

**ARCHITECTURAL REVIEW BOARD
JULY 17, 2025 2:30 PM
MEETING MINUTES**

ARB MEMBERS PRESENT: Jack Giddens, Carrol Ann Coleman, Jennifer Sheahan

STAFF PRESENT: Brian Crooks, Director of Planning & Zoning
Amanda Styer, Assistant Director of Planning & Zoning
Lyndsey Goodman, Planning Staff

GUESTS PRESENT: Clay Pierson

1. CALL TO ORDER – Jack Giddens called the ARB meeting to order at 2:30 P.M.

2. APPROVAL OF THE JULY 17, 2025 AGENDA Carrol Ann Coleman made a motion to approve the agenda, which was seconded by Jennifer Sheahan and carried by all.

3. APPROVAL OF THE APRIL 17, 2025 MEETING MINUTES Jennifer Sheahan made a motion to approve the April 17, 2025 meeting minutes, which was seconded by Carrol Ann Coleman and carried by all.

4. SIGNAGE:

- a) Approval/disapproval of the building and freestanding signage for 10 Federal Storage to be located at 2990 U.S. Highway 17.

Asst. Director Styer gave a brief overview of the project, informed the board that the project was initially submitted by Trace Hartridge, and was purchased by 10 Federal. The sign meets all requirements and standards of the overlay. **Jennifer Sheahan made a motion to approve the signage as submitted, Carrol Ann Coleman seconded the motion and it was carried by all.**

- b) Approval/disapproval of the building sign for Richmond Hill Karate to be located at 2453 U.S. Highway 17, Suite G.

The owner of Richmond Hill Karate, Mr. Clay Pierson came forward and stated that the letters on his sign are similar in thickness to the chatterbox sign that was removed and it will replace. Brief discussion regarding moving the sign from Mr. Pierson's original business location, removing the backing and installing letters directly on the building to match the style of other signs used in the shopping center.

Jennifer Sheahan made a motion to approve with condition that the small accessory pillbox have rounded edges, which was seconded by Carrol Ann Coleman and carried by all.

5. OTHER ITEMS FOR DISCUSSION

Director Crooks informed the board that the moratorium on new submittals in the gateway overlay is still in effect at least until the upcoming city council meeting. This action is in place during the consideration of changes to the overlay requirements and design standards. The proposed changes will change the color allowances in the overlay and give the board more room for interpretation and application of design and color. The changes will also bring a larger number of businesses into the overlay and could considerably increase the building elevations that will come before ARB. Director Crooks said that there was no news regarding the re-appointments or new appointments at this time.

Jack Giddens asked if the city council has any issue with that they have approved or how we handle the business of the board, to which Director Crooks stated that they have not had any negative feedback. A board member also asked if we had any new information regarding the proposed airport project. Director Crooks stated that outside of the airport commission being formed, there has not been any definitive news on location, approvals, etc.

6. ADJOURNMENT – Carrol Ann Coleman made a motion to adjourn, the motion was seconded by Jennifer Sheahan and carried by all. The Meeting was adjourned at 3:17 P.M.