

**Design and Review Board  
Meeting Minutes  
Thursday, March 8, 2018**

1. Call to Order/Roll Call: The meeting was called to order at 6:03 p.m. Present were Paul Barker, Dana Huth, Sean O'Gorman and Jennifer Taylor. Staff present: Brian Herr.
2. Approval of the meeting minutes from February 8, 2018: Dana Huth motioned to approve, seconded by Sean O'Gorman and was unanimously approved.
3. Review and recommendations for the following applications:
  - I. **2035 Hiawatha Ave.-rear addition:** Homeowners Barbara and Keith Schubert stated they intend to age in place so in the future, the addition will be used as a master. They may do a full basement closure and would like to access the basement from the outside. They will match the existing white siding. Paul Barker motioned to approve with the following stipulation: the siding will match, seconded by Jennifer Taylor and all approved.
  - II. **2530 Bredell-new house:** Property owner Rich Terbrock stated that the new 3 bedroom house will be sold. No variances are needed. Sean O'Gorman motioned to approve with the following stipulations: 6x6 columns, round keystone, all siding and materials and colors as submitted, seconded by Dana Huth and the board approved.
  - III. **7548 Folk Ave.-new house:** Property owner Elio Castilo stated he will use a mix of gray siding which will give a two-tone gray affect. There will be a two car rear attached garage. Sean O'Gorman motioned to approve with the following stipulation: the finalized plans and color samples will be submitted next month, seconded by Dana Huth and the board approved.
  - IV. **3600 S. Big Bend Blvd.-Big Bend Liquor-ground sign:** The submitted ground sign proposal has two panels with one seam. The board asked why there isn't just one panel being proposed. Paul Barker motioned to approve the window display sign, seconded by Dana Huth and the board approved. The ground sign has been tabled.
  - V. **7403 Manchester Rd. suite B-Thai Table-wall sign:** Natthinee Hughes business owner. The sign will not be illuminated and the logo will be cut out. Sean O'Gorman motioned to approve, seconded by Paul Barker and the board approved.
  - VI. **7212 Manchester Rd.-Jerni Auto Mall-pole sign:** The sign cannot be taller than the building. There needs to be space between the edge of the sign and the content. Sean O'Gorman motioned to approve with the following stipulations: (1) there should be a box frame (black or blue) and (2) there should be 1" of white space between the letters and the frame/border which must be reviewed by the board via email, seconded by Jennifer Taylor and the board approved.
  - VII. **2537 S. Big Bend Blvd.-State Farm-ground sign:** The entire panel will be illuminated and will be the same on both sides. There will be plantings under the sign. Sean O'Gorman motioned to approve, seconded by Jennifer Taylor and the board approved.

VIII. **7270 Manchester Rd.-Zee Bee Market-window display sign:** Patrick Jugo architect. The silver material is being stripped to the green panels underneath. If the green panels can be stripped and remain in good condition, they will be used. The sign will be white vinyl, window signs only at this point. Sean O’Gorman motioned to approve with the following stipulation: If the green panels cannot be used, color will be need to be reviewed by the board via email, seconded by Dana Huth and the board approved.

IX. **7109 South St.-new building:** Property owner Michelle Brown said there will be two living units per building. The materials recovered from the demolition of the previous home will be used. The screened porch will be over the driveway/garage. The petitioner is seeking approval of the conceptual plan and will be back in the future as the project continues to progress. Sean O’Gorman motioned to approve, seconded by Paul Barker and the board approved.

4. Other Business: None

5. Adjournment: The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Brian Herr  
Building Official/Fire Marshal