

Design Review Board
Town Hall, La Plata, Maryland
Meeting
November 2, 2011, 9:00 AM

Present: Chairman Robert Turgeon; Joann Baierlein; Steve Urso; David P. Gallagher; Jeannine James; Reginald Kearny – Board members (Due to the absence of Councilman Norris and Judy Hamilton, Mr. Kearny had full voting rights.)

Town Staff: David M. Jenkins, Director of Municipal Development; Danielle Mandley, Town Clerk; Theresa Dent, Senior Planner.

Minutes:

Chairman Turgeon called the meeting to order at 9:00 AM and led the Board and all attendees in reciting the Pledge of Allegiance.

Approval of October 5 and October 19, 2011 minutes

Mr. Urso moved to approve the minutes of the October 5, 2011 meeting. Mr. Gallagher seconded the motion and it passed by unanimous vote.

Mr. Gallagher moved to approve the minutes of the October 19, 2011 meeting. Ms. James seconded the motion and it passed unanimously.

Matters of Discussion and Review

- Application for Master Sign Plan: Potomac Square

Chris Cowie, Cowie Associates, presented the Potomac Square application for Master Sign Plan approval, which incorporated revisions from the October 5, 2011 meeting.

Design Review Board Consensus: Following discussion the Board agreed to amend the draft Master Sign Plan to include the following revisions:

1. Page 5, section 5.2, insert “double faced”, immediately following “new”, to read “The existing pylon sign shall be replaced with a new double faced pylon sign in the same location and may reuse or replace the existing structural support system.
2. Page 5, add section 5.10, to include “a shop drawing shall be included with each sign permit application”.
3. Page 6, section 6.1, insert language that reflects the Boards preference to require that existing signs are replaced at the time of lease renewal.
4. Page 7, correct typographical errors.
5. Page 10, section 6.4, include language regarding the requirement for sandwich boards to be within ten (10) feet of the business entrance.

Ms. James moved to approve the Potomac Square Master Sign Plan, with the additions as indicated. Ms. Baierlein seconded the motion and it passed unanimously.

► Other Business

- Planning and Community Development Project Updates – Theresa Dent

Ms. Dent briefly described the status of various projects and pending applications, including: Owner of a property on the corner of Kent and Charles Street expected to make application; the owner of the Deluxe Inn was presented with a letter outlining the Boards approval; the Rosewick Center is working on applying for an amendment to the Master Sign Plan.

Ms. Dent requested the opinion of the Board regarding a project that proposes to add solar panels to a building, which would not alter the visual appearance of the building.

Design Review Board Consensus: Following discussion the Board agreed that projects that do not alter the exterior appearance would not require Board review.

There being no further discussion, Mr. Gallagher moved to adjourn at 9:58 AM. Mr. Urso seconded the motion and it carried.

Submitted by:

Danielle Mandley
Town Clerk