

MINUTES OF THE MEETING OF THE BOARD OF ARCHITECTURAL REVIEW WAS HELD IN THE COUNCIL CHAMBERS AT CITY HALL ON WEDNESDAY, MAY 16, 1979 AT 7:30 P.M.

Members Present: Mrs. Ruth Wadlington  
Mrs. Lloyd Smith  
Mr. John Farmer  
Mr. K. Edward Lay  
Mr. Warren Martin

City Officials Present: Mr. James H. Davis

The meeting was called to order by Mrs. Wadlington.

Case: 109 East Jefferson St. - George Allen

Mr. Tim Wingfield, Contractor for the applicant, presented a proposal to alter the rear porch. The existing lap siding enclosing the porch would be removed according to his plan. Columns and railings from Nydrie Farm would be put in place to implement the change from an enclosed porch to an open porch. Mr. Wingfield presented a sketch of the proposed design.

Several members indicated the need to see the columns and railing before passing judgement. The Board decided to defer action in this case until the columns and railing, now stored in the basement of the house, could be seen. The Board set Monday, May 21, 1979 (1:00 p.m.) as a time to view these architectural elements and make a decision.

Signs: There was a general discussion regarding signs in the A.D.C. district. Mrs. Wadlington noted that Mr. Frank Buck has replaced a non-conforming sign with a new sign for his office. This new sign has not yet been approved by the B.A.R. She also said that the address listed in the Keyes Gallery case is incorrect. The Keyes Gallery will locate in a building for which a free-standing sign already exists. Another free-standing (or projecting) sign will not be permitted on this property.

Mr. Davis read Sections of the Sign Ordinance to the Board. More discussion followed. Mrs. Smith noted that as the non-conforming, free-standing (or projecting) signs come down on some properties, there are businesses caught in a situation that is somewhat inequitable due to the restrictions on free-standing and projecting signs. She spoke in favor of removing all free-standing signs, and thus placing all buildings on an equal footing.

Mr. Martin said that he had little objection to Mrs. Smith's proposal. He spoke of the history of sign removal on Main Street (now the Mall) and noted that the large "flashing" signs came down gradually. He spoke in favor of small signs placed on buildings near the door.

Mr. Lay asked about suspending signs from porches (non-projecting). He then talked about the existing confusion regarding the City's Sign Ordinance.

The Board agreed to look at three addresses where signs (or proposed signs) are in question. This will be added to the agenda for the meeting on Monday afternoon, May 21, 1979. The signs in question are as follows:

1. G.O.P. Headquarters
2. Gallery Keyes
3. Mr. Buck's Sign

Mrs. Smith was appointed to prepare a one-sheet explanation of the sign ordinance, as it pertains to the A.D.C. District, for presentation to the Board in June. This explanation is intended for prospective sign applicants. A suggestion was made to ask the staff for pertinent information regarding signs in a concise form for the Board's use. This information would be useful for reviewing sign applications.

Board Meetings:

Mr. Martin expressed the opinion that meetings should be more formal and that Board actions should be more formalized. He felt that the action of the Board should be stated in writing to each and every applicant. Furthermore, he felt that Board meetings should be recorded so there could be no question about Board actions and the reasons for such actions.

Mr. Lay stated that an explicit recording of the Board's action in every case is imperative.

Mr. Martin noted that a set agenda with advance notification of each case would be helpful. He felt, and Mrs. Smith agreed, that a deadline for submission of applications should be set so that Board members could be notified one week in advance of the agenda for each monthly meeting. The agenda should be stated in detail and, with the meeting notice, mailed to the Board members one week in advance of each meeting. The Board decided to follow this procedure and require all applications to be on file ten days prior to the monthly meeting. Mr. Davis was asked to carry these instructions back to his staff.

The Board decided to establish its regular meeting date as the fourth Wednesday in each month. Meetings will begin at 7:45 p.m. These decisions were made by a unanimous vote of the members present. Mr. Farmer asked Mr. Davis to have the schedule of meetings (and application deadlines) for the remainder of 1979 typed and distributed to the Board members.

Minutes:

The minutes for the following meetings were approved as written:

- March 12, 1979
- March 21, 1979
- April 18, 1979

Other Business:

Mrs. Smith reported that she had spoken with Mr. Boyle of Boyle and Bain, Attorneys-at-Law of 420 Park Street. Certain changes have recently been made to the front of the building without the Board's knowledge. Mr. Boyle said that he had received approval of this long ago, but was just now getting it done.

Mr. Martin asked the Board about enforcing the maintenance section of the ordinance pertaining to the A.D.C. District. He specifically wanted to know about the Walton's porch on Park Street. Mrs. Smith reminded the Board that the Waltons presented sketches for a proposed alteration last year.

Mrs. Smith told the Board that she wanted to increase the height of the fence at the rear of her property on Park Lane. She will present a sketch to the Board on Monday, May 21, 1979.

