

Scottsville Architectural Review Board  
4 August 2016 Meeting Minutes CORRECTED

Attending: Bo Kerlin; Seth McDowell, co-chair; Jeffrey Plank, chair; Craig Stratton; Elizabeth Knotts, Town Council liaison; George Goodwin, Town Administrator  
Not attending: Ruth Klippstein

At 7:00 pm Jeffrey Plank called the meeting to order and established a quorum. ARB members agreed on the agenda. Plank introduced Bo Kerlin and Liz Knotts.

ARB Overview: At Knotts's request Plank provided a brief ARB overview, describing the ARB history, the Historic District zoning ordinance, the annual Historic District inventory survey, the design guidelines, and COA review process. He stressed that the ARB aims to be pro-active and consultative in assisting property owners with appropriate solutions, noting that Seth McDowell and he are happy to meet with applicants informally before formal ARB review and between ARB meetings to discuss project objectives and options. Kerlin and Knotts received copies of the Historic District zoning ordinance and most recent inventory survey. Former ARB member Fred Schneider and Plank will complete the updated design guidelines by the September ARB meeting.

July Meeting Minutes: Craig Stratton offered the motion to accept July meeting minutes submitted by Ruth Klippstein, McDowell seconded; those ARB members present at the July meeting voted 3-0 to accept.

Old Business:

Shopping Center façade renovations: Plank and McDowell reported that Duane Ramm postponed a scheduled meeting to discuss renovations to the old Dollar General Store façade because he has had no further communications with this prospective tenant. Plank and McDowell anticipate a meeting with Ramm before the next ARB meeting.

New Business:

COA Sign Permit, 527 Valley St. Between meetings McDowell and Plank reviewed the proposed sign design and, with assurances from George Goodwin that it met the approved dimensions, recommended ARB approval; Stratton moved to approve; McDowell seconded; ARB members voted 4-0 to approve. Plank was unable to sign the COA because Goodwin did not provide it for the meeting. We confirmed that it is the responsibility of the Town Administrator to provide COA packages for ARB action at meetings and that Goodwin will need to put the sign dimensions on the drawing that is attached to the COA.

COA, 161 Warren St. Plank and McDowell reported on meetings with the applicant, Brenda Brumfield, and her builder; McDowell reported that the proposed siding and replacement window are appropriate. We reviewed the proposed scope of work as follows: (1) eliminate 3 original windows (kitchen, bath, and bedroom) on the rear façade; (2) move one of those original windows (from the rear façade bedroom) to the west façade to replace what had been a double window; (3) replace the original single window on the west façade with a replacement window of very similar design and dimensions (on the west façade the two window tops will align); (4) repair existing siding with a comparable non-asbestos siding; (5) paint the existing siding light beige, the porch posts and window trim white, and the porch floor grey (color samples will be provided following consultation with ARB). Stratton moved to approve this COA package (the form, this list, and the siding and replacement window spec sheets provided by the applicant); McDowell seconded; the ARB approved the COA package, 4-0. Plank signed a copy of the COA form that Stratton printed and brought to the meeting.

Repair, maintenance, and enforcement issues:

135 Warren St. Goodwin reported that Steven Meeks requested and has been granted a 1-year extension of his COA and that he continues to make progress on the stone and brick building foundation and porch frame per COA details. The plywood recently attached to the building façade will support the board and batten siding.

380 E. Main St. Goodwin reported that property owner Jimmy Marshall is aware that neglect now is jeopardizing the integrity of the rear addition roof and walls and structure—and possibly the main section as well—but is unable to undertake any further rehabilitation work at this time. We discussed the need to stabilize the building to retard further damage and suggested it be sealed, or mothballed, so that additional options for saving and rehabilitating the building can be considered. McDowell agreed to meet with Marshall to discuss sealing the building. Knotts suggested that volunteers might be recruited to assist. Goodwin will facilitate a meeting for McDowell and Knotts with Marshall.

Old Jail Storage Shed. Plank suggested the ARB defer action on the paint color. Goodwin reported that the painter is not pleased with the current result and would like to apply another paint coat without charge to the Town. Knotts indicated that she would take the issue up with Council at the August work session. Goodwin suggested that, because no additional cost is involved, it may be possible for him to handle the issue administratively.

Baines Building: According to Goodwin, Barry Grove requests ARB recommendations for paint or stain for the Baines Building stairs and stair rails. McDowell will provide recommendations within several days.

American Flag Lighting: At Goodwin's request McDowell recommends that the new flag light at the Town Hall be installed on the existing electrical plate on the Valley Street end of the shed roof of the porch and that the new light at the Police Station be installed in the same location as the existing flag light. Goodwin requested an ARB recommendation for the new flag light at the Veterans Memorial at the south end of the Farmers Market; McDowell will provide a recommendation within several days.

Mink Creek Butterfly Garden Gazebo: Knotts requested a stain or sealer recommendation for the wooden gazebo. She also requested a plan for adding slats to the open area on the gazebo south wall to match the east wall. McDowell will provide the stain recommendation and slat plan within several days.

There being no further business, Plank adjourned the meeting at 8:05 pm.

In Ruth Klippstein's absence, these August ARB meeting minutes prepared and submitted by Jeffrey Plank.