

MANDAN ARCHITECTURAL REVIEW COMMISSION MINUTES

November 2, 2010

ROLL CALL: Geris Hopfauf, Robert (Bob) Vayda, Richard Barta/Building Official, Steve Nardello/Fire Chief and Kim Fettig/City Engineering.

MEMBERS ABSENT: Rick Zander/President, Leonard Bullinger/Vice President, Jason Krebsbach and Joe Lukach.

Richard called the meeting to order at 1:00 p.m.

FIRST ORDER OF BUSINESS: Proposal by Pattie Helfrich, Mane Expressions and Bruce Dintelman, Indigo Signworks, to repair the awning and insert new business name at 220 W Main St.

Mr. Dintelman indicated this project is a name change only on the existing two awnings (south and west sides of building). He explained that they remove (eradicate) the existing dye and insert the new business logo. Geris questioned the white background. Mr. Dintelman indicated that with the fading on the existing awnings, they would never be able to “match” the colors. Bob questioned if bleeding could occur and Mr. Dintelman indicated it would not.

Kim made a motion to approve as presented.

Steve seconded.

Upon vote, the motion passes unanimously.

SECOND ORDER OF BUSINESS: Proposal by Bruce Dintelman, Indigo Signworks to remove and replace the face of the existing pylon sign for Seven Seas Inn at 2611 Old Red Trl NW.

Mr. Dintelman indicated that is what they are doing. Simply removing and replacing the face. Everything else will remain the same. Geris questioned the sign height. Mr. Dintelman indicated he was under the impression that since they were only working on the face, he was not required to measure the height, so he could not answer that question.

Geris made a motion to approve as presented.

Bob seconded.

Upon vote, the motion passes unanimously.

THIRD ORDER OF BUSINESS: Proposal by Bruce Dintelman, Indigo Signworks to remove and replace the pylon sign for Leroy's Tesoro at 1210 E Main St.

Mr. Dintelman indicated they will be extending the existing pylon sign to meet the maximum height requirement of forty feet. It was note the point/top portion is what will not exceed this requirement. They will also be adding an electronic message board to the sign.

Bob questioned what the definition of "flashing" was because he noticed that the new Petro Serve, F/K/A Stamat, had a flashing reader board.

Leonard joins the meeting at 1:08 p.m.

Richard stated that he would check the Petro Serve sign for flashing.

Kim made a motion to approve as presented.

Steve seconded.

Upon vote, the motion passes unanimously.

MINUTES: Approve the minutes from the October 19th meeting.

Leonard made a motion to approve as presented.

Geris seconded.

Upon vote, the motion passes unanimously.

Discussion turned towards the ending of Geris' and Rick's terms, which will be completed December 31, 2010.

Mary indicated that she needed confirmation to go ahead with the notices of vacancies in the paper, on the web site and in Ellen's newsletter. Geris asked if they need to open it up if they don't resign. Steve stated that they would have to be re-appointed. Geris stated that she has done it for six years so she would not be seeking re-appointment. Mary asked that she put that in writing so she has something for the file.

Mary asked if they wanted her to notify individuals from the previous year. Geris stated that between notices and word of mouth, they should be able to reach enough persons. Richard did not think that it would be good policy to try and notify past applicants. It was determined that they would just advertise the open position(s) and see who showed an interest. The final date for accepting letters of interest will be November 29th and these can be passed out at the November 30th meeting for review.

Geris wanted clarification on the voting procedure. She didn't want to end up voting twice. It was then decided to include the portion of Ordinance 1003 that indicates what type of individuals and the requirements this commission would be seeking. It was noted that in the ordinance, it states ... The remaining members shall either be a resident of the city or an owner of property within the city. However, Geris reiterated that an architect or one of the other choices could be from another city so they could keep those positions filled with eligible applicants.

Geris asked if they would be making selections for interviews at the December 7th meeting. Kim stated that she would be gone that week and would ask they wait until 14th so she could be a part of that process. Geris asked how many applicants would be interviewed per position. Last year they had interviewed them all.

Bob questioned length of term(s). After discussion, it was noted that if a member wanted to continue with additional terms, they would do so with a letter of re-instatement vs. a letter of resignation. However, it was also decided that no member would serve longer than three (3) consecutive terms. Richard suggesting that if they wanted to continue longer than three (3) terms, they must apply with a letter of interest like any other individual and go through the interview process.

Geris made a motion to set a maximum of five (5) interviews per opening.

Richard asked to amend the motion to include: No member would serve longer than three (3) consecutive terms and that if they wanted to continue longer than three (3) terms, they must apply with a letter of interest like any other individual and go through the interview process.

Geris amends her motion to include this addition.

Kim asked if there were any guidelines concerning attendance. It is her opinion that if members are not regularly attending meetings, they're really not helping the commission. Geris stated that there has been grumblings in the past about members not showing up on a regular basis. Kim thought that members should be able to make at least 50% of the meetings considering that they meet pretty regularly, but not every week.

Geris amends her motion to include this addition. ... In the event there are more applicants than there are openings for the interview, we (commission) by process of vote, would vote on whom to interview.

Leonard seconded.

Upon roll call vote, the motion passes unanimously.

Geris asked Kim if she wanted to discuss further the attendance issue.

Kim made a motion to require a member to attend a minimum of twelve (12) meetings per year.

Steve thought it should be a percentage since some months have more meetings than others.

Kim amended her motion to state a member should attend a minimum of 50% of the scheduled meetings.

Bob asked what would transpire if a member fails to meet these expectations. Steve feels that a letter should be given that member and if they were still unable to attend, then it would be up to the City Commission to make a final decision. Richard added that this board could simply ask for their resignation.

Leonard thought it would be a good idea to put that requirement (50% attendance) in the notice for vacancies, so interested parties are aware of what is expected of them. The meeting schedule and a job description, so to say could also be included.

Geris asked to have Kim add to her motion, a start date for the attendance record. January 1, 2011, was decided on.

Kim amended her motion to include January 2, 2011, as the start date for attendance.

Geris seconded.

Upon roll call vote, the motion passes unanimously.

There being no further business, the meeting was adjourned at 1:50 p.m.

Approved by: _____ Date _____

Transcribed by:
Mary Fahlsing/Admin. Specialist