

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

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

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

Michael Duval
Sharon Ellis

Amanda Ferguson
Bill Peck (non-voting)

Absent: Sarah Jo Jackson, James Crockett
Staff member Sarah McLain was present.
Stephanie Damian of Greater Lewisville Community Theater was also present.
The Committee welcomed Amanda Ferguson as a new member.

2. Approve the Minutes from June 23, 2008.

Sharon Ellis moved and Michael Duval seconded that the minutes be approved from June 23, 2008. The motion passed 3-0.

3. Consideration of a Letter of Design Approval for a New Sign at 421 S. Mill Street as Requested by Brian Tyson.

Staff briefly reviewed the item for the Committee. Staff clarified that the sign would be mounted with a black metal frame. The Committee expressed concern over the existing window signs on the building and asked staff whether these signs are required to be approved by the Committee. Staff stated that although window signs in the Old Town Center District are required to be reviewed by the Committee, the Sign Ordinance does not require window signs in the Old Town Design District to be approved by the Committee. The Committee asked whether they could require the applicant to remove the existing window signs as a condition to approval of the wall sign. Staff noted that the Committee requiring the removal of the signs would go against the Sign Ordinance and would not be appropriate. The Committee and staff felt that it would be appropriate to request (rather than require) that the owner remove the window signs. There was no further discussion on this item.

Sharon Ellis moved and Amanda Ferguson seconded that a Letter of Design Approval be approved for the proposed sign with a request that the window signs on the building be removed. The motion passed 3-0.

4. Consideration of a Letter of Design Approval for Renovations at 321 N. Cowan Avenue as Requested by Wayne Daniels.

Staff presented the item to the Committee. Staff stated that the sign on the proposed mailbox covering was not for consideration at the meeting because the sign would need to be permitted separately under a sign permit if larger than three square feet in area. Staff presented the Committee with a survey of the property that showed the location of the mailbox covering as well as the building at the rear of the property with the proposed dormers. The Committee asked staff why the owner was installing dormers on the building at the rear of the property. Staff stated that the owner is installing the dormers for an aesthetic improvement and also to restore the building to its original appearance. There was no further discussion on this item.

Amanda Ferguson moved and Sharon Ellis seconded that a Letter of Design Approval be approved for the proposed renovations at 321 N. Cowan Avenue. The motion passed 3-0.

5. Consideration of a Letter of Design Approval for a New Sign at 160 W. Main Street as Requested by Stephanie Damian of Greater Lewisville Community Theater.

Staff presented the item to the Committee and stated that the font selection of the sign is a bolder font than the Committee typically approves. Stephanie Damian was present and stated that the Theater would be amenable to changing the font, if requested by the Committee. The Committee asked Ms. Damian why the Theater had chosen to locate the sign over the garage door rather than over the rear entrance. The Committee felt that the location of the sign over the garage door rather than the entrance might create confusion. Ms. Damian stated that the Theater chose to locate the sign over the garage door because the garage is located closer to Elm Street and thus is more visible to the Theater patrons and other members of the public. The Committee suggested that as an alternative the Theater could have a sandwich board sign in addition to the wall sign to direct patrons to the entrance. Staff reminded the applicant that a sandwich board sign would also need to be reviewed by the Committee. There was no further discussion on this item by the Committee.

Sharon Ellis moved and Amanda Ferguson seconded that a Letter of Design Approval be approved for the proposed sign at 160 W. Main Street under the condition that the font be changed to a more historically sensitive font subject to City staff approval. The motion passed 3-0.

Ms. Damian inquired as to whether a sign that projected under an awning rather than hanging from the awning could be considered a hanging sign according to the ordinance. Staff stated that the ordinance defines a hanging sign as hanging from the awning. Mr. Peck mentioned that he thought the ordinance had been interpreted in the past to allow a hanging sign to project from the wall under the

awning as long as it met all other requirements for a hanging sign. Staff will follow up with the Committee and Ms. Damian to determine how the ordinance has been interpreted in the past for hanging signs.

6. Other Business.

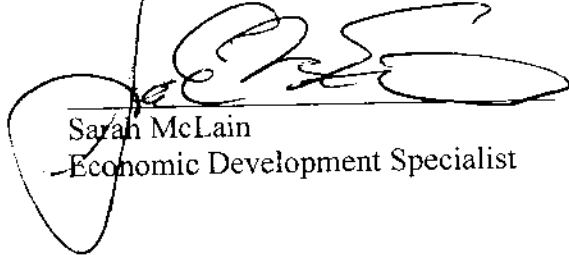
There was no other business for discussion.

7. Adjournment.

Amanda Ferguson moved and Sharon Ellis seconded that the meeting be adjourned. The motion passed 3-0.

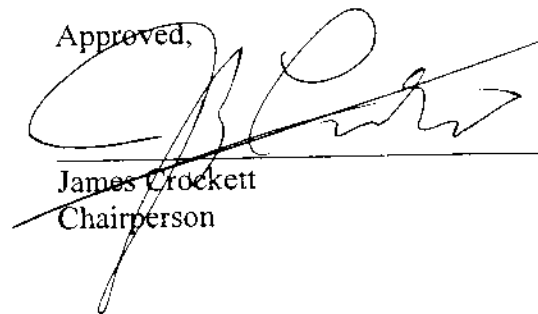
The Old Town Design Review Committee approved these minutes on July 28, 2008.

Respectfully submitted,



Sarah McLain
Economic Development Specialist

Approved,



James Crockett
Chairperson