

**Architectural Review Board Meeting
MAY 24, 2017 3:30 PM
MINUTES**

MEMBERS: Georgene Brazer, Shannon Baughman, Jon Seagraves

STAFF: Randy Dykes, Amanda Styer

GUEST: Michael Bean

APPROVAL OF MINUTES:

1. Approval/Disapproval of the meeting minutes from the May 10, 2017 ARB meeting. Jon Seagraves made a motion to approve the minutes from the May 10, 2017 ARB meeting; motion seconded by Shannon Baughman and carried by all.

SIGN REVIEW:

1. Richmond Hill Best Dry Cleaning- Review of the building sign to be located at 10275 Ford Avenue.

Zoning Administrator Amanda Styer explained the sign will be the same type and size as the Yu Spa building sign that was approved last year for this building.

Shannon Baughman asked if the sign meets the sign ordinance regulations and Mrs. Styer replied yes.

Shannon Baughman made a motion to recommend approval of the building sign for Richmond Hill Best Dry Cleaning; motion seconded by Georgene Brazer. Jon Seagraves abstained due to possible conflict of interest.

LANDSCAPE REVIEW:

1. Brisbon Road Townhomes- Review of the landscape plan.

Jon Seagraves stated the plan does not specify what trees are already in the buffer and a representative was not in attendance to explain which makes it difficult to make a decision. Georgene Brazer agreed stating she would like to know the diameter of the existing trees. Shannon Baughman stated a photo of the area off the road would be sufficient and stated he would drive by the location to look.

Shannon Baughman explained a Holly Tree such as a Nellie Stevens would take 7-10 years to grow large enough to close the gaps of vegetation. He felt a 15-30 gallon Wax Myrtle or another tree that is natural to the area would be a better choice to fill the gaps.

Assistant Director Randy Dykes asked what changes the board would like to see on the landscape plan and Georgene Brazer explained they need to see what gaps there will be and suggested a tree survey be submitted by the applicant. She felt the board should table the request for the following ARB meeting when the applicant could be present to answer questions and discuss.

Shannon Baughman made a motion to table the review of the Brisbon Road Townhomes landscape plan; motion seconded by Jon Seagraves and carried by all.

With nothing further, Shannon Baughman made a motion to close the meeting; motion seconded by Jon Seagraves and carried by all.

Meeting closed at 3:50 pm.

Respectively submitted by,

Amanda Styer
Zoning Administrator