorating. The windows are rotted beyond repair and they do not meet code for egress, some are not operable, and they are not original to the home, the requested replacement windows are almost identical to the ones that are in the home now, except they will be thermo-panes. *(After much discussion and debate the following approval was given).*

Public Input: None

Motion: Mr. Miller made a motion to allow the removal of the chimney (not original to the house), true divided/thermo-pane windows to be installed where they cannot be seen and single pane windows on the front façade of like design, wood siding to be repaired or replaced on all sides of the house, the kitchen addition was approved (roof line per exhibit #1), driveway skirting was approved, treated band (2 x 8) to be added to the rear at the bottom of the siding, citing Design Standards for Residential Properties, Chapter 3; Section 7.0; page 39 (Chimneys), Chapter 4; Section 18.0; page 75 (Driveways & Parking Areas), & Chapter 5; Section 23.0; page 92 (New Construction-Additions), seconded by Mr. Padgett; the motion carried 5 to 0 by a roll call vote *(Ms. Debra Smalls was recused).*

Motion: Ms. Gillespie made a motion to approve all windows to be either repaired or replaced, the windows for this project should be double hung, wooden windows, and should not have Snap-On, flush, or simulated divided muntins, citing Design Standards for Residential Properties Chapter 3; Section 17.2 & 17.5; page 69 (Windows & Shutters), seconded by Mr. Padgett; the motion carried 5 to 0 by a roll call vote *(Ms. Debra Smalls was recused).*

VI. New Business:

- 1. Wendy Janowski is requesting the approval to install a privacy fence in the rear yard of 1019 Duke Street. (Applicant was not present)**
- 2. Wade & Susan Harper are requesting the approval to install workable shutters at 307 Cannon Street. Ms. Tracy Gibson/City Staff** told the Board that the Harpers' would like to install working shutters. **Mr. Miller** asked how the vertical shutters were going to be attached. Ms. Harper said they would be attached at the top, the shutters will be the same as the existing shutters with louvers. The only two that will have vertical shutters (metal) will be the triple window and the dormer window, they will be closed from the inside.

Public Input: None

Motion: Mr. Padgett made a motion to approve the application as presented, citing Design Standards for Residential Properties Chapter 3; Section 17.0; page 68 (Windows & Shutters), seconded by Mr. Vernon; the motion carried 6 to 0 by a roll call vote.

- 3. Joseph Munson is requesting the approval to install a privacy and picket fence on the side and rear yard of 406 Queen Street. Mr. Nick Wall/Contractor** said the owner would like to install a 6 ft. privacy fence in the rear 6 x 6 post, pickets inside the post, constructed of decking board. The side yard will have 4 ft. privacy fence that will turn 90 degrees and connect to the house just beyond the small deck on the south side of the house. The finish side of the fence will face Queen Street. The fence will be finished with a water proof product.

Public Input: None

Motion: Mr. Miller made a motion to approve the application as presented, citing Design Standards for Residential Properties Chapter 4; Section 19.0; page 79 (Fences, Gates, & Walls), seconded by Ms. Smalls; the motion carried 6 to 0 by a roll call vote.

- 4. LaRhonda McKnight is requesting the approval to replace wood siding with vinyl siding at 430 Cannon Street. Ms. Tracy Gibson/City Staff** told the Board that the owner would like to remove the siding on her home and installing vinyl siding. **Ms. McKnight/Owner** said currently she has T1-11 and would like to replace it with vinyl siding. It was concluded that Ms. McKnight's home is located in the General Commercial zone and the Board felt that because the City had removed the GC zone from their authority and the home itself is non-contributing to the district, they did not cast a vote and directed Ms. McKnight to contact the Housing & Community Development Department.

V. Board Elections for Vice Chairperson:

Mr. Padgett nominated Mr. Jerry Miller, seconded by Mr. Vernon; with there being no other nominations the elections were closed. The new elected Vice Chair for remainder of 2018 is Mr. Jerry Miller.

VII. Board Discussion:

- Mr. Miller asked that we verify the exclusion of Church Street from the ARB prevue.**

- **Ms. Gillespie told the Board about a flood zone training that would be beneficial for the Board.**

VIII. Adjournment: With there being no further business the meeting was adjourned.

Submitted By,

Debra Grant

Board Secretary