

Town of Washington | Architectural Review Board

Meeting Minutes | October 21, 2024

Present:

Ryan Crabbe (ARB Member)
Nanette Edwards (ARB Member, Secretary)
Deb Harris (ARB Member, Chair)
Drew Mitchell (ARB Member)
Steve Gyurisin (Zoning Administrator)

Absent:

Wesley Kerr (ARB Member, Vice Chair)

Call to Order: D. Harris called the meeting to order at 7:00 p.m.

Approval of Agenda: D. Harris made a motion to add an agenda item, a discussion on a stair design change at 510 Main Street, to be discussed under new business. R. Crabbe seconded the motion, which passed unanimously.

Approval of Minutes: D. Mitchell made a motion to approve the May 21, 2024, Minutes; D. Harris seconded the motion, N. Edwards abstained due to absence, the motion passed. D. Mitchell made a motion to approve the August 26, 2024, Minutes; N. Edwards seconded the motion, R. Crabbe abstained due to absence, the motion passed.

Zoning Administrator's Report:

- Zoning Administrator Steve Gyurisin recommended that the ARB approve two COA extensions about to expire: 1) Jeff Butler's request via the Rappahannock County Building Department for a building permit extension that is about to expire for a 10-foot x 18-foot addition to be built on an existing slab at 353 Calvert Street. 2) Homeowner Thornton Matheson, 558 Gay Street, via email requested an extension for her COA, dated November 20, 2023, which is about to expire. D. Mitchell made a motion to approve the extension for Jeff Butler; R. Crabbe seconded the motion, which passed unanimously. D. Mitchell made a motion to approve the extension for the Thornton Matheson project at 558 Gay Street; R. Crabbe seconded the motion, which passed unanimously. S. Gyurisin also reported that the Town Council asked for a list of neglected structures in town, which he is preparing and hopes to present to the ARB at its November meeting.

Old Business: None

New Business:

Item #1: Design Amendment to Rush River Commons Office/Retail Building, Warren Ave.

- a) **Zoning Administrator Review:** S. Gyurisin reported no zoning issues with the proposed change.
- b) **Applicant Presentation:** Rush River Design Director Duncan Lyons, RIBA, explained the previously approved three transom windows, which were to be installed over three sets of doors on the ground floor café space, (changed to one door and two windows at the client's request), will no longer fit the space due to minor changes made during construction and the proximity of the supporting beam. Instead, Mr. Lyons proposed installing dark gray Board and Batten siding between the windows/door and awnings.
- c) **Citizen Comments:** A resident asked if the height of the door awnings matched the height of the awning at the building's main entry and was told the entry awning door was intentionally designed to be slightly lower due to the pitch.

- d) ARB Review and Member Discussion: No questions or comments were made. D. Mitchell moved to approve the proposed modifications as submitted; R. Crabbe seconded the motion, which passed unanimously.

Item #2: Design Change to Stairs, 510 Main Street.

- a) Zoning Administrator Review: S. Gyurisin reported no issues with the proposed change.
- b) Applicant Presentation: On behalf of homeowner Caroline Anstey, Architect Jonathan Monroe requested permission to change the stairs on the exterior of the mudroom to a landing pad, due to safety concerns.
- c) Citizen Comments: None
- d) ARB Review and Member Discussion: No comments. D. Mitchell moved to approve the proposed change as submitted; R. Crabbe seconded the motion, which passed unanimously.

Item #3: Architectural Review Board Discussion

S. Gyurisin discussed the following items that will require future ARB discussion and approval.

Revisions to the ARB Application: In January, the application will need to be updated to include information on the town's appeal process and specify meeting dates and times.

Building Maintenance/Neglect. S. Gyurisin said there are rules and regulations that address neglect, but neither the Town of Washington nor county has a Building Maintenance Code. He suggested the ARB add a discussion to a future agenda to discuss adopting a maintenance code, as well as any edits to the Demolition by Neglect paragraph. R. Crabbe asked about the status of a list of distressed properties in town, and S. Gyurisin estimated there are over five properties. D. Harris asked if the ARB must be directed by the Town Council to create a list of distressed properties; S. Gyurisin responded that was true, but he would like to first present his list of properties in distress to the ARB. D. Harris requested that roles and responsibilities be included with code updates.

Zoning Ordinance ARB Appeal Requirements. State code requires provisions that allow an appeal process, and the Town Code has provisions; however, S. Gyurisin explained that language varies by jurisdiction, and he recommended that the ARB look at wording used in other town codes to assist in clarifying the current appeal process. D. Harris said that clarifying the grounds for an appeal is also needed.

Public Comments:

- One citizen observed that it would be helpful to have the standard of maintenance defined as to what is considered a maintained building. She also liked the appeal process but does not want to undermine the ARB as the primary authority.

Closing Comments and Adjournment:

D. Harris made a motion to adjourn the meeting at 7:28 p.m., D. Mitchell seconded the motion, which passed unanimously. The next scheduled meeting is November 18, 2024.

Respectfully submitted,
Nanette Edwards, ARB Secretary

