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**Members Present:**

Tom Chiudioni  
Jerry Hoffman  
Ryan Jaromin  
Jason Gasaway  
Lon Fox

**Members Absent:**

Mark Darrall  
Bryan Smith

**Others Present:**

Matt Ray  
Erin Hurley  
Maura Hoff, Defur Voran

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The meeting was called to order at 5:00 pm by Ryan Jaromin who then led the Pledge of Allegiance. Members present were Ryan Jaromin, Tom Chiudioni, Jerry Hoffman, Lon Fox, and Jason Gasaway. Mark Darrall and Bryan Smith were absent. The minutes from the March 11, 2019 meeting were distributed. Motion to approve the minutes was made by Tom Chiudioni. Second by Jerry Hoffman. All members present voted Aye except Lon Fox who abstained.

**Old Business:**

There was no old business.

**New Business:**

Resolution 2019-3: Appointing the Initial Members of the Architectural Review Board

This resolution appoints the initial members of the ARB who will serve one-year terms. There can be no more than one Town Council member on the ARB at a time. After discussion, Lon Fox moved to appoint Tom Chiudioni, Jason Gasaway, and Lon Fox to the ARB with Ryan Jaromin acting as alternate in case of conflicts of interest. Jerry Hoffman seconded the motion. All members present voted Aye.

ARB Meeting Schedule

The ARB will meet monthly on the fourth Tuesday at 5:30 pm. Meetings will be held in the Town Council chambers. Meetings will be cancelled if there is no business to attend to, however most projects within the Downtown Development district with any façade alteration or new construction will require ARB approval.

ARB Procedures

Attorney Maura Hoff stated that all projects should be issued a case number. No additional legal notice is required because cases will be heard at the regular monthly meetings which are already advertised. At the first meeting which is set for May 28, 2019, procedural rules will need to be approved and the ARB will need to elect a Chair, Vice-Chair, and Secretary.

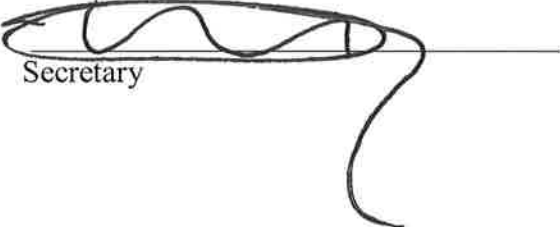
Jeff Hoffman added that the ARB application should require material samples and color samples for all projects. This will mitigate future problems if there are changes made to a project after ARB approval. He also suggested that building plans be submitted in electronic format as well as hard copies for ARB members to review individually before the monthly meetings.

The next Planning Commission meeting will be June 5, 2019 at 5:00 pm.

Meeting adjourned at 5:45.



President



Secretary