

TOWN OF SCOTTSVILLE

Architectural Review Board

Regular Meeting

Thurs., September 1, 2022

Victory Hall

401 Valley Street

Scottsville, Virginia

Mayor

Ron Smith

Members

Zachary Bullock, *Chair*

/Town Council Liaison

John Rhett, *Architect*

Erin Root, *Vice-Chair*

Austin Twitchell

Josh Peck

MINUTES

1. *Call to order, establish a quorum, and agree to agenda:* Mr. Bullock called the meeting to order at 7:01pm. Member Peck was absent, present in person was Bullock, Root, and Twitchell, with Rhett joining remotely. The Town Administrator, Matthew Lawless, joined remotely and the Town Clerk, Javier Raudales, was in-person in attendance. Twitchell made the motion to approve the agenda; Root seconded, and the motion was carried unanimously at 7:01pm via voice vote.
2. *Approval of past meeting minutes from August 4th ARB meeting:* Bullock thanked Mr. Raudales for including the criteria created by the Board for reviewing poor properties for enforcement into the notes, requesting a note in September's meeting minutes indicating that August meeting minutes contain the criteria. Root made the motion to approve the meeting minutes; Twitchell seconded, and the motion was carried unanimously via voice vote at 7:02pm.
3. *Matters from the public:* Matters for the public opened and closed at 7:03pm with no request to speak from the public.
4. *Old business:* No old business, opened and closed at 7:03pm.
5. *New business:*
 - a. *COA application, gas station equipment, 385 E. Main St.:* Jay Feng presented on the gas station changes including the roof, lighting, and changes to canopy and sign, Bullock was approving of shingles, the Board discussed the brightness and warmness of the lighting of the sign, the canopy's lighting and sign size. The board discusses they are approving of lighting on site, the developer assured that lighting pointed down on the canopy and will prevent glare across the street, the board requests a drawing for their assurance that a photometric plan be provided to confirm that lighting complies. Root makes a motion to approve the COA with conditions listed: 1) kelvin lighting compliant with town ordinance, 2) size of sign withing ARB requirements, and 3) .5 foot-candle compliance beyond property line. Twitchell seconds the motion, the motion carries on condition at 7:19 pm via unanimous voice vote.
6. *Repair, Maintenance, and enforcement issues:*
 - a. *Consultation with any property owners in attendance:* None in attendance, Opened and closed at 7:19pm.

- b. *Landscaping violation at 969 Valley St.:* Mr. Lawless continues to send notifications on compliance; is waiting for a response.
 - c. *Poor condition notices for multiple properties:* Mr. Lawless has sent notifications to the owner of the Doll House, 380 East Main, there will now be an expected court date in the future and the town's case file is ready, the Board discussed that work has been seen done on the house; Bullock wishes for owner to visit the board. Bullock requests that future meetings strike item 6(c) 'Poor condition notices for multiple properties', and that future agendas keep item 6(a) 'Consultation with any property owners in attendance'.
7. *Adjournment:* Mr. Lawless shares that he will be joining remotely in November and December of 2022 due to an educational class commitment, Twitchell shared that he will be joining meeting this winter remotely. Twitchell made a motion to adjourn, the motion was seconded by Root and the motion passed unanimously by consent. The meeting adjourned at 7:29pm.