

MINUTES
Architectural Review Board

September 12, 2016

MEMBERS PRESENT: Jerry Miller, Linda Abate', Sally Gillespie, Clare Reigart, Kevin Jayroe, Dwayne Vernon, & Michael Norton

MEMBERS ABSENT: None

OTHERS PRESENT: Rick Martin, Janet Grant, & Debra Grant

- I. **Call to Order** (*Mr. Miller welcomed Mr. Michael Norton as a newly seated Board member*)
- II. **Approval of Minutes:** August 1, 2016; **Mr. Kevin Jayroe made a motion to approve the minutes as presented, seconded by Ms. Linda Abate'; the motion carried 5 to 0 by a roll call vote.**
- III. **Public Input: None**
- IV. **New Business:** (The agenda was amended to hear the second item first)

1. **Mr. Boyer is requesting the approval to revise a previously approved porch, laundry, and ½ bath at 612 Highmarket Street. Rick Martin/City Staff** told the Board that Mr. Boyer came before the Board previously (November 2015), tonight he would like to make some changes to his plans; add skylights and gutters.

Mr. Gary Boyer/Applicant told the Board his changes would be dimensionally and a different configuration of the rear porch also the addition of two skylights. **Ms. Gillespie** asked if the bump out in the rear addition was something new. Mr. Boyer said yes that was new to the plan, and he said there would also be a fixed window (12 x 12) located by the ½ bath and laundry addition. There will be a fireplace located on the rear addition that will be movable for additional floor space in the warmer months. The foundation will not be brick it will be stucco. Skylights will be added; one will be flat and the other will be a solar tube.

Public Input: None

Motion: Ms. Linda Abate' made a motion to approve the application as submitted, citing Residential Guidelines Section 34; page 82 (Skylights), Section 11; page 53 (Gutters), Section 40; page 89 (Windows), seconded by Kevin Jayroe; the motion carried 7 to 0 by a roll call vote.

2. **Mr. & Mrs. W. Andrew Postal are requesting the approval to construct a new garden shed at 307 Queen Street. Rick Martin/City Staff** told the Board that the Postal's are requesting approval to construct a garden shed in the rear of their property.

Mr. Andrew Postal/Applicant said his plan is to construct a 10 x 12 garden shed on the left rear side of her property. He will met all his setback requirements and he has no objections from his neighbors. The siding will be T1-11, because it is more cost effective and it will not be seen from the street. **Ms. Gillespie** said the guidelines on New Construction/Secondary Buildings says they should be compatible in design, shape, material, and roof shapes to the main building, and she feels the material chosen would not meet the guidelines. Ms. Gillespie said whether visible or not the siding should complement the main structure. **Mr. Kevin Jayroe** read page 62

of the guidelines that said it should not be used on the front and sides of new construction. **Mr. Postal** argued that his shed is not a dwelling as the section Ms. Gillespie referred to references, it is a secondary building, and he read the list of acceptable materials listed under secondary buildings. **Ms. Gillespie** said the new building should be complementary to the original structure and feels the vertical siding would not do that. **Mr. Norton** asked about the fascia boards and if exposed rafter tails will be used. **Mr. Postal** said his contractor said they could do it either way, and he had no problem having exposed rafter tails. **Ms. Reigart** said the Board is trying to keep the Historical District pristine and agrees that it may be costly, however in order to keep the District intact certain materials has to be used.

Public Input: None

Motion: Mr. Miller made a motion to approve the application as submitted allowing materials listed in Section 22-B/#5; page 63 (New Construction/Secondary Buildings) or the use of German siding, in lieu of the T1-11 siding, with the rafter tails being exposed, seconded by Ms. Reigart; the motion carried 7 to 0 by a roll call vote.

3. **Ms. Diane C. Matuse is requesting the approval to replace rotted windows and replace the roof at 316 Front Street. Rick Martin/City Staff** told the Board that Ms. Matuse would like to install new windows at her resident as well as a new roof. **Ms. Diane Matuse/Applicant** said she would like to replace her windows with clad over wood windows due to substantial rotting. The siding will be repaired/replaced if damaged during the window replacement. Ms. Matuse said she would like to replace her shingle roof with a metal roof. **Ms. Gillespie** asked if the window damage occurred due to a lack of roof overhang or would the damage be done regardless. **Ms. Matuse** said she thinks it would have happened anyway. **Mr. Miller** mentioned a product called “abatron woodepox” that could be used for window repairs, he also told her of the Bailey Bill that would help with home repairs, which the City as well as the County is working on at this time, however it may not be ready to the end of October. Ms. Matuse withdrew her request for the roof, and will return at a later time.

Public In: None

Motion: Ms. Sally Gillespie made a motion to approve the application as presented, in regards to the windows only, to repair them if possible if not allowing the installation of clad over wood windows, repairs/replacement of siding if necessary with something closely resembling what is currently there such as hardi plank, citing Residential Guidelines Section 40; page 89 (Windows), seconded by Ms. Linda Abate’; the motion carried 6 to 1 (Dwayne Vernon cast the opposing vote).

- V. **Board Discussion: Rick Martin told the Board about one owner’s plans to install a temporary railing for the Wooden Boat Show, it was suggested by the Board that the rail comes down before the Christmas holiday.**

Rick also mentioned a request by Mr. Timmons to allow food service trucks on the property after the Wooden Boat Show, it has not been approved by City Staff and may not be, the owner just asked that it be shared with the Board. Ms. Abate’ said the Board has no jurisdiction over that, however she feels it would be bad for restaurant owners in the area.

Mr. Miller gave the Board updates on the matching grant for the Historic Guidelines. Ms. Janet Grant told the Board because of the present location of the meetings there will be no power points and she suggested that all members go by the sites and look at the request before the meetings. Ms. Gillespie said that all applications need to be complete and all photos submitted go along with the request. Rick asked that the Board members call if there are any questions before the meeting.

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

Submitted By,

*Debra Grant
Board Secretary*