

Town of Washington | Architectural Review Board

Meeting Minutes | July 20, 2026

Present:

Wesley Kerr (ARB Member, Chair)
Dwight McNeill (ARB Member, Vice Chair)
Ryan Crabbe (ARB Member, Secretary)
Drew Mitchell (ARB Member)
Fred Catlin (ARB Member)

Call to Order

W. Kerr called the meeting to order at 7:00 p.m. and confirmed a quorum was present.

Proposal to Approve Agenda

W. Kerr called for a motion to approve the meeting agenda. A motion was made by D. Mitchell and seconded by F. Catlin. The motion passed unanimously.

Approval of Prior Meeting Minutes

The Board reviewed the June 15, 2026 meeting minutes. A motion to approve the minutes was made by D. Mitchell and seconded by D. McNeill. The minutes were approved, with members who were not present at the June meeting abstaining.

Unfinished Business

Item #1: Certificate of Appropriateness — Two-Bay Shop Garage Town of Washington Wastewater Treatment Plant, Leggett Lane

a) Applicant Presentation: The applicant returned with additional information regarding the proposed two-bay utility garage, including clarification of its location on the wastewater treatment plant property. The proposed 26' x 30' structure was positioned to meet required setbacks from sewer infrastructure and allow adequate access for service and delivery vehicles.

b) Public Comment: W. Kerr opened the floor for public comment. No members of the public offered comments during the meeting.

c) ARB Review and Member Discussion: Discussion focused on the structure's visibility from Leggett Lane and neighboring properties. Members generally agreed that greater flexibility was appropriate for a utilitarian structure in this location and suggested adding evergreen plantings to further screen the building. The applicant agreed to incorporate additional evergreen screening.

A motion was made to approve the application as submitted, with the applicant's commitment to plant a couple evergreens. The motion was seconded by D. McNeill and passed unanimously.

New Business

Item #2: Sign Application — Hayfields Leggett Lane and Warren Avenue, Rush River Commons

a) Applicant Presentation: Brian Noyes presented proposed signage for Hayfields, including a primary building sign and an additional entrance sign. The design draws inspiration from 1930s–1940s rural meeting halls, markets, and traditional grocery typography. The applicant noted that the proposed signage remains within the allowable square footage.

b) Public Comment: Public comment was supportive of the proposed design. Discussion included the challenge of making the business visible to passing traffic and the potential future use of temporary or sidewalk signage.

c) ARB Review and Member Discussion: Members expressed strong support for the typography, scale, and historic character of the signage, noting that the design added identity and visual interest to the building while remaining appropriately understated.

A motion was made by F. Catlin and seconded by R. Crabbe to approve the application as submitted. The motion passed unanimously.

Item #3: Renewal of Expired Certificate of Appropriateness 250 Main Street

a) Applicant Presentation: The applicant requested a one-year extension of a previously approved Certificate of Appropriateness for improvements at 250 Main Street. No changes were proposed to the previously approved application.

b) Public Comment: W. Kerr opened the floor for public comment. No members of the public offered comments during the meeting.

c) ARB Review and Member Discussion: Members confirmed that the request was limited to extending the existing approval and did not include changes to the previously approved scope.

A motion was made by D. Mitchell and seconded by F. Catlin to extend the Certificate of Appropriateness for one year. One member recused from consideration of the application, and the extension was approved by the remaining members, by a vote of 4-0-1.

**Item #4: Certificate of Appropriateness — Trinity Episcopal Church Day School
Playground Fence
338 Gay Street**

a) Applicant Presentation: Michael Goodwin, a representative of Trinity Episcopal Church presented plans for a playground associated with the Church's new day school. The playground will be located on Church property behind the Historical Society area and enclosed by a low black metal fence designed to meet childcare requirements while remaining visually unobtrusive.

b) Public Comment: W. Kerr opened the floor for public comment. No members of the public offered comments during the meeting.

c) ARB Review and Member Discussion: Members discussed the proposed fence height, visibility, and design. The Board expressed support for the use of a simple black metal fence rather than more visually prominent alternatives commonly used at childcare facilities.

A motion was made by R. Crabbe and seconded by F. Catlin to approve the application as submitted. The motion passed unanimously, 5-0-0.

Public Comment

Two neighboring residents addressed the Board regarding the recently approved fencing at 24 Harris Hollow Road and commented on the ARB public notice process and communication.

Comments focused on communication with adjoining property owners, the online location of ARB agendas and minutes, and questions regarding how completed work is monitored for consistency with ARB approvals.

The residents noted that subsequent discussions with the property owner at 24 Harris Hollow Road resulted in agreement on revisions to portions of the fence line.

Board members acknowledged and thanked the residents for their engagement and feedback.

Next Meeting

The next regularly scheduled ARB meeting will be held on Monday, August 17, 2026. The application submission deadline is August 3, 2026.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion passed unanimously, and the meeting was adjourned.