NOTICE OF REGULAR MEETING

DESIGN REVIEW BOARD

WEDNESDAY
August 12, 2020
6:00 p.m.

AGENDA ON NEXT PAGE

Remote On-Line/Telephone Access ONLY Via “Zoom”

Pursuant to City of Snohomish’s Resolution 1408 adopting procedures for holding public meetings consistent with State law, and in accordance with the Governor’s Proclamation 20-25, “Stay Home Stay Healthy” order to reduce the risk of exposure and the spread of contagious viruses through social interactions, the August 12, 2020 meeting of the Design Review Board will be held utilizing remote access. The public is invited and encouraged to participate by calling in, and listening to the live meeting. Instructions for calling into the live meeting are provided below.

We want to hear from you. The public is encouraged to submit written comments prior to the meeting by sending it to the planner at: eidem@snohomishwa.gov before 5 p.m. on Tuesday, August 11, 2020 to be included as part of the public record for that meeting.

To access the ONLINE Zoom remote meeting, please use the following link (external/internal speakers required): https://us02web.zoom.us/j/82081662347

Meeting ID: 820 8166 2347

To PHONE-IN without a computer, or if your computer does not have an audio feature, dial:
+1 253-215-8782 or
+1 669-900-6833

YOU WILL BE PROMPTED TO ENTER THE MEETING ID# --
Meeting ID: 820 8166 2347

THEN, YOU WILL BE PROMPTED TO ENTER A PARTICIPANT NUMBER -- ENTER THE # SYMBOL
NOTICE OF REGULAR MEETING

DESIGN REVIEW BOARD

Remote On-Line/Phone Access ONLY Via “Zoom”

WEDNESDAY
August 12, 2020
6:00 p.m.

AGENDA

6:00 1. CALL TO ORDER: Roll Call

6:05 2. PUBLIC COMMENT: Public comment on items not on the agenda

6:10 3. APPROVE the minutes of the July 8, 2020 regular meeting

6:15 4. ACTION ITEM:

DRB File: 20-11-DRB (P.1)
Applicant: Laura Dana
Proposed: Replace rooftop penthouse area
Location: 1003 First Street

1) Staff presentation
2) Comments from applicant
3) Public comment
4) DRB deliberation and recommendation

6:45 5. DISCUSSION ITEMS:

a. GENERAL DESIGN STANDARDS Commercial/Mixed Use Building design (P.14)

b. INDIVIDUAL DESIGN REVIEWS Staff summary of individual member reviews from the preceding months (P.21)

7:00 6. ADJOURN

NEXT MEETING: The next regular meeting is scheduled for Wednesday, September 9, 2020, at 6:00 p.m., in the Postmaster Conference Room, Snohomish City Hall, 116 Union Avenue.
DESIGN REVIEW BOARD MINUTES

REGULAR MEETING
July 8, 2020
6:00 p.m.

MEMBERS PRESENT:
Allison Myers
Joan Robinett-Wilson
Joelle Blair
Phillip Baldwin, Chair Pro Tem

Yumi Roth, Chair

STAFF:
Brooke Eidem, Planner
Katie Hoole, Permit Coordinator

OTHERS PRESENT:
Jeff Nevin
Talia Burrell

Note: Due to the COVID-19 declared federal, state, and local emergency, and pursuant to Governor Inslee’s Proclamations 20-05 and 20-28, the Snohomish Design Review Board held its meeting via remote participation.

1. CALL TO ORDER: Roll Call

Mr. Baldwin called the meeting to order at 6:00 p.m.

As this was the Board’s first remote meeting, Ms. Eidem provided a brief introduction to the process.

2. PUBLIC COMMENT: Public comment on items not on the agenda.

There were no public comments on items not on the agenda.

3. APPROVE the minutes of the March 11, 2020, regular meeting.

Ms. Blair moved to approve the minutes of March 11, 2020, as written and Ms. Myers seconded. The motion passed 3-0, with Ms. Robinett-Wilson abstaining.

