



Minutes
Architectural Review Board
July 12, 2021
Council Chambers

Members Present

Jonathan Gerlach, Chair
Karen Irvin, Vice Chair
Laura Galke
Helen P. Ross
James Whitman

Members Absent

Adriana Moss
Sabina Weitzman

Staff

Kate Schwartz
Chuck Johnston

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

OPENING REMARKS

Chairman Gerlach determined that a quorum of 5 members was present and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had.

APPROVAL OF AGENDA

Chairman Gerlach recommended that the discussion of the NAPC webinar under Other Business be moved to the August 9 agenda as Ms. Moss and Ms. Weitzman were not present to participate. The Board agreed. Ms. Irvin made a motion to approve the amended agenda. Ms. Galke seconded. The motion carried 5-0.

REVIEW OF MINUTES OF PREVIOUS MEETINGS

Chairman Gerlach asked if there were any changes to the minutes of the meeting on June 14, 2021. Ms. Ross made a change to page 4 in the discussion of COA 2021-36 at 307 Lewis Street to state that the historic photograph showed that no fence was present on the site at the time. Ms. Galke made a motion to approve the minutes as amended. Ms. Irvin seconded. The motion carried 5-0.

Chairman Gerlach asked if there were any changes to the minutes of the meeting on June 28, 2021. Under Other Business item A, Ms. Ross corrected the date of the upcoming City Council meeting from July 12 to July 13. Under the same item, Chairman Gerlach made a change to state that he had suggested adding a link to the FEMA flood maps to the Historic District Design Guidelines. Chairman Gerlach also made a change to page 3 in the discussion of COA 2021-36 to note that Ms. Sale said the spacing between the piers would be eight to ten feet. Ms. Galke made a motion to approve the minutes as amended. Ms. Ross seconded. The motion carried 5-0.

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 member 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 member had any conflict to report.

CONSENT AGENDA

Ms. Galke requested to remove item A, COA 2021-38 at 501 William Street, from the consent agenda. The item was moved to item C on the public hearing agenda.

B. COA 2021-39 – 304 Caroline Street – Minor Alteration, Lighting Installation

C. COA 2021-42 – 200 Princess Anne Street – Fence Installation

Mr. Whitman made a motion to approve the amended consent agenda. Ms. Galke seconded. The motion carried 5-0.

PUBLIC HEARING

Continued Applications

A. COA 2021-36 – 307 Lewis Street – Betsy Sale requests to construct a four-foot metal fence with brick piers along the front and side property lines at this single-family residence.

The applicant was present. There were no public comments.

Ms. Irvin thanked the applicant for providing the revised drawing and confirmed with Ms. Sale that the support posts would be made of iron as well as the fence sections. She said she understood the staff recommendation to transition to the alternate metal fence style on the far side of the driveway gate, but believed that either design was compatible in that location.

Ms. Ross asked if the driveway gate was a continuous piece. Ms. Sale said that it most likely would be, and would be a slider-style gate due to the length. Ms. Ross asked if an additional entry mechanism would need to be installed. Ms. Sale said it would be controlled by car rather than a keypad. Ms. Ross also recommended using a powder-coated finish on the aluminum fencing, rather than painted, as it would likely be more durable.

Chairman Gerlach said he thought the design was in accordance with the district standards and guidelines. He asked if the Board was in favor of providing the applicant with the option to use either metal fence design on the far side of the driveway gate.

Ms. Irvin made a motion to approve the revised application as submitted with the option that the seven-foot fence section adjacent to the driveway could be constructed of either the aluminum or iron design. Mr. Whitman seconded. Ms. Ross proposed a friendly amendment recommending that the applicant monitor for archaeological resources during any land disturbance. Ms. Irvin and Mr. Whitman accepted the amendment. The motion carried 5-0.

New Applications

B. COA 2021-41 – 115 Caroline Street – Susan Karp requests to resurface the concrete front porch with a stone veneer and construct a masonry wall surrounding the front garden.

Betsy Sale, designer, was present to represent the application. There was no public comment.

Ms. Irvin said she was in support of the application, but advised the applicant that the six-inch gap between the planter wall and the porch could make it difficult to maintain the porch railings.

Ms. Galke said she was in support of the application, believed that it satisfied the district guidelines, and was compatible with the neighborhood and the property. She said she agreed with staff that the likelihood of finding intact archaeological deposits on the site was very low.

Ms. Galke made a motion to approve the application as submitted. Ms. Irvin seconded. The motion carried 5-0.

C. COA 2021-38 – 501 William Street – Sign Installation

The applicant was not present. There was no public comment.

Ms. Galke noted that the pictures show one additional window sign that is not accounted for in the application materials. Ms. Schwartz thanked Ms. Galke for identifying this and noted that the additional sign would still be permitted within the sign allowance for the property.

Ms. Galke made a motion to approve the signs including a wall sign, the door signs, and three window decals. Ms. Irvin recommended an amendment to the motion to approve the signs as installed. Ms. Galke agreed to the amendment and restated that the motion was to approve the signs for the business as installed. Mr. Whitman seconded. The motion carried 5-0.

GENERAL PUBLIC COMMENT

There was no general public comment.

STAFF UPDATE

Ms. Schwartz noted that the preservation plan and updated Historic District Design Guidelines would be on the City Council agenda the following night, July 13. Additionally, at the City Council work session the same evening, HFFI would be presenting with consultant Dan Becker.

ANNOUNCEMENTS AND REPORTS

There were no announcements or reports.

ADJOURNMENT

Chairman Gerlach adjourned the meeting at 7:37 p.m.



Jonathan Gerlach, Chair