



**Design & Review Board
Meeting Agenda
Thursday, May 9, 2024
6 p.m.**

1. Call to order/roll call
2. Approval of the Meeting Minutes from April 11, 2024
3. Review and recommendations for the following applications:
 - I. 3422 Commonwealth Ave. – rear addition
 - II. 3258 Walter Ave. – front porch
 - III. 7415 Elm Ave. – front porch
 - IV. 2718 Sutton Blvd. – Speakeasy Therapies & Fitness – awning sign
4. Adjourn

**Design and Review Board
Meeting Minutes
Thursday, April 11, 2024**

1. Call to Order/Roll Call: The meeting was called to order at 6:00 p.m. Present were Lisa Griffin, Mary Killian, Sean O’Gorman, members excused Dana Valenti, Lauren Savel. Staff present: Brian Herr.
2. Approval of the meeting minutes from March 14, 2024: Sean O’Gorman made a motion to table the minutes due to the lack of members present.
3. Review and recommendations for the following applications:
 1. **2025 Bellevue Ave. – rear covered deck:** Josiah Green presented elevation plans of the proposed pergola. Josiah described the structure and the attachment to the deck. Member Sean O’Gorman asked about the height and the color of the pergola. Josiah indicated the height and color of the manufactured pergola kit. Sean O’Gorman made a motion to approve and motion was seconded by Mary Killian. All were in favor, motion passed.
 2. **2849 Laeledge Sta. Rd. – rear covered deck:** Nancy Schick and Kent McLain presented plans and elevations of the proposed rear covered deck. Nancy described the current deck construction and the proposed rear covered deck and the materials. Member Sean O’Gorman asked about the railing system to be used around the top uncovered second story portion. Nancy provided a detail of the railing system and the manufacturers literature and photo. Member Sean O’Gorman asked about the basement staircase and the south side of the deck. Nancy indicated that the basement stairs are covered and the cover is to remain. Member Sean O’Gorman made a motion to approve as submitted and was seconded by Lisa Griffin. All were in favor, motion passed.
 3. **7270 Manchester Ave. – Zee Bee Market – projecting sign:** No one was present to present the proposed projecting sign. Agenda item was tabled.
 4. **REVISED 7520 Manchester Rd. – Revel Kitchen – ground sign and window display sign:** No one was present to present the proposed ground sign and window display sign. Sean O’Gorman made a motion to approve with the stipulation that the ground sign have white or blue lettering and motion was seconded by Mary Killian. All were in favor, motion passed.
 5. **7570 Lohmeyer Ave. – Maplewood Family Aquatic Center – wall sign:** City staff Brian Herr presented a rendering of the proposed signage. The Board discussed options for the signage. Member Sean O’Gorman suggested that the lettering be larger to match the scale of the front of the building and be mounted higher than what was shown on the rendering provided. Member Mary Killian asked if some other options with different fonts and possibly city or aquatic center logo be provided.
4. Adjournment: Member Sean O’Gorman made a motion to adjourn, seconded by Lisa Griffin and all approved. The meeting adjourned at 7:30 p.m.

Respectfully submitted,
Brian Herr
Building Official/Fire Marshal

Front porch for the house located at 3258 Walter Ave.

