

**Minutes
Old Town Design Review Committee
September 26, 2016**

Item 1:

Vice Chair Sharon Ellis called the Old Town Design Review Committee to order at 4:07 p.m. with the following members present: Sharon Ellis, Casey Dunn, Doug Killough, and Advising Architect Bill Peck. Members Amanda Ferguson and Andrea Fowler were absent.

Staff present: Richard Luedke, Planning Manager; and June Sin, Planner.

Item 2:

The second item on the agenda was the approval of the minutes from the September 12, 2016 meeting. A motion was made by Doug Killough and seconded by Casey Dunn to approve the minutes. The motion passed unanimously (4-0).

Vice Chair Sharon Ellis revised the order of agenda items as indicated below:

Item 4:

The next item on the agenda was consideration of a Letter of Design Approval for a new shed for Chasin Tail BBQ, Located at 136 W. Main Street, as requested by Jon Sanders, on behalf of the Chasin Tail BBQ, the tenant.

Staff gave a brief presentation indicating that the applicant wants to build a new shed to house a smoker. The new shed will measure approximately 128 square feet (8'x16'). It will be finished with corrugated metal siding, which will be painted to match the existing building. The highest point will be approximate nine feet from the ground, and the lower part will be about eight feet high. Metal siding will be on four sides of the shed. On the front, the left side of the metal siding will be on a hinge to function as a door. The applicant presented that the shed will be painted with same paint used on the exterior of the building. The committee recommended painting four sides but leaving the roof a natural metal color. A motion was made by Doug Killough and seconded by Casey Dunn to approve the new shed with the roof consisting of a natural metal color. The motion passed unanimously (3-0).

Item 3:

The next item on the agenda was consideration of a Letter of Design Approval for a new monument sign for Model Lashes & More Studio, located at 449 W. Main Street as requested by Marisol Guess, the business owner.

Staff gave a brief presentation indicating that the applicant plans to add a new monument sign on the existing steel posts. The proposed sign will be a double sided sign, painted directly to weather proof wood. The letters will be painted in a serif font in calligraphy style letters. On each side, graphics featuring lavender flowers, green stems and a small heart will be added for

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decoration. Members recommended the following revisions to meet the Old Town design guidelines:

1. Sign must be designed by a professional sign contractor
2. Reduce the size of the phone number
3. Add a shape to the top of the sign
4. Add casing around the existing sign posts or add fresh paint
5. If the sign contains no outside scallop, consider orienting scallop inward
6. Consider possibility of hanging sign within the existing frame

A motion was made by Doug Killough and seconded by Sharon Ellis to table the item and to forward the recommendations listed above to the applicant. The motion passed unanimously (3-0).

Item 5:

The next item on the agenda was consideration of a Letter of Design Approval for exterior building design for a new residence located at 211 N. Hatcher Street, as requested by Bill Peck, on behalf of Daniel Tsakonas, the property owner.

Staff gave a brief presentation indicating that the applicant plans to build a two-story house, approximately 2,984 square feet with an angled garage. Staff discussed the proposed design, materials and finishes. Members discussed the proposed design and materials. Concerns were raised as to how the angled garage reflected the architectural style of the 1920's and 1930's.

A motion was made by Doug Killough and seconded by Casey Dunn to approve the exterior design as presented. The motion failed (2-1). A motion was made by Sharon Ellis and seconded by Doug Killough to table the item to the next meeting in order to revisit the angled garage issue. The motion passed unanimously (3-0).

Item 6:

The next item on the agenda was consideration of a Letter of Design Approval for exterior building design for Stokes Law Office located at 132 W. Main Street, as requested by Bill Peck, on behalf of Kellie Stokes of JK Mustang Properties, LLC., the property owner.

Staff gave a brief presentation indicating that the applicant is proposing a new addition which will extend from the south side of the existing structure. The proposal includes five office spaces. The first floor addition will have two office spaces and the second floor addition will have three additional offices with combined area of approximately 943 square feet.

Staff recommended that the approval for proposed exterior building design be contingent upon the approval of a final plat and Old Town Development Plan.

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A motion was made by Doug Killough and seconded by Casey Dunn to approve the exterior building design as presented with the staff recommendation. The motion passed unanimously (3-0).

There being no other items to discuss, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Approved,

Richard E. Luedke, Planning Manager

Amanda Ferguson, Chairperson