

**Old Town Design Review Committee
Minutes
April 14, 2008**

1. Call To Order And Announce That a Quorum Is Present.

The Old Town Design Review Committee meeting was called to order by James Crockett at 4:00 p.m. with the following members present:

James Crockett	Sharon Ellis
Sarah Jo Jackson	Michael Duval
Larry Smith	Bill Peck (non-voting)

Staff member Sarah McLain was present.
Dwight Walker of All About Guns was also present.

2. Approve the Minutes from March 31, 2008.

Michael Duval moved and Sarah Jo Jackson seconded that the minutes be approved from March 31, 2008. The motion passed 5-0.

3. Consideration of a Letter of Design Approval for Renovations at 122 N. Cowan Avenue as Requested by Bobby Christy.

Staff reviewed the item for the Committee and explained that the owner was told to stop work when attempting to re-side the building with metal siding, which is not an allowable material in Old Town. The material the owner is now proposing staff explained is horizontal lap hardie-board siding, which is acceptable for Old Town. The Committee expressed concern that the poor condition of the building structure may not hold the hardie board, which is a heavy material. The Committee asked Staff whether they could be held liable for damages if the building did not hold the material. Staff responded that the Committee is not held responsible for the structural integrity of the buildings and that is the responsibility of the City Building Inspections Division. However, Staff suggested that the Committee add to the motion a condition that the Building Inspections Department verify and ensure that the structure of the building is sound and can withstand the proposed hardie board material. The Committee generally felt comfortable with this option. Staff also suggested that the Committee add the condition to the motion that the trim be installed on the windows, doors, corners and fascia and that the doors be painted to match the trim color submitted. There was no further discussion on this item.

Larry Smith moved and Sarah Jo Jackson seconded that a Letter of Design Approval be approved for the proposed renovation at 122 N, Cowan with the conditions that the corners, doors, windows, and roof fascia be trimmed; that the doors be painted to match the trim and that the City of Lewisville Building

Inspections department verifies and ensures that the structure of the building is sound and can withstand the heavy hardie-board material. The motion passed 5-0.

4. Consideration of a Letter of Design Approval for a New Sign at 521 E. Church Street as Requested by Dwight Walker.

Staff briefly reviewed the item for the Committee. Staff presented a more accurate representation of the color for the sign. Dwight Walker of All About Guns was present and answered questions from the Committee. The Committee expressed that this was one of the better sign proposals they had reviewed recently. There was no further discussion on this item.

Sarah Jo Jackson moved and Michael Duval seconded that a Letter of Design Approval be approved for the proposed sign at 521 E. Church Street. The motion passed 5-0.

5. Other Business.

The Committee expressed concern to Staff that the renovations being completed at 302 E. Church Street were not in conformance with the plans that were approved by the Committee. Specifically, the porch pitch of the roof has exceeded the pitch of the roof on the home and the porch gable is not extended to sufficiently attach to the roof of the home. Staff will meet with Building Inspections to resolve this issue.

This brought the Committee to ask Staff when drawings to scale are required for submittal. Staff stated that the Old Town Development Ordinance requires drawings to-scale for all items brought before the Committee. However, as a general rule the Committee and Staff have accepted photographs with material and paint samples for simple items such as siding replacement and roof replacement. The Committee requested that Staff take a look at the Old Town Development Ordinance (OTDO) for possible modification to require *professional* (rather than amateur) to-scale drawings for items that involve a change in building foot print or new construction. Staff will report back to the Committee at the next meeting on the feasibility of making this change to the OTDO.

The Committee also expressed concern that the construction on the residential accessory building at 420 S. Charles Street is not yet complete. Staff explained that since the building is required to be completed within 6 months of the permit approval, the owner should still have time to complete the construction on the building. However, Staff will follow up on the item with Building Inspections Division to confirm this.

Staff informed the Committee that the proposed wall sign for 310 S. Mill Street would need to go to City Council for a variance because it is attached to a sign for

another tenant and that the two signs together exceed the maximum allowable square footage for a wall sign in the Old Town Design District.

There were no additional items to be discussed.

6. Adjournment.

Larry Smith moved and Michael Duval seconded that the meeting be adjourned.
The motion passed 5-0.

The Old Town Design Review Committee approved these minutes on May 12, 2008.

Respectfully submitted,

Approved,

Sarah McLain
Economic Development Specialist

James Crockett
Chairperson