

MINUTES
DESIGN REVIEW COMMITTEE MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Thursday, November 14, 2024 - 6:00 PM

Minutes of the Design Review Committee meeting of November 14, 2024 at 6:00 p.m.

Present 3 - Chairman Chris Taylor, Vice Chair Cody Keller, Committee Member Carr Stokes

Absent 2 - Committee Member Chris Harthcock, Committee Member Shelly Condra

Staff Present: Franci Linder, Heather Wood, Jo-Anmarie Andrade, Ryan Lewis

Recognized/Registered Guests: Debbie La Four

1. CALL TO ORDER – 6:00 PM

Chairman Taylor called the Design Review Committee to order at 6:00 p.m.

2. CONFLICT OF INTEREST

None declared.

3. PUBLIC COMMENTS:

Chairman Taylor opened public comments at 6:01 p.m.

No comments were received.

Chairman Taylor closed public comments at 6:01 p.m.

4. CONSENT AGENDA:

- 4.A.** [2024-572](#) Consider approval of the minutes of the Design Review Committee meeting of September 12, 2024.

A motion was made by Vice Chair Keller, seconded by Chairman Taylor, to approve the consent agenda as presented. The motion carried by the following vote:

Approved:

Yea: 3 - Chairman Taylor, Vice Chair Keller, Committee Member Stokes

5. REGULAR AGENDA ITEMS:

- 5.A. [2024-573](#) Consider a request for a variance to the Unified Development Code (UDC) Nonconforming Signs (Section 9-4.A.2) to allow continued use of an existing, legally nonconforming pole sign with an updated sign face for a new business located at 1234 South Main Street.

Jo-Anmarie Andrade, City Planner II, introduced the variance request under consideration. This request pertains solely to the replacement of the sign face, with no alterations to the structure, height, or positioning. A variance is necessary because there has been a lapse of 90 days between the departure of the previous tenant and the commencement of the new business. According to regulations, a sign must be removed within 90 days of a business closing or relocating, unless a variance is issued.

A motion was made by Vice Chair Keller, seconded by Committee Member Stokes, to approve a request for a variance to the Unified Development Code (UDC) Nonconforming Signs (Section 9-4.A.2) to allow continued use of an existing, legally nonconforming pole sign with an updated sign face for a new business located at 1234 South Main Street. The motion carried by the following vote:

Approved:

Yea: 3 - Chairman Taylor, Vice Chair Keller, Committee Member Stokes

6. COMMENTS FROM COMMITTEE/LEGAL COUNSEL/STAFF – NO DISCUSSION OR ACTION MAY TAKE PLACE.

Franci Linder, Assistant Planning Director, gave a brief update on the UDC updates related to pole and pylons sign that was passed by City Council in August 2024. She also reminded the Committee of the holiday

open house December 11th at 6p.

7. ADJOURNMENT

Chairman Taylor adjourned the Design Review Committee at 6:14 p.m.

Chairman

Vice Chair