

**Architectural Review Board Meeting
Minutes for April 11, 2017**

The meeting was called to order at 7:33 p.m. by the Chairman Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Matthew Dawson and Deb Cruz. Daniel Braswell and Kathy Alden were excused absent. Chris Coon, the Town Clerk was also there.

There were no citizen comments.

The minutes for March were moved to be approved by Brenda Seefeldt and seconded by Matthew Dawson. All ayes.

Matthew presented a report from the Town Council meeting:

- Awarded contract for Trail Improvements at River Mill Park
- Approved parking designations on Ellicott Street
- Appropriate funding for Business Guild 2017 Ad request
- Accept FYE 2016 Financial Audit
- Adopted Multi-Jurisdictional Hazardous Mitigation Plan Update
- Proclamation for Arbor Day

Chair Report:

Brenda moved and Matthew seconded that the following proposed changes from the ARB be added to the revised zoning ordinances.

1. These items are not in the current ordinance due to the updated work that was done for signs in Chapter 66:

- Anything referencing holiday decorations
- Vending machines not being allowed
- There is no limit to the number of flags permitted; a limit of 4 signs still stands.

The following is what the outdated Merchant Design Guidelines had for holiday decorations. This is to serve as a guide to codify these restrictions. Note: While this states "colored light strings," we would like this to say simply "light strings" to eliminate all of the Christmas lights that stay hung until they burn out.

Holiday Decorating: Decorating for the holidays is highly encouraged as it creates a unique and memorable experience for visitors and customers. Please be advised, however, that these types of displays are not considered permanent, and cannot remain longer than 30 days from the original installation date. The only exception to this rule is during the Winter Holiday season, beginning 1 November and ending on 15 January when an extended display time of 45 total days is allowed. Please note that generic or non-holiday-specific colored light strings outlining property lines, sales areas or any portion of a structure are not allowed other than the Winter Holiday season.

2. Currently there is no follow-up or enforcement is an applicant does not do what is applied for when submitting for an exterior elevation change. This is our proposed change:
 1. Zoning approval
 2. ARB application and issuance of Certificate of Appropriateness
 3. Review by two ARB members for compliance before...
 4. Final inspection and/or issuance of certificate, a box is checked that the ARB approves of the work that was done.

3. In the Haymarket Historic District Design Guidelines under Legal Status of the Guidelines, this is the statement which we request to have something similar created:

The Town Council recognizes it is not possible to define what may or may not be required in the many unique circumstances which will occur in the Historic District; therefore, it is impossible to define by ordinance precisely how to apply the Historic District Ordinance to these types of situations. These Guidelines shall have the legal force of a town ordinance and shall provide the legal framework for achieving the purposes of the Historic District Ordinance and the preservation of the Town's historic resources in the Historic District. By application of these Guidelines and the Historic District Ordinance, relevant matters will be decided in a consistent fashion. These Guidelines also provide important guidance to property owners within the Historic District.

The meeting was adjourned by the Chairman at 7:52 p.m.
Minutes submitted by Carol Bailey