



DESIGN REVIEW BOARD MEETING

MEETING MINUTES

Wednesday, March 12, 2025 - 7:30 PM
Virtual Webex Meeting

Roll Call

Katherine Crenshaw, Chair
Rebecca Gelman, Vice Chair
Jennifer Greenberg, Village Council Member
Melissa Hodge, SODT Executive Director
Oksana Berzinsh
Tom Hut
Michael Maza
Joycelyn White, Recording Secretary

New Business

Dunkin Donuts Sign

The Board reviewed a revised sign proposal for the Dunkin' Donuts location. Discussion focused on illumination intensity, color tone, and signage proportions. Members agreed the design could be a visual improvement over the prior version. The issue was too many signs, too large/large in scale and placement. The applicant implemented prior recommendations, including reduced brightness and simplified lettering.

Action Item:

- Applicant needs to resubmit to meet ordinance requirements, and the board will share recommendations.

Clay Studio Awning

The applicant presented a new awning and signage design for the Clay Studio storefront. The Board discussed awning color consistency, font legibility, and proportional alignment with the façade. Members supported the concept, noting that the design complements adjacent storefronts and enhances pedestrian visibility.

Action Item:

- Applicant to submit final material samples and exact color swatches for administrative approval.



Old Business

2nd Floor signage blade / directory discussion

The Board revisited the ongoing discussion on second-floor business signage and the shared directory proposal for multi-tenant buildings. Members emphasized the importance of creating a consistent and unified design approach to maintain visual harmony across properties. Agreement was reached to develop guidelines outlining size limits, placement, and design principles for upper-level signage.

Action Item:

Chair Crenshaw and Councilmember Greenberg to collaborate on drafting directory signage guidelines for review at the next meeting.

Public Comments

The Chair opens the meeting for public comments.

There were no public comments.

Adjournment

The meeting was adjourned at 8:25 PM.
Respectfully Submitted, Joycelyn White.