

A MOTION WAS MADE BY BOARD MEMBER HARTHCOCK, SECONDED BY BOARD MEMBER CHAPMAN, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 3 - Board Member Chapman, Board Member Woolard, and Board Member Harthcock

5.A Consider approval of the minutes of the Design Review Committee meeting of November 14, 2024.

THE MINUTES WERE APPROVED.

6. REGULAR AGENDA ITEMS:

6.A Consider a request for a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to allow the installation of a 4-foot hanging sign from a 5-foot wide attached canopy, which exceeds the 60% depth requirement for perpendicular signs for a new tenant, located at 101 S. Main Street.

Chairman Taylor called on Jo-Anmarie Andrade, Planner II, to present the items. She spoke on items 6a and 6b as they are related. She displayed photos of the proposed signs as requested by the applicant, Mason Mainz. The variances include a wall sign and a canopy hanging sign.

The Historic Landmark Commission (HLC) reviewed the proposed signage and issued a Certificate of Appropriateness along with a condition of approval. Staff noted the area is highly pedestrian-oriented, supporting the projection variance, and recommends the Design Review Committee accept the findings.

The total proposed sign area is 82 square feet, broken down as follows: wall sign: 48 sq. ft. and the canopy sign: 24 sq. ft.

The proposed signage spans 50 feet across a 70-foot-wide façade, appearing well-proportioned. Staff recommends approval of the variance.

During the discussion the applicant, Mason Mainz noted similar signage in the area that have been approved for nearby businesses.

A MOTION WAS MADE BY BOARD MEMBER HARTHCOCK, SECONDED BY BOARD MEMBER WOOLARD, TO APPROVE A VARIANCE TO THE UNIFIED DEVELOPMENT CODE 9.7.D.7. (DIMENSIONAL TABLE) TO ALLOW THE INSTALLATION OF A 4-FOOT HANGING SIGN FROM A 5-FOOT WIDE ATTACHED CANOPY, WHICH EXCEEDS THE 60% DEPTH REQUIREMENT FOR PERPENDICULAR SIGNS FOR A NEW TENANT, LOCATED AT 101 S. MAIN STREET. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 3 - Board Member Chapman, Board Member Woolard, and Board Member Harthcock

6.B Consider a request for a variance to the Unified Development Code Section 9-7.D.1.b, to allow 82 square feet of total tenant signage where a maximum of 25 square feet is permitted for tenant spaces with less than 50 linear feet of building frontage for a new tenant, located at 101 S. Main Street.

A MOTION WAS MADE BY BOARD MEMBER CHAPMAN, SECONDED BY BOARD MEMBER HARTHCOCK, TO APPROVE A VARIANCE TO THE UNIFIED DEVELOPMENT CODE SECTION 9-7.D.1.B, TO ALLOW 82 SQUARE FEET OF TOTAL TENANT SIGNAGE WHERE A MAXIMUM OF 25 SQUARE FEET IS PERMITTED FOR TENANT SPACES WITH LESS THAN 50 LINEAR FEET OF BUILDING FRONTAGE FOR A NEW TENANT, LOCATED AT 101 S. MAIN STREET. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 2 - Board Member Woolard, and Board Member Harthcock

Nay: 1 - Board Member Chapman

7. DISCUSSION:

7.A Training: Reviewing Sign Certificates of Appropriateness and Variance Requests.

Chairman Taylor called on Jo-Anmarie Andrade, Planner II, who explained that under Chapter 3 of the Unified Development Code (UDC) certain types of signs require review and approval by the Design Review Committee (DRC). The DRC has the authority to issue a Certificate of Approval for signage. The sign review process evaluates how proposed signage fits the building’s architecture and complies with city standards. A sign variance is triggered when a proposal: exceeds maximum size, height, or placement limits; exceeds the allowable

number of signs; deviates from the approved materials standards; or includes lighting that does not conform. When a variance is requested, the DRC evaluates the proposal based on five criteria, all of which must be met: unnecessary hardship, not contrary to UDC, unique circumstances, and no harm to public. DRC members may ask questions, recommend design improvements, or deny the variance. A checklist is used to guide and document the evaluation. The DRC does not regulate sign content.

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

Assistant Director Franci Linder expressed appreciation and congratulations to new members and appointments.

9. ADJOURNMENT

Chairman Taylor adjourned the Design Review Committee meeting at 6:30 p.m.

Approved:

Chairman

Attest:

Executive Assistant