



**A Regular Meeting Minutes
Architectural Review and Historic Preservation Board
June 19, 2012**

1. PLEDGE OF ALLEGIANCE

CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman John Murphy called the meeting of the Architectural Review and Historic Preservation Board to order at 6:32 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:32 pm.

Present: Board Members: Wendy Byrd Jung, Vice Chairman Tim Keating, Chairman John Murphy and Chuck Simikian. Staff: Economic Development Director Tanja Gerhartz, Building Official Harold “Skip” Lukert, Senior Planner Laura Smith, and Community Development Administrative Specialist Corrina Williams.

Absent: Board Member: Andy Crabtree – excused, Chris Lee – excused, Michael Morrissey - unexcused

2. APPROVAL OF MINUTES

Motion by Chuck Simikian to approve the regular meeting minutes of October 18, 2011 as submitted. Seconded by Tim Keating and carried unanimously 4-0.

3. BOARD DISCUSSION

Economic Development Director Tanja Gerhartz requested policy guidance from the Board Members on the installation and use of commercial roll-up doors and windows for storefronts and buildings within the Historic Downtown District so that staff can create criteria. The request is initiated from several businesses requesting to open up their storefront to have an “Open-Air” storefront concept. Based on general discussion by the Board, City Staff was directed to draft guidelines to allow roll-up doors that support a warehouse use or where a building originally had a roll up door. The Board further agreed they would identify support for foldable or stackable doors to create open-air storefronts (i.e, NanaWall[®]) which would maintain the integrity of the Historic Downtown District and contributing structures.

Board Member Wendy Byrd Jung invited the Board to the Downtown Merchants Guild Sign Workshop that was being hosted tomorrow morning at 8:00 am. Economic Development Director Tanja Gerhartz expanded on the business stakeholder meetings and the importance of gathering input and determining the needs of the City and business community for updating the City’s sign code. The process of the sign code update will include several workshops between this Board,

the Planning and Zoning Board and the City Commission and anticipate the workshops to begin in August.

4. **ADJOURNMENT**

Meeting adjourned at 7:25 pm.

ATTEST:

APPROVED:

Admin. Specialist Corrina Williams

Chairman John Murphy