



**A Regular Meeting Minutes  
Architectural Review and Historic Preservation Board  
October 18, 2011**

**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 6:30 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:30 pm.

**Present:** Board Members: Wendy Byrd Jung, Andy Crabtree, Vice Chairman Tim Keating, Chris Lee, Michael Morrissey, and Chuck Simikian. Staff: Planning and Zoning Director Tim Wilson, Building Official Harold “Skip” Lukert, Economic Development Director Tanja Gerhartz, and Community Development Administrative Specialist Corrina Williams.

**Absent:** Board Member: John Murphy, Chairman - excused

**2. APPROVAL OF MINUTES**

***Motion by Chris Lee to approve the regular meeting minutes of July 12, 2011 as submitted. Seconded by Andy Crabtree and carried unanimously 6-0.***

**APPLICATIONS FOR CERTIFICATE OF APPROVAL**

**3. 2 E. Plant Street - “Ms. Bees”**

Economic Development Director Tanja Gerhartz presented an application for the Boards’ approval of 2 E. Plant Street of which the applicant has also applied for a grant through the City’s “Façade Matching Grant Program” for the downtown district. The work to be performed on the grant application is work that is also subject to the Architectural Review and Historical Preservation Boards (ARHPB) approval. City staff, the Community Redevelopment Agency Advisory Board (CRAAB), and the Community Redevelopment Agency (CRA) have recommended approval of the grant application. The CRAAB recommended approval to the CRA with conditions on October 11, 2011, and the CRA provided approval on October 13, 2011 with the following conditions: 1) The window that is constructed on South Main Street be the same height as the existing windows on Plant Street and replicate the same aluminum trim that is around the existing windows, and; 2) the ARHPB must review and approve the application for certificate of approval. The items before the ARHPB for approval are the installation of a new window and awning on the storefront. Director Gerhartz reviewed the staff report with the Board and there was general discussion of the application and staff report. The applicant does not intend to put any lettering on the awning for advertisement or signage for the business. City Staff

reviewed the application and finds the improvements are compatible with other buildings within the downtown district and are in keeping with the intent of the historic downtown district overlay and recommend the application for approval with the following conditions; 1) The new window to be installed be the same height and trim as the existing windows on Plant Street; 2) The awning match the existing awnings over the windows on Plant Street.

***Motion by Wendy Byrd Jung to approve the application for certificate of approval for the project known as 2 E. Plant Street with the conditions that the height and trim of the new window must match the height of the existing storefront window on Plant Street. Seconded by Chuck Simikian and carried unanimously 6-0.***

**4. BOARD DISCUSSION**

Economic Development Director Tanja Gerhartz presented the Board Members with an invitation to attend the Downtown Merchants Meeting on Monday, October 24, 2011, of which one of the items to be discussed will be signage issues for the historic downtown district.

**5. ADJOURNMENT**

***Meeting adjourned at 6:45 pm.***

**ATTEST:**

**APPROVED:**

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**Admin. Specialist Corrina Williams**

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**Chairman John Murphy**