

## MINUTES

### **CITY OF MILTON DESIGN REVIEW BOARD Regular Meeting July 1, 2008**

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Board Members Present:      Kathi Cook  
   Terry Herr  
   Michael Stevens  
   Darryl Jan Porter

Not Present:                      Vince Pisano  
   Alex Paulson  
   Eddie Moore

City Staff:                        Angela Rambeau, Community Development  
   Alice Wakefield, Community Development

#### **CALL TO ORDER**

##### **Chair Terry Herr:**

- Called the July 1, 2008 meeting to order.

#### **PLEDGE OF ALLEGIANCE**

##### **Chair Terry Herr:**

- Called the first agenda item, Approval of the June 3, 2008 meeting minutes.

**Motion and Second:** Kathi Cook made a motion to approve the June 3, 2008 Design Review Board meeting minutes. Michael Stevens seconded the motion. There was no discussion. Vote: 4-0. The motion unanimously carried.

**Chair Terry Herr:**

- Called the next agenda item, Lake Haven Subdivision, Freemanville Road, Temporary Sales Trailer.

**Applicant Brian Timberlake, 3715 Northside Parkway, Building 400, Suite 350, Atlanta, GA**

- Vice President of Lake Haven Investors.
- He was requesting a temporary sales trailer.

**Kathi Cook:**

- Had talked about the required number of parking spaces.
- Also had discussed a landscape requirement.
- Asked applicant if he was familiar with the code and the requirements for a temporary trailer.

**Applicant Brian Timberlake:**

- Stated he had not been made aware of that.

**Kathi Cook:**

- The Board requires that the skirting go all around.
- Need to add skirting under step area.
- The trailer would have to be set back to have the required parking and landscaping.

**Applicant Brian Timberlake:**

- They chose that location for visibility.
- It would fall off the street grade if farther back.

**Kathi Cook:**

- Could have heavy landscaping in the front.
- Perhaps have parking behind.
- Okay with it as long as the landscaping is around the trailer and the skirting.

**Applicant Brian Timberlake:**

- There is a side street so were planning to go to the side with required parking and handicapped parking.
- Off street parking would be to the right of the trailer.

**Chair Terry Herr:**

- Have allowed in the past on street parking.
- Do require the landscaping in the front.
- Area under the stairs with skirting enclosure or lattice work to close it off in the rear as well.

**There was no public comment.**

**Motion and Second:** Kathi Cook made a motion to approve the building permit for the sales trailer for Lake Haven Subdivision on Freemanville Road, subject to the applicant having skirting all around the trailer, including under the stair area and providing heavy landscaping in front of the trailer. Darryl Jan Porter seconded the motion. There was no discussion. Vote: 4-0. Motion unanimously carried.

**Chair Terry Herr:**

- Called the next agenda item, building permit dumpster enclosure for Shell Food Mark, 12690 Crabapple Road.

**Applicant Vince Kenny, 2970 Parrot Avenue, Atlanta, GA**

- With Perimeter Oil Company.

**Kathi Cook:**

- Were the dumpsters were already sitting there?

**Applicant Vince Kenny:**

- They were sitting to the right of the building.
- Received a notice from Milton that he needed to enclose them.

**Chair Terry Herr:**

- Would the brick enclosure match the brick on the building?

**Applicant Vince Kenny:**

- It would be matched as closely as possible.
- The building brick is 18 years old.

**Chair Terry Herr:**

- Asked about the gates.
- Black vinyl gates with the slats did not meet the overlay requirements.

**Applicant Vince Kenny:**

- Inquired what the gates had to be made of.

**Chair Terry Herr:**

- Advised an opaque material, wood or simulates woods.
- The Board had some examples of what would be acceptable.
- Provided to Staff Angela Rambeau for copying and providing to applicant.

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**Kathi Cook:**

- Wood is hard to maintain.
- The samples will show the materials applicant could chose from.
- Prefer the darker colors.

**Chair Terry Herr:**

- Prefer the color be the same as the roof material.
- Overlay requires that the screen wall be at least 1 ft. taller than the dumpster.

**There was no public comment.**

**Motion and Second:** Kathi Cook made a motion to approve the dumpster enclosure for the Shell Food Mart at 12690 Crabapple Road, subject to the applicant not using the black vinyl and slatted gates, but instead using the red gates to match the building roof material and they will be a PVC material or metal which is similar to the wood look as shown on the example and held by Staff. Seconded by Michael Stevens. There was no discussion. Vote: 4-0. Motion unanimously carried.

**Chair Terry Herr:**

- Called the last item 5 (there were two shown on the agenda).
- Courtesy review for a variance request for Boiling Springs Primitive Baptist Church, 1200 Birmingham Road.

**Applicant Pat Gagen, 5060 Burruss Mill Road, Cumming, GA**

- Representing the church.
- At last meeting there were concerns about the air-conditioners.
- Also had concerns about side of the building facing the road.
- Did not take new pictures, but drawings were revised and they took the air-conditioning units out.
- He spoke to his heat/air contractor and he said the additional square footage would not be a problem.
- They are going to use the existing system and taking out the others.
- Revised the wall facing the road.
- Added shutters to the existing windows.
- Added some landscaping.

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**Chair Terry Herr:**

- How far out the canopy would extend over the door?

**Applicant Pat Gagen:**

- Builder advised 3 ft. is the usual standard.
- Would tie into the wall so would not need brackets or supports.

**Darryl Jan Porter:**

- Color of the shutters?

**Applicant Pat Gagen:**

- Not locked into a color, but was thinking of a maroon color.

**Kathi Cook:**

- Had talked previously about enlarging the front windows.

**Applicant Pat Gagen:**

- Windows were already in.
- They would have to knock out a wall.

**Chair Terry Herr:**

- Could be enlarged to match the double windows on the sides?

**Applicant Pat Gagen:**

- It would be a major expense.
- Already well over their budget.
- This is a back wall, the pastor's office.
- 180 ft. back from the road.
- The church faces the old road.
- The church was built in the 1830's.
- Would have to tear out existing windows and extra expense if they did not have to.
- Part of the area of the building is a storage area and the other side has the heat/ac units.
- Perhaps could put a fake one on the outside.

**Board Discussion with Applicant about the walls, windows and the location referencing the drawings.**

**Chair Terry Herr:**

- Inquired about the area coming up to the front door entrance and whether the grade sloped up to it.

**Applicant Pat Gagen:**

- That addition was on a slab so ground comes right up to the door.
- It is a fire exit and it will not be used as an entrance.
- Will make it steeper and put in some timbers.

**Chair Terry Herr:**

- A retaining wall has to be either stone or brick.
- With new overlay, you just cannot build whatever you want.

**Applicant Pat Gagen:**

- The landscape island had been there since before he started there in 1998.

**Chair Terry Herr:**

- If it was a landscape feature that would be one thing.
- If it was part of the structure than that is another thing.

**Kathi Cook:**

- Plans for the bottom on the concrete.
- Was brick being added to the base of the building?

**Applicant Pat Gagen:**

- It is painted now and they were going to repaint it.

**Kathi Cook:**

- We do not make a motion on courtesy review, but only a recommendation.
- Thinks windows should be enlarged on the front due to the visibility.
- Believes they should match the other windows.
- Not in proportion on the front.

**Applicant Pat Gagen:**

- They had put larger windows on the addition.

**Chair Terry Herr:**

- Inquired about existing windows on the left elevation.

**Applicant Pat Gagen:**

- Back windows are the same as the windows in the office.

**Kathi Cook:**

- Inquired about the part of the variance that said the building would have to be moved to bring it into compliance with the ordinance.

**Applicant Pat Gagen:**

- That was to bring it 30 ft. from the roadway.
- They are 180 ft. from the roadway.

**Kathi Cook:**

- Would not have as big of a problem with the setback because of the trees that are in the front.
- Window openings and materials are more of an issue.
- Definitely would not want to remove some of the front trees.

**Chair Terry Herr:**

- Was the utility room, the furnace room and the restrooms were existing before the addition?

**Applicant Pat Gagen:**

- Stated that was correct.

**Kathi Cook:**

- Were putting up shutters on all of the windows or just the front?

**Applicant Pat Gagen:**

- Just planning on the front.
- Thought that was the only wall they were concerned about.

**Kathi Cook:**

- Board of Zoning Appeals would have to determine if they had a hardship.
- Only item the DRB could be in agreement with is the setback.
- The window openings do not match the building and need to be enlarged and the shutters added.
- Black shutters would be good.
- The entrance should be enhanced like the shed with brackets like a reduced version of what is on the church.

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**Chair Terry Herr:**

- Canopy needs some brackets.
- Could just use some angle brackets if the canopies are only protruding 3 feet.
- Would the propane tank that is out front would remain.

**Applicant Pat Gagen:**

- Stated that was correct.
- It has been there as long as he could remember.
- Propane tank feeds the addition and the church for the heat and air-conditioning units.

**Kathi Cook:**

- We just make the recommendation.

**Darryl Jan Porter:**

- What about the pump on the side and whether it could be painted to match.

**Applicant Pat Gagen:**

- The well house.
- It is brick.
- That is the baptismal pool you must be talking about.
- Cover if vinyl.

**Chair Terry Herr:**

- Could support their first request.
- Could not support the other portions.
- The Board of Zoning Appeals would have to decide what their hardship was.

**Kathi Cook:**

- The Design Review Board is just for aesthetic ideas.
- If the BZA approves it, it at a minimum should have larger windows.
- More of an impact on the front entrance.
- Landscaping as shown on the plans.
- Shutters at a minimum.

**Chair Terry Herr:**

- What about the crawl space.

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**Applicant Pat Gagen:**

- There was a small crawl space underneath the office.
- Rest of the building was on a slab.

**Kathi Cook:**

- Stated that was all.

**Applicant Pat Gagen:**

- What did they need to do next?

**Chair Terry Herr:**

- Go before the Board of Zoning appeals regarding the variance requests.

**Chair Terry Herr:**

- Called the next agenda item (2nd item 5 on the agenda)

**Staff Angela Rambeau:**

- Staff recommended withdrawal of the 2nd item 5, Crabapple Mercantile, Building C/D, Crabapple road, Applicant J. T. Adams as well as agenda item number 6, building permit, Crabapple Mercantile, Building E, Crabapple Road based on Applicant's request of late today.

**Chair Terry Herr:**

- Took a vote of the board members to allow the withdrawal.

There was no discussion. Vote 4-0 and both items were allowed to be withdrawal.

**ADJOURNMENT**

There was no further business of the Design Review Board.

**Motion and Second:** Kathi Cook made a motion to adjourn the meeting. Seconded by Darryl Jan Porter. There was no discussion. Vote: 4-0. Motion unanimously carried. Design Review Board meeting adjourned at 7:00 pm.

Dated Approved: \_\_\_\_\_

Approved by:

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Francesca Ivie  
City Clerk's Office

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Terry Herr, Chair  
Design Review Board

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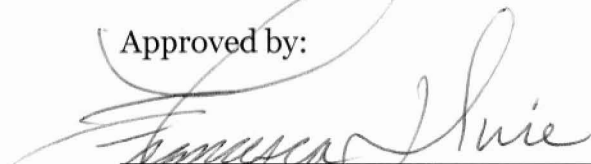
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Dated Approved: 8.5.08

Approved by:



Francesca Ivie  
City Clerk's Office



Terry Herr, Chair  
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