

**Design and Review Board  
Meeting Minutes  
Thursday, March 10, 2016**

1. Call to Order/Roll Call: The meeting was called to order at 6:05 p.m. Present were Paul Barker, Sean O’Gorman and Matt Wolfe. Staff present: Brian Herr. Members Dana Huth and Whit Lynn were excused.
2. Approval of meeting minutes from February 11, 2016: Tabled ó not enough members present.
3. Review and recommendations for the following applications:
  - I. **7376 Manchester Ave.-Juke Joint-two wall signs:** Drew Graefe presented photos and a rendering of a projecting sign. Sean O’Gorman asked about the mounting location of the sign. Matt Wolfe asked if the street light would block the visibility of the sign. Mr. Graefe described the mounting bracket and the location. Sean O’Gorman motioned to approve, seconded by Paul Barker. The motion was approved unanimously.
  - II. **2309 South Big Bend Blvd.-Smart Rentals-ground sign:** No one was present. Paul Barker motioned to approve with the following stipulation: sign posts to be white, seconded by Sean O’Gorman. The motion was approved unanimously.
  - III. **7318 Manchester Ave.-The Silver Lady-wall sign:** Lori Shifter presented a rendering of the proposed sign. Ms. Shifter brought the actual sign to the meeting. Matt Wolfe asked about the mounting and the scale of the proposed sign. Ms. Shifter mentioned the anchoring of the sign and asked if the storefront could be repainted red. Paul Barker motioned to approve seconded by Sean O’Gorman. The motion was approved unanimously.
  - IV. **2832 Burgess Ave.-room addition:** Dan Baumhoff and Mike Detrick presented plans and material samples for the proposed addition. Mr. Baumhoff described the house location on the site plan. Matt Wolfe asked if the room addition roof pitch could match the pitch of the existing roof. Staff member Brian Herr mentioned that the location of the addition on the presented site plan would require a variance from the Board of Adjustment. Mr. Detrick presented a survey site plan which differs from the site plan on the construction plans. Matt Wolfe noted that the size and location of the existing windows differed from the proposed windows. Sean O’Gorman asked if the addition could be set back from the existing house wall versus the same plane. Matt Wolfe suggested matching the roof pitch of the existing house with a hip versus a gable end as shown. Mr. Baumhoff described the interior floor plan and the addition of windows on the east elevation. Sean O’Gorman motioned to approve with the following stipulations: roof pitch to match existing, windows added to the north elevation, window size to match the window sizes on the existing house and stepping the addition 8ø from the existing wall plane, seconded by Matt Wolfe. The motion was approved unanimously.
  - V. **3600 Manhattan Ave.-new house:** No one was present. This item was tabled.
  - VI. **3212 Sutton Blvd.-Massey Auction-pole sign & wall signs:** Ken Massey presented photos and a rendering of the proposed signage. Sean O’Gorman asked about the font, the colors and the locations of the signs. He asked if the long narrow sign could be located on the south elevation and the 4ø x 8ø sign be located on the west elevation. Sean O’Gorman motioned to approve with the following stipulation: relocate the 4ø x 8ø sign on the west side of the building and add a green border around the pole sign face, seconded by Matt Wolfe. The motion was approved unanimously.

4. Other Business: 2200 Bredell - Brendon Papineau asked if the board would consider his ideas for replacing some of the exterior building materials and windows. The board had no objections to the items discussed.
5. Adjournment: The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Brian Herr  
Building Official/Fire Marshal