4. ACTION ITEMS: DRB File # 20-05-DRB, 923 First Street

Ms. Eidem presented the proposal for a building reface, new awnings, and rear balcony. The building was originally constructed in 1927 with some more modern modifications: the large, shingled canopies obscure original transom windows that were walled over. The applicant is proposing to remove the canopies and expose the transoms. One mandoor and porch on the west will also be removed and replaced with windows. The corrugated metal siding at the rear will be replaced with cement fiber lap siding. The cornice line will be modified to have a straight alignment. Sloped cloth awnings are proposed over building
entries that will extend two feet from the building wall. Windows and doors will also be
replaced; windows will be anodized and doors will be glazed fir with dark hardware.

Mr. Baldwin asked what materials the building is constructed of. Mr. Nevin stated the
majority of the building is brick covered with stucco and cement, with timber interior.

Ms. Blair asked how the western wall will be treated, particularly with the proposed door and
window removal. Ms. Burrell stated the existing stucco will remain; the plan is to patch and
paint where necessary.

Applicable design standards were discussed. Mr. Baldwin stated the proposal is an overall
improvement to the appearance of the structure and its historic character, as the proposal
will enhance the storefront, unblock original windows, and add a more historically
appropriate cornice. Building lighting was discussed. Ms. Burrell stated slim sconces in a
dark finish will be used on either side of the doorway and on the balcony. Ms. Blair noted
the side lite on the west side does not appear consistent with historic character, as it is a
contemporary feature. The asymmetry gives it a modern appearance, however mullions
may help. The side lite was discussed with the applicant, and the Board agreed mullions
will not be required. Mr. Baldwin noted the railings on the balcony do not meet the
standards. The horizontal orientation of the rails does not meet standard V.4.b; the railing
does not include modulation or finials, which doesn't meet standard V.6.b and c. The Board
agreed the railing shall be resubmitted for an individual review.

Ms. Myers moved to recommend approval of the proposal with the conditions that the
sconces and hardware shall have a dark finish, and a revised railing design shall be
submitted for an individual review. Ms. Robinett Wilson seconded, and the motion was
passed 4-0.

5. DISCUSSION ITEMS:
   a. GENERAL DESIGN STANDARDS

   The discussion was deferred to the next meeting.

   b. INDIVIDUAL DESIGN REVIEWS

   Staff presented individual design reviews conducted since the last meeting.

6. ADJOURN

   The meeting adjourned at 7:00 p.m.

   Approved this 12th day of August, 2020.

By: ____________________________
   Yumi Roth, Chair

Meeting attended and minutes prepared by Katie Hoole
Subject Proposal:
The applicant is proposing to replace an existing, 764-square-foot rooftop shed structure at the Pegasus building. Originally built in 1924 as the Lon Brown Theater, the area was once used as the fly loft to raise and lower scenery for theater productions. The theater closed and the building was used for retail since 2000. The new owner states the rooftop shed was in severe disrepair, and demolished it with the intent of replacing it with a new structure of the same size, to be used for office space but did not obtain any permits to do the work. The applicant was notified by the Building Official to stop work on May 8, 2020, but was given permission to secure the construction to prevent collapse and protect against weather intrusion.

The proposed replacement structure incorporates a simple design with large windows on the south and west. The structure is aligned with the rear wall of the building, with limited views from First Street. A shed roof is proposed, sloping toward the south wall at an unknown pitch. Walls are clad in corrugated metal; a metal roof is also proposed. Manufacturer’s cut sheets have not been submitted for any of the proposed materials.
### A. GENERAL GUIDANCE

1. Building design should exhibit and incorporate elements that reflect the identity and visual character of the early decades of the Snohomish community.
2. Historic, character-defining architectural features and details should be preserved through continued maintenance or restored.
3. Modifications made to existing buildings should be sympathetic to the structure’s original design, and should not significantly alter the historic appearance. Restoring original features is encouraged.
4. Before beginning any restoration work, research available documents and perform a physical investigation of the building in order to determine the historic appearance of the structure and establish the most appropriate restoration plan.
5. The traditional commercial building form in historic Snohomish typically included a large storefront, upper floors with vertically-oriented windows, and a substantial cornice.

