



**A Regular Meeting Minutes
Architectural Review and Historic Preservation Board
October 19, 2010**

1. PLEDGE OF ALLEGIANCE

CALL TO ORDER AND DETERMINATION OF QUORUM

Vice Chairman Tim Keating called the meeting of the Architectural Review and Historic Preservation Board to order at 6:34 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:35 pm.

Present: Board Members: Wendy Byrd Jung, Andy Crabtree, Vice Chairman Tim Keating, Michael Morrissey, and Chuck Simikian. Staff: Community Development Director Tim Wilson, Building Official Harold "Skip" Lukert, Chief Plans Examiner Dennis Turner, and Community Development Administrative Specialist Corrina Williams.

Absent: Board Members: Chairman John Murphy excused, Christopher Lee unexcused.

2. APPROVAL OF MINUTES

Motion by Mike Morrissey to approve the regular meeting minutes of July 19, 2010 as submitted. Seconded by Wendy Byrd Jung and carried unanimously 5-0.

APPLICATIONS FOR CERTIFICATE OF APPROVAL

3. 100 W. Plant Street (SW Corner Plant Street/Boyd Street)

Chief Plans Examiner Dennis Turner presented the staff report of the application for certificate of approval for the installation of an automated teller machine to the east side of the building located at the corner of Plant Street and Boyd Street. Use would be primarily for foot traffic and parking is available in the rear of the building, on Plant Street, and at the city parking lot. Discussion was brought by the Board asking about the signage and potential parking or traffic flow issues that having the ATM at this location could cause.

Michael Morrissey asked if there would be specific signage on Plant Street advising pedestrians of the ATM location. Mr. Turner advised no signage requests were made at the time of application.

Wendy Byrd Jung advised she foresees an issue with vehicles stopping to “jump out” and use the ATM causing a traffic flow problem for the street. Mr. Turner advised that the Planning and Zoning / Code Enforcement would address this if the situation occurs.

Tim Keating asked the applicant if he will have security cameras installed at the ATM. Applicant, Mr. Peter Fleck advised they would not be installing additional exterior cameras but believes the ATM machine does have an internal camera.

Andy Crabtree asked if there is any other signage that would be installed with the ATM, either on the wall or above it in the overhang. Mr. Fleck advised that they would be putting signage under the existing canopy. Mr. Turner advised that this signage would be handled through the building division under a sign permit request but would also be required to be reviewed by the Architectural Review Staff and if Staff deems it needs to be brought before the board it will be done so.

Community Development Director Wilson elaborated on the discussion of the parking and signs for the board. “No Parking” signs are in place and would be enforced by the City Police. The private parking for the businesses at this site are currently not respected. If this becomes a recurring problem the City would request the applicant to add a sign directing people to park in the rear and possible assignment of specific ATM parking spaces in the rear.

Motion by Mike Morrissey to approve the application for certificate of approval for the project known as Installation of an Automated Teller Machine at 100 W. Plant Street. Seconded by Andy Crabtree and carried unanimously 5-0.

4. BOARD DISCUSSION

Community Development Director Wilson advised no major projects have been submitted but a few minor tenant build-outs which would not be required to come before the board. Also, the DJ’s convenience store is working on a color selection of their sign package for their store frontage.

Mike Morrissey asked what was the final conditions of the temporary sign code. Mr. Wilson advised that the current City sign codes allows a banner for a temporary sign and for a term of 30 days. This is not currently being enforced while the City is in the process of updating the current sign code and. Mr. Wilson advised that the revised sign code will be addressing all the aspects of signage, including downtown wayfinding signs and recommendations are anticipated to be ready for presentation by January 2011.

5. ADJOURNMENT

Meeting adjourned at 6:51 pm.

ATTEST:


Admin. Specialist Corrina Williams

APPROVED:


Chairman John Murphy