

**Architectural Review Board**

**September 19, 2017**

**MINUTES**

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

**MEMBER ABSENT:** None

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

- I. **Call to Order**
- II. **Approval of Minutes:** August 7, 2017; **Mr. Kevin Jayroe made a motion to approve the minutes as submitted, seconded by Ms. Clare Reigart, the motion carried unanimously.**
- III. **Public Input:** None
- IV. **New Business:** *(The agenda was amended to hear the 4<sup>th</sup> item first)*

1. **Diane Matusé is requesting the approval to install a shingled roof and window replacements at 316 Front St.**

**Rick Martin/City Staff** told the Board that Ms. Matusé is seeking the approval to replace windows on the house, the roof replacement will be with the same materials (shingles for shingles). The windows are on the side and rear of the home. **Ms. Matusé** said she had received previous approvals for two windows on the front of the home and wants to use the same windows on the side and rear. **Mr. Miller** noted that there is an error in the historic survey; it states that the house is contributing, however it should have said it would be contributing if the period of significance was extended to include the year of construction. **Ms. Gillespie** asked if the windows are true divided lights. **Ms. Matusé** said yes they will be true divided lights. **Mr. Miller** suggested that the application be amended to include any future replacement windows with the same windows.

**Public Input: None**

**Board Discussion:** **Mr. Vernon** stated that a previous application was for replacement windows but that home was contributing to the district, and this house is not, that makes a difference in the Board's decision.

**Motion:** **Ms. Gillespie** made a motion to approve the application as presented and adding the approval for any future replacement windows within the next 2 years that are the same windows would be allowed without the applicant having to come before the Board, and the roof replacement with architectural shingles, citing Residential Guidelines Section 26; page 71 (Roofs) and Section 40; page 89 (Windows), seconded by Mr. Jayroe; the motion carried 7 to 0 by a roll call vote.

2. **Alfresco Bistro/Eddy Chacon is requesting the approval of a storage building at 812 Front Street.**

**Rick Martin/City Staff** told the Board that the request is for a storage building for a cooler in the rear of the restaurant. **Mr. Martin** also told the Board that this building would be contributing if the survey was extended to include the year of construction. **Mr. Vernon** asked if this request for a replacement building or a new building. **Mr. Martin** said they had a smaller building and that was taken down and this new building was constructed without approvals, the Staff contacted Mr. Chacon and asked that he come before the Board. **Mr. Chacon** said he was looking to replace the old building. **Ms. Abate'** said she did not understand why the Board was hearing this application, since it was an existing building that was being replaced and that this structure cannot be seen for any direction. **Rick Martin/City Staff** said that Staff is trying to keep everything consistent and bring anything that is a new construction to the Board. **Mr. Miller** asked why the building was being replaced. **Mr. Chacon** said the floor was falling out of the original building and the Health Dept. said he needed more storage space, so this building is larger than the other. **Rick Martin/City Staff** said there are lots of details that have to be overseen on the building side, such as the elevation of the building. There was also a correction on the drawings submitted, the height off the ground will be 6 inches off the ground. The roof will be shingled and there is 4 inches of gutters to accommodate the water runoff. **Rick Martin/City Staff** said that he met with the owners and attorneys of the properties concerning the water drain off and the contractor for the neighboring building has mentioned directing the drainage system to the front of the building. Alfresco's has done a good job with his drainage system, the problem is the amount of water that we have occurred recently. **Mr. Don Trimble/Co-owner** said that the problem is due to the broken gutter system and a hole in the wall on the neighboring building.

**Public Input:** None

**Board Discussion:** **Mr. Vernon** said he cannot find anything in the guidelines to prevent the owner from constructing the building, although he did say it could have been a better design.

**Motion:** **Mr. Miller** made a motion to approve the application as submitted, citing **Water Front Guidelines Section 4.2 (4.2.1-4.2.3); page 4-18 (Rear Facades)**, seconded by **Ms. Abate'**; the motion carried 6 to 0 by a roll call vote. (*Mr. Jayroe was recused*)

3. **Dr. Mike McGinnis is requesting the approval to install a fence at 626 Front Street.** **Rick Martin/City Staff** told the Board that the applicant would like to install a fence on the property. **Mr. Dwayne Vernon/Architect** told the Board that he is continuing with the renovations at the McGinnis' business/home. The request to add a fence to define their property; it will be 6 ft., black aluminum, with no ball-top post, just simple in design. This fence will stop the flow of traffic across their property. The owner will have to get the neighbor's permission to tie into his building. There will be no gates on this plan.

**Public Input:** None

**Board Discussion:** None

**Motion:** Ms. Abate' made a motion to approve the application as submitted, citing Residential Guidelines Section 11; page 45 (Fences), seconded by Ms. Reigart; the motion carried 6 to 0 by a roll call vote. (Mr. Vernon was recused)

4. **Kim & Lynne Robb are requesting the approval to perform alterations on garage, add a fence and gates at 914 Prince Street.**

**Rick Martin/City Staff** said the owner wants to add garage doors, shutters, fence and gates at her home.

**Ms. Lynn Robb/Owner** said she would like to take the house back to its 1901 appearance. Pg. 9 of the packet shows what the front of the garage will look like after the renovations. Pg. 13 shows the rear of the garage after renovations, the windows are 2 over 2. The fence will be powder coated aluminum black and the gates will be wrought iron; having the double gates at the driveway and the single gate on the SE side of the house. The shutters will be wood with the same design as the existing one.

**Public Input:** None

**Board Discussion:** None

**Motion:** Ms. Gillespie made a motion to approve the application as presented, citing Residential Guidelines Section 14-B; page 52 (Garages, Sheds, and Outbuildings), Section 11; page 45 (Fences), and Section 30; page 75 (Shutters), seconded by Ms. Reigart; the motion carried 7 to 0 by a roll call vote.

- V. **Board Discussion:** Mr. Miller informed the Board that the new Historic Guidelines are still being reviewed, and has received a schedule and a second draft, attempts are being made to review it within the next week. He asked for volunteers to help review the document.
- VI. **Adjournment:** With there being no further business the meeting was adjourned.

*Submitted By,*

*Debra Grant*

*Board Secretary*