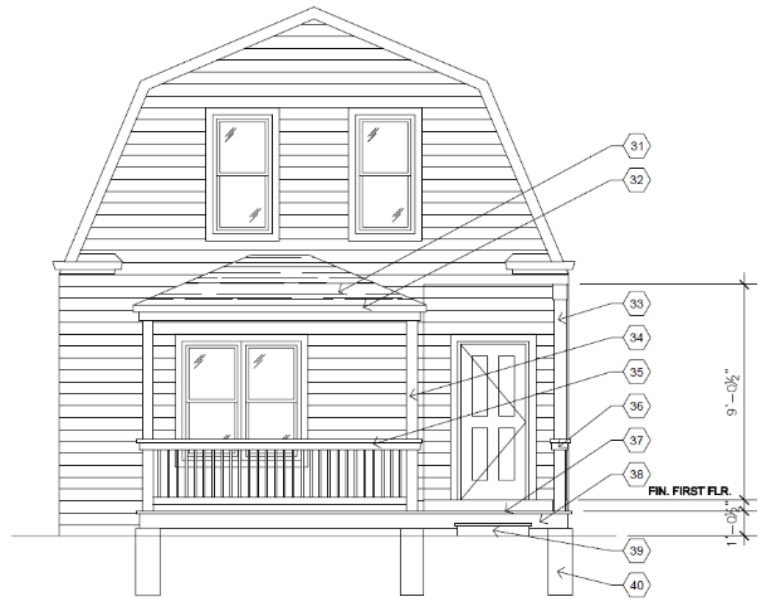
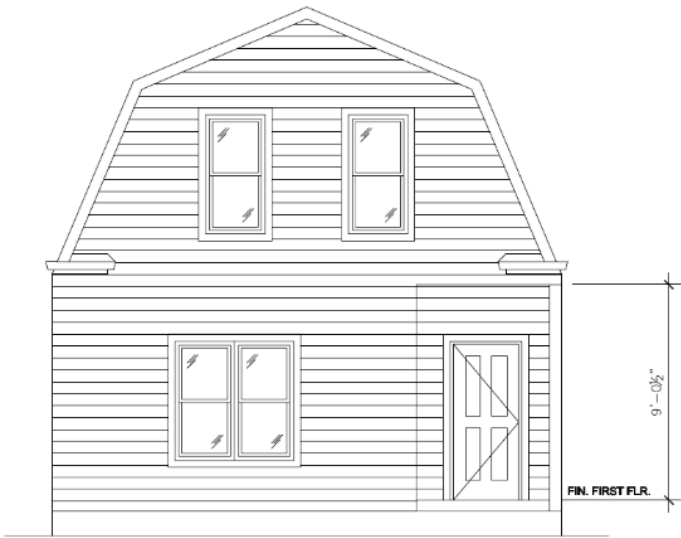
Applicant: Bradley Peterson project contractor

Building Description: Residential

Project Description: The applicant is seeking approval of a front porch.

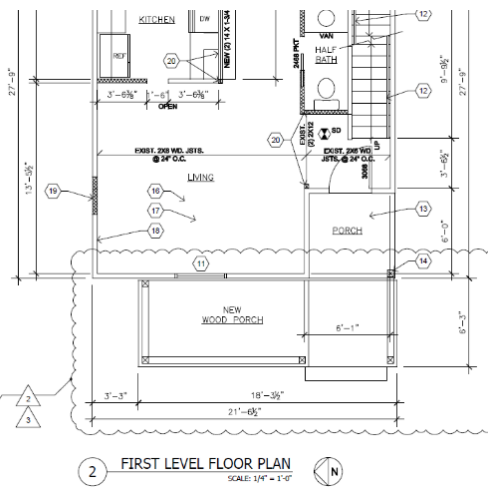
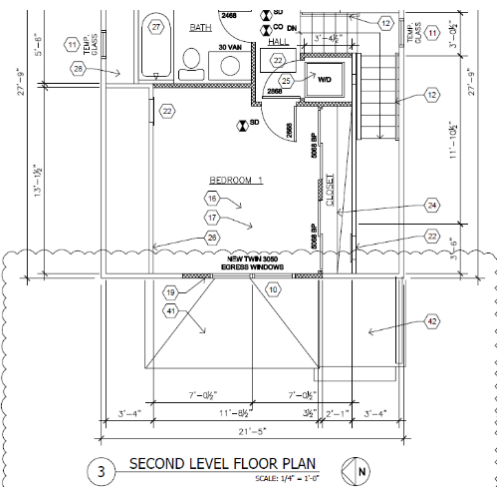
Staff Recommendation: The Staff has reviewed the application and determined that the proposed front porch complies with the city ordinance.

Attachments: Photos and specifications



5 EXISTING ELEVATION
SCALE: 1/4" = 1'-4"

6 PROPOSED PORCH ELEVATION
SCALE: 1/4" = 1'-4"



3 SECOND LEVEL FLOOR PLAN
SCALE: 3/4" = 1'-0"

2 FIRST LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"

Front porch for the house located at 7415 Elm Ave.

