

June 27, 2024

**MINUTES
ARCHITECTURAL REVIEW BOARD MEETING
JUNE 27, 2024**

The Architectural Review Board for the Town of Clifton Forge held their monthly meeting on Thursday, June 27, 2024, in the Armstrong Room located at the Clifton Forge Public Library, 535 Church Street, Clifton Forge, Virginia.

The following members were present: Gayle McIntosh, Sandra McHenry, Wilma McClung, Amy Dew, and David Oeltjen. Also present was the Town Manager, Charles Unroe.

Ms. McIntosh called the meeting to order.

The items on the agenda to be considered were projects by Kristen McConnell Legal and Ricky Swoope.

Kristen McConnell

Mrs. McConnell stated that the reason for the perimeter fence was for liability and safety issues. She said there have been people getting injured in the past, and she does not want a liability issue. The fence will be constructed along the edge of the drive through on Ridgeway between the sidewalk and the plaza, on Main Street. The fence is four feet in height and will not block roadways. One of the ARB members asked about setback requirements. Mr. Unroe confirmed that there were no setback requirements, and that the sidewalk is the property line.

Ms. McHenry suggested having two or three benches along Commercial Avenue. Mr. Unroe spoke of Public Works blocking off the bank plaza for Fridays in the Forge and says that although he is not in favor of the fencing, he understands the concerns of the liability issues. Mrs. McConnell said that she wanted the coffee shop to open by August and is hoping to have everything completed by this time next year. She advised that she would be coming back with more requests to the Architectural Review Board.

Ms. McHenry made a motion to approve the fence, seconded by Mr. Oeltjen. All members were in favor with “aye” votes.

Ms. McHenry motioned to approve the sign for Kristen McConnell, seconded by Mr. Oeltjen. All members were in favor with “aye” votes.

Ricky Swoope

Mr. Unroe advised the board that Mr. Swoope’s sign was within the size limit to meet zoning requirements. Ms. Dew motioned to approve the sign, seconded by Mr. Oeltjen. All members were in favor with “aye” votes.

In addition to what was on the agenda, a previous request from Betsy Rogers was considered. With regards to the 30 * 30 banner, Mr. Unroe advised he would take care of the size and safety regulations. Guidance is needed with regards to the old “Antique Mall” sign. Mr. Unroe said that the banner will be fine. The board members inquired about the material of the sign.

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Ms. Dew motioned to approve the design of the sign, seconded by Ms. McHenry. All members were in favor with “aye” votes.

The board also considered approval of the College Town Signs.

Ms. McClung motioned to approve the signs, seconded by Ms. McHenry. All members were in favor with “aye” votes.

Mr. Unroe stated that there needed to be a way to enforce issues with items that can be seen from the street, as the ARB is only able to enforce items 12 inches into the building.

All board members agreed to amend the ordinance.

A request was made to include the ARB’s standard meeting schedule on the website.

A decision was made to continue with meetings if there were only four members present.

The board members decided unanimously to discontinue the email method of approving applications.

Mr. Unroe stated that the ARB needs a spot on the website including their projects, etc.

A decision was made to include approved minutes on the town’s website.

Chuck advised that ARB meetings are open to the public.

Ms. McIntosh said that she prefers to have meetings over approving applications via email.

Ms. McHenry questioned whether a member was allowed to vote by proxy if they were unable to attend a meeting. Mr. Unroe said he would ask and let her know.

A discussion was held to allow small things to be handled via email and voted on at the meetings.

The Clifton Forge Architectural Review Board will not meet during the month of July due to several members being absent.

All members agreed to change their meeting date if it was necessary.

A question was asked regarding adding a closed session to the agenda for the board members to discuss applications after the applicant had left the meeting. Mr. Unroe said he would ask Town Attorney Mike Lockaby.

Ms. McIntosh closed the meeting as all items for this agenda had been discussed.