**Town of Washington | Architectural Review Board**

**Meeting Minutes, February 21, 2023**

***Present:***

Nanette Edwards (ARB Member)

Wes Kerr (ARB Member)

Deb Harris (ARB Member/Chair)

Drew Mitchell (ARB Chair/Member)

Steve Gyurisin (Zoning Administrator)

***Call To Order:*** The meeting was called to order at 7:00 pm by Chair D. Mitchell.

***Approval Of Agenda:*** D. Harris made a motion to approve the agenda addition, D. Mitchell seconded the motion. The agenda was approved unanimously.

***Approval of Minutes:*** N. Edwards made a motion to approve the February ARB meeting minutes. D. Mitchell seconded the motion. The meeting minutes were unanimously approved.

***Zoning Administrator’s Report:*** Washington’s Zoning Administrator, Steve Gyurisin, presented the restructured and redesigned Certificate Of Appropriateness (COA) to the ARB. The new COA requires much more detailed descriptions to be provided by the applicant which will make the documentation process go much more smoothly. Steve also mentioned Washington’s Town Clerk, Barbara Batson recently posted instructions on the Town’s website for citizens who wish to apply for a COA and, lastly, he distributed a new monthly ARB meeting calendar for 2023.

***Old Business:*** No old business was discussed.

***New Business:***

***Item #1: Election of Officers***

After a brief expression of gratitude, outgoing ARB Chair, D. Mitchell nominated D. Harris to be the incoming ARB Chair, W. Kerr seconded the nomination, which D. Harris accepted. Her nomination was unanimously approved via roll call vote by all present ARB members.

D. Mitchell nominated W. Kerr to continue as ARB Vice-Chair, D. Harris seconded the nomination, which W. Kerr accepted. His nomination was unanimously approved via roll call vote by all present ARB members.

D. Mitchell nominated D. McKnight, who was absent, to become the incoming ARB Secretary, subject to his approval. N. Edwards seconded the nomination. His nomination was unanimously approved via roll call vote by all present ARB members. D. Mitchell also offered to take minutes for any meetings in which D. Mitchell was present and D. McKnight was absent.

***Item #2: Request by Rush River Commons for site and building exterior lighting***

* Applicant/Developer, Steve Plescow, made a presentation of application and project
* Citizen comments on the specific project or application: Dark skies concerns were raised by the public, including individual citizens, RLEP, and International Dark Skies Association, who uniformly requested that the light Kelvin levels be as low as possible without sacrificing safety. Several suggestions were made, such as matching existing residential levels, shortening light poles, and eliminating some of the light poles, to which the applicant was very receptive.
* ARB review and member discussion: D. Harris reminded everyone about the limitations of ARB’s authority in terms of lighting before minor questions were raised by the ARB and answered to their satisfaction
* The 6 items of the application were described in detail by D. Harris.
* D. McKnight made the motion to approve the 6 items of the application, seconded by N. Edwards. The motion was unanimously approved by all voting ARB members. Chair D. Mitchell did not vote as there were enough voting members present.

1. **Parking Lot Lighting:** N. Edwards made the motion to approve, W. Kerr seconded, the motion was unanimously approved via roll call vote by all present ARB members.
2. **Pedestrian Lighting:** D. Mitchell made the motion to approve, N. Edwards seconded, the motion was unanimously approved via roll call vote by all present ARB members.
3. **Residential Buildings Lighting:** D. Mitchell made the motion to approve, W. Kerr seconded, the motion was unanimously approved via roll call vote by all present ARB members.
4. **Food Pantry Building Lighting**: D. Mitchell made the motion to approve, N. Edwards seconded, the motion was unanimously approved via roll call vote by all present ARB members.
5. **Connecting Canopy Lighting**: D. Mitchell made the motion to approve, W. Kerr seconded, the motion was unanimously approved via roll call vote by all present ARB members.
6. **Office Building Lighting**: D. Mitchell made the motion to approve, W. Kerr seconded, the motion was unanimously approved via roll call vote by all present ARB members.

***Closing Comments and Adjournment***

The next meeting of March 20th was announced by D. Harris.

D. Mitchell moved to adjourn the meeting, and W. Kerr seconded. The meeting was adjourned by D. Harris at 7:44 pm.

Respectfully submitted,

Drew Mitchell

*(on behalf of the outgoing/incoming ARB Secretaries)*