

**Design and Review Board
Meeting Minutes
Thursday, January 10, 2019**

1. Call to Order/Roll Call: The meeting was called to order at 6:05 p.m. Present were Paul Barker, Dana Huth, Jennifer Taylor and Matt Wolfe. Staff present: Brian Herr.
2. Approval of the meeting minutes from December 12, 2018: The approval of the minutes was tabled.
3. Review and recommendations for the following applications:
 - I. **3424 Cambridge Ave.-room addition:** D. Villacis presented plans for the proposed room addition. Matt Wolfe asked about the roof. Jennifer Taylor asked about the copula. Matt Wolfe asked if the copula could have vent openings to give it a purpose. Ms. Villacis stated that she would provide the openings. Paul Barker asked about the use of the addition and if larger windows could be used. Ms. Villacis indicated that very little of the rear is usable and the high windows are necessary for the interior floor plan. Paul Barker motioned to approve with the following stipulation: Add working louvers on the copula, seconded by Jennifer Taylor and the board approved.
 - II. **7630 Flora Ave.-garage:** No one was present. Matt Wolfe motioned to approve with the following stipulations: Match roof pitch of house, add gable end vent, match vent on house, color to match gable end of house, color to be approved via email, seconded by Paul Barker and the board approved.
 - III. **2704 Sutton Blvd.-Elmwood-wall sign:** Kyle Notmeyer presented a rendering of the wall sign. Kyle spoke about the overall finishes of the space. Paul Barker asked if a name was to be added. Kyle indicated that there are no plans to add a name at a later date. Kyle presented a letter to the Board apologizing for installing the sign prior to approval. Jennifer Taylor asked about the brightness of the sign and if it could be adjusted. Paul Barker motioned to approve, seconded by Matt Wolfe and was approved with the following vote: Ayes, Barker, Huth and Wolfe. Nays, Taylor.
4. Other Business: None.
5. Adjournment: The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal