Design Review Committee
November 12, 2019
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Present: Josh Holtgrewe, Chairman
         Jeff McKee
         Deadrick Turner
         Rick Eavenson
         Ronald Colin
         Daniel Davison
         Jeanne Myers

Others Present: Cathy Durant, Town Administrator

II. Election of Officers (Chairman and Secretary)

Motion: Jeanne Myers nominated Josh Holtgrewe to continue to serve as Chairman.
         Jeff McKee seconded the motion.

Vote on Motion: The motion carried unanimously

Motion: Ron Colin nominated Jeanne Myers to serve as Secretary.
         Daniel Davidson seconded the motion.

Vote on Motion: The motion carried unanimously

III. Approval of Minutes from October 8, 2019, Meeting:

Mr. Colin noted that the minutes incorrectly noted he made a motion on an item that he had
recused himself from and left the room.

Chairman Holtgrewe called for a motion to approve the October 8, 2019 meeting minutes
as submitted with the correction noted by Mr. Colin.

Motion: Daniel Davidson made a motion to approve minutes from October 8, 2019 with
         correction. Ron Colin seconded.

Vote on Motion: The motion carried.

IV. Old Business:
   A. Other as Properly Presented
No other business was presented.

V. New Business:

A. **Design Guideline Amendment** – Proposal to amend the Arlington Design Guidelines Chapter V. REHABILITATION AND IMPROVEMENTS TO EXISTING BUILDING AND SITES, regarding requirements when changing the use of a building or site.

Chairman Holtgrew recognized Cathy Durant, Town Administrator, who presented the staff report for Design Guideline Amendment (on file).

Ms. Durant said the Town has seen interest in converting existing residential structures into non-residential primarily on Airline Road. She said there are two paragraphs proposed for addition.

Conversions of a site or building to a new use with different site requirements must go through the Town’s Site Plan permit process to demonstrate the new use’s compliance with applicable Town ordinances and guidelines. This includes review by the Planning Commission and Design Review Committee.

The second paragraph proposed notes that in order to achieve the design and character of other non-residential buildings in Town, residential structures shall not be converted to non-residential uses unless there is a stated goal to preserve the unique historic character or architecture of a home, as in the Depot Square District, or the use is characteristically consistent with a residential structure, such as a bed-and-breakfast.

Ms. Durant gave examples of a change of use and the new requirements to be considered. She said the second paragraph is intended to maintain consistent character of non-residential structures around Town, unless it was a historic structure like in Depot Square.

Chairman Holtgrew called for a motion.

**Main Motion:** Jeff McKee made a motion to recommend approval of the Design Guideline Amendment as proposed by the BMA. Deadrick Turner seconded the motion.

**Discussion:** Jeff McKee said this supports the vision of the Town while preserving the B-3 Depot Square district and he supports it. Ron Colin asked for confirmation that the language is currently in the Zoning Ordinance. Ms. Durant confirmed the Zoning Ordinance stating the language, this would also clearly identify it in the Design Guidelines as well for applicants.

Chairman Holtgrew noted the language could be subjective and asked if we had considered any other examples or language to make it clear. Ms. Durant said she had some similar concerns that applicants may not understand it as proposed. She noted she’d spoken with the Planner and Attorney and both felt it conveyed our intent.

Jeanne Myers asked who determines the historic character of a property. Ms. Durant referenced Orion Hill wedding venue as the house was not uniquely historic; however, the owners were able to show a certificate from a National Register stating the trees were historic. Ms. Myers recommended instead of “preserving unique historic character of a property” that it instead say a site “that is eligible for, or listed on, the National Historic Register or a local historic designation.” Mr. Holtgrew supports Ms. Myers recommendation, to avoid confusion in other areas that are less defined as historic.
Ms. Myers pointed out the proof of historic certificate or eligibility is 50 years, a ranch style home built in 1960 could considerable be considered historic. Mr. Davidson asked about adding a different requirement or age as historic.

Chairman Holtgrewe asked Ms. Durant to read back the discussed amendment to the language. Ms. Durant read that the second paragraph would instead read “unless there is a stated goal to preserve a property that is eligible for, or listed on, the National Historic Register or a local historic designation.” called for a motion.

Chairman Holtgrewe called for a motion on the revised language.

**Amendment to Main Motion:** Jeanne Myers made motion to recommend approval of the Design Guideline Amendment with the proposed amendment of language in paragraph two. Jeff McKee seconded the motion.

**Vote on Motion as Amended:** The motion carried.

**B. Other as Properly Presented.**

No other business was presented.

**VI. Adjournment:**

Chairman Holtgrewe thanked everyone for their service or continuation of service.

**Motion:** Daniel Davison made a motion to adjourn. Deadrick Turner seconded it.

**Vote on Motion:** The motion carried.

Submitted By: Lynette Kirk, Planning Administrative Assistant