**Town of Washington | Architectural Review Board**

**Meeting Minutes, June 14, 2022**

***Present:***

Nanette Edwards (ARB Member)

Deb Harris (ARB Member)

Drew Mitchell (ARB Member)

The meeting was called to order at 6:57 pm by Chair D. Mitchell.

D. Harris made a motion to approve the May 2022 ARB meeting minutes. N. Edwards seconded the motion. The meeting minutes were unanimously approved.

***Item a: Request by the Town of Washington to install an antenna on Town Hall for radio water meters***

Town Council member Joe Whitehead presented the purpose for the antenna and where it would be located. He brought the meter to the meeting to show what it would look like.

There were no questions on this application.

D. Harris made the motion to approve, seconded by N. Edwards. The motion was unanimously approved by all voting ARB members.

***Item b: Request of the Inn at Little Washington to replace façade at 309 Middle Street***

Patrick O’Connell and Robert Fasce presented an application to replace the façade of the Inn at Little Washington’s main building. The building would get new facing and trim. Mr. Fasce discussed what the facing would look like ad the materials.

There were no questions on this application.

D. Harris made the motion to approve, seconded by N. Edwards. The motion was unanimously approved by all voting ARB members.

***Item c: Amended request of Fredette Eagle at 593 Gay Street for portico over door opening on Wheeler Street***

Ms. Eagle and her daughter presented on the portico look and purpose. They noted that the builder suggested that two additional posts for support may be needed, which the ARB noted and included in the approval of the application.

D. Mitchell motioned to approved with the allowance of two additional matching posts if needed. D. Harris seconded the motion. The motion was unanimously approved by all voting ARB members.

***Item d: Discussion of changing the regular meeting date for the ARB***

The discussion focused on moving the meeting date to a date most amenable to the ARB members. The third Monday was generally discussed as a good date and the date that would be used moving forward. Hence, the next meetings would be on July 18th, then August 15th, etc.

***Item e: Discussion of ARB application***

D. Mitchell noted a need to review the ARB application for clarity, ease, and to ensure completeness upon submission to the ARB. D. Mitchell, D. Harris, and N. Edwards agreed to move this topic of discussion to the July 2022 meeting when additional ARB members and the Zoning Commissioner are present. This topic will be discussion on July 18, 2022.

***Item f: Discussion of Updating the ARB guidelines***

A discussion on next steps for updating the ARB guidelines was held. N. Edwards discussed the work she had been doing to move the historical and contextual information to an appendix document and updating the “working guidelines” to be a more streamlined and briefer document.

The discussion then focused on the process for updating the guidelines, including forming a committee for the update, developing an explicit scope, getting a professional review and consultant, and working with the Town Council. A potential need for budget to support the guideline updates, including professional consultation and review, and printing of materials was also discussed. Additional information for applicant use, such as a flow chart, a brief information sheet, and website information was also discussed. The need for a brief fact sheet on the ARB roles and powers was also discussed, as well as a graphically designed, formal certificate of acceptance. In summary, the ARB will likely recommend that five document be developed – 1. The ARB Guidelines, 2. The ARB Guidelines Appendix, 3. The ARB roles and powers, 4. the ARB process flow chart, and 5. A certificate of acceptance. In addition, new content for the town website will likely be recommended.

The timeline for the guidelines update was also discussed loosely. It was discussed that the initial development of materials would take approximately six months, then two months for a review from a consultant, followed by few months for Town Council review, and the a few months for finalization. It is estimated that it will take one year from beginning to end for the guidelines updates.

In terms of next steps, it was agreed that D. Mitchell would reach out to a professional consultant to inquire of budget and timeline for support and review and N. Edwards would prepare project scope and steps (i.e., a work plan) and present it to the ARB, at which time adjustments and assignments will be made.

***Closing Comments and Adjournment***

D. Mitchell moved to adjourn the meeting, and D. Harris seconded.

The meeting was adjourned by D. Mitchell at 7:46 pm.

Respectfully submitted,

Deb Harris

ARB Secretary