



Design Review Board  
Official Minutes  
March 21, 2025  
CITY HALL 2 PARK PLAZA

I. CALL TO ORDER - WORKSHOP

Chair Kramer called the workshop to order at 8:30 a.m.  
Chair Kramer adjourned the workshop at 8:59 a.m.

II. CALL TO ORDER

Chair Kramer called the meeting to order at 9:07 a.m.

III. ROLL CALL

- **Board Members Present**
  - o Richard Kramer, Chair
  - o Frank Schwing, Vice- Chair
  - o Pat Corkill
  - o Jennifer Sprayberry
  - o Richard Owens
- **Board Members Absent**
  - o Holly Palmer
  - o Erik Rowen
- **Staff Members Present**
  - o Brett Schroeder, Code Enforcement Manager
  - o Joel Carnow, GIS Specialist/Special Projects Planner
  - o Erin Cobb, Administrative Office Coordinator

IV. ITEMS FROM STAFF

- A. Public Hearing Procedures

V. ITEMS FROM BOARD MEMBERS

#### A. DRB Meeting Minutes of February 21, 2025

- ❖ Board Member Owens offered a motion to approve the meeting minutes from February 21, 2025
  - The motion received a second from Board Member Sprayberry
  - The motion was approved unanimously.

#### VI. PUBLIC HEARINGS

##### A. DRB240048 296 & 304 Thompson St – Kingsly

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

- ❖ Vice-Chair Schwing offered a motion to approve elevations and materials as follows:
  1. Lots 1-7 are approved as presented.
  2. Lots 2-6 and 8-11 will be substantially similar to 1 and 7; same stone throughout, one of the three brick selections shown; same window style and color; with all final approvals by staff.
  3. Townhouses elevations and materials are approved as presented.
    - The motion received a second from Board Member Owens
    - The motion was approved unanimously (5-0)

##### B. DRB240045 244 North Main St

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

- ❖ Board Member Schwing offered a motion to approve elevations and materials as presented with the following clarifications and conditions:
  1. All the lower roofs are standing seam.
  2. The brick selection will be as follows:
    - o Unit 1: Stonington Queen
    - o Unit 2: Botany Bay

- o Unit 3: Old Bailey
- o Unit 4: Stonington Queen
- o Unit 5: Mosswood
- o Unit 6: Botany Bay
- o Unit 7: Old Bailey
- o Unit 8: Botany Bay
- o Unit 9: Stonington Queen
- o Unit 10: Mosswood
- o Unit 11: Old Bailey

3. The outer side northern elevation on lot 1, 4 and 11 need more visual interest, applicant to work with staff for final approval.

- The motion received a second from Chairman Kramer
- The motion was approved (4-1); Board Member Corkill voting in opposition.

Chairman Kramer called a recess at 10:15 am

Chairman Kramer called the meeting back to order at 10:21 am

#### C. DRB250001 Hudson Park 193 Canton St

Board Member Corkill recused himself from this item as he was consulted on the Landscape Plan.

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

❖ Vice - Chair Schwing offered a motion to approve elevation and materials as presented with the following conditions and clarifications:

1. Lots 1, 2, and 10 on Canton Street, AC units will not be visible from the street or will be screened in some way with approval by Staff.
2. The sample of the brick called Natural will be submitted to Staff for approval.
3. For lot 10 the paint color on the lower right of the sample page that is labeled Passive is actually Porpoise.
4. For lot 1 the Passive color is on the one shown on the bottom left of the sample page.

- The motion received a second from Board Member Owens
- The motion was approved unanimously (4-0-1); Board Member Corkill recused himself

from this item.

**D. DRB250011 Providence Partners Group 204 Marietta St**

Applicant presented elevations, materials and site plan.

There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve elevation & materials and site plan as presented with the following conditions:
  1. The parapet wall with address number needs more attention as discussed, the applicant will work with Staff on the final approval after signage is determined.
    - The motion received a second from Board Member Owens.
    - The motion was approved unanimously (5-0)
- ❖ Board Member Schwing offered a motion to approve the photo metrics to be submitted to Staff for final approval.
  - The motion received a second from Board Member Corkill.
  - The motion was approved unanimously (5-0)
- ❖ Vice - Chair Schwing offered a motion to defer landscaping in order for the applicant to address comments and conditions by City Council.
  - The motion received a second from Board Member Corkill.
  - The motion was approved unanimously (5-0)

Chairman Kramer called a recess for lunch at 12:03 pm

Chairman Kramer called the meeting back to order at 12:38 pm

**E. DRB250008 Stonewood Village 670 North Main St**

Applicant presented Elevations and Materials.

There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve elevations and materials as submitted.

- The motion received a second from Board Member Owens.
- The motion was approved unanimously (5-0)

**F. DRB250009 Stonewood Village (outparcel) 670 North Main St**

Board Member Sprayberry recused herself from this item as she was consulted on the Landscape Plan.

Applicant presented Elevations and Materials and Site Plan.

There was no public comment.

After discussion:

- ❖ Vice - Chair Schwing offered a motion to approve the site plan as presented with the following conditions:
  1. Adding a man door on the East side of the dumpster enclosure with a walkway to the rear exit of the building.
    - The motion received a second from Board Member Owens.
    - The motion was approved unanimously (4-0-1); Board Member Sprayberry recused herself from this item.
- ❖ Board Member Schwing offered a motion to approve the elevation and materials as presented with the following condition:
  1. Brick two will be used on both storefront entrance sections.
    - The motion received a second from Board Member Corkill
    - The motion was approved unanimously (4-0-1); Board Member Sprayberry recused herself from this item.
- ❖ Board Member Corkill offered a motion to approve landscaping with the following conditions:
  1. The applicant shall work with Staff based on discussion to space the trees out on the site, to eliminate overplanting on westside in order to keep current planting plan enact.
    - The motion received a second from Board Member Owens
    - The motion was approved unanimously (4-0-1); Board Member Sprayberry recused herself from this item.

**G. DRB250012 True Education 363 South Main St**

Applicant presented Building Signage.

There was no public comment.

After discussion:

- ❖ Board Member Schwing offered a motion to approve the building sign as presented and the blade sign as presented with the following conditions:

1. To include blue background and bracket color to match

- The motion received a second from Board Member Corkill
- The motion was approved unanimously (5-0)

**H. DRB250010 Maple Street Biscuit 50 Canton St**

Applicant was not present, Bret Schroeder, Code Enforcement Manager presented on their behalf.

There was no public comment.

After discussion:

- ❖ Board Member Schwing offered a motion to approve the signage as presented.
  - The motion received a second from Board Member Sprayberry.
  - The motion was approved unanimously (5-0.)

**VII. ADJOURNMENT**

- ❖ With no further business to discuss or items to be heard, Chairman Kramer adjourned the meeting at 2:15 pm