There being no further business to come before the Board, the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

---

(Secretary)

---

(Chairman)

1

Board of Architectural Review

May 16, 1979

Council Chambers - City Hall

Members present: Mrs. Woodington,  
Mrs. Smith, Mr. Farmer, Mr. Lay,  
Mr. Martin

City Officials present: Mr. Davis

Case: 109 East Jefferson - George Allen

Mr. Tim Wingfield, contractor for the applicant, presented a proposal to alter ~~change~~ the rear porch. The existing lap siding enclosing the porch would be removed, according to his plan. Columns and railings from Nye's Farm would be put in place to implement the change from an enclosed porch to an open porch. Mr. Wingfield presented a sketch of the proposed design -

Several members indicated the need to see the columns and railing before passing judgement.

The Board decided to defer action in this case until the ~~column~~ columns and railing, now stored in the basement of the house, could be seen. The Board set Monday, May 21, 1979, (11:00 p.m.) as a time to view these architectural elements and make a decision.

Signs: There was a general discussion regarding signs in the A.D.C. District. Mrs. Wadlington noted that Mr. Frank Buck has replaced a non-conforming sign with a new sign for his office. This new sign has not yet been approved by the B.A.R. She also said that the address listed in the Keyes Gallery case is incorrect. The Keyes Gallery will locate in a building for which a free-standing sign already exists. Another free-standing (or projecting) sign will not be permitted on this property.

Mr. Davis read sections of the sign ordinance to the Board.

More discussion followed. Mrs. Smith noted that, as ~~some~~ <sup>the non-</sup> conforming, free-standing (or projecting) signs come down on some properties, there are businesses caught in a situation that is somewhat inequitable due to the restrictions on free-standing and projecting signs. She spoke in favor of ~~removing~~ removing all free-standing and projecting signs, and thus placing all buildings on an equal footing.

Mr. Martin said that he had little objection to Mrs. Smith's proposal. He spoke of the history of sign removal on Main Street (now the Mall) and noted that the large "flashing" signs ~~were~~ came ~~down~~ down gradually. He spoke in favor of small signs ~~to~~ placed on buildings near the door.

Mr. Lay asked about suspending signs from porches (non-projecting).

He then talked about the existing confusion regarding the City's sign ordinance.

The Board agreed to look at three addresses where signs (or proposed signs) are in question. This will be added to the agenda for the meeting on Monday afternoon, May 31, 1979. The signs in question are as follows:

1. G.O.P. Headquarters
2. Gallery Kees
3. Mr. Buck's sign

Mrs. Smith was appointed to prepare a one-sheet explanation of the sign ordinance, as it pertains to the A.D.C. district, ~~for~~ presentation ~~to~~ to the Board in June. This explanation is intended for prospective sign applicants.

A suggestion was made to ask the staff for ~~the~~ pertinent information regarding signs in a concise form for the Board's use. This information would be useful



for reviewing sign applications

Board meetings :

Mr. Martin expressed the opinion that meetings should be more formal and that Board actions should be more formalized. He felt that the action of the Board should be stated in writing to each and every applicant. Furthermore, he felt that Board meetings should be recorded so there could be no question about Board actions and the reasons for such actions.

Mr. Luy ~~noted~~ stated that an explicit recording of the Board's action in every case is imperative.

Mr. Martin noted that a set agenda with advance notification of each case would be helpful. He felt, and Mrs. Smith agreed, that a deadline for submission of applications should be set so



6  
1

That Board members could be notified one week in advance of the agenda for each monthly meeting. The agenda should be stated in detail and, ~~contained~~ with the meeting notice, ~~that~~ mailed to the Board members one week in advance of each meeting. The Board decided to follow this procedure and require all applications to be on file ten days ~~prior~~ prior to the monthly meeting. Mr. Davis was ~~instructed~~ <sup>asked</sup> to carry these instructions back to his staff.

The Board decided to establish its regular meeting date as the fourth Wednesday in each month. Meetings will begin at 7:45 p.m. These decisions were made by a unanimous ~~of~~ vote of the members present. Mr. Farmer asked Mr. Davis to have the schedule of meetings (and ~~the~~ application deadlines) for the remainder of 1979 typed and distributed to the

Board members.

Minutes: The minutes for the following meetings were approved as written:

March 12, 1979

March 21, 1979

April 18, 1979

Other Business:

Mrs. Smith reported that she had spoken with Mr. Boyle of Boyle and Bain, Attorneys-at-law of 420 Park Street. Certain changes have recently been made to the front of the building without the Board's knowledge. Mr. Boyle said that he had received approval of this change long ago, but was just now getting it done.

8

Mr. Martin asked the Board about enforcing the maintenance section of the ordinance pertaining to the A. D. C. District. He specifically wanted to know about the Walton's porch on Park Street. Mrs. Smith ~~explained~~ reminded the Board that the Walton's ~~had~~ presented sketches ~~to the~~ for a proposed alteration last year.

Mrs. Smith told the Board that she wanted to increase the height of the fence at the rear of her property on Park Lane. She will present a sketch to the Board on Monday, May 21, 1979.

There being no further business to come before the Board, the meeting was adjourned at 9:40 p.m.

