**Town of Washington | Architectural Review Board**

**Meeting Minutes, November 2, 2022**

***Present:***

Nanette Edwards (ARB Member)

Deb Harris (ARB Member, Secretary)

Wes Kerr (ARB Member, Vice Chair)

Drew Mitchell (ARB Member, Chair)

Steve Gyurisin (Zoning Administrator)

The meeting was called to order at 7:02 pm by Chair D. Mitchell.

The agenda was approved unanimously.

Notes from August 15, 2022 were approved unanimously.

***Item 1: 211 Main Street (H.B. Wood) for installation of a new sign***

H.B. Wood, owner of the Miller House at 211 Main Street, noted his application for a new sign at the property. There were no questions about the application.

N. Edwards made a motion to approve. W. Kerr seconded the motion. The application was approved unanimously.

***Item 2: 389 Main Street (William Lester) for installation of fence***

W. Lester presented an application on behalf of The Inn at Little Washington to install a walk-thru gate, board fencing and farm-type-3 fencing on properties owned by The Inn. The fencing and gate will be located at the rear of Patty O’s.

D. Mitchell noted that the ARB only has purview over determining if the fence adheres to the ARB Guidelines.

N. Edwards asked a question about the length of the of the fence, noting that the solid fence separating The Inn at Little Washington’s property and Wendy Murdoch’s property could be extended (length-wise) for aesthetic purposes. As submitted, the solid fence divided Ms. Murdoch’s property and The Inn at Little Washington’s property but stopped where Ms. Murdoch’s property ended where The Inn’s two properties began to adjoin. There was further discussion about the length of the fence between ARB members. W. Lester noted that fence was designed to block light off Ms. Murdoch’s property. The ARB also allowed for public comment, and public participant Ms. Murdoch requested that the solid fence be extended to further block light and noise between the properties. W. Lester noted that the fence could be extended at a length to be determined and this further became a condition of approval for the fence.

D. Harris made a motion to approve the application with the revision that the fence be extended at a length to be determined. W. Kerr seconded the motion. The application was approved unanimously.

***Item 3: 328 Gay Street (Judith Tole) for installation of small roof over front door entry***

Butch Zindel presented on of behalf of Ms. Tole to request the installation of a small roof over the front door at the Rappahannock Historical Society building at 328 Gay Street. There were no questions.

D. Harris made a motion to approve and N. Edwards seconded. The application was approved unanimously.

***Item 4: Review of Historical District Guidelines progress***

N. Edwards presented an adjusted work scope and plan for the update to the town Guidelines. This included an adjustment to the work scope discussed before to now focus on developing a *Town of Washington Architectural Review Board Application Booklet.* The booklet would include a table of contents, introductory pages, and a bulleted guideline list that covers and summarizes the topics of Alterations, Additions, Signs, and New Construction. The *Booklet* would also include two Appendices that cover ARB approvals of new building products since the last publication of the town Guidelines (e.g., Hardie Plank siding and aluminum fencing) and application forms (including the submission guidelines checklist, the ARB COA form including a note on approval period, and the application form for COAs). The existing town Guidelines would remain intact and serve as a larger reference document whereas the new *Booklet* would be a more usable and updatable resource.

The ARB then discussed this approach and made suggestions around adding into the *Booklet* introduction a flow chart that presents how the application and approval process work and who is responsible for which steps. The ARB also discussed the roles and responsibilities for *Booklet* development, including review of the Town Council. Councilmen Joe Whitehead was present in the audience and provided comment on the Town Council review role.

Immediate next steps discussed include:

* N. Edwards to work on the drafting and compilation of the *Booklet* for ARB member review
* ARB members to review the submission guidelines checklist by November 21 and send comments to S. Gyurisin

***Item 5: Review of new ARB Applications***

At the time of the meeting there were no new applications for review at the planned November 21 meeting. The cutoff date for the next meeting for application is November 7. If no applications are submitted through the 7th then the 21st meeting will be canceled.

***Closing Comments and Adjournment***

N. Edwards moved to adjourn the meeting, and W. Kerr seconded.

The meeting was adjourned by D. Mitchell at 7:47 PM.

Respectfully submitted,

Deb Harris

ARB Secretary