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**ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES
MARCH 12, 2026**

The Architectural Review Committee (ARC) met in the Skaket Room of the Orleans Town Hall at 6:30pm on March 12, 2026. Real-time public access was provided by Orleans Channel 18 on the Town website and cable television.

In attendance for the meeting were Chair Salley, Ms. Marsh, Ms. McMahan, Ms. McCarthy, Ms. Vath and Mr. Miao.

Call to Order

The Chair called the meeting to order at 6:30pm.

Review and vote on applications

- Orleans Courtyard Condo Assoc - 165 Rt 6A – replace siding and some windows. The committee members said they were familiar with the site. Ms. Valentino from the Condo Association explained vinyl siding was being replaced and 5 windows on the rear building. Mr. Svennington spoke about 3 windows to be replaced on the front building. He distributed information about the windows. Mr. Salley confirmed the appearance of the new windows on the front building will match the existing windows. The feature windows remain unchanged on the front building.

Ms. Valentino said the vinyl is the same color as the existing siding.

Mr. Salley explained that consent is contingent on the lighting. Some old PAR lighting (double floodlights) should be replaced or remedied with a shield to comply with the Town lighting bylaw. Mr. Miao noted the front sign is also non-compliant in terms of lighting. Mr. Salley said this is because the lighting is pointing up. It was discussed and agreed that even the downward facing lights should be shielded.

Ms. Marsh moved to accept the application of the Orleans Courtyard Condo Association, 165 Route 6A, Orleans contingent upon the signs and lighting being compliant with the Town bylaw. Mr. Miao seconded the motion. All voted Aye: 6-0-0.

Approval of meeting minutes: February 12, 2026, meeting minutes

Mr. Miao moved to approve the minutes of February 12, 2026. Ms. Marsh seconded the motion. Ms. McCarthy abstained. Ms. Vath, Ms. Marsh, Ms. McMahan, Mr. Miao and Mr. Salley voted Aye. Motion carried: 5-0-1

Review updated ARC Application for committee approval

The committee discussed the new ARC application. The Committee discussed the wording at the bottom of the page that appears as follows:

Is all existing exterior lighting compliant with Town Bylaws – See Chapter 122

Mr. Salley explained that the current bylaw (Chapter 122) says: There will be a three member Lighting Review Committee, however, after clarification by the Building Commissioner, the ARC will review lighting compliance since there is no Lighting Review Committee at the moment. The members discussed the change.

The Committee members agreed to modifications to the language as follows:

“Will all existing and proposed exterior lighting compliant with Town Bylaws – See Chapter 122”

Matters Arising

Mr. Miao drafted a letter for Mr. Ostman of the Planning Board regarding the wording at Section 122 – 6. (letter attached below) requesting clarification of the words “effective date” in the lighting below.

The members agreed Mr. Salley will send the letter.

There was some discussion of the process of amending the lighting bylaw.

Adjourn.

Ms. Marsh moved to adjourn. Ms. McMahan seconded the motion. All voted Aye. Motion carried: 6-0-0.

Respectfully submitted,

Jennifer Fountain

ATTACHMENT – Draft Letter to the Planning Board

Dear Mr. Ostman:

In our Feb. 12 Architectural Review Board meeting, our board members mentioned that an item in Sect. 122 Lighting Bylaw may need clarification. Sect. 122-6 Compliance ends with “within five years of its effective date”. We thought of editing that clause to read “within five years of the effective date of this Bylaw”.

We’d appreciate the Planning Board’s consideration of this suggestion.

Respectfully,

Stephen Salley
Chairman, Architectural Review Committee