<table>
<thead>
<tr>
<th>Score</th>
<th>Comments (How Does the Project Meet the Standard?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>NEW METAL SIDING IS CONSISTENT WITH ORIGINAL SIDING.</td>
</tr>
<tr>
<td>4</td>
<td></td>
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<td>3</td>
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- **CONSISTENT**
- **INCONSISTENT**
- **MORE INFO NEEDED**

### C.1 General

a. Building design shall not serve to communicate or reflect a corporate identity or product marketed.
b. Architectural styles and stylistic references shall be consistent throughout one building.
c. The use of neon for building ornamentation is prohibited.
d. Unpainted masonry shall not be painted.

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<thead>
<tr>
<th>Score</th>
<th>Comments (How Does the Project Meet the Standard?)</th>
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<tbody>
<tr>
<td>5</td>
<td>THE PROPOSAL DOES NOT EXHIBIT A CORPORATE IDENTITY OR INCORPORATE ORNAMENTAL NEON/PAINTEd MASONRY.</td>
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- **INCONSISTENT**
- **MORE INFO NEEDED**

### C.2 Building Materials

Exterior surface materials shall be consistent with traditional architectural materials and shall contribute to the appearance of a 100-year functional building life. Appropriate materials include brick, stone, wood, stucco, cast iron, and metal panels, when reflective of the previous structure also.

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<th>Score</th>
<th>Comments (How Does the Project Meet the Standard?)</th>
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<tbody>
<tr>
<td>5</td>
<td>CORRUGATED METAL IS PROPOSED, WHICH IS A PROHIBITED MATERIAL UNDER THIS SECTION, HOWEVER AS NOTED BY THE APPLICANT THE PREVIOUS STRUCTURE ALSO</td>
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- **CONSISTENT**
- **INCONSISTENT**
- **MORE INFO NEEDED**
historic industrial buildings. The following exterior surface materials are prohibited:

a. Plain or smooth face concrete masonry unit  
b. Tilt-up concrete slab without decorative texture or treatment  
c. Corrugated metal  
d. Imitation or synthetic cladding materials  
e. T1-11 siding  
f. Mirrored glass  
g. Vinyl windows

was clad in metal. The Board may wish to discuss whether the use of corrugated metal is appropriate in this application.

<table>
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<th>Action Item 4</th>
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</table>
| historic industrial buildings. The following exterior surface materials are prohibited: a. Plain or smooth face concrete masonry unit  
b. Tilt-up concrete slab without decorative texture or treatment  
c. Corrugated metal  
d. Imitation or synthetic cladding materials  
e. T1-11 siding  
f. Mirrored glass  
g. Vinyl windows
| was clad in metal. The Board may wish to discuss whether the use of corrugated metal is appropriate in this application. |
| C.5 Upper Floor Windows |
| a. Windows shall be set back, or shall appear to be set back from the plane of the exterior building wall to create dimensional relief.  
b. Mullions and muntins shall be vertically proportioned. False muntins, or simulated divided lites between window panes shall not be used.  
c. The original position, size, number, and arrangement of windows shall be retained in a building wall. Original window openings on a primary building façade shall not be enclosed.  
d. New and replacement windows shall be dimensional and finished with trim elements that are appropriate for the building. The use of vinyl windows is inappropriate where visible from offsite locations. |
| CONSISTENT  
INCONSISTENT  
MORE INFO NEEDED |
| Window dimensions, materials, and trim are not clear. |
| C.6 Roofs |
| a. The original roof form and eave depth shall be preserved.  
b. Skylights shall be flat against/parallel with the roof plane. Other roof equipment shall not be visible from the street.  
c. Materials for pitched roofs include metal, clay tiles, slate, and wood shingles. Architectural composition roofing is an appropriate alternative to traditional roofing materials.  
d. Built-up and torch-down roofing are appropriate for flat roofs. |
| The shed roof is similar to the previous fly loft structure in this location. Metal roofing is appropriate for pitched roofs. |
C.10 Additions

a. Additions shall be compatible with the main building in material, character, and scale.
b. Additions shall not damage or obscure historically or architecturally important features.
c. Additions shall be compatible with, but differentiated from, the historic building.
d. Building additions may be allowed in the following areas under conditions:
   2. Above roof of existing building.
      • The addition area shall be set back from the primary façade to preserve original building scale.
      • The addition shall be simple in character and subordinate in appearance to maintain the original structure as the primary focus.
      • Wherever possible, window and trim elements shall align with those on the existing structure.
      • Dormer additions shall be subordinate to the structure in scale, roof pitch, and general form.

