

**Design and Review Board
Meeting Minutes
Thursday, November 10, 2016**

1. Call to Order/Roll Call: The meeting was called to order at 6:00 p.m. Present were Paul Barker, Dana Huth, Sean O’Gorman and Jennifer Taylor. Staff present: Brian Herr. Excused: Matt Wolfe.
2. Error made on minutes submitted.
3. Review and recommendations for the following applications:
 - I. **7736 Weaver Ave.–exterior alterations:** Sam Coffey and Joe Davidson presented plans of the proposed building alterations. Jennifer Taylor asked about the siding material. Sean O’Gorman asked if the porch columns would remain in the same location. Mr. Davidson described the porch details and mentioned a new basement egress window. Sean O’Gorman motioned to approve, seconded by Dana Huth. The motion was approved unanimously.
 - II. **7311 Elm Ave.–exterior alterations & room addition:** Jim Russell and Mike Killeen presented plans and photos of the proposed room addition and building alterations. Jennifer Taylor asked if the roof structure would be reconstructed. Mr. Russell described the construction methods anticipated. He mentioned the Board of Adjustments’ approval from 11/9/16 for the reduced side yard setback. Paul Barker asked about the second floor front existing windows. Mr. Russell described the size and location of the two windows that would remain and provided a siding sample of the color choice. Mr. Killeen described the addition, window sizes and locations along with the three dormers. Sean O’Gorman motioned to approve, seconded by Jennifer Taylor. The motion was approved unanimously.
 - III. **2031 S. Big Bend Blvd.-John Guilfooy-ground sign:** John Wells presented a rendering of the proposed sign and described the construction of the sign. Paul Barker motioned to approve, seconded by Sean O’Gorman. The motion was approved unanimously.
 - IV. **3010 Sutton Blvd.-Thrivent Financial, Cardinal Catastrophe, Daniel Ryan-window display signs:** No one was present. Dana Huth motioned to approve with the following stipulations: Remove red lines and orange, add white line between, seconded by Sean O’Gorman. The motion was approved unanimously.
 - V. **7326b Manchester Ave.-Boardwalk Waffles & Ice Cream-projecting sign:** Eric Moore and Laurie Moore presented a rendering of the proposed signage and mentioned the color change of the storefront. Sean O’Gorman asked about the mounting bracket. Mr. Moore described the mounting bracket and mentioned that the sign would be illuminated. Mr. Moore also asked if a window display sign approval could be added to the proposal. Sean O’Gorman motioned to approve, seconded by Matt Wolfe. The motion was approved unanimously.
 - VI. **7312 Manchester Rd.-Sole Survivor-projecting sign:** Steve Rye provided a rendering of the proposed sign. Sean O’Gorman asked how the sign would be mounted to the building. Mr. Rye described the bracket and the sign construction. Dana Huth noted that the space around the lettering appeared to be tight and suggested to reduce the size of the text. Paul Barker asked if a frame could be added to the edges of the sign. Mr. Rye agreed that it would give the sign some depth. Sean O’Gorman motioned to approve with the following stipulation: Frame around the perimeter of the sign 1½ in depth, seconded by Paul Barker. The motion was approved unanimously.
4. Other Business: None

5. Adjournment: The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal