



Minutes
Architectural Review Board
March 22, 2021
Electronic Meeting

Members Present

Jonathan Gerlach, Chair
Karen Irvin, Vice Chair
Adriana Moss
Helen P. Ross
Sabina Weitzman
James Whitman

Members Absent

Staff

Kate Schwartz

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

OPENING REMARKS

Chairman Gerlach 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 Jonathan Gerlach, Karen Irvin, Adriana Moss, Helen P. Ross, Sabina Weitzman, and James Whitman. 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, or on Facebook Live at www.facebook.com/FXBGgov.

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

APPROVAL OF AGENDA

Ms. Moss made a motion to approve the agenda as submitted. Ms. Weitzman 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* communication 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.

PUBLIC HEARING

Continued Applications

- A. COA 2021-11 – 103 Caroline Street – Chris and Jordan Hinkebein request approval to construct a two-story addition on the south side of this single-family residence.

The applicant, Chris Hinkebein, was present in addition to Bob Steele, the project architect. Mr. Steele noted that several suggestions from the ARB had been incorporated into the revised design drawings.

There were no public comments.

Ms. Weitzman complimented the excellent mitigation of a large addition. She provided a friendly recommendation to consider mitigation measures for the impact of large windows and bird strikes at the new large windows on the rear elevation.

Ms. Ross, Mr. Whitman, Ms. Moss, Ms. Irvin, and Chairman Gerlach all noted support for the project in accordance with the revisions and said that it was in accordance with the district standards.

Ms. Weitzman made a motion to approve the application in accordance with the revised drawings dated March 17, 2021 and with the following conditions:

1. The manufacturer details of the new windows must be verified by the Historic Resources Planner prior to issuance of a building permit to ensure that the materials and details are in accordance with the Historic District Window Policy.
2. All siding, trim, and shutters must be constructed of wood or wood composite with a smooth, paintable finish.
3. The location and style of gutters and downspouts must be verified by the Historic Resources Planner prior to installation.
4. The standing seam metal roofing must be field-crimped.
5. The shutters must include operable hardware.
6. Monitoring for archaeological resources during land disturbance is recommended.

Ms. Irvin seconded. The motion carried 6-0.

- B. COA 2021-12 – 101 Pitt Street – Thomas Wack requests to make alterations to this single-family residence including removing a non-original chimney and enclosing a courtyard between the house and garage.

Charles Aquino, the project architect, was present to represent the application. There were no public comments.

All Board members said they were in support of the application and that it met the standards and guidelines for the District. Ms. Moss made a motion to approve the application as submitted. Ms. Weitzman seconded. The motion carried 6-0.

GENERAL PUBLIC COMMENT

There was no public comment.

OTHER BUSINESS

- A. Transmittal of Comprehensive Plan Amendments revising Chapter 8: Historic Preservation

Ms. Schwartz noted that this was a transmittal of the draft amendments in preparation for formal consideration in April. Chairman Gerlach said the draft plan was a vast improvement over the previous version and represented a comprehensive approach. He said he was looking forward to further discussion with the Board.

B. Transmittal of revised Historic District Handbook draft

Ms. Schwartz said this was a transmittal of the draft for preliminary review and that a public hearing by the ARB would be scheduled in April. Chairman Gerlach also noted his support for the revision and said this would help those navigating the ARB process.

STAFF UPDATE

Ms. Schwartz discussed returning to a hybrid in-person and electronic meeting format in April and Board members said they were in support.

ADJOURNMENT

Chairman Gerlach adjourned the meeting at 7:30 p.m.

Jonathan Gerlach, Chair

DRAFT