

**Design and Review Board
Meeting Minutes
Thursday, January 9, 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 and Jennifer Taylor. Staff present: Brian Herr.
2. Approval of the meeting minutes from December 11, 2019: 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. **7387 Flora Ave.-rear room addition:** James Faron presented plans and a site plan of the proposed addition. He described the proposed addition. Jennifer Taylor asked about the siding material. Mr. Faron provided a manufacturer’s literature of the proposed material and color sample. Staff member Brian Herr indicated that the addition would require a variance from the zoning ordinance. Mr. Faron indicated that the entire house would be resided if the budget allows. Sean O’Gorman motioned to approve, seconded by Jennifer Taylor and the board approved.
 - II. **7423 Flora Ave.-rear room addition:** Gustavo Escovar and Katie Casey presented plans of the proposed addition. Jennifer Taylor asked about the roofline and indicated that the rear gambrel roof is not shown on the plans. Mr. Escovar reviewed the plans and indicated that the plans provided are incorrect. Jennifer Taylor asked about the siding color. Ms. Casey indicated that the entire house would be resided in grey vinyl. Jennifer asked about the replacement of the windows on the front elevation. Sean O’Gorman motioned to approve with the following stipulations: Provide a revised rear elevation for review; provide brick adjacent to front windows; replace the concrete sill under front windows, seconded by Dana Huth and the board approved.
 - III. **REVISED 2473 Sutton Blvd.-Shock City School of Music-window display signage:** Genny Billhartz provided a revised rendering of the proposed window signs. She described the changes to the submittal from October 10, 2019. Paul Barker motioned to approve, seconded by Dana Huth and the board approved.
 - IV. **Transit Stop Transformation Project located at 7300 Manchester Ave.:** Laura Miller and Melissa Sanders provided a rendering of the proposed changes to the current location. Jennifer Taylor asked about the signage shown. Ms. Sanders described the signage. She provided manufacturer’s literature of the material used for the signage. Barry Greenberg spoke about design concerns regarding dividing the park from the bus stop. Ms. Sanders described the current design objections. Dana Huth asked about the distances between the letters that form the sign. Ms. Sanders indicated that three feet would be provided when the signs are in a 90° angle. Kim Cacula and Sheila Holmes spoke about the community involvement with the design of the proposed bus stop. Sean O’Gorman motioned to approve with the following stipulation: Stagger sign lettering, seconded by Jennifer Taylor and the board approved.
4. Other Business: Nancy Schick from the Sustainability Commission spoke about the concern for garage forward house plans. She provided a handout that described the downsides to garage forward house designs.
5. Adjournment: The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Brian Herr
Building Official/Fire Marshal