



**A Regular Meeting Minutes
Architectural Review and Historic Preservation Board
July 17, 2012**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman John Murphy called the meeting of the Architectural Review and Historic Preservation Board to order at 6:30 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:30 pm.

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

Absent: Board Member: Wendy Byrd Jung – excused, Chris Lee – excused, Michael Morrissey - excused

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

Motion by Tim Keating to approve the regular meeting minutes of June 19, 2012 as submitted. Seconded by Andy Crabtree and carried unanimously 4-0.

APPLICATIONS FOR CERTIFICATE OF APPROVAL

4. 132 W. Plant Street - “Black Building” (Larry Cappleman)

Economic Development Director Tanja Gerhartz presented an Owner/Applicant request for Certificate of Approval for two new awnings on the west side of 132 W. Plant Street. Staff recommends approval with the specific design dimensions to follow the standard guidelines and specifications directed for the downtown historic district.

An addendum was submitted to this application for an awning to be located on the west side of the building for his new tenant to cover an outdoor seating area to be about fifty linear feet extending out approximately eight feet. Staff requests the Boards approval for the concept, style and color of the awning and give staff the authority to work out the technical details on the size dimensions, and due diligence on how far to extend the awing, and the decorative fencing.

Motion by Tim Keating to approve the first two small awnings as presented and also approve the conceptual larger awning on the west side of the

building subject to staff's recommendations and guidelines. Seconded by Chuck Simikian and carried unanimously 4-0.

Board member Andy Crabtree recommended matching the rail to be installed on the first floor to that of the existing on the second floor.

5. 36-42 W. Plant Street – “Winter Garden Pizza Co.”

Economic Development Director Tanja Gerhartz asked for this item to be tabled until the next Architectural Review and Historic Preservation Board (ARHPB) meeting on August 21, 2012 at 6:30 pm.

Under general discussion and comments Mr. Michael Scorsone, applicant (Winter Garden Pizza Co.) 36 W. Plant Street, Winter Garden advised board of his intentions to add an outdoor eatery area to his location at 36 W. Plant Street which is presently an ice cream store. Discussion of three concept ideas to achieve this project; 1) Commercial roll-up door; 2) Nano® doors or 3) Storefront removed – recessed area.

ITEM TABLED AT THE REQUEST OF THE ECONOMIC DEVELOPMENT DIRECTOR WITHOUT MOTION FROM THE BOARD.

GENERAL BUSINESS

6. Policy Guidelines

Economic Development Director Tanja Gerhartz advised the Board she will provide, at the next meeting, some policy direction on the commercial roll-up doors, as part of the application for the Winter Garden Pizza Co.

7. Sign Code Update

Economic Development Director Tanja Gerhartz presented a powerpoint presentation on the City sign code update and wayfinding signage which staff proposes by way of rescinding any and all sign references in the City Code and to re-adopt Chapter 102 with revised policy which would centralize the sign code and specifically encompass signs that are not in our current code. Director Gerhartz requested input from the Board.

Community Development Director, Ed Williams, Economic Development Director Gerhartz, and the Board specifically discussed the current “Banner” and “Window” sign guidelines within the historic downtown district area which are currently not being enforced until the Sign Code is updated.

Meeting adjourned at 7:15 pm.

ATTEST:

APPROVED:

Admin. Specialist Corrina Williams

Chairman John Murphy