The proposed structure may be considered a replacement rather than an addition, however it is set back from the primary façade, and is simple in character and subordinate to the primary structure. Window and trim elements do not align with the existing structure; however the portion of the building where this structure is located has limited elements to use for alignment.
## BUILDING / CONSTRUCTION PERMIT APPLICATION

**Date:** 07/06/2020  
**City Business License #:** 00579500300302  
**Job Address:** 1003 FIRST AVENUE  
**Permit #:** HISTORIC DISTRICT

### APPLICANT:
- Property Owner  
- Contractor  
- Tenant  
- Architect/Designer  
- Other:

**Property Owner:** LAURA DANA  
**Address:** PO BOX 1144  
**City/State/Zip:** LAKE STEVENS WA 98258  
**Phone:** 425.248.8859  
**Cell:** SAME  
**Email:** LAURA.Y.DANA@GMAIL.COM

**Tenant/Lessee:**  
**Address:**  
**City/State/Zip:**  
**Phone:**  
**Email:**

**Architect/Designer:** TODD BORSETH  
**State License #:** 7428  
**Address:** 32-172ND PLACE SW  
**City/State/Zip:** MILL CREEK  
**Phone:** 425.359.1034  
**Cell:**  
**Email:** TODD@FRANCIOSPRODUCTIONS.COM

**Contractor:** OWNER  
**State License #:**  
**Address:**  
**City/State/Zip:**  
**Phone:** 425.248.8859  
**Cell:**  
**Email:**

### CLASS OF WORK
- [ ] NEW  
- [ ] ADDITION  
- [X] ALTERATION  
- [ ] REPAIR  
- [ ] ROOF  
- [ ] TENANT IMPROVEMENT  
- [ ] MECHANICAL  
- [ ] PLUMBING  
- [ ] GRADING/CIVIL  
- [ ] DEMOLITION  
- [ ] FOUNDATION  
- [ ] FIRE  
- [ ] GARAGE  
- [ ] WALL  
- [ ] DECK  
- [ ] FENCE  
- [ ] OTHER:

### SO. FOOTAGE
- 1st Floor: 764
- 2nd Floor:  
- Basement:  
- Garage:  
- Total:  

### LAND USE:
- [ ] RESIDENTIAL  
- [ ] NON-RESIDENTIAL  
- Proposed Use: OFFICE

### Describe Work/Materials:
REPAIR AND REPLACE "EXISTING 764 SQ.FT. UPPER PENTHOUSE" AREA, WITH NEW METAL ROOFING ND METAL SIDING.

### Valuation:
- PAID:  
- Receipt Amt:  
- Receipt Date:  
- Receipt #:  

---

**Signature:** T.F. BORSETH  
**Date:** 07/06/2020

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**SCOPE**

The scope of this permit action is to identify the emergency repair work performed by the building owner. After the purchase of this building the owner recognized that the upper penthouse portion of this structure was in far worse condition then had been previously acknowledged during the pre-purchase process. The existing space was severely leaking water and air through its membrane. Over years of neglect this had jeopardized the structural integrity of the roof, wall, and floor in this area. This document demonstrates the emergency repair work performed the existing building structure.
Proposed floor plan
Action Item 4

Second floor plan
Action Item 4
Action Item 4

West elevation

South elevation
Images of previous structure:
Action Item 4

View from Avenue A/First St intersection

View from Avenue A gazebo
Action Item 4

Images of replacement structure (staff photos 8/4/20):

View from 90 Avenue A

View from Riverfront Trail
Action Item 4

View from Avenue A gazebo

View from Avenue A/First St intersection
Discussion Item 5a

Date: August 12, 2020
To: Design Review Board
From: Brooke Eidem, Planner
Subject: General Design Standards

Continuing the Board’s ongoing discussion of the General Design Standards (for use outside the Historic District), the next section presented is Commercial and Mixed Use Building Design (section 2.2). Placeholder images have been added to illustrate the concepts of each standard, and to help facilitate discussion.

Revised Commercial and Mixed Use Site Design standards are also provided at the end (page 19), incorporating changes made by the Board at the previous discussion in January.

