**Architectural Design Review Board**

**Minutes**

**August 9, 2018**

**Call to Order:** Chairman Rodney Givens called the meeting of the Architectural Design Review Board to order at 12:15 p.m.

**Roll Call:** Those present were Chairman Rodney Givens, Stephen Busch, Yahya Hassan and secretary Kierra Smith.

Also present was Fredalyn Frasier, Interim Director of Planning, Building and Zoning and Mike Tuttle.

**Approval of Minutes:** Rodney Givens motion to approved minutes of previous meetings and agenda on a later date when the board will meet again.

**New Business:**

**Item 1: Proposed new commercial building at 738 Morrow Rd, (convenience store)**

 The applicant, Mabel Memon and contractor, Jeff McCloud were present at the meeting. The applicant petitions the Board to build a new convenience store at 738 Morrow Rd. The lot has been vacant for years and the applicant wants to utilize the parcel.

 Yahya Hassan posed questions if the limited egress and ingress of traffic will be a factor. Rodney Givens agreed that there should be a raised median off the property on Morrow rd. to ensure safety and flow of traffic is not disturbed. The contractor responded, they are willing to place a raised median on the site. Fredalyn Frasier explained Public Works department will make the final determination of this matter.

 Rodney givens posed a question about signage for the new building. The contractor responded the sign will read “Food Mart” and will be illuminated across the building. He also commented that the free standing sign requirements will be easily met.

 Yahya Hassan asked for more in depth details about the dumpster enclosure. The contractor explained it’ll be a split face block painted the same color as the new building with metal gates on the front. Stephen Busch commented that it should be tied to a sanitary sewer for odor and cleanliness. The contractor and applicant agreed and also noted that the sanitation service that is provided through the city perform pickups three times a week.

 Mike Tuttle posed a question about the dimensions of the parking spots. The contractor, replied the dimension are 19 x 10.

 Yahya Hassan asked if the detention pond that is located near the site, is wet or dry. The contractor explained the pond is detention and not retention. During high rainfall it may fill up and drain out to a certain extend but it will not stay wet.

 Rodney Givens asked Mike Tuttle is there a city ordinance that requires a certain number of parking spaces for a commercial site. Mike Tuttle responded its one (1) space for each two hundred fifty (250) square feet of retail sales space. Fredalyn Frasier commented that the applicant meets the requirements based upon the given retail space.

 Stephen Busch asked if the tree buffers will be saved between the existing neighborhoods and the site development. The contractor agreed the buffers will not be touched. Stephen Busch was also concerned about the limit of disturbance being too close to the trees. The contractor explained there will be a small retaining wall on the side in addition to the tree save fence for added endurance.

 Yahya Hassan asked if the tree count was a part of the city ordinance or is it a state requirement. Mike Tuttle explained we have a tree ordinance but as far as the tree count the requirements would be determined by the city’s appointed civil engineer, Mark Whitley.

 Fredalyn Frasier commented that the approval would be based upon the conditions to be met which includes final determination of the raised medium, the signage, and any evaluations in reference to the tree count. Fredalyn Frasier only concern was the sight distance along Morrow rd. with the existing trees, which may require a different type of vegetation due to the limited sight line.

 Stephen Busch suggested a different type of tree species to help with the overgrowth and maintenance of the landscape.

 The contractor agreed the applicant could submit something in writing that the site will be maintained.

 Stephen Busch asked whether or not there is a required evergreen buffer between a residential and commercial zoned area. Mike Tuttle replied the city ordinance states the buffer zone required must be vegetative. Fredalyn Frasier pulled up satellite images of the site to demonstrate that the existing buffer is sufficient.

 Rodney Givens posed the question if the board needs to see the renderings of the building since they were not presented at the time of the meeting. Ron Dodson commented that the board doesn’t have any discretion on what goes on buildings outside of the overlay district on Main Street. Just so long as the building is not metal. Rodney Givens agreed and that the architectural drawings will be sufficient enough to submit before the board.

Stephen Busch made the motion to approve with conditions the commercial building at 738 Morrow rd. The conditions include providing dumpster, signage, and landscaping details, and the raised medium with respect to the approval of the Public Works Department. Ron Dodson seconded the motion. Voting was unanimous.

**Other Business:** The board will approve minutes from the previous meetings and the agenda at a later date.

**Adjournment:** There being no further business, Yahya Hassan made a motion to adjourn. Stephen Busch seconded the motion. Meeting was adjourned.