

# TOWN OF SCOTTSVILLE

## Architectural Review Board

### Regular Meeting

Thursday, May 4, 2023

Victory Hall

401 Valley Street

Scottsville, Virginia

## Mayor

Ron Smith

## Members

Erin Root, *Chair*

John Rhett, *Architect*

Austin Twitchell

Josh Peck

## MINUTES

- 1) *Call to order, establish a quorum, and agree to agenda:* Erin Root as Chair called the meeting to order at 7:02 pm, present were Josh Peck and Austin Twitchell. Alex Bessette of the Town Council also attended the meeting, as a temporary liaison and interim member. John Rhett was absent. Town administrator Matt Lawless attended for staff. Josh Peck requested the addition of vice-chair appointment to the agenda. Old minutes were also added to the agenda. A motion to approve the amended agenda was made by Josh Peck, seconded by Alex Bessette, and passed by voice vote.
- 2) *Approval of past meeting minutes from ARB meetings on 4/7/22, 2/2/23, and 3/9/23:* A motion to approve the minutes was made by Mr. Peck, seconded by Mr. Twitchell, and passed by voice vote.
- 3) *Matters from the public:* Matters for the public opened and closed with no one in attendance wishing to speak.
- 4) *Old business:*
  - a) *Organization:* The Board observed a practice of naming officers by seniority. Mr. Peck commended the work of Mr. Twitchell and nominated him vice-chair. Mr. Bessette seconded the motion. Mr. Twitchell accepted the nomination but disclosed that he sometimes works on Thursdays. Chair Erin Root thanked him and discussed quorum rules. The motion passed 3-0 on a roll call vote, with Mr. Peck, Mr. Bessette, and Mr. Twitchell voting in favor.
- 5) *New business:*
  - a) COA for fence, Kevin Hoffman, 350 Valley St.: Applicant Kevin Hoffman thanked Mr. Lawless for his service, then presented a sketch to extend an existing fence along the southern property line of his rear yard. A portion would be taller, at 60 inches. The Board confirmed it as the same prefabricated, no-dig product as existing. Mr. Bessette moved to approve the COA as presented, Mr. Peck seconded, and the motion carried on a voice vote. Chair Root thanked Mr. Hoffman for a clear application, and all appreciated a simple and courteous process.

6) *Repair, Maintenance, and enforcement issues:*

- a) Mr. Lawless confirmed letters sent to poor condition properties. The property owners are summoned to the June or July meetings. The poor condition must be repaired through a COA plan of work. The Board discussed options for improved outreach and enforcement.
- b) Mr. Lawless shared an update on the Dollar General landscaping, at 969 Valley Street. The tenant accepts that the work is theirs to do, under their lease. They have selected a contractor. Work should begin soon.

7) *Adjournment:* Mr. Peck made a motion to adjourn the meeting, seconded by Mr. Bessette, and passed via voice vote. The meeting ended at 7:19 pm