

**Design Review Board Meeting
Thursday, September 18, 2008
4:30 P.M.**

City Administration Building, 1st Floor Conference Room #15

Attendees: (1) Jean Malone
(2) Tom Castor Melinda Fisher, Transcriber
(3) Andy Tomlinson
(4) Tammy Eallonardo See Attached List for Others.
(5) Joe Molnar

Absent/Excused: Larry White, Terry Leonard

Tammy Eallonardo, Vice-Chairman, opened the meeting at 4:35 P.M.

ITEM 1: AUGUST MINUTES (8/21/08)

MOTION: Jean Malone
SECOND: Andy Tomlinson
VOTING: 4-0, Motion Carried, Unanimous Affirmation

ACTION: MINUTES APPROVED

ITEM 2: AUDIENCE PARTICIPATION

The floor was opened for audience participation. Kevin Coleman asked the Board if it had received an application for windows at 71 N. Paint St. because this building has boarded windows on the 2nd and 3rd floor levels. Chairman Molnar stated that the DRB has not received an application for this address but that the DRB had discussed issues about several different downtown buildings at last months DRB meeting of which this address was one of the buildings discussed. Mr. Molnar further stated that he had spoken with Kelly Kight, City Building Code Enforcer, about sending letters to the owners of the properties that were discussed by the DRB. Mr. Molnar provided Mr. Kight with a list of the property addresses that the DRB had issues with and felt needed addressed.

ITEM 3: STEVE NEWMAN – 41 N. PAINT STREET – EXTERIOR ARCHITECTURAL FEATURES

No one was present to explain or answer questions regarding this application. Therefore, the DRB tabled the application and it is being forwarded to the October DRB agenda.

ACTION: APPLICATION TABLED

ITEM 4: JENNIFER THOMPSON – 98 W. MAIN STREET – WINDOWS OR DOORS

Jennifer Thompson was present to explain and answer questions regarding this application as a representative for the Walnut Street United Methodist Church who are the owners of this property. This apartment building is located on the corner of Walnut and Main Streets. The Church is proposing to replace 21 wooden windows with vinyl windows. The existing wooden sills below the windows and the wooden arches above the windows would remain and are to be repaired or replaced as needed and repainted the same current white color. Mr. Molnar stated that the DRB would like to see the wooden windows restored as they lend themselves to the character of the building and inquired if there was a cost estimate to do so. Ms. Thompson stated that it would be cost prohibitive to restore the wooden windows and that if the DRB required the Church to do so they would have to scrap this project because they would not be able to afford it. Ms. Thompson stated that the estimate for 21 vinyl windows is \$4,000.00 in materials only and does not include labor costs. A motion was made to accept the application as presented with the stipulation that the windows remain the same white color with matching white wood trim and that there are to be no muntins (panes) in the windows.

MOTION: Tom Castor
SECOND: Jean Malone
VOTING: 5-0, Motion Carried

ACTION: CERTIFICATE OF APPROPRIATENESS ISSUED FOR WINDOWS

ITEM 5: DAVE MAGUIRE – 63/63 ½ W. 2ND STREET – WINDOWS – SOFFIT & TRIM

Dave Maguire, owner of All American Electric Co., was present to explain and answer questions regarding this application. Mr. Maguire had colored pictures of the finished window that was replaced on any emergency basis because the actual window had fallen out. Mr. Maguire is proposing to replace all of the remaining wood windows on the front and the west side of the building with the same white vinyl windows. The sills are to be replaced with either ash or oak wood and are to be painted the exact same white color that they were previously painted. The molding, trim and soffits are to be painted the same white color. The glass windows will not have any muntins (panes). A motion was made to accept the application as presented.

MOTION: Tom Castor
SECOND: Jean Malone
VOTING: 5-0, Motion Carried

ACTION: CERTIFICATE OF APPROPRIATENESS ISSUED FOR WINDOWS – SOFFIT & TRIM

OTHER BUSINESS

- Tammy Eallonardo, a DRB member, questioned the board about a sign that is in the window of the business of Arrow Title located in the old Lynch Ford building. The sign is located in an interior window with large orange lettering and covers the entire window. Per Kelly Kight, Building Code Enforcer, an interior sign is only allowed to cover 25% of a window. This building address is on the list that Mr. Molnar gave to Mr. Kight to be checked for violations. Mr. Kight stated to Mr. Molnar that he thought any letter going out to property owners on this list regarding city code violations should come from the Law Director's Office. Mr. Molnar is corresponding by e-mail with Law Director Toni Eddy regarding this list of properties.
- Chairman Joe Molnar informed the Board that he and City Councilwoman Nancy Ames have been drafting a letter to be sent to all residential and commercial property owners in the Downtown Preservation District to inform them about what issues they need to come before the Design Review Board about and which ones they do not need to. When the letter is finished Mr. Molnar will distribute copies to the other DRB members for their review before any mailings take place.
- Mr. Molnar also mentioned that all DRB members should encourage any downtown property owners that need assistance with renovation projects to submit an application to the City for downtown revitalization grant monies that are available on a 50/50 match basis.

Having no more business to conduct Chairman Joe Molnar asked for a motion to adjourn.

MOTION: Jean Malone
SECOND: Tom Castor
VOTING: Unanimous Affirmation

Meeting adjourned at 5:15 P.M.

Next month's meeting is to be held on Thursday, October 16, 2008, at 4:30 p.m.

Melinda Fisher
Transcriber, Design Review Board