

Design and Review Board
Meeting Minutes
Tuesday, July 14, 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, Jennifer Taylor and Matt Wolfe. Staff present: Brian Herr.
2. Approval of meeting minutes from June 7, 2016: Sean O’Gorman motioned to approve, seconded by Dana Huth. The motion was approved.
3. Review and recommendations for the following applications:
 - I. **3318 Cambridge Ave.-room addition (REVISED):** Tonya Whaley presented plans and photos of the proposed addition. Paul Barker asked about the existing brick. Ms. Whaley indicated that future plans may include painting the existing red brick. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
 - II. **2022 Hiawatha Ave.-addition of second story dormer:** Logan Mize presented plans and photos of the proposed building alteration. Paul Barker asked about the location of the dormer. Sean O’Gorman asked about the color of the siding and trim. Mr. Mize described the proximity of the dormer and the siding color almond. Matt Wolfe motioned to approve, seconded by Dana Huth. The motion was approved unanimously.
 - III. **3401 Cambridge Ave.-rear covered deck:** Jim Pool presented photos and plans of the proposed screened deck. Sean O’Gorman asked how the screened deck might interfere with the second story windows. Sean also asked about the materials. Mr. Pool indicated that treated lumber would be used throughout. Jennifer Taylor asked about the roof and the dryer vent from the second floor. Mr. Pool indicated that the vent would not need to be moved and the vent would have proper clearance. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
 - IV. **7271 Zephyr Pl.-room addition:** David Spalding provided plans and photos of the proposed addition. Matt Wolfe asked about the siding materials. Mr. Spalding indicated hardie board siding is to be used. Matt Wolfe asked if a window could be added to the east and west side of the addition. Jennifer Taylor suggested adding a window over the kitchen countertop on the west elevation. Sean O’Gorman motioned to approve, seconded by Paul Barker. The motion was approved unanimously.
 - V. **2707 S. Big Bend Blvd.-Raising Cane’s-new building:** Thomas Murphy and Debbie Stosz presented plans and photos of the proposed building. Mr. Murphy described the building finish materials and the site plan and fencing materials. Matt Wolfe asked about the awnings. Mr. Murphy indicated that the awnings were metal standing seam coverings. Paul Barker asked about the signage. Mr. Murphy described the signage shown on the elevations but indicated that the signage contractor would present the signage package at a later date and would include a pole sign. Sean O’Gorman asked about the screen fence along Ellis. Debbie described the screening and the site plan. Sean O’Gorman motioned to approve with the following stipulation: Review fencing along Ellis, seconded by Matt Wolfe. The motion was approved unanimously.
 - VI. **7356 Manchester Ave.-Las Palmas-wall sign:** No one present. Item tabled.

- VII. **2911 Sutton Blvd.-Springboard Studio-window display sign:** Kerry Schuette and Scott Schuette presented photos and plans of the proposed signage. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
- VIII. **2907 Sutton Blvd.-Knowledge Café-window display sign:** Kerry Schuette and Scott Schuette presented photos and plans of the proposed signage. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
- IX. **3104 Sutton Blvd.-Sole Shine-projecting sign:** Sara Newberry presented plans and photos of the proposed signage. Dana Huth asked about the color of the wood. Ms. Newberry indicated that the contrast would be greater than the rendering shows. Sean O’Gorman motioned to approve with the following stipulation: Natural finish of the wood, seconded by Dana Huth. The motion was approved unanimously.
- X. **3010 S. Big Bend Blvd.-SQS Laundry-building addition:** Shawn Jones and Robert Jones presented plans and photos of the proposed addition. Matt Wolfe asked about the location of the entrance doors. Shawn Jones indicated that there will be two entrances on the side of the addition. Mr. Jones also indicated that the storefront frames would be bronze. Sean O’Gorman asked if brick would be used below the front windows or masonry. Mr. Jones indicated masonry to match size and color of the existing building. Mr. Jones also mentioned that the signage plan would be submitted at a later date. Sean O’Gorman motioned to approve with the following stipulation: Brick under front windows and signage plan to be submitted at a later date, seconded by Matt Wolfe. The motion was approved unanimously.

4. Other Business: None.
5. Adjournment: The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal