

Minutes
Design Review Board
May 11, 2023

I. CALL TO ORDER

The meeting was called to order at 4:05 PM. Members present: Barbara Sassaman, Chair; Pancho Cole, Vice Chair; and member Mikes Rogers and Andrea Lepcio. Member Kate Macko arrived a few minutes late.

Staff present were Angela Chamberlain, Code Enforcement Officer; Michele Gagnon, Planning Director; and Cali Martinez, Staff Planner.

II. EXCUSED ABSENCES

None

III. ADOPTION OF AGENDA

Ms. Make had not arrived yet.

Ms. Lepcio moved to adopt the agenda. Mr. Rogers seconded the motion and the Board voted unanimously (4-0) to approve the motion.

IV. APPROVAL OF MINUTES

a. April 27, 2023

Ms. Mako arrived.

Ms. Sassaman moved to approve the minutes with, as amended. Mr. Rogers seconded the motion and the Board voted unanimously (4-0) to approve the motion, with Ms. Lepcio abstaining.

V. PUBLIC COMMENT

There were none.

V. BUILDING PERMIT REMINDERS

The applicants were reminded that they would need to apply for and receive a building permit prior to commencing any of the activities approved at the meeting.

VI. REGULAR BUSINESS

a. Certificate of Appropriateness

Application: DRB-2023-12

Applicant: Siam Orchid (Heather Pellegren)

Owner: Hatsana Phanthavong

Project Location: 34 Rodick Street (104-394-000)

Proposed Project: Changes to Exterior of Non historic Building
Installation or Changes in fences and freestanding walls
Installation or Changes in Sign or Awning

Replacing existing fence, install new awnings and patio area, addition of propane fire pit and new sign design

Ms. Mako moved to approved the application. Mr. Rogers seconded the motion. It carried unanimously (5-0).

b. Certificate of Appropriateness

Application: DRB-2023-14
Applicant: Peter Hastings
Owner: No Frills Energy
Project Location: 64 Cottage Street (104-307-000)
Proposed Project: Changes to Exterior Appearance of Non historic Building
New gas pumps and canopy

Ms. Lepcio moved to approved the application. Ms. Mako seconded the motion. It carried unanimously (5-0).

VII. OTHER BUSINESS

a. Appendix A amendment

Staff Planner Martinez explained that the board may want to consider adding a definition of non-contributing properties. The board supported her recommendation.

VIII. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

None

IX. ADJOURNMENT

I. ADJOURNMENT

At 4:20 PM, Ms. Mako moved to adjourn the meeting. Ms. Lepcio seconded the motion and the Board voted unanimously (5-0) to adjourn.

Signed as approved:

Andrea Lepcio, Secretary



Date

6/8/23