

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES  
MONDAY, DECEMBER 18, 2017  
7:00 PM  
BOARD ROOM  
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

Present: Tim Hallquist, Jeff Pfannerstill, Randy Swenson, Jack Wenstrom and Tim Fenner.  
Absent: David deCourcy-Bower and James Schneeberger.

Others Present: Administrator Cox, Building Inspector Hussinger and Deputy Clerk Bushéy

Roll Call

**1. Motion (Hallquist/Wenstrom) to approve the Jt. Architectural Board/Plan Commission Minutes of September 18, 2017 and November 20, 2017. Carried (5-0).**

**2. Architectural Board consideration of plans for a sign for Albright's Gun Works, 230 Pawling Ave.**

Administrator Cox said Albright Gun Works would like to put up a new sign. He said the BID did already approve it. He said they would like to put a wall sign on the west side of the parking lot and that the sign is acceptable. They are also proposing to put one up on the business sign along with the wall sign. The wall sign will be about 6 ft. tall. Administrator Cox said there really isn't room on the monument sign for a logo, so he said it will probably just say the name of the business.

Motion (Hallquist/Swenson) made to approve what the BID approved which is the wall sign and adding the business name to the current monument sign. Carried (5-0)

**3. Architectural Board review and consideration of plans for a restaurant remodel for Silver Oak Properties LLC, 352 Cottonwood Ave., Suite D.**

Administrator Cox said the space was formally leased by Bogars. Now that Bogars is no longer there, they are looking to get the property cleaned up and they would like to put in garage type doors where the current windows are to create a more open air type atmosphere. Their restaurant plan has already been approved by the Business Improvement District.

Motion (Hallquist/Swenson) to approve the building plans for a renovation and addition, 1018 Chelsea Circle. Carried (5-0)

**4. Discussion and action related to the development and implementation of Architectural Board/Plan Commission policies.**

Administrator Cox said there had been some discussion during the summer that the board would like to discuss the policies. He said he had made copies of the current existing items with some subtle changes and it outlines the policy procedures for petitioners. He said the Architectural Board and Plan Commission Board policies are very similar. There was discussion on adding several policies such as an initial/date line, wording requiring the petitioner to be present, and wording that if the petitioner is not present the item could be tabled or denied.

Motion (Fenner/Hallquist) to approve all the changes discussed for the Architectural Board and Plan Commission Board. Carried (5-0)

**5. Adjourn**

Motion (Wenstrom/Swenson) to adjourn. Carried (5-0). Meeting adjourned at 7:25 PM.

Respectfully submitted by  
Recording Secretary,

Deidre Bush y, Deputy Clerk