

**Design and Review Board
Meeting Minutes
Thursday, May 11, 2016**

1. Call to Order/Roll Call: The meeting was called to order at 6:05 p.m. Present were Paul Barker, Dana Huth, Sean O’Gorman and Matt Wolfe. Staff present: Brian Herr.
2. Approval of meeting minutes from April 14, 2016: Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved.
3. Review and recommendations for the following applications:
 - I. **2832 Burgess Ave.-room addition (REVISED):** Michael D. provided plans of the changes to the proposed addition. Matt Wolfe asked about the siding. Michael indicated that the siding is to match the existing grey. Paul Barker asked about the windows and the trim. Michael described the window treatments. Sean O’Gorman pointed out the missing man door on the east elevation. Matt Wolfe motioned to approve, seconded by Paul Barker. The motion was approved unanimously.
 - II. **3600 Manhattan Ave.-new house (REVISED):** Luke Havel provided plans of the proposed house. Sean O’Gorman asked about the east elevation. Mr. Havel described the dormer to break up the scale of the roof. Sean O’Gorman mentioned that the architect met all of the requests as mentioned in the previous meeting. Mr. Havel mentioned that the colors would be blue and grey vinyl or khaki and green. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
 - III. **7445 Elm Ave.-Front porch & Rear addition:** Darren Woodall provided plans and photos of the proposed front porch. Matt Wolfe asked about the existing siding over the porch. Mr. Woodall described the construction of the house. Sean O’Gorman asked about adding a window in the rear addition. Sean O’Gorman motioned to approve with the following stipulation: Minimum 8” column to front porch and window in rear addition, seconded by Matt Wolfe. The motion was approved unanimously.
 - IV. **3025 S. Hanley Rd.-FedEx-wall sign & ground sign:** Cissy Argurello with Bill Yount Signs provided plans of the proposed signage. She described the construction of the signage. Matt Wolfe asked if the white background would glow. Ms. Argurello indicated that the entire sign would be illuminated. Sean O’Gorman asked if the sign face would be transparent. Ms. Argurello indicated that it would. Sean O’Gorman motioned to approve, seconded by Dana Huth. The motion was approved unanimously.
4. Other Business:
5. Adjournment: The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal