

**Design and Review Board  
Meeting Minutes  
Thursday, September 10, 2020**

1. Call to Order/Roll Call: The meeting was called to order via teleconference at 6:00 p.m. Present were Dana Huth, Sean O’Gorman, Jennifer Taylor and Matt Wolfe. Staff present: Brian Herr.
2. Approval of the meeting minutes from August 13, 2020: 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. **2034 Alameda Ave.-rear covered patio:** Nicholas Rowland presented plans for a rear covered patio. Sean O’Gorman asked about the construction material. Mr. Rowland described the roof covering and the posts to be used. Matt Wolfe asked if the patio cover would be painted or stained. Mr. Rowland indicated that the gable ends would be covered with vinyl siding to match the house. Sean O’Gorman motioned to approve, seconded by Dana Huth and the board approved.
  - II. **2525 Valley Ave.-rear addition and front porch:** Kyle and Rose Henke presented plans and photos of the proposed addition. Mr. Henke described the need for the addition and described the construction material. He provided information about the rail and roofing material. Sean O’Gorman asked about the location of the front door. Jennifer Taylor indicated that the porch roof pitch could be too low for the material chosen. Sean O’Gorman motioned to approve, seconded by Matt Wolfe and all approved.
  - III. **7566 Woodland Ave.-conceptual review of a new house:** Taylor Bushnell provided several conceptual ideas for review of the proposed house. Dana Huth spoke about the different options. Mr. Bushnell asked if a front entry garage could be approved. Sean O’Gorman indicated that that type of design is not in conformance with the rest of Woodland. Sean indicated the porches are the focal point of the street. Sean asked if a two-story was preferred or a single story. Mr. Bushnell stated that the driveway and the width of the lot is difficult. Staff indicated that shared driveways are permitted. Sean O’Gorman stated that all except the front entry option were acceptable. This item was tabled.
  - IV. **3600 Big Bend Industrial Ct.-new building:** Bob Becker presented plans and photos of the proposed addition. Matt Wolfe asked about the construction material. Sean O’Gorman motioned to approve, seconded by Dana Huth and the board approved.
  - V. **3117 S. Big Bend Blvd.-Nurses for Newborns-awning & signage:** Dan Green and Melinda Monroe described the proposed awning and signage. Sean O’Gorman asked if signage would be added to the awnings and what the signage would be constructed of and how it would be mounted. Ms. Monroe indicated that the white acrylic would be used. Mr. Green indicated that the lettering would be stud mounted. Dana Huth motioned to approve, seconded by Sean O’Gorman and the board approved.

VI. **40 Sunnen Dr.-Mini of St. Louis-signage:** Steve Carson presented a sign rendering of the new signage package. Sean O’Gorman motioned to approve, seconded by Matt Wolfe and the board approved.

4. Other Business: None.

5. Adjournment: The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Brian Herr  
Building Official/Fire Marshal