

**City of Takoma Park  
Façade Advisory Board  
Regular Meeting Minutes**

January 13, 2015

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The City of Takoma Park Façade Advisory Board met on Tuesday, January 13, 2015 at the Takoma Park Community Center, 7500 Maple Avenue, Takoma Park Maryland.

**Members Present:** Caroline Alderson, Darsie Cahall, Nick Corcoran, William Fischer, Rick Leonard, Eric Sepler  
**Members Absent:** Jim DiLuigi,  
**Staff Present:** Roz Grigsby  
**Applicant:** Meaghan Murphy, Capital City Cheesecake  
**Community member:** Lucy Moore

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**1. Call to Order**

The meeting was called to order at 6:30 p.m.

**2. Minutes**

The minutes from the September 9, 2014 meeting were reviewed and approved.

**3. Review of proposal for 7071 Carroll Avenue – Capital City Cheesecake**

Meaghan Murphy of Capital City Cheesecake presented a HAWP application for a new awning with screen-printed signage to display their new logo and the message ‘Bakery & Café’. The fixed awning will be provided by A. Hoffman Awning Co. and installed by a qualified contractor. The awning shall be made of exterior grade ‘Sunbrella’ brand fabric stretched over an aluminum frame. The awning shall be 15’ wide by 2’-8” high by 2’ deep, with triangular side panels. The front edge of the awning shall extend 10” below the side panels to create a sign panel with the message, ‘Bakery & Café’. The Board discussed the proposed mounting location of the awning and recommended lowering it so that the bottom edge of the side panels were in alignment with the bottom edge of the soffit trim.

Corcoran moved and Cahall seconded a motion to approve the awning such that it is mounted lower, so that the bottom edge of the side panels were in alignment with the bottom edge of the soffit trim. The motion passed unanimously.

**4. Calendar of 2015 Meetings**

The Board reviewed the calendar of meetings for 2015 and indicated that it was workable.

**5. Discussion of Board procedures and practices**

The Board had a lengthy conversation about the application review process and the published 'Design Guidelines'. Discussion included the following points:

- Members emphasized the importance of receiving a complete submission, with all the information relevant to understanding the overall plan and its context. It was concluded that Board members were welcome to respond individually to the Staff distributions of submissions and request additional information be included in the applicant's presentation. Staff agreed to collect those requests and forward them to the applicants in advance of the meeting.
- Board members discussed the difference between reviewing an application for approval and consulting with an applicant in the early design stages. Because the board encourages applicants to seek the Board's guidance in advance of making a formal submission, the suggestion was made for Staff to find opportunities to familiarize business and property owners with the Board as a resource.
- Suggestions were made to staff to help clarify the information on the City website and to direct applicants to the *Design Guidelines* document to assist them in preparing their application materials.
- The suggestion was made to separate out applications and consultations in the agenda and minutes to clarify the Board's role. Staff agreed to incorporate this formatting.
- It was suggested that the published Design Guidelines be readily available as a general reference during application review. Staff demonstrated the ability to bring up the guidelines upon request using the electronic display screen in the meeting room.
- The Board reaffirmed that they are willing to hold additional meetings to review applications if the delay between meetings would burden the applicant.

## 6. Board Vacancy

The Board has a vacancy left by Isaac Smith's resignation. Lucy Moore, who attended the meeting, indicated she was interested in applying for the seat. She has a background in architecture and historic preservation.

## 7. Adjourn

A motion was made, seconded and passed to adjourn.

Respectfully submitted:

Approved:

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Roz Grigsby  
Community Development  
Coordinator

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Nicholas Corcoran  
Chair