

This meeting was held in City Hall Council Chambers in person.

- I. **CALL TO ORDER:** The Design Review Board met in a regular session on April 20, 2023, at City Hall, 1339 Griffin Avenue. Chairperson Christiansen called the meeting to order at 6:12 p.m.
- II. **ATTENDANCE:** Members present: Bryan Christiansen, Bill DuBray, Julie Holbrook, Wyatt Lawlis, and Jim Plowden. Member(s)absent: None. Staff members present were Isaac Anzlover, Associate Planner and Cathy Burbank, Board Secretary/ Permit Specialist.
- III. **MINUTES:** Lawlis moved to approve the minutes of February 16, 2023, with the misspelled name Howie changed to Hauge under Comments from Audience. DuBray seconded the motion, motion carried with a vote of 5-0.
- IV. **OLD BUSINESS:**  
None
- V. **NEW BUSINESS:**

**LUA2023-0004 – STEPHEN JONES (MYSTIC PROPERTIES LLC) FOR BUILDING AWNING – 1219 INITIAL AVE (APN 236180-0215)**

The proposed awning will be a black vinyl wedge style awning above the business entrance located at 1219 Initial Avenue. The awning will be 25-foot wide and project 4-feet. EMC 19.12.060 has three design requirements for awning: (1) (K) no none functioning awning on a building - this awning is functioning; (2) (L) inconsistent multiple awning designs not allowed on one building - this is the only awning so it is not inconsistent; and (3) (M) the awning can't be the main architectural element of the building – staff analysis mentioned that the windows seem to be the main element. The applicant provided information for staff to conclude that the awning meets the minimum requirements and intent of EMC 19.12.060.

Board Members liked the awning on the building as it appears.

Signage is not part of this review. Any future signage will need a separate sign permit.

Holbrook moved to find that LUA2023-0004 to be consistent with Design Standards in EMC 19.12.060 and approves the proposed awning that will be installed above the store front at 1219 Initial Avenue.

DuBray seconded the motion, and the motion was carried with a 5 – 0 vote.

- VI. **BOARD COMMENTS:**  
Questioned how the public can become part of the Comprehensive Plan process.

**VII. STAFF COMMENTS:**

Staff mentioned there are 2 types of Comprehensive Plan updates. Annual updates and periodic updates.

The annual Comprehensive Plan amendment process is usually site specific, and a notice of application goes out to property owners within 300 feet of the proposed change and posted on the site. The amendment process includes an environmental review where reports are reviewed and public comments can be given, then a public hearing(s) are held to receive public testimony. Once the public hearing is closed, the City Council will make the final decision to approve or not approve the proposed Comprehensive Plan amendment.

The periodic Comprehensive Plan update is a rewrite of the Comprehensive Plan to make sure the City's Goals and Policies are consistent with the new vision for the city and growth projections. This process will include several public meetings to collect the public's input.

The first of the public meetings for the periodic Comprehensive Plan update will be held next week Tuesday (April 25<sup>th</sup>) at 6 p.m. in the Council Chambers. There is a Comprehensive Plan update page on the City's website with additional information about the Comprehensive Plan update process.

**VIII. COMMENTS FROM AUDIENCE:**

None

**IX. ADJOURNMENT:**

Lawliss made a motion to adjourn the meeting at 6:23 p.m. Plowden seconded the motion, and the motion carried unanimously. The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

*APPROVED June 1, 2023 - cb*

Cathy Burbank  
Board Secretary/ Permit Specialist