I. Call to Order

II. Secretary's Report
   A. Consideration of the Minutes of the October 28, 2019 Meeting

III. Old Business

IV. New Business
   B. Case DR19-26: Request for design approval for a new roof sign to be located at 201 W. 2nd Street. (Downtown Design District) Lee Casebolt, petitioner. [Ward 3]

V. General Discussion

VI. Public Comment

VII. Adjournment

VIII. Next Board Meeting: 12/17/2018 (Note: This is the 3rd Monday of December)
City of Davenport
Design Review Board

Department: CPED
Contact Info: Matt Flynn 563-888-2286

Subject:
Consideration of the Minutes of the October 28, 2019 Meeting

Recommendation:
Approve the Minutes

ATTACHMENTS:

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<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Cover Memo</td>
<td>10-28-19 Minutes</td>
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</table>
I. Call to Order

The Chairperson called the meeting to order at approximately 5:00 pm.
Present: Present – Bass, Cooper, Howel, Kvapil, Nix, Slobojan, Solero, Wilkinson, Young.
Excused – Lundgren and Worden.
Staff present – Rusnak.

II. Secretary's Report

A. Consideration of the September 23, 2019 Meeting Minutes.

Motion by Young, second by Solero to approve the September 23, 2019 Meeting Minutes. Motion to approve was unanimous by voice vote (8-0)

III. Old Business – There was none.

Bass’ presence is noted at 5:03 pm.

IV. New Business


Baldwin summarized the request. He stated that there may be down lighting on the new awnings similar to the existing awning down lighting.

Motion by Cooper, second by Solero to approve in accordance with work write up and renderings. Motion to approve was unanimous by voice vote (9-0)

B. Case DR19-23: Request for design review at 429 East 3rd Street. C-D Downtown Zoning District. Three wall mounted signs. Sidney Rognoni, petitioner. [Ward 3]

There was discussion regarding the existing signs on the west and east elevations. The petitioner agreed that the existing signs could be moved down to the area on the wall next to the doors.

Motion by Solero, second by Young to approve in accordance with work write up and renderings subject to the condition that the existing signs on the west and east building elevation be relocated to the area adjacent to the doors. Motion to approve was unanimous by voice vote (9-0)

V. General Discussion – Rusnak provided a brief update on the recent and possible future streetscape projects in the downtown.

VI. Public Comment – No one from the audience spoke.

VII. Adjournment – The meeting adjourned at approximately 5:15 pm.
Subject: Case DR19-25  Request for Design Approval for new signage for 432 E. 4th Street. (Downtown Design District) Michelle Caghill, A-1 Signs, petitioner. [Ward 3]

Recommendation: Request more information from the applicant.

Background: Staff has posed questions to the applicant regarding clearance for the projecting blade signs as well as materials. The applicant should address these concerns at the meeting.

See the Downtown Design Guidelines for signage attached to Case DR-24.

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<tr>
<td>☐ Backup Material</td>
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<td>Renderings</td>
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<td>Flynn, Matt</td>
<td>Approved</td>
<td>11/21/2019 - 4:03 PM</td>
</tr>
</tbody>
</table>
Complete application can be emailed to planning@ci.davenport.ia.us

Property Address*: 432 E 4th St, Davenport, IA 52801
*If no property address, please submit a legal description of the property.

<table>
<thead>
<tr>
<th>Applicant (Primary Contact)</th>
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</thead>
<tbody>
<tr>
<td>Name: Michelle Cregg</td>
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</tbody>
</table>
| Company: A-1 Signs+ 
| Address: 316 E 4th St  |
| City/State/Zip: Blue Grass, IA 52801 |
| Phone: 563-381-1477 |
| Email: a1sign@gmail.com |

<table>
<thead>
<tr>
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<tr>
<td>Name: D.L. Buff Co.</td>
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<tr>
<td>Company: 11501 S W 8th St</td>
</tr>
<tr>
<td>Address: 415 1st St SW Box 122</td>
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<tr>
<td>City/State/Zip: Cedar Rapids, IA 52401</td>
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<td>Phone:</td>
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Design District:

- [ ] CD - Downtown
- [ ] CV - Village of East Davenport
- [ ] CE - Elmore Corners

**Not sure which district you are in?** You can click [here](#) for a map of the districts or you can contact Planning staff at (563) 326-7765 or planning@ci.davenport.ia.us and we can help you.

**When is an application for design approval required?**
Prior to the commencement of any work.

**What type of activity requires design approval?**
- New construction or an alteration to the exterior of a structure where changes are visible from the public right-of-way.
- Installation of any sign or action related to a sign.
- New parking lots, fencing/walls and landscaping or an alteration to existing parking lots, fencing/walls or landscaping.
- Streetscape elements within the right-of-way.
- Demolition within the C-D and C-V Districts requires the owner(s) of record or the City to apply for a demolition approval.

**Submittal requirements**
- Please contact Planning staff at (563) 326-7765 or planning@ci.davenport.ia.us so we can help you determine what exactly is required to be submitted.
- Incomplete applications will not be accepted.

**Submittal requirements for all types of requests:**
- The completed application form.
- A work plan that accurately and completely describes the work to be done.
- Color digital photographs depicting the building elevations and proposed construction.

**Submittal requirements for specific types of requests:**

**Minor alterations to existing buildings and new and replacement signs (all of the above and):**
- Specifications, including dimensions, material used and color of the material.
- A rendering of the proposed alteration as depicted on the existing building.
- Samples of the materials, including the color, along with scaled, accurately colored elevations for any proposed sign and/or sign package.

**Minor additions, site improvements and outdoor storage areas (all of the above and):**
- A dimensioned site plan, including the locations of any proposed or existing buildings on the subject parcel and on surrounding parcels.
- A preliminary grading plan showing before and after grades at two-foot contour intervals, where deemed necessary by the development official.
- Outdoor storage areas shall be reflected in the elevation drawings submitted and shall show their relationship to the building elevations as well as the materials and treatment proposed that would accurately reflect the screening of the storage areas.
- A landscape plan.
Major additions and new buildings (all of the above and):

- Reproductions of building or site information found in the historical surveys if applicable
- A verifiable legal description, or a land survey.
- A map showing the existing topography of other properties at two-foot contour intervals, extending one hundred feet from the subject parcel.
- Elevation drawings, in color and drawn to scale, of the front, sides, rear, and roof lines of all proposed buildings or structures, illustrating the appearance and treatment of required screening elements for roof-mounted equipment, where deemed necessary by the development official.
- A materials board containing samples of each type of exterior building materials.

Formal Procedure

(1) Application:
- Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process.
- The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public hearings.

(2) Design Review Board consideration of the request:
- Only work described in the application may be approved by the Board.
- If the Board determines there is insufficient information to make a proper judgment on the application, it may continue the application a maximum of three regularly schedule consecutive meetings. This time period does not apply if the applicant requests the continuance.

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- If approved, design approval does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. You will need to contact Davenport Public Works and other regulatory agencies regarding permits and/or licenses.
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- The applicant may appeal the Design Review Board’s determination to the City Council. A written appeal must be submitted to the Zoning Administrator within thirty calendar days of the Design Review Board’s decision.

Applicant: [Signature] Date: 11/20/19

By typing your name, you acknowledge and agree to the aforementioned submittal requirements and formal procedure and that you must be present at scheduled meetings.

Received by: [Signature] Date: 

Planning staff

Date of the Public Meeting: 

Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.
Install an exterior sign package for Habano Cigae Lounge at the aforementioned address see renderings attached.

Add additional pages if needed.
Subject:
Case DR19-26: Request for design approval for a new roof sign to be located at 201 W. 2nd Street. (Downtown Design District) Lee Casebolt, petitioner. [Ward 3]

Recommendation:
Staff recommends approval of the sign as presented.

Background:
Proposed is new roof sign for US Bank. Sign closely resembles the existing sign, which has fallen into disrepair. In staff’s opinion, this sign is an important feature of Downtown’s skyline and staff supports its replacement.

Refer to the Downtown Design Guidelines for signage attached to the report for DR19-24.