Applicant: Nate Cramer project contractor

Building Description: Residential

Project Description: The applicant is seeking approval of a front porch.

Staff Recommendation: The Staff has reviewed the application and determined that the proposed front porch complies with the city ordinance.

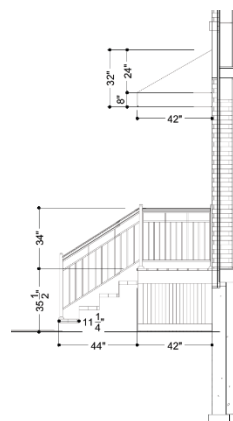
Attachments: Photos and specifications



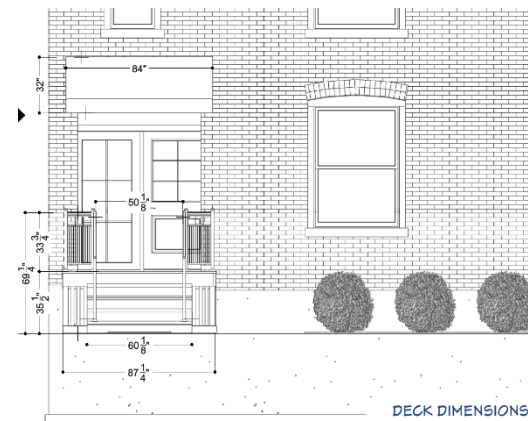
3D PERSPECTIVE



EXTERIOR ELEVATION



DECK DIMENSIONS



DECK DIMENSIONS

Awning sign for Speakeasy Therapies & Fitness located at 2718 Sutton Blvd.

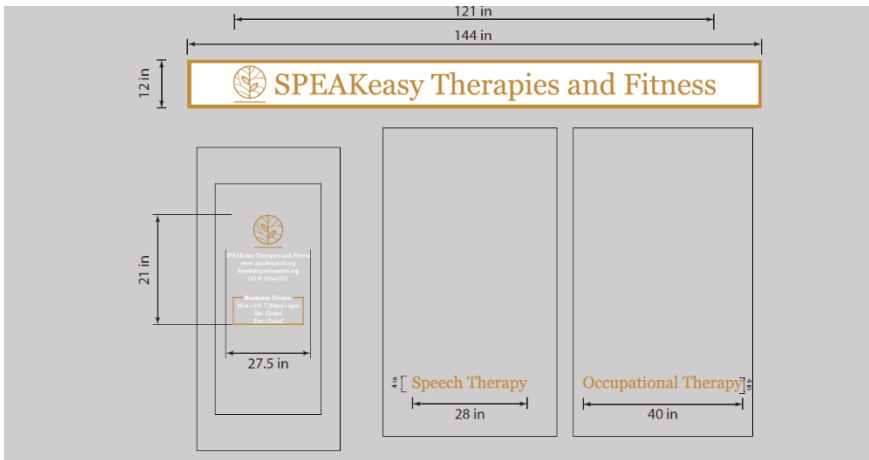
Applicant: Matt Brandic sign contractor

Building Description: Business

Project Description: The City is seeking approval of an awning sign.

Staff Recommendation: The Staff has reviewed the application and determined that the proposed awning sign complies with the city ordinance.

Attachments: Photos and specifications



Awning length: 162"

Awning sign message max length: $162" \times 0.75 = 121.5"$ wide max

Awning logo and lettering length: 121"

Awning capital letter height: 5.2"

Door Glass: $27" \times 58" = 1,566 / 144 = 10.875$ sqft

Left Window: $44" \times 77" = 3,388 / 144 = 23.52$ sqft

Right Window: $45" \times 77" = 3,465 / 144 = 24.06$ sqft

total glass area: 58.455 sqft

Window Sign max area: $58.455 \times 0.15 = 8.76$ sqft

Door Glass Graphic: $21" \times 27.5" = 577.5 / 144 = 4.01$ sqft

Left Window Graphic: $28" \times 4" = 112 / 144 = 0.77$ sqft

Right Window Graphic: $40" \times 4" = 160 / 144 = 1.11$ sqft

total graphic area: 5.89 sqft



proposed rendering