

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

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, Jennifer Taylor and Matt Wolfe. Staff present: Brian Herr.
2. Approval of the meeting minutes from January 9, 2020: Dana Huth motioned to approve the minutes, seconded by Jennifer Taylor and the board approved.
3. Review and recommendations for the following applications:
 - I. **7730 Weaver Ave.-new house:** Paul and Christine Schultes presented plans and a photo of the existing house. Sean O’Gorman asked about the construction plans and details. Matt Wolfe asked about the siding material. Paul Schultes presented a detailed plan of the front elevations. Jennifer Taylor asked about the survey site plan. Mr. Schultes described the width of the proposed house. Matt Wolfe asked about trim around windows and the size of the columns. Paul Barker motioned to approve with the following stipulations: 3” trim around windows; minimum 6” columns; provide color selections for approval; include shingle look on main gable, seconded by Dana Huth and the board approved.
 - II. **7396 Flora Ave.-new house:** Lucy Williams presented plans and photos of the proposed house. Ms. Williams described the site location and the proposed house and the surrounding structures. She provided a copy of the ordinance in which the Design & Review Board review process is regulated. Ms. Williams described the building material and the interior layout. Ms. Williams indicated that the Design & Review Board cannot deny a submittal based on design, or incompatibility with the surrounding structures. Staff indicated that the Design & Review Board ordinance was being interpreted incorrectly and the Board does have the authority to reject a submittal based on the opinions of the Board members. Section 12-70 of the city ordinance regulates approval of single-family dwellings. Dana Huth indicated that it doesn’t look like the residential structures on Flora but more like the commercial properties along Sutton Blvd. but would need some additional details to mimic the structures on Sutton. Jennifer Taylor elaborated on the comparison with the structures along Flora and offered suggestions on modifying the plan relating to the windows and the masonry details the building was lacking. Sean O’Gorman indicated that the ordinance is not being interpreted correctly. Brian Herr indicated that the Design & Review Board has the authority to reject the submittal based on unreasonable dissimilarity or incompatibility with the surrounding structures as stated in the ordinance. Ms. Williams disagreed with the city staff and the Board as it related to the interpretation of the ordinance. Paul Barker provided suggestions relating to modifying the roofline and possibly adding a front porch. Jennifer Taylor indicated that additional details within the brick were needed to break up the mass. Ms. Williams disagreed. A neighbor on Flora, Jim Abeln, spoke regarding the submittal and the surrounding neighborhood. Mr. Abeln described details relating to the design and the non-conformity with the surrounding structures. Paul Barker asked Mr. Abeln if the construction of the house would be detrimental to the neighborhood or if it would negatively affect the stability and value of the surrounding properties. Mr. Abeln stated that he felt that it would. A neighbor on Flora, Bob Brady, spoke with respect to the surrounding structures. Matt Canter, a neighbor on Flora, spoke regarding the non-cohesiveness with the surrounding structures. Kevin Sullivan, a neighbor on Flora, spoke regarding the surrounding neighborhood structures and the inconsistencies with the surrounding structures. Ms. Williams explained

her opinion of the ordinance and its compliance with the sections of the city ordinance. She requested advice on the design. Sean O’Gorman indicated that the discussion contained advice on modifying the design of the house to comply with the city ordinance and be more compatible with the neighborhood. Matt Wolfe made a motion to approve as submitted but did not receive a second. Motion does not carry.

- III. **7518 St. Elmo-Sight & Sound Production-wall sign:** David Houlle presented a rendering of the proposed sign. Paul Barker asked about the construction of the sign. Jennifer Taylor asked about the border. Sean O’Gorman described the border. Jennifer Taylor motioned to approve, seconded by Matt Wolfe and the board approved.
- IV. **3201 Sutton Blvd.-Oppenheim Group-Ground Sign:** Dave Oppenheim presented a rendering. Paul Barker motioned to approve, seconded by Jennifer Taylor and the board approved.
- V. **7416 Manchester Rd.-building alterations:** Matt Wolfe presented a rendering of the building modifications. Dana Huth asked about the building finishes. Paul Barker asked about the tenant and the planter shown in the rendering. Jennifer Taylor motioned to approve, seconded by Dana Huth and the board approved.
- VI. **7270 Manchester Ave.-Zee Bee Market-window display signs:** Julio Zegarra-Ballon presented a rendering of the proposed signage. Mr. Zegarra-Ballon described the signage and the construction. Sean O’Gorman motioned to approve, seconded by Dana Huth and the board approved.
- VII. **7322 Manchester Ave.-Asador Del Sur-wall sign and window display sign:** Maria Giamportone provided a rendering of the proposed signage. Matt Wolfe asked about the construction of the sign. Ms. Giamportone described the lettering construction. Dana Huth motioned to approve, seconded by Matt Wolfe and the board approved.
- VIII. **7172-7174 Manchester Ave.-Spa Qsthetics-window display signs:** No one was present. Matt Wolfe motioned to approve, seconded by Sean O’Gorman and the board approved.
- IX. **7195 Manchester Ave.-The Local-wall sign:** Deborah LaQuinta presented a rendering of the proposed signage. Dana Huth asked if the sign would be constructed the same as the existing sign. Ms. LaQuinta indicated that it would be the same as the current sign. Matt Wolfe motioned to approve, seconded by Dana Huth and the board approved.
- X. **3608 S. Big Bend Blvd.-Bono Burns-wall sign:** No one present. Dana Huth motioned to approve, seconded by Sean O’Gorman and the board approved.

4. Other Business: None.

5. Adjournment: The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal