

## MANDAN ARCHITECTURAL REVIEW COMMISSION MINUTES

April 2, 2013

The meeting was called to order at 1:00 p.m.

**ROLL CALL:** Robert (Bob) Vayda/President, Richard Barta/Building Official, Steph Smith, Jason Krebsbach, Steve Nardello/Fire Chief, Leonard Bullinger, & Kim Fettig/City Engineering.

**MEMBERS ABSENT:** Jerome Gangl, Rick Zander

**FIRST ORDER OF BUSINESS:** Proposal by Wayne Walker of Indigo Signworks representing Missouri Valley Petroleum for a new wall mounted sign at 1722 Mandan Avenue. They are proposing a non-illuminating sign on the new building to go on the 13 foot area on the brick. They are planning on putting some gooseneck lighting in the vicinity. The aluminum itself is ¼” thick and it will probably stand off slightly but overall depth of it is going to be less than an inch. They will be putting a similar sign on the back wall inside. They want to keep the building clean.

*Jason motioned to approve.*

*Richard Barta seconded.*

*Upon roll call vote, the motion passes unanimously.*

**SECOND ORDER OF BUSINESS:** Proposal by Sign & Wonders to remove and replace wall mounted sign located at the Round Up Sports Bar at 412 West Main Street. There was no representation of this proposal at this time; however, there was enough information given that MARC made a decision to approve this. They are planning on having two signs on this building, one on the brick and one on the back. One says Sports Bar and the other says Sports Bar & Grill.

*Richard Barta motioned to approve.*

*Jason seconded.*

*Upon roll call vote, the motion passes unanimously.*

**OTHER DISCUSSION:** Reviewed MARC application and the checklist to see if everything was included in the checklist that was needed. MARC indicated that when these proposals come in that we make sure all the necessary information requested on the checklist is there. If not, we need to let them know what information is still needed before it comes before the MARC. The proposed plans or any information they have will be returned to them until they have everything complete. No changes were made to the checklist. We do have a cover page that includes all the signatures required to approve these projects. That will need to be included as well. The applicant needs to submit a complete application or it

will be thrown; we can't keep track of these projects when they are not complete and waste time and resources.

Richard recommended having Rachel and Carolyn rotate weeks coming to MARC. One would get the first and third Tuesday and the other would get the second and fourth Tuesday. The reason this would work better is because if one of them is gone or on vacation, then it is easier for them to fit in; otherwise, it is totally new to them. Also they will have a better understanding of what is required for these projects before they come before MARC when these applicants come into the office to drop off their projects and if something is missing on the checklist, they can then let them know what is needed and we won't accept these projects if they are not complete. Storm water needs to be addressed on each one of these projects. If it is something they don't need; we will let them know, but in most cases they are going to need something for storm water because any time you do any hard surfacing or anything to a lot, it affects the run off.

**MINUTES:** Approval of the minutes from March 19, 2013.

*Richard motioned to approve.*

*Steph seconded.*

*Upon roll call vote, the motion passes unanimously.*

**MINUTES:** Approval of the minutes from March 26, 2013.

*Leonard motioned to approve.*

*Steph seconded.*

*Upon roll call vote, the motion passes unanimously.*

There being no further business, the meeting was adjourned at 1:30 p.m.

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Approved by:

Date

Transcribed by:

Rachel Hastings/Admin. Assistant