

**Old Town Design Review Committee
Minutes
May 12, 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 4:02 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.

Michelle Grote of 135 W. Main Street and Barbara Mebane of Dancers Workshop were present.

2. Approve the Minutes from April 14, 2008.

Sarah Jo Jackson moved and Michael Duval seconded that the minutes be approved from April 14, 2008. The motion passed 5-0.

3. Consideration of a Letter of Design Approval for Renovations of a Residential Accessory Building at 111 N. Hatcher Street as Requested by Dr. Robert DaSilva.

Staff reviewed the item for the Committee and pointed out that the design for the door was not included in this submittal. Staff further stated that a full photograph or drawing of the east elevation was also not included. Since the applicant was not present to address these issues, staff recommended that the item be tabled until these items are supplied. There was no further discussion on this item.

Larry Smith moved and Sharon Ellis seconded that a Letter of Design Approval be tabled for the proposed building at 111 N. Hatcher Street until the design of the door and a full photograph of the front elevation is supplied. The motion passed 5-0.

4. Consideration of a Letter of Design Approval for a New Sign at 135 W. Main Street as Requested by Dirk Neilson of Blue Anjou.

Staff briefly presented the item to the Committee. The Committee discussed whether the lettering of the window sign was too busy for the window of the space. The Committee came to the conclusion that the window sign was acceptable. There was no further discussion on this item.

Michael Duval moved and Larry Smith seconded that a Letter of Design Approval be approved for the proposed sign at 135 W. Main Street. The motion passed 5-0.

5. Consideration of a Letter of Design Approval for a New Sign at 190 W. Main Street Suite 103 as Requested by Barbara Mebane of Dancers Workshop.

Staff presented the item to the Committee and explained that the applicant would be requesting a variance from City Council for a larger sign than is presented in the agenda. Ms. Mebane was present and further explained that since she is taking up three tenant spaces in the building and will have a much larger façade that she will be requesting a variance for a larger sign.

Larry Smith moved and Michael Duval seconded that a Letter of Design Approval be approved for the proposed sign at 190 W. Main Street Suite 103 on the condition that a variance for the size of the sign be approved by City Council. The motion passed 5-0.

6. Consideration of a Letter of Design Approval for Renovations at 136 W. Main Street as Requested by Michelle Grote.

Staff presented the item to the Committee and answered questions from the Committee. In answer to a question, Staff clarified that the smoker structure is located at the rear of the building and is a new structure that will enclose the restaurant's smoker. Michelle Grote was present and answered questions from the Committee. The Committee looked at the proposed color for the rear of the building and concluded that it was similar to the color *Cliveden Henna Red*, which is an approved color by the National Trust for Historic Preservation.

Sharon Ellis moved and Larry Smith seconded that a Letter of Design Approval be approved for the proposed awnings, transom glass and the building for the smoker and storage on the condition that the rear of the building be painted *Cliveden Henna Red*. The motion passed 5-0.

7. Other Business.

Staff updated the Committee on the status of 302 E. Church Street and explained that the owner had been notified by the Building Inspections Division that the porch roof must be fully attached to the roof of the home. Staff also informed the Committee that the Building Inspections Division had inspected the porch roof and found that the peak of the porch roof does not extend above that of the home.

Staff brought to the attention of the Committee that the Economic Development Department will be examining the Old Town Development Ordinance for potential changes over the summer and will discuss potential changes with the Committee. At that time, the requirements for drawings submitted to the Committee will also be reviewed and modified if necessary.

8. Adjournment.

Sarah Jo Jackson 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 June 9, 2008.

Respectfully submitted,

Approved,

Sarah McLain
Economic Development Specialist

James Crockett
Chairperson