



402 LEE STREET  
DECATUR, ALABAMA 35601  
January 9, 2025  
**MINUTES**

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Council Chambers

Architectural Review Board

4:00 PM

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**I CALL MEETING TO ORDER 4:00 PM**

**Roll Call:**

Present: Barbara Kelly, Patrick Rasco, Jacob Woods

Absent: Ellis Chenault

**II APPROVAL OF MINUTES: December 12, 2024**

**Vote:** Motion made by Patrick Rasco to approve the Minutes as submitted, seconded by Barbara Kelly. Unanimous approval, motion carried.

**III EXPEDITED CoAs SINCE THE DECEMBER MEETING:**

609 Oak Street NE (Bourtin) repair damaged brick and concrete in driveway and flowerbed edging, level backyard and repair brick patio (#9 for the CoA)

609 Oak Street NE (Bourtin) replace chain link fence with 6' wood fence in rear and part of side yard (#26 for the CoA)

508 8<sup>th</sup> Avenue SE (Kelly) repair damaged woodwork on front dormers (#9 for the CoA)

112 Cherry (Burgess) restore house to pre-storm damage condition (#9 for the CoA)

**IV ELECTION OF A NEW CHAIR AND VICE CHAIR**

Jacob Woods has served two years as chair, and Ellis Chenault has served two years 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 Jacob Woods to table voting for officers until the February 13, 2025 meeting. Seconded by Barbara Kelly. Unanimous approval, motion carried.

**V NEW CoA REVIEWS:**

**CoA #1: 809 Line (Thomas)**

**Background:** House is located on Line, with a large recent addition on the Church Street side that the ARB approved.

**Action Requested:** Replace damaged front door and sidelights to the original portion of the house with new door and sidelights.

**Decatur's Design Review Standards:** 7.0 Doors and Entrances. 7.1 Preserve and maintain original doors and entrances. 7.2 Repair deteriorated or damaged historic doors consistent with historic materials. 7.3 If historic doors are missing or beyond repair, replacement doors should match the originals.

**Staff Assessment:** Staff has worked with applicant but we were unable to find a carpenter who would return her calls, or would be willing to work on a project this small. Applicant has found a wood door that is almost an exact match. The sidelights have a slightly different profile.

**Vote:** Motion made by Patrick Russo to approve the CoA as submitted. Motion seconded by Barbara Kelly. Unanimous approval, motion carried.

Motion to adjourn meeting at 4:19 by Patrick Russo, seconded by Barbara Kelly. Unanimous approval, motion carried. Meeting adjourned.