



Design Review Board
Wednesday, December 4, 2024 - 6:00 PM
MINUTES

1. Call to Order
Board Chair Heather Green called the Design Review Board to order for December 4, 2024 at 6:01 pm
2. Roll Call
Present - Heather Green, Andrew Hale, Craig Bohning
Absent - Candice Evans, Franz Stein

Staff present - Sean Staneart - City Manager, Teresa Monroe - Clerk of Council

Public present - Crystal Majchrowski, solar panel rep, Emma Green
3. Public Comment
No comments
4. Approval of Minutes
 - a. November 26, 2024
ACTION: Andrew Hale moved to approve; Heather Green seconded and all were in favor.
AYES: Heather Green, Andrew Hale, Craig Bohning
NOES: None
ABSTAIN: None

Passed 3 - 0

5. Application 11-13-5 Certificate of Appropriateness; 62 S. Main St. - Sign - TABLED
 - a. Application
ACTION: Heather Green moved to take from the table; Andrew Hale seconded and all were in favor.
AYES: Heather Green, Andrew Hale, Craig Bohning
NOES: None
ABSTAIN: None

Passed 3 - 0

Applicant Crystal Majchrowski was present with a new sign design showing a 5"x18.35" door window decal with white vinyl letters with red outline. Current door window has paned glass, applicant said they would replace with standard glass before installing the decal.

ACTION: Heather Green moved to approve as presented; Andrew Hale seconded and the vote was as follows:
AYES: Heather Green, Craig Bohning, Andrew Hale
NOES: None
ABSTAIN: None

Passed 3 - 0

6. Application # 9-3-10 Certificate of Appropriateness; 422 Tyler Station Drive - Solar Panels

a. Application

Freedom Forever representative was present for the application. Materials provided for board review included home elevations showing a plan for a solar panel array on the rear roof plane of the home and street view photos of what the neighboring property views would be. Mr. Hale asked where the exterior power panel would be located, the representative said on the back of the house and pointed it out on the rear elevation.

ACTION: Andrew Hale moved to approve; Craig Bohning seconded and the vote was as follows:
AYES: Andrew Hale, Heather Green, Craig Bohning
NOES: None
ABSTAIN: None

Passed 3 - 0

7. Section 1187 Recommendation - Demolitions

a. Staff Report

Continued discussion on Environmental Change definitions surrounding demolition of secondary structures. Staff provided draft wording for review of the definitions as well as a fee schedule lowering the fee for demolition of structures under 750 square feet. Discussion on the changes suggested, board lowered the 750 square feet to 400. Some further review and discussion of both the major and minor change definitions prompted the boards desire to continue consideration of edits before recommending to council. Clerk Monroe to email the word version of 1187.03 (f) and (g) to board members for their red line edits, they can bring their edits back to a future meeting for group review and discussion.

8. Other Business

1. Andrew Hale asked some questions relating to a past application, prompted discussion on their role versus Planning & Zoning Commission and chicken or egg/cart before horse scenarios.

9. Adjourn

ACTION: Heather Green moved to adjourn; Andrew Hale seconded and all were in favor.
AYES: Heather Green, Andrew Hale, Craig Bohning
NOES: None
ABSTAIN: None

Passed 3 - 0

The meeting adjourned at 6:30 pm.