



MEETING MINUTES

Administrative Review Team

Thursday, July 10, 2025 | 2:00 pm
Development Building

CALL TO ORDER

Mr. Rauch welcomed everyone and called the meeting to order at 2:03 pm.

ROLL CALL

ART Members and Designees present: Jennifer Rauch Director of Community Planning and Development, (Chair); Jenna Goehring, Economic Development Administrator; Heidi Rose, Senior Civil Engineer; Michael Hiatt, Landscape Architect.

Staff Members present: Ethan Lower, Planning Assistant; Micole Champion, Administrative Assistant II; Chris Will, Senior Planner.

DETERMINATION CASE

1. Empower Sign – Case Number: 25-060MPR, Determination Case

Request for review and approval of a Minor Project for a new wall sign on a multi-tenant building. The 2.49-acre site is zoned MUR-4, Mixed Use Regional, Llewellyn Farms Office District and is located at 325 Cramer Creek Court.

Staff Presentation

Ethan Lower presented the case for Empower Sign. Mr. Lower described the location of the site, noting the position of the multi-tenant building along Frantz Road and Cramer Creek Court and the vegetation and creek on the south of the site. He explained that the site plan indicates the sign would face Cramer Creek and that the building entrance is located on the east side. Photos of existing conditions were shared and Mr. Lower described the location of the building entrance in relation to the sign. He stated the sign is 50-square-feet and meets all size, height, and lighting requirements. He noted, however, that the sign is currently four colors, the logo, black, gray, and white, and is mounted on a raceway. He then explained two recommended conditions of approval, one regarding the removal of the raceway and another regarding the reduction of sign colors from four to three. Mr. Lower added that the removal of the raceway would keep the sign consistent with the character of the MUR-4 district. He said that staff recommended approval with conditions and asked if the Administrative Review Team had any questions.

Questions for Staff or the Applicant

Ms. Rauch – How will they meet the condition of approval to remove the raceway, and how do they plan to mount the sign to the building without the raceway?

Mr. Lower – Will fix both. Not sure how they want to change it.

Mr. Lower – The applicant is required to apply for a building permit after ART approval.

Ms. Rauch – Anyone else? [None].

Public Comments

[None.]

Team Members' Discussion

Nothing further needed to be discussed.

Ms. Rauch motioned, Mr. Hiat seconded, to approve the Minor Project, with conditions.

Votes: Mr. Hiatt, yes; Ms. Goehring, yes; Ms. Rose, yes, Ms. Rauch, yes.
[The Minor Project Review was approved 4 – 0.]

COMMUNICATIONS

[None.]

ADJOURNMENT

Ms. Rauch asked if there were any comments for the good of the order. [None.] She adjourned the meeting at 2:06 pm.