General Design Standards
1. Introduction (Purpose, Authority)
2. Commercial and Mixed Use Development
   2.1 Site Design
   2.2 **Building Design**
   2.3 Alterations
3. Multi-Family Development (2+ units)
   3.1 Site Design
   3.2 Building Design
   3.3 Alterations
4. Single-Family Development (PRDs)
   4.1 Site Design
   4.2 Building Design
   4.3 Alterations
5. Glossary
2. Commercial and Mixed Use Development

2.2 Building Design

2.2.A. Building Entry

Ensure that building entrances are welcoming and easily identifiable from streets and sidewalks. This standard does not apply to industrial development.

1. The main entry to the building shall be visible from the street or main parking area and clearly delineated through at least three of the following:
   - Recesses and overhangs
   - Canopies and awnings
   - Porticos and porches
   - Extensive glazing including clerestory, transom, sidelites, and glazed doors
   - Ornamental light fixtures and building signage
   - Distinctive roof forms
   - Towers
   - Plazas, seating, and landscaping
   - Kickplate
   - Stone, masonry, or tile in entry

2. Weather protection is required at the main entry. Canopies or awnings may incorporate pedestrian scale down-lighting, but shall not be internally illuminated unless the material is opaque.

2.2.B. Massing

Reduce the apparent bulk of buildings and maintain town scale. This standard does not apply to industrial development.

1. Buildings 15-feet in height or greater shall have a distinct “base” at the ground level. Such distinction may occur through the following:
   - stone, masonry, or decorative concrete
   - storefront windows
Discussion Item 5a

- architectural details
- canopies, awnings, and overhangs
- structural recesses
- masonry strips and cornice lines
- an item not listed above that achieves the intent

2. The “top” of the building shall emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level stepback, or pitched roofline.

3. The roofline shall create a prominent edge against the sky, through extended parapets and projecting cornices, or other unique element.

4. Multi-story buildings shall also incorporate a distinct “middle” through variety in cladding material, window groupings, balconies, recesses, or signage.

2.2.C. Pedestrian Interest

Reinforce the character of the streetscape by encouraging the greatest amount of visual interest along the ground level of buildings facing pedestrian streets. This standard does not apply to industrial development.

1. Ground-floor, primary façades shall incorporate elements that provide pedestrian interest, including the following:
   - Alcove entries
   - Special cladding material such as tile, stone, or masonry
   - Belt courses
   - Storefront windows
   - Bulkheads
   - Projecting sills
   - Pedestrian scale sign(s) or sign(s) painted on windows
   - Planter box
   - large entry doors
   - Canopies and awnings
Discussion Item 5a

- An element not listed above that achieves the intent

2. Buildings set back at least 20 feet from the sidewalk are not required to provide elements of pedestrian interest.

2.2.D. Articulation

Ensure that buildings do not display blank, unattractive walls to the abutting street or public areas.

1. Walls 50 or more feet in length visible from the street or a residential area shall have architectural treatment. At least four of the following elements shall be incorporated into any ground floor, street-facing façade:

- windows at regular intervals
- masonry (not flat concrete block)
- concrete or masonry plinth at the base of the wall
- belt courses of a different texture and color
- projecting cornice
- projecting canopy or awning
- decorative tilework

- trellis containing planting
- medallions
- variation of cladding materials
- artwork
- vertical articulation
- lighting fixtures
- recesses
- a similar architectural element that achieves the intent

Storefront windows and continuous canopy provide pedestrian interest
2.2.E. Historical Context

promote building design that is sensitive to the overall character of Snohomish. This standard does not apply to industrial development.

1. New development shall be sympathetic to the historic character of Snohomish, incorporating architectural elements that reinforce the historical context, including the following:
   - materials with historical antecedents (brick, stone)
   - vertically-oriented window proportions
   - heavy cornices or canopy lines
   - alcove entries

Brick cladding and storefront windows with bulkheads are consistent with the historic character of Snohomish

Varied siding materials, recesses and projections, canopies, and distinctive rooflines provide articulation
REVISED FROM PREVIOUS DISCUSSION

2. Commercial and Mixed Use Development
2.1 Site Design

2.1.A. Building Orientation
*Maintain an active pedestrian realm and ensure the visibility of businesses.*

1. Buildings, trees, and landscaping shall be the predominant feature seen from the streetscape, rather than parking lots and free-standing signs.
2. Pedestrian access to the building shall be visually and functionally clear and offer a convenient alternative to walking through vehicle travel areas.
3. Buildings abutting the sidewalk are encouraged.

