

**Architectural Review Board Meeting  
January 5, 2021 3:30 PM  
MINUTES**

**MEMBERS PRESENT:** Georgene Brazier, Jon Seagraves, Shannon Baughman, Courtney Ainsworth

**COUNCIL PRESENT:** None

**STAFF PRESENT:** Scott Allison, Randy Dykes, Amanda Styer

**GUEST PRESENT:** Michael Bean

**APPROVAL OF MINUTES:**

**1. Approval/Disapproval of the meeting minutes from the October 6, 2020 ARB meeting.**

Georgene Brazier made a motion to approve the minutes from the October 6, 2020 ARB meeting; motion seconded by Courtney Ainsworth and carried by all.

**SIGN REVIEW:**

**1. Approval/Disapproval of the building sign for Richmond Hill Outlet Store to be located at 10471 Ford Avenue.**

Michael Bean with Doug Bean Signs explained the sign rendering provided to the board does not show an outline, but the customer now wishes to have a white aluminum outline around the black dimensional letters to help make it easier to read.

Assistant City Manager, Scott Allison, asked if R. Hill will be dimensional and Mr. Bean replied yes, and the bottom piece will be a pill box sign with the words "Outlet Store" on it.

Zoning Administrator, Amanda Styer, asked if the change will increase the overall square footage of the sign and Mr. Bean replied no.

**Jon Seagraves made a motion to approve the sign with the outline, motion seconded by Courtney Ainsworth and carried by all.**

Shannon Baughman made a motion to adjourn; motion seconded by Jon Seagraves and carried by all.

**With nothing further, the meeting closed at 3:40 pm.**

Respectively submitted by,

A handwritten signature in black ink, appearing to read 'Amanda Styer', with a long horizontal flourish extending to the right.

Amanda Styer  
Zoning Administrator