

**Design and Review Board
Meeting Minutes
Thursday, August 12, 2021**

1. Call to Order/Roll Call: The meeting was called to order via teleconference at 6:05 p.m. Present were Matthew Coriell, Dana Huth, Sean O’Gorman, Juan Reyes and Jennifer Taylor. Staff present: Brian Herr.
2. Approval of the meeting minutes from July 8, 2021: Sean O’Gorman motioned to approve the minutes, seconded by Jennifer Taylor and the board approved.
3. Review and recommendations for the following applications:
 - I. **3559 Commonwealth Ave.-solar panel:** No one present. Sean O’Gorman motioned to approve, seconded by Matthew Coriell and the board approved.
 - II. **2730-2732 Sutton Blvd.-Seafoam Media-window display sign:** Nikki Bisel presented a rendering of the proposed signage. Nikki described the signage. Dana Huth asked if the existing signs would be removed. Sean O’Gorman asked if the background would be clear or black like the rendering. Nikki indicated that the windows would be clear with white signage lettering and graphics. Dana Huth motioned to approve, seconded by Jennifer Taylor and the board approved.
 - III. **2814-2816 Sutton Blvd.-Studio A&E-window display sign:** Caryn Boultinghouse presented a rendering of the proposed signage. Sean O’Gorman asked if the background would be clear. Caryn indicated that it would be clear with white lettering. Matthew Coriell motioned to approve, seconded by Jennifer Taylor and the board approved.
 - IV. **3526 Greenwood Blvd.-Randall Kahn Photography-window display sign:** Patrick Jugo presented a rendering of the proposed signage. Dana Huth asked if the signage was intended to be centered. Patrick indicated that the signage would be centered in the window. Sean O’Gorman motioned to approve, seconded by Matthew Coriell and the board approved.
 - V. **3117 Big Bend Blvd.-exterior alterations:** Michael Cozad presented plans and a rendering of the proposed building modifications. Michael described the reason for the change was due to the failing reinforcement. Jennifer Taylor asked about the proposed EFIS material. Michael indicated that the manufacturer was specified but would be a tan smooth finish. Sean O’Gorman motioned to approve, seconded by Matthew Coriell and the board approved except for Jennifer Taylor who sustained.
4. Other Business: None.
5. Adjournment: The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal