

# ARCHITECTURAL & DESIGN REVIEW COMMITTEE MINUTES

**April 19, 2018 5:45 p.m.**

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Members present: Dave Goslin, David Schwabe, John Scheib

Staff present: Michele R. Lipe, Director of Planning

The meeting was called to order at 5:45 p.m.

1. **Appl. 18-16P, Truth Baptist Church** – request for a minor site plan modification for a 3,000 sf addition and parking lot expansion, 60 Burnham Street, RR zone (applicant requests staff approval in accordance with Sec. 8.6)

Mr. Bim Rowley of Truth Baptist Church presented plans for a 3,000 sf sanctuary expansion towards Burnham Street which will include a porch at the front of the building.

The architecture of the new addition will match the existing church with white vinyl siding. The new roofline will be raised two feet and a new roof will be added to the entire structure. The landscaping plan will include foundation plantings in the front of the building. An air conditioning unit will be located along the front of the building. Between the hand rail and the plantings, the hvac units should be screened.

The existing parking lot will be expanded to add additional parking behind the existing multi-use facility. The eastern property boundary will also be landscaped to include arborvitae plantings. Two new exterior lights will be installed a minimum of 11 feet from the property line and the maximum lighting at the property line will be .25 foot-candle. A cut sheet of the lighting was provided. Dry wells are to be scattered around the site to capture any runoff from the building and parking area.

After questions, the Committee requested that the original building's architectural detail above the windows be carried over to the new addition. It was also requested that additional plantings be added to the landscaping along the front of the property. With those two requests, it was the consensus of the Committee to forward a favorable recommendation to the Planning & Zoning Commission.

2. **Appl. 18-18P, MSKW, LLC** – request for an office building and garage space for a contracting establishment, on property located at 140 Troy Road, I zone

Mr. Joe DiCarlo of Kaestle Boos Associates, Inc. presented plans for the new general office and garage space for MK Construction. Property owner Mr. Mike Switzer was also in attendance. A zone change was previously approved in January for the .84 acre parcel changing it from General Commercial to Industrial to accommodate a general contractor's office.

The new facility has a residential look with a single access. The yard and employee parking will be located in the rear of the property and fenced off with a chain link fence with a manual siding gate with slats. There will be 7 employees. The hours of operation are generally 7 a.m. to 5 p.m., Monday through Friday. There is the potential for a small unit within the building to be rented. No site lighting is planned other than wall lights on the building. The applicant will explore if lighting can be put on a timer or eliminated at night.

The building will have slate roof color architectural shingles. The office area will bump out and have tan color cedar shake to match the tan color of the rest of the building. Samples of building materials and colors were provided.

There are several street trees and a landscape island proposed along the property frontage. Screening trees are proposed to block views into the rear of the property.

After questions, the Committee requested cedar shake to be added to the top part of the garage. It was the consensus of the Committee to forward a favorable recommendation to the Planning & Zoning Commission.

The meeting adjourned at 6:40 PM.

Respectfully Submitted,

Michele Lipe, AICP  
Director of Planning