

**Design and Review Board
Meeting Minutes
Thursday, August 13, 2020**

1. Call to Order/Roll Call: The meeting was called to order via teleconference at 6:07 p.m. Present were Sean O’Gorman, Jennifer Taylor and Matt Wolfe. Dana Huth was excused. Staff present: Brian Herr.
2. Approval of the meeting minutes from July 9, 2020: Sean O’Gorman motioned to approve the minutes, seconded by Matt Wolfe and the board approved.
3. Review and recommendations for the following applications:
 - I. **3214 Edgar Ave.-REVISED exterior alterations:** Marisol Sarmiento presented a rendering and plans of the proposed changes. Sean O’Gorman asked about the plan details. Matt Wolfe asked about the south wall. Ms. Sarmiento described the wall. Matt Wolfe motioned to approve, seconded by Sean O’Gorman and the board approved.
 - II. **7529 Flora Ave.-garage alterations:** Michael Castelli presented plans and specifications of the proposed modifications. Matt Wolfe asked about the size and configuration of the windows on the gable ends. He suggested dividing both openings into four sections. Jennifer Taylor asked about the siding material. Mr. Castelli indicated that the siding would not change. Sean O’Gorman motioned to approve with the following stipulations: Change north elevation to four divisions, trim to match house and header height to match, seconded by Jennifer Taylor and all approved.
 - III. **7390 Flora Ave.-room addition:** Bryan Knappmiller presented plans and described the project. Matt Wolfe asked about the existing addition. Mr. Knappmiller indicated that the new addition will be framed around the existing addition. Sean O’Gorman motioned to approve, seconded by Matt Wolfe and the board approved.
 - IV. **2613 Oakview Terrace-front porch and screen room addition:** Moreena and Joe presented plans and a rendering of the proposed porch and screen room. Matt Wolfe asked about the trim and siding. Jennifer Taylor indicated that the trim should match around the back. Moreena described the trim and indicated that all the trim would match. Jennifer Taylor asked about screening around the porch. Matt Wolfe asked about the foundation material. Moreena described the foundation and the rear screen room. Matt Wolfe motioned to approve with the following stipulation: Trim to match upper window, seconded by Jennifer Taylor and the board approved.
 - V. **7101-7109 South St.-new construction duplex:** Michelle Jianakoplos provided plans and specifications of the proposed building. Jennifer Taylor asked if the plans have changed from the previous submittal. Michele indicated that the details of the roofline and window placements have been completed. Matt Wolfe asked about the site plan provided. Jennifer Taylor asked about the exterior finish materials. Michele provided a color rendering and indicated the color of each material. Sean O’Gorman motioned to approve, seconded by Jennifer Taylor and the board approved.

VI. **7269 Zephyr Pl.-room addition:** Andrew Yee and Muriel Sharpley described the project and the finish materials. Matt Wolfe asked about the size of the addition and the slope of the roof. Mr. Yee indicated the addition would be 16' x 24' and the roof would be covered with architectural shingles. Muriel described the east elevation not shown in the submitted plans. Sean O'Gorman asked about the north elevation and the conflict with the submitted site plan. Jennifer Taylor asked about the siding material. Mr. Yee indicated that he would prefer cement siding. Jennifer Taylor asked about windows and the trim Mr. Yee indicated that the trim is to match the rest of the house. Sean O'Gorman made a motion to approve the room addition if corrected plans are submitted that clearly depict the proposed changes and that the siding and overhangs to match the existing house. This item was approved via email on August 21st.

VII. **2801 Oakland Ave.-Early childhood Center-modular classroom:** Julie Villa provided plans of the proposed classroom. Matt Wolfe asked about the location of the building. Ms. Villa described the building materials and the location. Jennifer Taylor asked about the siding material. Ms. Villa indicated that vinyl grey siding with a stone screen material would be added around as the screening material. Matt Wolfe motioned to approve, seconded by Jennifer Taylor and was approved. Sean O'Gorman was opposed.

4. Other Business: None.

5. Adjournment: The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal