

TOWN OF SCOTTSVILLE

Architectural Review Board

Regular Meeting

Thurs., March 09, 2023

Victory Hall

401 Valley Street

Scottsville, Virginia

Mayor

Ron Smith

Members

vacancy

Erin Root, *Chair*

John Rhett, *Architect*

Austin Twitchell

Josh Peck

MINUTES

- 1) *Call to order, establish a quorum, and agree to agenda:* Erin Root as Vice-Chair called the meeting to order at 7:01 pm, present were Josh Peck and Erin Root. Alex Bessette of the Town Council also attended the meeting, as a temporary liaison and interim member. John Rhett was absent from the beginning of the meeting and joined later during old business. Josh Peck made a motion to appoint a chair to be amended to the agenda as an item for new business. Erin Root requested the agenda be amended to include an update on the Tiger Fuel site and on the Dollar General site under old business. A motion was made by Alex Bessette to approve the amended agenda as discussed and the motion was seconded by Josh Peck, the motion passed via voice vote.
- 2) *Approval of past meeting minutes from February 2nd ARB meeting:* This agenda item was skipped unintentionally by the Architectural Review Board; the item is tabled until next month.
- 3) *Matters from the public:* Matters for the public opened and closed at 7:07 pm, no one in attendance wished to speak.
- 4) *Old business:* John Rhett joined at 7:05 pm at the beginning of the agenda item old business.
 - a) *COA for Methodist Church exterior, 158 E. Main St.:* The applicant presented an example of the posts and railing that will be added to the church for accessibility. The ARB discussed 158 E. Main Street and the ADA requirements the church is trying to come in compliance within the current Certificate of Appropriateness. Josh Peck made a motion to approve the COA for 158 E. Main Street, Methodist Church. The motion was seconded by Alex Bessette and the motion passed via voice vote.
 - b) *Tiger Fuel Site update:* Erin Root reviewed the plan established by the ARB for the preservation of trees on the site and confirmed that they have been marked by the builders so to prevent the trees from being cut down during construction.
 - c) *Dollar General maintenance update:* Staff will follow up with the property manager to receive and update on the landscaping of the site and request and update the timetable on completion.

5) *New business:*

- a) *COA for household painting, Shannon Strassner, 605 Page St.:* Applicant Shannon Strassner presented paint samples for their 1930s home, John Rett discussed the history of Federal Style homes. The Planning Commission requested Shannon Strassner paint parts of a wall with different colors and the Planning Commission will vote via email to provide approval of the color for the house.
- b) *Roof repair, Scottsville Supply Co., 492 Valley Street:* The owner of Scottsville Supply Co. presented the need to replace an exposed roof with trim edging that is rotting on the boiler room off the back of the building. They provided two options and the ARB discussed both options. They requested an approval of a new metal roof due to a requirement from their insurance company to have this portion replaced prior to insuring the building. Alex Bessette made a motion to approve the two products discussed by the ARB with a recommendation for the standing seam, the motion was seconded by Josh Peck and passed via voice vote.
- c) *Appointment of Chair:* Josh Peck nominated Erin Root for the position of Chair of the Architectural Review Board, the motion was seconded by John Rhett. Erin Root discussed the time commitment of being chair and concerns about losing the expertise of Matt Lawless as Town Administrator and Zoning Administrator after his transition into new employment. Staff discussed creating a packet to distribute to board members that includes guideline documents and zoning ordinance related to the Architectural Review Board. Erin Root is nominated to chair via voice vote. It is discussed that at the next meeting there will be the appointment of a vice-chair.

6) *Repair, Maintenance, and enforcement issues:*

- a) *Inventory process for 2023:* John Rhett performed a review of the inventory ratings conducted by other board members and found the ratings of properties in the inventory to be correct. John Rhett discussed a vacant lot's inclusion in the inventory. John Rhett also discussed 105 Moore's Street, concluding that the rating is poor due to rotting windows. Matt Lawless, Town Administrator, will follow up with property owners after receiving clarity on consensus of the ratings within the 2023 inventory. Matt Lawless will send out letters requesting repair and discuss future possibilities in enforcement.

7) *Adjournment:* Josh Peck made a motion to adjourn the meeting, the motion was seconded by Alex Bessette, the motion passed via voice vote and the meeting ended at 8:11 pm