

**Design and Review Board**  
**Meeting Minutes**  
**Tuesday, August 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, Jennifer Taylor and Matt Wolfe. Staff present: Brian Herr.
2. Approval of meeting minutes from July 14, 2016: Sean O'Gorman motioned to approve, seconded by Paul Barker. The motion was approved.
3. Review and recommendations for the following applications:
  - I. **3631 Manhattan-room addition:** Mark Davis presented photos and plans of the proposed addition. Matt Wolfe asked what the addition would be used for. Mr. Davis indicated that the addition would be for a kitchen. Matt asked about the siding color. Mr. Davis indicated that grey vinyl siding with grey architectural cut shingles would be used. Jennifer Taylor asked about the height of the addition to the grade. Mr. Davis said 8' above. Matt Wolfe motioned to approve, seconded by Paul Barker. The motion was approved unanimously.
  - II. **2001 Maplewood Commons Dr.-Qdoba-two wall signs:** Joe Phillips presented plans and specifications of the proposed signage. Matt Wolfe asked about the signage mounting. Mr. Phillips described the raceway. Paul Barker motioned to approve, seconded by Dana Huth. The motion was approved unanimously.
  - III. **2816 Sutton Blvd.-The Nature Conservancy-awning sign:** Shannon Brown presented photos and details of the proposed signage. Sean O'Gorman asked about the appearance on the sides of the sign. Mr. Brown described the construction of the existing awning. Matt Wolfe asked if returns could be added to the sides of the sign. Sean O'Gorman motioned to approve with the following stipulation: Add returns to the sides of the sign, seconded by Matt Wolfe. The motion was approved unanimously.
  - IV. **7423 Manchester Rd.-Pizza Hut-wall sign:** No one present. Matt Wolfe motioned to approve, seconded by Sean O'Gorman. The motion was approved unanimously.
  - V. **2200 Bredell Ave.-room addition:** Brendon Papineau and Jennifer Taylor provided plans of the proposed addition. Sean O'Gorman asked about the site plan and the location of the addition. Matt Wolfe asked about the siding material to be used. Ms. Taylor described the dormer fish scale siding and that fiber cement siding would be used on the existing and proposed addition. Ms. Taylor mentioned that the original windows would be restored where possible and the remainder would be replaced. Matt Wolfe motioned to approve, seconded by Sean O'Gorman. The motion was approved unanimously.
  - VI. **2801 Oakland Ave.-Early Childhood Center-building addition:** Jay Reeves described the proposed building addition and provided a rendering along with construction plans. Mr. Reeves spoke about the roof shapes and construction. He indicated that the addition closest to Burgess would have a large gutter system that bridges the sidewalk. He indicated that several types of exterior finish materials would be used through the addition and provided samples of the materials to be used. Matt Wolfe motioned to approve, seconded by Sean O'Gorman. The motion was approved unanimously.

- VII. **7427 Canterbury Ave.-Mike Piazza Automotive-building alteration:** No one was present. Sean O’Gorman motioned to approve with the following stipulation: color should be burgundy, seconded by Matt Wolfe. The motion was approved unanimously.
- VIII. **3101 Sutton Blvd.-Mauhaus-window display and projecting signs:** Shannon Brown described the signs. City Official Brian Herr indicated that the sign shown on the Elm side is not permitted. Sean O’Gorman motioned to approve with the following stipulation: One projecting sign and two window display signs, seconded by Jennifer Taylor. The motion was approved unanimously.
4. Other Business: None.
5. Adjournment: The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Brian Herr  
Building Official/Fire Marshal