DESIGN REVIEW BOARD

City Council Chambers, City Hall
Tuesday, January 9, 2024 at 6:00 PM

ACTION REPORT

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. INTRODUCTION OF BOARD MEMBERS & ELECTION OF CHAIR & VICE CHAIR

A. Elect a Chair for the Design Review Board

Motion to Appoint Ken Warlick as the Chair of DRB: Casey Robinson

Second: David Jackson

Vote: 6-0 (Approved)

B. Elect a Vice Chair for the Design Review Board

Motion to Appoint Casey Robinson as the Vice Chair of DRB: Ken Warlick

Second: Celeste Jackson

Vote: 6-0 (Approved)

3. APPROVAL / AMENDMENT OF AGENDA

A. Motion to Amend the Agenda to Add "DRB Overview Presentation" under New Business and move the New Business after the Approval of the Meeting Minutes: Ken Warlick

Second: Casey Robinson

Vote: 6-0 (Approve)

B. Motion to Approve the Amended Agenda: Casey Robinson

Second: Celeste Jackson

Vote: 6-0 (Approve)

4. APPROVAL OF MEETING MINUTES

A. December 5, 2023 - Action Report

Motion to Approve the December 5, 2023 Minutes as presented: Casey Robinson

Second: Ken Warlick

Vote: 6-0 (Approved)

5. NEW BUSINESS

A. DRB Overview Presentation

Staff liaison presented the Design Review Board Overview which includes general information about the Board, the Board's goals and objectives, and the types of applications the Board reviews. Further, the staff explained the criteria for approving a demolition permit and showed some examples of demolition cases that the DRB approved in the past years. The staff also informed the Board of the meeting structure and how the meeting is conducted during the hearing of cases. Lastly, the staff went over important reminders to the Board regarding monthly pay, city emails, training on Robert's Rule, and quorum.

6. DEMOLITION OF STRUCTURES

A. 12880 New Providence Road

Applicant: Scott D. Reece / Brumbelow-Reese & Associates, Inc.
Request(s):

- Demolition of existing house and asphalt driveways.

Motion to Approve the demolition plan as presented: Casey Robinson

Second: Danielle Gagne

Vote: 6-0 (Approved)

B. 15605 Thompson Road

Applicant: Constantin Cheiaua / Ikon Builders, Inc.
Request(s):

- Demolition of sheds.

Motion to Approve the demolition plan as presented: Danielle Gagne

Second: David Jackson

Vote: 6-0 (Approved)

C. 385 Wigton Drive

Applicant: Patrick Fearon
Request(s):

- Demolition of the existing house.

Motion to Approve the demolition plan as presented: David Jackson

Second: Celeste Jackson

Vote: 6-0 (Approved)

7. COURTESY REVIEWS

A. V24-01, 12880 New Providence Road

Applicant: Scott D. Reece / Brumbelow-Reese & Associates, Inc.
Request(s):

- Part 1 – To reduce the 25-foot minimum side yard to 11 feet adjacent to the north property line for an existing wood building accessory structure (Sec. 64-416(c)(1)).

- Part 2 – To reduce the 50-foot minimum rear yard to 28 feet adjacent to the west property line for an existing wood building accessory structure (Sec. 64-416(d)).

- Part 3 – To reduce the 50-foot minimum rear yard to 38 feet adjacent to the west property line for an existing metal building accessory structure (Sec. 64-416(d)).

Comments: The DRB recommends approval of the variance request with one Board member abstaining. The Board acknowledges the existing wood building and metal building accessory structures were built before the incorporation of the City and recommends the following recommendations:

1. Explore vegetation screening to dilute the view of the metal building and wood building from the road.
2. Obtain a letter of support from the property owner to the rear.

B. V24-03, 1800 Providence Farms Lane

Applicant: Julie M. Martin
Request(s):

- To allow a proposed detached garage accessory structure to be located in front of the primary single-family home (Sec. 64-416(i)).

Comments: The DRB recommends approval of the variance request. The Board acknowledges there are exceptional circumstances for this property due to the unique shape of the lot and the orientation of the house. The Board is pleased with the farmhouse-style architecture and the darker color paint for the proposed detached garage. The Board asked the applicant to obtain a letter of support from the property owner to the south. The applicant informed the Board that letters were sent out but no response back from the property owner.

8. FINAL REVIEWS

A. None

9. OLD BUSINESS

A. The Board inquired about the status of the demolition of structures at 13325 Arnold Mill Road Demolition. Staff informed the Board that the demolition permit had been issued to the applicant. Staff will inspect the site and will keep the Board informed of any developments at the next meeting.

10. ADJOURNMENT

Motion to Adjourn: David Jackson

Second: Celeste Jackson

Vote: 6-0 (Approved)

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