

**City of Takoma Park -- Façade Advisory Board**  
**Regular Meeting Minutes**  
July 11, 2017

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The City of Takoma Park Façade Advisory Board met on Tuesday, July 11, 2017 at the Takoma Park Community Center, 7500 Maple Avenue, Takoma Park Maryland.

**Members Present:** Darsie Cahall, William Fischer, Anne Fothergill, Lorraine Pearsall, Eric Sepler, Malcolm Williams  
**Members Absent:** Lucy Moore, Jim DiLuigi  
**Staff Present:** Dan Sonenklar  
**Visitors:** John Urciolo and Zoe Stern

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**1. Call to Order**

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

**2. Concept Review: 6935 Laurel Avenue – John Urciolo and Zoe Stern**

John Urciolo presented an application to install a wooden fence along the back side of the subject property, separating the property from the adjacent parcel. The existing metal fence is deteriorating and is overgrown with vines and ivy. The new fence is a 6 foot tall and constructed from pine board.

The proposed work includes:

- Cleaning and grading the existing fence, removing overgrown vegetation;
- Installation of a 6 foot, pine board fence separating the subject property from the adjacent parcel along it's southeastern boundary

Members of the Façade Advisory Board reviewed the location of the fence on the subject property, reviewed pictures of the structure, inquired whether the applicant had informed the adjacent neighbor on Eastern Avenue and reminded the applicant of the requirement for listing neighbors for notification.

The Takoma Park Façade Advisory Board passed the following resolution:

**The Board voted to approve the proposal as presented.**

**3. Approve minutes of previous meetings: Jan. 10, April 11, May 9, May 31, June 27**

The board was asked to review minutes from the past five (5) meetings, and voted unanimously to accept the minutes.

**4. Election of new Board Officers and Consideration of Vacancies**

The board reviewed the rules on Board Officers, and moved to make nominations and vote on the officers for 2018.

Nominations for Chair: Lucy Moore

Elected Chair: Lucy Moore

Nominated Co-Chair: William Fischer  
Elected Co-Chair: William Fischer

The board discussed nominees to fill the current vacancy on the board. This position is for a representative from the business community or a commercial property owner. There was no conclusion as to who they would like to encourage to participate. Only one name came up as a possible nominee – Rick Leonard. He has served on the board previously, but may be eligible to serve again.

**5. Review of Letter to Businesses**

The board reviewed the most recent draft of the letter to businesses circulated this week by Lucy Moore. This letter is meant to make property owners and businesses aware of the process of consulting with the Façade Advisory Board when submitting an application for sign permits. Though this letter will not increase enforcement of sign regulations, it will remind property and business owners of the mandatory process for getting sign approval for commercial properties in the Historic District.

The board voted unanimously to approve the letter with one change that was made during the meeting.

**6. Adjourn**

The meeting was adjourned.

Respectfully submitted:

Approved:

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Dan Sonenklar, staff

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William Fischer, Chair