**Town of Washington | Architectural Review Board**

**Meeting Minutes, July 18, 2022**

***Present:***

Nanette Edwards (ARB Member)

Deb Harris (ARB Member)

Drew Mitchell (ARB Member)

W. Kerr (ARB Member)

S. Gyurisin (Zoning Administrator)

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

D. Mitchell added a 7th item to the agenda on updating the historic guidelines. D. Mitchel made a motion to approve this change and D. Harris seconded the motion. The addition was unanimously approved.

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

***Old Business Item 1: Relocation of a 11'x12' shed located at 335 Middle Street to 22 Avon Lane.***

The relocation of a shed from the Inn at Little Washington to Avon Hall was discussed. The Inn at Little Washington confirmed that they agree with the move, and it is a reasonable approach. The owner of Avon Hall will be responsible for getting a permit and plan and a location for the shed. The Inn at Little Washington noted that the shed may need to be dismantled to move it, but an engineer will need to review the shed prior to the move. The owner of Avon Hall will be responsible for pouring a new foundation for the shed.

***New Business*** ***Item 2: Request of the Inn at Little Washington for the installation of a roof mounted HVAC air handling unit located at 389 Main Street.***

The HVAC system at the café on the property was not engineered correctly, and therefore a correction and roof mounted HVAC is needed. The HVAC will be on the lower roof in the back of the building near all other equipment.

There were no questions on this application. It was noted by ARB members that this HVAC unit would not be visible from the street.

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

***New Business Item 3: Request of Black Kettle Commons to install a retaining wall and fence at Rush River Commons (intersection of Warren Avenue and Leggett Lane)***

The Black Kettle Commons team presented information related to the retaining wall and fence. The team noted that the retaining wall is not like anything in town now, and there are not many retaining walls to reference in two. The team described the site and the need for the wall and the fence, including protecting natural resources and water flow and safety. The team also described the hydraulic analysis done on the stream corridor and the how heights of various walls and buildings are needed to protect from various flood scenarios. Further, the team described the soil and land, including the fact that the soils are fine and have little bearing capacity and therefore there is a need for a retaining wall with depth. The team then went on to present ReddiRock and the heights and materials of the placement for the retaining wall. They described how the system is modular and allow for quicker install, and that the retaining wall is need not just for the finished buildings but also during construction.

Because the tallest wall above ground will be ten feet a safety fence is needed. Different fencing options (e.g., finishes and decorative details) were presented and discussed. The ARB and the Black Kettle team determined that the fences to use will be consistent but slightly differ in parts of the residential and commercial areas, with more a focus on decorative details in the parts of the fence visible from the street and throughout the residential common outdoor areas. It was determined that in the residential area and commercial area visible from the Camden 3rd Rail Pool fence with Ball topper in black aluminum will be used. In the commercial area behind the main building and not visible from the street or residential common areas the Camden 3rd Rail Pool fence without any toppers in black aluminum would be used.

The ARB also recommended that the Black Kettle team consider various foliage, including creeping vines and trees, to help the wall and fence blend into the landscape and the wall and fence would be less visible from the street. The Black Kettle team noted they are trying to save as many trees as possible and that they will discuss the other vines with the landscaping team, noting there are some walls that creeping vines can affect the structural integrity of the walls, but the ReddiRock walls are likely not due to their sturdiness.

D. Mitchell made the motion to approve, seconded by D. Harris per the above decisions. The motion was unanimously approved by all voting ARB members.

***New Business Items 4, 5, 6, and 7: Review of ARB Application Form; Review of Certificate of Appropriateness (CoA) form; Review of ARB application, review and CoA process; and ARB guidelines updates***

The ARB discussion the process for motion sheets moving forward, noting that the Secretary would complete the motion sheets during the meeting and leave them at Town Hall for the Town Clerk to pick them up the day following the meeting. It was also discussed the COA could sometimes take additional time to complete and that additional details from the meeting minutes may be used, along with them motion sheet, to complete the COA. COAs will likely need to follow the permitting process with the County. The ARB discussed graphic design of the COA.

The Zoning Administrator presented on the process and responsibilities for ARB applications through COA. The ARB agreed to review the process for motion sheets and COA, as well as general information developed by the Zoning Administrator for any corrections or updates within a week of the July meeting.

Lastly, the ARB discussed timing and updates for the guidelines. N. Edwards presented the work she has done to date, and it was discussed by ARB members. One of the issues raised was related to how to record any decisions made or have consolidated access to historic records to easily look up precedent and have institutional knowledge decoupled from members of the ARB.

The ARB also discussed presenting the guidelines updates work plan to the Town Council in September, if possible, to get their sign off. The ARB will finalize the workplan in August 2022.

***Closing Comments and Adjournment***

D. Mitchell moved to adjourn the meeting, and W. Kerr seconded.

The meeting was adjourned by D. Mitchell at 8:43 PM.

Respectfully submitted,

Deb Harris

ARB Secretary