

**Minutes  
Old Town Design Review Committee  
July 23, 2018**

**Item 1:**

The Old Town Design Review Committee was called to order at 4:01 p.m. with the following members present: Amanda Ferguson, Sharon Ellis, Erum Ali, Jack Miller. Member Jack Tidwell arrived shortly thereafter.

Staff present: Michele Berry, Planning Manager; June Sin, Planner; Stephanie Grigsby, Residential Plans Examiner.

**Item 2:**

The second item on the agenda was the approval of the minutes from the June 11, 2018 meeting. A motion was made by Jack Miller and seconded by Erum Ali to approve the minutes. The motion passed unanimously (4-0).

**Item 3:**

The third item on the agenda was Consideration of a Letter of Design Approval for Exterior Modifications of an Existing Residence, Located at 131 Milton Street, as Requested by Matthew Triana, on Behalf of Rita Williams, the Property Owner.

Staff gave a brief overview of the exterior modifications. Both the applicant and property owner were present and available to answer questions. The Committee asked for more details on the siding being replaced. The applicant answered that some siding needed to be replaced to match the existing siding and that the downspouts and gutters will be painted to match the trim and wall colors.

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

**Item 4:**

The fourth item on the agenda was Consideration of a Letter of Design Approval for a Single-Tenant Wall Sign for Main Street Mercantile located at 109 West Main Street, as Requested by Ronda Owens, the Applicant.

Staff gave a brief overview of the exterior modifications. The Committee asked if the proposed sign would open as a door. Staff answered that the item was conceptual at this time, and it will be reviewed to meet access requirements.

**Page 2**  
**Minutes - Old Town Design Review Committee**  
**May 14, 2018**

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

**Item 5:**

The fifth item on the agenda was Consideration of a Letter of Design Approval for the Exterior Lighting of an Existing Building located at 109 West Main Street, as Requested by Ronda Owens, the Applicant.

Staff gave a brief overview of the exterior lighting. The Committee discussed reducing visibility of security cameras and security lights.

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

There being no other items to discuss, the meeting was adjourned at 4:36 p.m.

Respectfully submitted,

Approved,

---

Michele Berry, Planning Manager

---

Amanda Ferguson, Chairperson