



**Minutes**  
**Architectural Review Board**  
February 28, 2022  
309 Prince Edward Street

**Members Present**

Karen Irvin (Chair)  
Helen P. Ross (Vice Chair)  
Laura Galke  
James Jarrell IV  
D.D. Lecky  
Adriana Moss  
Kelly Penick

**Members Absent**

**Staff**

Kate Schwartz

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Chair Irvin called the Architectural Review Board meeting to order at 5:17 p.m.

**OPENING REMARKS**

Chair Irvin determined that a quorum of 7 members was present and asked if public notice requirements had been met. Ms. Schwartz confirmed that they had and a copy of the notice was provided to the Board.

**APPROVAL OF AGENDA**

There were no changes to the agenda.

**DISCLOSURE OF EX PARTE COMMUNICATIONS**

None.

**DISCLOSURE OF CONFLICTS OF INTEREST**

None.

**PRE-APPLICATION SITE VISIT**

A. 307, 309, and 311 Prince Edward Street

Property owner Hamilton Palmer was present, along with architect Raymond Herlong. Mr. Palmer provided an overview of a proposed project to rehabilitate the existing structures at 307 and 311 Prince Edward Street and to construct a new single-family residence at 309 Prince Edward Street. Mr. Herlong shared information from a window assessment that he had conducted for 311 Prince Edward Street and the ARB toured this house in order to better understand its overall condition. Preliminary discussions were held regarding the information that would be needed by the ARB to review a project application.

**ADJOURNMENT**

Chair Irvin adjourned the meeting at 5:54 p.m.

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Karen Irvin, Chair