

**Minutes  
Old Town Design Review Committee  
March 19, 2018**

**Item 1:**

The Old Town Design Review Committee was called to order at 4:02 p.m. with the following members present: Amanda Ferguson, Sharon Ellis, Erum Ali, Jack Tidwell, Jack Miller, and Advising Architect Nicky DeFreece.

Staff present: Michele Berry, Planning Manager; Jonathan Beckham, Planner.

**Item 2:**

The second item on the agenda was the approval of the minutes from the February 26, 2018 meeting. A motion was made by Jack Tidwell and seconded by Erum Ali to approve the minutes. The motion passed unanimously (5-0).

**Item 3:**

The third item was Consideration of a Letter of Design Approval for a Single Tenant Wall Sign for Main Street Mercantile, Located at 109 W. Main Street; as Requested by Liz Cardenas, the Sign Contractor.

Staff gave a brief presentation detailing the proposed sign design. Staff also provided the design of the first proposed sign, stating that this item was not brought before the Committee due to its unapproved illumination.

The applicants were present to answer any questions.

A motion was made by Jack Tidwell and seconded by Jack Miller to approve the single tenant wall sign as presented. The motion passed unanimously (5-0).

Chairperson Amanda Ferguson rearranged the items as follows:

**Item 6:**

The fourth item was Consideration of a Letter of Design Approval for the Exterior Building Modification for an Existing Residence at 315 W Walters Street as Requested by Jamie and Cody Blackall, the Property Owners.

Staff gave a brief presentation describing the proposed design. The Committee asked about the siding used, and if it was appropriate for the Old Town Area. The applicants were present and clarified that the original siding was not made anymore, and the engineered wood was the best option to repair the damaged siding. The Committee also inquired about the trim, which the applicant said would be painted white.

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A motion was made by Sharon Ellis and seconded by Jack Tidwell to approve the exterior building modification as presented. The motion passed unanimously (5-0).

**Item 4:**

The fifth item was Consideration of a Letter of Design Approval for the Exterior Design for a New Residence at 151 Edwards Street as Requested by Oscar Salcedo, the Property Owner.

Staff gave a brief presentation describing the proposed design. The Committee asked about the appropriateness of the window treatments and front door. Advising Architect, Nicky DeFreece, clarified that the door and windows were not a craftsman style, and did not match the style of the proposed house design. The Committee liked the overall design of the house but requested a change to the windows and door.

A motion was made by Sharon Ellis and seconded by Jack Miller to approve the exterior design with the conditions that the applicant make the following changes with staff approval:

- the applicant provide new craftsman style window treatments, either 3 over 1 or 1 over 1
- the applicant provide a new craftsman style front door;
- the window trim be consistent on all three front windows;
- windows, not glass blocks, be used as lites around the front door

The motion passed unanimously (5-0).

**Item 5:**

The sixth item was Consideration of a Letter of Design Approval for a Wall Sign for Medical City Lewisville, Located at 500 W. Main Street, as Requested by Jeffery Delgado, of Delgado Signs.

Staff gave a brief presentation of the design of the Medical City Lewisville Children's Emergency Room sign. Staff stated that the sign did not meet the standards of the Old Town ordinances, but was consistent with past hospital signs and needed due to the critical nature of the hospital. The Committee inquired about the placement and illumination of the sign.

A motion was made by Sharon Ellis and seconded by Jack Tidwell to approve the wall sign as presented and grant a modification to the illumination and number of wall signs. The motion passed unanimously (5-0).

There being no other items to discuss, the meeting was adjourned at 4:33 p.m.

Respectfully submitted,

Approved,

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Michele Berry, Planning Manager

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Amanda Ferguson, Chairperson