

MINUTES
DOWNTOWN REVIEW BOARD
May 5, 2010
5:30 P.M. – COUNCIL CHAMBER

	<u>Name</u>	<u>Attendance</u> (mtgs attended-mtgs absent)	<u>Term of Office</u>
MEMBERS PRESENT:	Beth Conway	(1-1)	3/10/11
	Troy Culver, Vice Chairman	(2-0)	3/10/11
	Carl Kohler	(1-1)	3/04/12
	Vincent Lewis	(2-0)	3/04/12
	Mike Manganaro	(2-0)	5/21/10
	Josh Royle	(1-0)	3/22/13
	Mark Schmitz	(2-0)	3/10/11
	Cole Woodbury, Chairman	(2-0)	3/27/12
MEMBERS ABSENT:	Debbie Mahoney	(0-1)	3/22/13

Quorum Present. Five members constitute a quorum.

OTHERS PRESENT: Mike Kellam, City Planner
Vicki Johnson, Assistant City Planner

Chairman Woodbury called the meeting to order.

APPROVAL OF MINUTES – March 3, 2010.

Chairman Woodbury asked for corrections and/or additions to the minutes of the meeting of March 3, 2010. Beth Conway made a motion to approve the minutes as submitted. Vincent Lewis seconded the motion.

VOTE: Conway – yes, Culver – yes, Kohler – yes, Lewis – yes, Manganaro – yes, Royle – yes, Schmitz – yes, Woodbury – yes.

Ayes – 8, Nays – 0. Quorum vote is five votes. Motion passes.

Old Business -- None

New Business

ITEM #1 MO-KAN DEVELOPMENT, INC. by Roderick Sign – 224 North 7th Street -- Requesting approval of a Certificate of Appropriateness for placement of a new single-faced aluminum sign.

Tom Bliss, 1913 Lover's Lane, appeared representing Mo-Kan Development. He explained that they have moved from 1302 Faraon Street to a new location at 224 North 7th Street and now they need a sign to identify their business.

Cole Woodbury asked Mike Kellam if the proposed sign meets code. Mike said yes; the proposed sign is 30 sq. ft. He said they would be allowed a sign up to 34 sq. ft. Mike said staff recommends approval of the Certificate of Appropriateness.

Troy Culver asked about signs on the glass front. Mike said they are limited to 25% of the transparent surface. Mr. Bliss said there is a sign painted on the glass already.

Troy Culver made a motion to approve the Certificate of Appropriateness. Mike Manganaro seconded the motion.

VOTE: Conway – yes, Culver – yes, Kohler – yes, Lewis – yes, Manganaro – yes, Royle – yes, Schmitz – yes, Woodbury – yes.

Ayes – 8, Nays – 0. Quorum vote is five votes. Motion passes.

This Certificate of Appropriateness has been approved by the Downtown Review Board.

ITEM #2 Discussion – Annual review of the P-1 Downtown Precise Plan

Mike said that the P-1 Downtown Precise Plan has a requirement that the plan be reviewed annually. He asked if any board members have questions or are aware of anything in the plan that needs to be changed or discussed.

Troy Culver suggested tabling this item until the next regular meeting since we have new members on the board.

He also said he would be interested in knowing if the boundaries as set out originally are still appropriate. Mike said they are based on the historic central business district. To change the boundaries would require a City initiated zone change because the property involved is private property. However, if the board thinks it is necessary, it can be discussed.

Mr. Culver also asked about a precise plan being considered for the "Uptown" area. Mike explained that there would be an area of about 1-1/2 blocks that would overlap with the Downtown Precise Plan area; it would require the P-1 to be amended to remove those properties.

Mike said the Downtown TIF is a mirror image of the Downtown Precise Plan, which is another good reason to leave the P-1 boundaries alone.

Mike said staff has a few things that need to be changed within the Downtown Precise Plan. Recently, Section 31-100 was adopted as part of Chapter 31 of the Code of Ordinances. This section gives authority to the Downtown Review Board and needs to be carried over into the Precise Plan itself. In addition, Chapter 31 now has restrictions on the storage of hazardous materials in buildings. Because the Precise Plan does include light manufacturing, packaging

and storage of goods and products, we probably need to include something about hazardous materials as well.

Also, Mike explained that staff has been asked to develop some type of ecological development practices that can be encouraged within the Precise Plan.

Troy Culver said we need to try to provide screening for dumpsters. Mike said the alley between the 6th & Edmond parking lot and Felix Street will become a pedestrian “green” alley and the dumpsters normally in that area will be screened. Those changes will be reviewed by the Downtown Review Board once final design is ready. Mr. Culver said he would like to see all dumpsters screened, and all screened with the same type of material.

Mike said the Precise Plan only governs property outside the public right-of-way. The parking lot discussed earlier is publicly owned but not dedicated right-of-way.

There was a mention that members of the board get together before the next meeting to discuss some possible changes. Members of the Downtown Review Board were reminded that the Sunshine Law allows only three or fewer members to meet without a public notice. However, any time more than three would like to discuss this, staff will be happy to arrange a meeting room and prepare a public notice.

Troy Culver made a motion to table discussion of this item until the next regularly scheduled meeting of the Downtown Review Board. Vincent Lewis seconded the motion.

VOTE: Conway – yes, Culver – yes, Kohler – yes, Lewis – yes, Manganaro – yes, Royle – yes, Schmitz – yes, Woodbury – yes.

Ayes – 8, Nays – 0. Quorum vote is five votes. Motion passes.

ITEM #3 Staff Report

- Mike Kellam said the second phase of the Felix streetscape is well under way.
- The 5th & Edmond parking lot design is also well under way. There is a preliminary design and a meeting has been held with the owners. At this time, we are finalizing the landscape design.
- The Neil Smith people did not sign a lease with the United Building but they did indicate that they are still looking downtown.
- Mark Schmitz asked if they have decided whether to start at 10th Street and work backwards or start at 7th Street. Mike said they will start at 10th Street in order not to interfere with the downtown music festivals they have at the square. Weather permitting, they should be completed this season.
- The Brazilian steak house is now scheduled to open in mid-June. Regarding the exterior look, Mike said it will remain brick with something like a marquee sign on the front.

- Troy Culver suggested having a development check list to help downtown developers determine the proper steps to take. Mike said that would be a staff initiative and we will be working on it. We do a plan review with commercial projects throughout the city and this would be something similar.

There being no further discussion or business to come before this board, Chairman Woodbury adjourned the meeting at 5:55 p.m.

The next regular meeting of the Downtown Review Board is scheduled for June 2, 2010 at 5:30 p.m. in the Council Chamber.