

# Scottsville Architectural Review Board

## Regular Meeting

Thur., April 4<sup>th</sup>, 2024, 7:00pm

Victory Hall

401 Valley Street

Scottsville, Virginia

## Members:

Bradley Barker

Alex Bessette, *Council Liaison*

Claire McMahon, *Vice Chair*

Josh Peck, *Chair*

John Rhett, *Architect*

## *Agenda*

1. Call to order, establish a quorum, and agree to agenda
2. Approval of past minutes from ARB meeting January 4<sup>th</sup>, 2024.
3. Matters from the public
4. New business
  - a. Sign Permit: 320 Valley Street, Soothe
5. Repair, maintenance, and enforcement issues.
  - a. Consultation with any property owners in attendance
6. ARB Annual Inventory
  - a. Discussion of mailings of inventory notice to HOD residents (including E-911 information sheet)
  - b. Annual Inventory Planning
  - c. ARB budget priorities for FY 2024-2025
  - d. Tree pit edging recommendations
7. Adjournment

In addition to accessible facilities at Town Hall, remote public access and participation is available [online at this link](#) or call 301-715-8592, then enter meeting ID 864 8699 9908 and pass code 1744.

The Town of Scottsville is committed to the letter and spirit of the Americans with Disabilities Act. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Scottsville should contact the Town Administrator at 401 Valley Street, Scottsville, VA 24590, telephone 434-286-9267, as soon as possible but no later than 48 hours before the scheduled event.

## **Staff Report:**

### **4a) Sign Permit: 320 Valley Street**

Soothe has submitted a sign permit for three signs. The first sign is a freestanding sign (sandwich board) that will be brought in and out daily to catch the customer's eye. The second and third signs are window signs that are details to be placed on the front glass windows of the building.

### **6a) Mailing of Inventory Notice to HOD residents**

The residents of the Historic District this week have been mailed letters letting them know that there will be an upcoming inventory review, additionally the letter includes an information sheet on possible implementation of a project to establish E-911 signs within town limits, including the Historic District.

### **6b) Annual Inventory Planning**

Opportunity for the ARB to discuss their annual inventory, scheduling, logistics questions, etc. We have an online form, and I can also print out a copy of our inventory for those who wish to fill it out by hand.

Link: [Town of Scottsville ARB Inventory \(arcgis.com\)](https://arcgis.com)

### **6c) ARB budget priorities for FY 2024-2025**

Town Council is approaching next year's budget with a new process, that includes the strategic planning of reaching out to committee to request recommendation for needed resources in the next fiscal year. ARB should discuss if they have any budget priorities that should be shared with the Town Council and Staff for the next fiscal year.

### **6d) Tree pit edging recommendations:**

Jam Sia, our new maintenance staff member, is researching available edging for our tree pits in the historic downtown area, the tree pits along Valley Street and Main Street We want to present some examples for the ARB, as ask that the ARB give us direction on the best one for use in the Historic Overlay District.