2.1.B. Parking Lots
*Reduce the visual impact of parking lots, while providing visibility for surveillance. This standard does not apply to car sales lots.*

1. Parking lots shall be located behind buildings when feasible. Parking lots and drive-thru lanes that abut the public right-of-way shall be screened with at least one of the following treatments:
   - Landscape planting areas at least five feet wide, consisting of trees, shrubs and ground cover materials to achieve at least 75% coverage.
   - A combination of landscaping with low fencing or walls in a style complementary to the style of the building.
2. Driveways shall be consolidated wherever possible to minimize obstructions to pedestrian movement and reduce curb cuts. Shared driveways are encouraged.
3. Chain link fencing is prohibited when visible from a public right of way.

2.1.C. Parking Lot Landscaping
*Reduce the visual impact of parking lots through landscaped areas and/or architectural features that complement the overall design and character of development.*

1. Planting areas consisting of trees and ground cover species are required within parking lots containing ten or more stalls.
2. The number of trees required in the internal planting areas in parking lots shall depend on the location of the parking lot in relation to the building and public right-of-way:

<table>
<thead>
<tr>
<th>Location of parking lot</th>
<th>Number of trees per parking stall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between building and street</td>
<td>One per five (1:5)</td>
</tr>
<tr>
<td>Beside building, partially abutting street</td>
<td>One per six (1:6)</td>
</tr>
<tr>
<td>Behind building, minimally visible from street</td>
<td>One per seven (1:7)</td>
</tr>
</tbody>
</table>

3. Public outdoor gathering space is encouraged, by use of plazas, courtyards, sitting areas, rain gardens, or art/water features.
Discussion Item 5a

2.1.D. Parking Lot Lighting
*Maintain a safe and secure pedestrian environment through the use of adequate lighting.*

1. Light standards used to illuminate parking lots shall not exceed 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.
2. Lighting shall be directed downward and screened to avoid light spill and glare beyond the site boundaries.

2.1.E. Pedestrian Walkways
*Provide safe, convenient, and attractive walkways for pedestrians through parking lots.*

1. When a parking lot is located between the building and the sidewalk, a pedestrian walkway shall be provided from the sidewalk to the main building entry.
2. Parking lots that contain more than 20 parking spaces shall provide pedestrian connections from the building to the highest concentrations of parking stalls.
3. Pedestrian walkways through parking lots shall be a minimum of five feet wide, clearly delineated through the use of special paving, raised sidewalks, or striping.
4. Chain link fencing may not be used to separate pedestrians from vehicular traffic or to define pedestrian walkways.

2.1.F. Equipment and Service Area Screening
*Reduce the visual impact of service areas, mechanical equipment, and communications facilities.*

1. All service, loading, and trash collection areas shall be screened by a combination of masonry, wood, or metal walls and planting areas.
2. Loading and service areas shall not face any residential use unless no other location is possible, and then shall incorporate landscape screening.
3. Rooftop equipment shall be screened so that it is not visible from the adjacent public way.
4. Communications equipment shall blend with the design of the building on which it is attached.
Discussion Item 5b

Date: August 12, 2020
To: Design Review Board
From: Brooke Eidem, Planner
Subject: Summary of Individual Member Design Reviews – July 2, 2020 – August 5, 2020

<table>
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<tr>
<th>File #</th>
<th>Location</th>
<th>Proposal</th>
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<tr>
<td>20-08-DRB</td>
<td>116 Union Ave</td>
<td>Roof replacement</td>
<td>Approved by Ms. Roth</td>
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<tr>
<td>20-09-DRB</td>
<td>112 Union Ave</td>
<td>Roof replacement</td>
<td>Approved by Ms. Myers</td>
</tr>
<tr>
<td>20-10-DRB</td>
<td>502 First St</td>
<td>Modification to tile siding, canopy</td>
<td>Approved by Ms. Robinett Wilson</td>
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Design materials from the files will be available at the meeting.