



**Minutes**  
**Architectural Review Board**  
January 11, 2021  
Electronic Meeting

**Members Present**

Carthon Davis, III, Chair  
Karen Irvin, Vice Chair  
Jonathan Gerlach (appointed Chair 2021)  
Adriana Moss  
Helen P. Ross  
Sabina Weitzman

**Members Absent**

James Whitman

**Staff**

Kate Schwartz

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Chairman Davis called the Architectural Review Board meeting to order at 7:00 p.m.

**OPENING REMARKS**

Chairman Davis stated that the meeting was being held electronically through the “GoTo Meeting” application, pursuant to City Council Ordinance 20-05, An Ordinance to Address Continuity of City Government during the Pendency of a Pandemic Disaster. The members participating were Carthon Davis, Jonathan Gerlach, Karen Irvin, Adriana Moss, Helen P. Ross, and Sabina Weitzman. Members of the public have been invited to access this meeting by public access television Cox Channel 84, Verizon Channel 42, online at [www.regionalwebtv.com](http://www.regionalwebtv.com), or on Facebook Live at [www.facebook.com/FXBGgov](http://www.facebook.com/FXBGgov).

Chairman Davis determined that a quorum of 6 members was present, and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had.

**ELECTION OF OFFICERS**

Chairman Davis asked for nominees for the chair and vice chair positions. The Board nominated Jonathan Gerlach to serve as chair and Karen Irvin to continue as vice chair. Ms. Irvin made a motion to appoint Mr. Gerlach as chair. Ms. Moss seconded. The motion carried 5-0-1, with Mr. Gerlach abstaining.

Ms. Ross made a motion to appoint Ms. Irvin as vice chair. Ms. Weitzman seconded. The motion carried 5-0-1, with Ms. Irvin abstaining.

**APPROVAL OF AGENDA**

Mr. Davis made a motion to approve the agenda as written. Ms. Irvin seconded. The motion carried 6-0.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

Chairman Gerlach asked if any Board member had engaged in any *ex parte* communication on any item before the Board. No Board members had any *ex parte* communications to report.

**DISCLOSURE OF CONFLICTS OF INTEREST**

Chairman Gerlach asked if any Board member had a conflict of interest for any item before the Board. No Board members had a conflict to report.

**CONSENT AGENDA**

- A. COA 2020-71 – 1111 Princess Anne Street – Lighting Installation
- B. COA 2020-72 – 309 William Street – Roof Alteration

Ms. Weitzman made a motion to approve the consent agenda as submitted. Ms. Irvin seconded. The motion carried 6-0.

**GENERAL PUBLIC COMMENT**

There was no public comment.

**STAFF UPDATE**

Ms. Schwartz provided an update on the Bankside Trail project and noted that preliminary archaeological survey was underway. She also announced that proposals to provide on-call archaeological services for the City were currently under review and would be in place by the time the archaeological ordinance takes effect in July 2021. She thanked the Board for the comments received on the last draft of the Historic District Handbook and noted that a new draft would be distributed for review in the next month or two.

**ADJOURNMENT**

Chairman Gerlach adjourned the meeting at 7:15 p.m.



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Jonathan Gerlach, Chair