Respectfully submitted -

John B. Farmer, Jr.  
Secretary

MINUTES OF THE MEETING OF THE BOARD OF ARCHITECTURAL REVIEW  
HELD IN THE BASEMENT CONFERENCE ROOM AT CITY HALL ON MONDAY,  
MAY 21, 1979 AT 1:00 P. M.

Site Visits and Meeting.

Members Present: Mrs. Wadlington, Mrs. Smith, Mr. Farmer  
and Mr. Lay.

Members Absent: Mrs. Charlotte Ramsey, Mr. Van Groll,  
Mr. Warren Martin

Case BAR 79-802. E. Jefferson Street - George Allen

Mr. Allen showed the Board the columns and railings that he planned to use on the rear porch. The Board felt that, even though the columns were not the same order as those used on the front porch, the proposed alteration of the rear porch would be an improvement. Mr. Farmer made a motion to accept the design. Mr. Lay seconded the motion. The Board voted 4-0 in favor of the motion.

Signs:

G.O.P. Headquarters. The Board met with Col. Carroll Smith to discuss the proposed sign. In compliance with the City Sign Ordinance, the Board notified Col Smith that a free-standing or projecting sign could not be approved for the G.O.P. Headquarters. Other possibilities were discussed including a location on the brick wall of the building, to the left of the door. The Board advised Col. Smith to consult with the Board as to the shape, color, lettering and location of the sign, before having it made. Temporary signs identifying the headquarters are to be removed when a permanent sign is erected.

216 Third Street - Golden Keyes. The Board visited the proposed location of the gallery to view the existing situation. A free-standing sign for another business is in existence on the property. Another free-standing or projecting sign will not be permitted. Mrs. Wadlington was instructed to talk with the applicant about possible sign locations. The Board felt that a sign located to the right of the door, aligned with the top of the door frame, would be acceptable.

Mr. Frank Buck's Sign. The Board met with Mr. Buck on the front porch of his office building. He was advised of the Board's understanding with regard to his new projecting sign which has not been approved. Mr. Buck's new sign has been hung in the place of an existing, non-conforming sign. The Board understands that non-conforming signs, once removed, cannot be replaced with a new sign. The Board recommended that Mr. Buck remove his new sign and place it on the wall of the building beside the door. It

further recommended, upon taking note of the number of non-conforming free-standing and projecting signs on the property, that the businesses located in this building work together to group their signs beside the door and to remove the non-conforming signs that are now in existence.

Case: Mrs. Lloyd Smith - 620 Park Street

Mrs. Smith showed the Board drawings of the proposed change in an existing wall at the rear of her property. She proposes to erect a stockade type fence on top of the stone wall. The Board accepted her design and voted 3-0-1 to grant a certificate of Appropriateness for the change. Mrs. Smith abstained from voting.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

John B. Farmer, Jr.  
Secretary

M E M O

TO: The Board of Architectural Review.

Election of Officers will be held at the July meeting. All members are urged to attend the June and July meetings.

Copies of the newly revised Zoning Ordinance are available to the Board members. Please see Mr. James Davis in Mr. Muse's Office to receive your copy.

1

Board of Architectural Review

May 21, 1979

1:00 p.m.

Site Visits and Meeting

Members Present: Mrs. Wadlington,  
Mrs. Smith, Mr. Farmer, Mr. Lay.

Case: 802 E. JEFFERSON ST. - George Allen

Mr. Allen showed the Board the columns and railings that he planned to use on the rear porch. The Board felt that, even though the columns were not the same ~~order~~ order as those used on the front porch, the proposed alteration of the rear porch would be an improvement. Mr. Farmer made a motion to accept the design. Mr. Lay seconded the motion. The Board voted 4-0 in favor of the motion.



2  
1

## Signs:

G.O.P. Headquarters. The Board met with Col. Carroll Smith to discuss the proposed sign. In compliance with the City sign ordinance, the Board notified Col. Smith that a free-standing or projecting sign could not be approved for the G.O.P. Headquarters. Other possibilities were discussed including a location on the brick wall of the building, to the left of the door. The Board advised Col. Smith to consult with the Board as to the shape, color, lettering and location of the sign, before having it made. Temporary signs identifying the headquarters are to ~~not~~ be removed when a permanent sign is erected.

102

216 Third Street - Gallery Keyes.

The Board visited the proposed location of the gallery to view the existing situation.

A free-standing sign ~~already~~ for another business is in existence on the property. ~~The~~ Another free-standing or projecting sign will not be permitted. Mrs. Wadlington was instructed to talk with the applicant about possible sign locations. The Board felt that a sign located to the right of the door, aligned with the ~~top~~ top of the door frame, would be acceptable.

Case: Mrs. Lloyd Smith - 620 Park Street.

Mrs. Smith showed the Board drawings of the proposed change in an existing ~~fence~~ wall at the rear of her property. She proposes to erect a stockade type fence on top of the stone wall. The Board accepted her design and voted 3-0-1 to grant a Certificate of Appropriateness for the change. Mrs. Smith abstained from voting.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted -  
John B. Farmer, Sr.  
Secretary -