

TOWN OF SCOTTSVILLE

Architectural Review Board

Regular Meeting

Thurs., November 3, 2022

Victory Hall

401 Valley Street

Scottsville, Virginia

Mayor

Ron Smith

Members

Zachary Bullock, *Chair*

/Town Council Liaison

John Rhett, *Architect*

Erin Root, *Vice-Chair*

Austin Twitchell

Josh Peck

MINUTES

1. *Call to order, establish a quorum, and agree to agenda:* Meeting began at 7:10 pm. Present at the start of the meeting were Zachary Bullock, Austin Twitchell, and Josh Peck. John Rhett joining later in the meeting during agenda item 5. a) Inventory process for 2023. Erin Root was absent from the meeting. Motion to approve the agenda was made by Twitchell and seconded by Peck, Motion passed unanimously via voice vote.
2. *Approval of past meeting minutes from September 1st ARB meeting and special meeting:* Item was unintentionally skipped by the board and staff, approval occurred later in the meeting during agenda item 6. b) at 7:37 pm.
3. *Matters from the public:* Matters for the public opened and closed with no request to speak from the public.
4. *Old business:* No old business.
5. *New business:*
 - a. *Inventory process for 2023:* Peck requested staff help him with access to his email, staff stated they will follow up the next day with Peck. Rhett joined the meeting. The Board discussed hard copies of the inventory and requested editing to the inventory to provide space for the 2023 inventory notes. The Board discussed the division of labor, forming one team of Bullock and Twitchell and another team of Root and Peck. The Board requested that Rhett make a visit to poor condition homes once both teams assess all the properties, Rhett agreed to focus on poor condition homes following the two teams' work. The Board agreed to have inventory notes condensed by January and final discussion of 2023 inventory in February. At 7:30 pm Rhett left due to another commitment.
6. *Repair, Maintenance, and enforcement issues:*
 - a. *Consultation with any property owners in attendance:* Agenda Item opened and closed with no property owners in attendance.
 - b. *Landscaping Violation at 969 Valley St.:* The Board waited for a new staff member, Mr. Elston, of the property management company of the commercial site that the local Dollar General rents at 969 Valley Street to discuss landscaping

issues on the site. While waiting for Mr. Elston, The board discussed that a new Certificate of Approval (COA) would be required for the property, Bullock discussed with staff about additional enforcement and legal recourse there is with the landscaping issue. Town Clerk Raudales asked for a motion to approve the past meeting minutes from September 1st ARB meeting and special meetings since the agenda item was skipped earlier in the meeting. Peck made a motion to approve meeting minutes from September 1st ARB regular meeting and special meeting, Twitchell seconded the motion, and it was approved unanimously via voice vote. The Board discusses sending holiday letters to owners of properties within their jurisdiction. Town Administrator Mr. Lawless connects with Mr. Elston via phone to the meeting at 7:51 pm. Mr. Elston introduces himself as a new member of the company, that it is his responsibility to follow up on fixing the landscaping on the site, Elston is currently speaking with two landscaping companies and is waiting on quotes and will move quickly on the project. Elston asks if a new COA will be required, Bullock shares that the town staff will work diligently to provide approval for a COA as soon as possible. The Board and Elston discuss a schedule between the winter and spring on when to best introduce new plants, both the Board and Elston speak on an agreed urgency to landscape improvements and it is agreed that Mr. Lawless will follow up with Mr. Elston. A motion to reapprove and extend the COA for 969 Valley Street, Dollar General, was made by Peck, seconded by Twitchell, and passed unanimously via voice vote at 7:59 pm.

7. *Adjournment:* Peck made a motion to adjourn the meeting, Twitchell seconded the motion, and the motion passed via unanimous voice vote at 8:00 pm.