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<td>☐ Backup Material</td>
<td>Site Plan</td>
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<td>Mock Up</td>
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Complete application can be emailed to planning@ci.davenport.ia.us

**Property Address** 201 W 2nd St
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<td>Lee Casebolt</td>
</tr>
<tr>
<td>Company:</td>
<td>CR Signs &amp; Lighting Inc</td>
</tr>
<tr>
<td>Address:</td>
<td>4701 1st Ave SE Ste 10</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Cedar Rapids IA 52402</td>
</tr>
<tr>
<td>Phone:</td>
<td>319-826-3608</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Lee@CRSignsInc.com">Lee@CRSignsInc.com</a></td>
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<td>Name:</td>
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<tr>
<td>Company:</td>
<td>Banks of Iowa Capital Corporation</td>
</tr>
<tr>
<td>Address:</td>
<td>520 Walnut St</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Des Moines IA 50309</td>
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Applicant: [Lee Casebolt] Date: 11/13/2019

By typing your name, you acknowledge and agree to the aforementioned submittal requirements and formal procedure and that you must be present at scheduled meetings.

Received by: Planning staff Date: 

**Date of the Public Meeting:**

Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.
Work Plan

Please describe the work being performed. Please note that only work described in the application may be approved by the Board.

Installation of new signage on building roof as shown in attached design drawings
**DRB Calendar 2019**

**Design Review Board**

Meetings are generally held on the fourth Monday of the Month in the City Hall Council Chambers.
(subject to change due to holidays and unforeseen circumstances)

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**Day:**
- Friday (12pm)
- Monday (5pm)

**Activity:**
- Submittal Deadline
- Meeting

**Date:**
- 1/18/2019 - 1/28/2019
- 4/12/2019 - 4/22/2019
- 5/10/2019 - 5/20/2019
- 6/14/2019 - 6/24/2019
- 7/12/2019 - 7/22/2019
- 8/16/2019 - 8/26/2019
- 10/18/2019 - 10/28/2019
- 12/13/2019 - 12/23/2019

*** The Applicant or their representative MUST be at the Meeting ***

Location/Time subject to change
Contact planning@ci.davenport ia.us to confirm meeting date/time/location

**Application Due:**
- 12:00 PM

**Meeting Appearance:**
- 5:00 PM

**Time:**
- Community Planning
- City Council Chambers

**Location:**
- Second Floor, City Hall
- First Floor, City Hall

---

City Hall is located at 226 W 4th St, Davenport IA 52801
New letterset locations
PROPOSED ELEVATION - typical of (2) elevations

PROPOSED SIGNAGE - typical of (2) elevations
FACE LIT CHANNEL LETTERS

Scale: 1/16" = 1'-0"
460.6 square feet

CABINET: 8" deep extruded aluminum w/.050 alum. back & 1-1/2" internal angle iron structural framework; Bleed retainer system; Cabinet to be manufactured in sections as required; Face to be one piece; Cabinet painted Matthews Red

FACE: 3M Panaflex material w/surface applied Trans. Red vinyl overlay; 'us' copy to show thru White

FACES: 3/16" #7328 White acrylic
TRIMCAP: 1" Metal retainers painted Matthews Blue
RETURNS: 8" deep .063 alum. - painted Matthews Blue
BACKS: .090 Alum. - pre-painted White

ILLUM: White GE Tetra PowerMax WHPMS2-65K LED’s as required
INSTALL: Mounted to existing framework; min. (4) four fasteners per letter; Maximum 4 ft. centers on mounting for logo cabinet - EXACT MOUNTING METHOD & CENTERS OF MOUNTING TUBES TO BE VERIFIED

QUANTITY: (2) TWO LETTERSETS REQUIRED

**COLOR PALETTE**
- Pantone 2748 Blue
- Pantone 193 Red
- Matthews MP 10918 Blue
- Matthews N930SP
- 3M 3630-8666
- 3M 3632-83

PANAFLEX SIGN FACE

8959 Tyler Boulevard
Mentor, Ohio 44060
440.209.6200
800.627.4460
theMCgroup.com

US bank

Material to be oversized minimum 6" all sides to allow for stretching & securing to sign frame

PANAFLEX SIGN FACE

Scale: 1/16" = 1'-0"
460.6 square feet

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