



## MINUTES OF THE DESIGN REVIEW BOARD (DRB)

Wednesday, August 5, 2020  
4:00 PM

**Due to the declarations of a State of Emergency by the President of the United States, the Governor of Tennessee, and the Mayor of Memphis relating to the COVID-19 Pandemic, the DRB has determined that it is necessary that the meeting be conducted by electronic or other means of communication in order to protect the health, safety and welfare of the public, DMC staff, and DRB applicants. This meeting of the DRB was held via Zoom virtual meeting. Board members participated by phone with all materials made available to them as well as the public in advance. Procedures were in place to identify all participants on the call including members of the public and allow for questions and public comment.**

**Board Members Present:** Joyce Selina Love, Roderick DeBerry, Deni Reilly, Mike Hammond, and Michelle Ye

**Board Members Absent:** Brett Ragsdale and Colin McDoniel

**DMC Staff Present:** Jennifer Oswalt, Brett Roler, Christine Taylor, Katie Flynn, Jaske Goff, Erik Stevenson, Abe Lueders, Penelope Huston, Penelope Springer, and Debra Streeter

**Guests:** James Stokes, Ronald Washington, Mario Oliver, Bruce Litman, Stephen Edwards, C. McLemore, and a Member of the Public.

### **I-II. Call to Order & Approval of Minutes:**

Joyce Selina Love called the meeting to order at 4:00 PM Christine Taylor called roll for board members, staff and guest. After quorum was confirmed, Chairman Love explained the meeting process and protocols. Chairman Love called for approval of July 1, 2020 minutes. Michelle Ye made a motion to approve the minutes from the July 1, 2020 DRB meeting as submitted. Roderick DeBerry seconded the motion, which after roll call passed unanimously.

### **III. Current Applications:**

#### **DRB #20-45            571 Vance Avenue**

Katie Flynn presented the DRB application for exterior renovation for property located at 571 Vance Avenue. The northern façade will have a major facelift with new stone paneling, additional lighting, new signage, freshly painted awning, new landscaping, and new asphalt for the parking area. The other three (3) façades will be painted to match the stone. Applicant Ronald Washington thanked Katie for the presentation and answered questions from board. Roderick DeBerry made the motion to approve the application as submitted, with the condition that any new signs would return for administrative approval Deni Reilly seconded the motion.

Christine Taylor called roll for approval from each attending board member, the motion passed unanimously.

**DRB #20-46                      670 Vance Avenue**

Katie Flynn presented the DRB application for exterior renovation for property located at 670 Vance Avenue. The changes are focused on improvements to the southern and western facades of the primary modular structure and design solutions for the current parking concerns. Improvements to the building include new panels, windows, doors, and awnings. The parking lot will be significantly improved. Signage will be approved at a later date. Michelle Ye made the motion to approve the application as submitted, Roderick DeBerry seconded the motion. Christine Taylor called roll for approval from each attending board member, the motion passed unanimously.

**DRB #20-44                      33 South Front Street**

Abe Lueders presented the DRB application for new exterior signage at the Cossitt Library, located at 33 South Front Street. There are two pieces of signage in the sign application being considered: a wall sign and a monument sign. The proposed wall sign is two ft. (h) by 23 ft. (w) and is composed of individual aluminum letters reading "Cossitt Library." The single-sided monument sign measures 6 ft. 3.75 in. (h) by 15 ft. 10 in. (w), with illuminated letters at the top of the sign reading "Cossitt Library." Deni Reilly made the motion to approve the application as submitted, Mike Hammond seconded the motion. Christine Taylor called roll for approval from each attending board member, the motion passed unanimously.

**IV. Adjournment**

Seeing no further business, the meeting was adjourned.