MILTON

DESIGN REVIEW BOARD

City Council Chambers, City Hall
Tuesday, February 6, 2024 at 6:00 PM

ACTION REPORT

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. INTRODUCTION OF BOARD MEMBERS

Present: Ken Warlick, Casey Robinson, Samia Coker, Danielle Gagne, Celeste Jackson, and David Jackson

Absent: Anne D'Anella

3. APPROVAL / AMENDMENT OF AGENDA

Motion to Approve the Agenda as presented: Danielle Gagne

Second: Casey Robinson

Vote: 6-0 (Approve)

4. APPROVAL OF MEETING MINUTES

A. January 9, 2024 - Action Report

Motion to Approve the January 9, 2024 Action Report as presented: Danielle Gagne

Second: Casey Robinson

Vote: 6-0 (Approve)

5. DEMOLITION OF STRUCTURES

A. 200 Hereford Road

Applicant: Matt Thrash / Matheson Custom Homes, Inc.
Request(s):

- Demolition of existing house, cross-tie retaining wall, swimming pool, and a portion of concrete driveway and turnaround.

Motion to Approve the demolition plan as presented: David Jackson

Second: Danielle Gagne

Vote: 6-0 (Approve)

B. 2880 Mountain Road
Applicant: Brian Cole / B.C. Engineering, Inc.
Request(s):
- Demolish existing house and a portion of gravel driveway

Motion to Approve the demolition plan as presented: Danielle Gagne

Second: Celeste Jackson

Vote: 6-0 (Approve)

6. COURTESY REVIEWS

A. None

7. FINAL REVIEWS

A. None

8. NEW BUSINESS

A. Training on Robert's Rule of Order

Melissa Tracy, counsel from the City Attorney's Office conducted a training on the nature of the Design Review Board by explaining the sections of the city code that outline the duties and responsibilities of the Board. Further, Ms. Tracy discussed the meeting format including Robert's Rule on motions, the purpose of conditions, tips on impartiality and transparency, ethics, and conflicts of interest.

B. DRB Updates

Staff liaison presented information on the total number of applications DRB reviewed in 2023 (January to December). Sixty-five (65) applications were evaluated, involving demolition, final (building and LDP), and courtesy reviews (variances, use permits, and rezonings). In addition, staff provided the status of various developments that DRB recommended approval in 2023 and where they are in the stages of development. Lastly, the staff informed the Board regarding the status of the demolition of 13325 Arnold Mill structures. Staff stated that no demolition activities have been reported, however, a final courtesy notice has been issued to the property owner with a compliance date. If corrective measures are not performed within the specified date, code enforcement staff will issue a citation.

9. OLD BUSINESS

A. None

10. ADJOURNMENT

Motion to Adjourn: Casey Robinson

Second: Celeste Jackson

Vote: 6-0 (Approve)

Persons needing special accommodations in order to participate in any City meeting should call 678.242.2500.