

Design and Review Board
Meeting Minutes
Thursday, June 11, 2020

1. Call to Order/Roll Call: The meeting was called to order via teleconference at 6:00 p.m. Present were Paul Barker, Dana Huth, Sean O’Gorman and Matt Wolfe. Jennifer Taylor was excused. Staff present: Brian Herr.
2. Approval of the meeting minutes from May 14, 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. **7310 Manchester-REVISED Wall sign-Tale to Table:** Jim Gleason spoke about the changes to the sign due to the attachment of the existing sign. He described the revised sign design and the construction. Matt Wolfe asked if any of the existing lettering could be removed. Mr. Gleason indicated that the existing signage could not be removed without damaging the building glass tile. Sean O’Gorman motioned to approve. seconded by Matt Wolfe and the board approved.
 - II. **2634 Lyle Ave.-New House:** Elio Castillo described the proposed new house. Matt Wolfe asked about the finish materials. Mr. Castillo described the brick color. Matt Wolfe indicated that the west elevation does not include the second-floor roofline. Paul Barker asked about the site plan and entrances. Matt Wolfe asked about the transition from brick to siding at the rear. Sean O’Gorman asked about the guardrail around the front porch. He asked if the foundation could be held down to 30” below grade to avoid the need for a guardrail around the front porch. Paul Barker asked if the front porch could be placed on the lot to lineup with the existing houses to the north and south. Dana Huth asked if the single color should match adjacent houses. Staff indicated that the site plan has not been approved and may require variances. Sean O’Gorman motioned to approve with the following stipulations: Brick headers to have soldier courses over windows; With a maximum 30” of foundation visible; siding on gable ends, seconded by Matt Wolfe and the board approved.
 - III. **3214 Edgar Ave.-Exterior alterations:** Randy and Donna Ernst presented a plan and rendering of the proposed changes. Dana Huth indicated that the front and rear door should have windows. Ms. Ernst indicated that the doors will have windows. Matt Wolfe asked about the roofline and two gable ends. Marisol, the project architect, indicated that a dormer was considered over the existing front windows. Matt Wolfe described the other houses on the street. Sean O’Gorman asked if the porch could be enlarged and widened to the window adjacent to the front door. Sean O’Gorman motioned to approve with the following stipulations: Continue roofline without gable end over garage door; increase size of columns and widen front porch to include the window adjacent to front door; requires revised drawings and review, seconded by Matt Wolfe and all approved. The rear addition only was approved.

IV. **1803 Maplewood Commons Dr.-Spectrum-Wall sign & pole sign face:** Scott and Elizabeth presented a rendering of the proposed signage. Dana Huth asked about the raceway color. Scott indicated that the raceway would be painted to match the building color. Sean O’Gorman motioned to approve, seconded by Dana Huth and the board approved.

4. Other Business: None.

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

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal