



402 LEE STREET
DECATUR, ALABAMA 35601
January 11, 2024

MINUTES

Council Chambers

Architectural Review Board

4:00 PM

I CALL MEETING TO ORDER 4:00 PM

Roll Call:

Present: Ellis Chennault, Barbara Kelly, Lynn Schuppert, Bill Stone, Jacob Woods

II APPROVAL OF MINUTES: November 9, 2023 (no ARB meeting in December)

November 9, 2023 Minutes: Motion made by Lynn Schuppert, seconded by Bill Stone. Unanimous approval, motion carried.

III EXPEDITED CoAs SINCE THE OCTOBER MEETING:

426 Sherman Street SE (Smith) new roof (#47 for the CoA)
716 Ferry St NE (Moore) new roof (#47 for the CoA)
651 Jackson St SE (Sedowski) new roof (#47 for the CoA)
814 Gordon St SE (Jacobs) change in prior approved CoA from a glazed rear porch addition to a screened rear porch addition.
1040 Sherman St. SE (Williams) new roof (#47 for the CoA)

IV ELECTION OF A NEW CHAIR AND VICE CHAIR:

Jacob Woods has served one year as chair, and Ellis Chenault has served as one year as vice-chair. Terms last for one year, with a two year maximum.

B: Election of Officers

1) Officer Election- The board will elect its own Chairperson and Vice-Chairperson, and other officers from time to time as it determines necessary, all of whom shall be members of the board. Officers will be elected at their first regular meeting in January of each year, and the candidate receiving a majority vote of the entire membership of the board shall be declared elected. Officer Qualification Considerations: Officers should be interested in holding the position(s), be able to devote sufficient time to board business, be committed to attend as many regular and special board meetings as possible, be prepared to make presentations to City Council, citizens, committees, neighborhood groups, and service clubs regarding board's responsibilities, projects, plans, and policies, and have sufficient experience on the board to understand its role and function and to have a basic understanding of the City's applicable policies and development regulations.

2) Terms- Officers shall serve for one year or until his/her successor takes office. Officers shall be eligible for reelection; but no member shall serve as Chair for more than two (2) consecutive years.

3) Absence of Chair and Vice-Chair- When both the Chair and Vice-Chair are absent from a meeting, the members present shall select a member to temporarily act as Chair for that meeting by consensus or by a majority vote.

4) Officer Vacancy- A vacancy in an officer position shall be filled by election at the next regular or special meeting of the board from current board members. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All members elected to fill an officer position shall serve until the next annual officer election.

C: Officer Duties

1) Duties of Chairperson- The Chairperson shall preside at all meetings and hearings of the Architectural Review Board and shall have the duties normally conferred by parliamentary usage of such offices. The Chairperson may succeed himself/herself subject to the conditions outlined in Section B part 2 above. The Chairperson shall have the privilege of discussing all matters before the board and to vote thereon. All resolutions adopted by the board and board correspondence shall be signed in his/her name as the Chair of the Commission.

2) Duties of Vice-Chairperson- The Vice-Chairperson shall assume the duties and responsibilities of the Chair in the event that the Chair is absent or unable to perform their duties.

Vote: Motion made by Lynn Schuppert for Jacob Woods to serve as board president. Seconded by Bill Stone. Unanimous approval, motion carried.

Vote: Motion made by Jacob Woods for Ellis Chenault to serve as board vice-president. Seconded by Lynn Schuppert. Unanimous approval, motion carried.

V NEW CoA REVIEWS:

CoA #1: 504 Walnut Street NE (Hereford)

Background: This is a double lot, the prior house at 510 was removed by previous owners who later installed a gravel driveway and six foot tall fence on the site without an approved CoA. The property sold to the current owners while the city was moving through compliance with the previous owners. Mr. Hereford last met with the commission in March of 2022, when they discussed the status of the property.

Action Requested: Removing the large gravel driveway, installing a short exposed aggregate driveway to the southeast of the house. A shrub barrier along the southeast side of the driveway, and one or two trees in the newly sodded portions of the front yard. New driveway would be approximately 27' 1 ¼" long, by 9' 11 ¾" wide. The existing curb cut would remain.

Decatur's Design Review Standards: 19.0 Parking, Driveways, and Sidewalks 19.3 Design off-street parking to be unobtrusively located in the rear or side yard. 19.4 Minimize the width of driveways to the extent possible. 19.9 Screen and minimize the visual impact of parking areas in the rear or side yards with hedges, shrubs, or fences.

Staff Findings: n/a

Discussion: Lynn Schuppert indicates concern over alley access and there shouldn't be driveway access from the main street.

Vote: Motion made by Lynn Schuppert to accept the CoA as submitted. Seconded by Barbara Kelly. Unanimous approval, motion carried.

CoA #2: 809 Line Street NE (Thomas)

Background: A full CoA for an addition to this house (addition faces Church Street) was approved by the ARB in June of 2022.

Action Requested: A change in design from the three light Craftsman doors that were approved, to six light Craftsman doors. There are two new exterior doors viewable from public vantage points, one on Line and one on Church Street.

Decatur's Design Review Standards: 23.0 New Construction: 23.3 A new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion, and spacing of doors and window, details, surface texture, and location.

Staff Findings: The change from three light design that was approved to six lights is a minor change, and within the design details found within the Craftsman period. The front porch of the house has historically been enclosed with windows, and a full light door accesses the porch from the side.

Discussion: Concern was expressed with this being the third non-approved design change on the project that occurred without consultation with the city before the work occurred.

Vote: Motion made by Lynn Schuppert to accept the new door with six lights. Seconded by Barbara Kelly. Unanimous approval, motion carried.

VI UPDATING THE APPROVAL MATRIX FOR CoAs

Vote: Motion made by Barbara Kelly to update the fast track CoA approval matrix for staff. Seconded by Lynn Schuppert. Unanimous approval, motion carried.

Motion to adjourn meeting at 4:29 by Lynn Schuppert, seconded by Bill Stone. Unanimous approval, motion carried. Meeting adjourned.