DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
June 24, 2020


Staff Present:  E. Golden, M. Griffith

Others Present:

Presiding Member:  J. Nyden

A quorum being present, J. Leonard called the meeting to order at 10:04 a.m.

Suspension of the Rules

1. Members participate electronically or by telephone.

L. Biggs made a motion to suspend the rules to allow members to participate electronically or by telephone, seconded by S. Mangum.

The Committee voted by roll call, 8-0, to suspend the rules allowing members to participate electronically or by telephone.


Nays:

Minutes

1. June 10, 2020, meeting minutes.

2. June 17, 2020, meeting minutes.

L. Biggs made a motion to approve the June 10, 2020, and June 17, 2020, meeting minutes, seconded by J. Hyink.

The Committee voted by roll call, 8-0, to approve the June 10, 2020, and June 17, 2020, meeting minutes.


Nays:
New Business

1. **1814 Central Street**  
   Preliminary/Final Review  
   Michael Oris, manager, submits for exterior remodeling for a walk-up window at Beth's Little Bake Shop in the B1a Business District and oCSC Central Street Overlay District.

   APPLICATION PRESENTED BY: Michael Oris, manager

   DISCUSSION:
   - M. Oris stated they would like to install a walk-up window. The window will be self-closing. Glass will be above the window and a black panel below the window. They would like to post the menu and coffee brand logo on the black panel.
   - G. Gerdes stated posting the menu is fine, branding logo requires a sign permit.
   - G. Gerdes reminded the applicant they need to submit their sidewalk cafe application, application needs to be submitted each year. There is no fee.
   - S. Mangum asked if there would be interior work needed for the window.
   - Applicant stated no interior work to be done.
   - C. Sterling stated maintaining window transparency is preferred over the black panel.
   - L. Biggs stated a clear pedestrian path on the sidewalk needs to be maintained, customers should line up next to the building.

   G. Gerdes made a motion to approve the project subject to a sign permit required for signage at the walk-up window, seconded by L. Biggs.

   The Committee voted by roll call vote, 9-0, to approve the project subject to the condition noted above.

   **Ayas:** J. Nyden, S. Mangum, G. Gerdes, L. Biggs, M. Jones, C. Sterling, J. Hyink, E. Cano, D. Cueva

   **Nays:**

2. **511 Main Street**  
   Sidewalk Cafe  

   APPLICATION PRESENTED BY: Applicant was not present

   DISCUSSION:
   - G. Gerdes stated the sidewalk cafe permit was issued conditioned upon DAPR approving the site plan included in the agenda packet.

   G. Gerdes made a motion to approve the sidewalk cafe subject to: 1) An inspection after install to verify 6' separation between table/chairs and 2) A 6' wide pedestrian passageway is maintained, seconded by L. Biggs.

   The Committee voted by roll call vote, 9-0, to approve the sidewalk cafe subject to the condition noted above.

   **Ayas:** J. Nyden, S. Mangum, G. Gerdes, L. Biggs, M. Jones, C. Sterling, J. Hyink, E. Cano, D. Cueva
Nays:

3. **1623 Simpson Street**
   
   Sidewalk Cafe
   

APPLICATION PRESENTED BY: Applicant not present

DISCUSSION:

- G. Gerdes stated an ADA ramp may be required for tables on the street so that all tables are accessible.
- L. Biggs questioned the distance between the 2-top and 4-top tables.
- J. Nyden stated barriers are required for the street space.
- L. Biggs stated the sidewalk cafe will occupy 2 parking spaces.
- J. Nyden asked if there is enough space for a ramp.
- G. Gerdes stated there appears to be enough space for the ramp. If not, the 4-stop tables need to be ADA accessible.
- J. Nyden stated a barrier is needed along the length of the street portion of the sidewalk cafe.
- L. Biggs stated the City may need to order more barriers.
- L. Biggs stated the site plan does not show chairs, the chairs need to be at least 6’ apart.
- C. Sterling stated the chairs appear to be 6’ apart.
- L. Biggs stated the sidewalk cafe should not be set up without the barriers.

L. Biggs made a motion to approve the sidewalk cafe subject to: 1) An inspection after install to verify 6’ separation between table/chairs, 2) ADA ramp provided to tables located on the street, and 3) Sidewalk café is not to be used prior to barriers placed in the street around cafe, seconded by G. Gerdes.

The Committee voted by roll call vote, 10-0, to approve the sidewalk cafe subject to the conditions noted above.


**Nays:**

**Adjournment**

L. Biggs made a motion to adjourn, seconded by S. Mangum. The Committee voted by roll call, 10-0, to adjourn. The Committee adjourned at 10:40 a.m..


**Nays:**

The next DAPR meeting is scheduled for Wednesday, July 1, 2020, at 2:30 p.m. via a virtual meeting. Additional information will be provided on that meeting agenda.
Respectfully submitted,
Michael Griffith