

Central Business District  
Architectural Review Committee  
Meeting Minutes

Date: July 22, 2025

Location: Homeland Security Conference Room, 8<sup>th</sup> Floor

Called to order: 9:30AM

Members Present: Miriam Salas, Robert Boyd, Randy Hutchison, Ashley King

Members arriving after beginning of the meeting:

Members absent: Robbie Cangelosi

**I. Roll Call**

**II. Minutes of the Tuesday, June 17, 2025, meeting.**

Motion: Approve the minutes.

By: Miriam Salas

Second: Randy Hutchison

Result: Passed

In Favor: Miriam Salas, Robert Boyd, Randy Hutchison, Ashley King

Opposed:

Comments:

**III. Agenda**

A. 615 Baronne St

Application: Renovation of a Contributing rated, 3-story, mixed-use building including a new penthouse addition.

Motion: The ARC recommended conceptual approval with the details to be worked out at the staff level. The ARC stated that the front wall of the penthouse should be deepened so that the new doors and recesses can be further recessed to give more prominent shadow lines. The ARC also stated that if DPWs comments significantly affect the ramp or steps, further ARC review may be required.

By: Ashley King

Second: Miriam Salas

Result: Passed

In Favor: Miriam Salas, Robert Boyd, Randy Hutchison, Ashley King

Opposed:

Comments:

B. 325 Andrew Higgins Dr

Application: Renovation of a Non-Contributing rated one-story commercial building including installation of new storefront and new occupied roof including new roof access stair, handrails, and mechanical equipment.

Motion: The ARC agreed that:

- While the recessed entry condition is appreciated, these types of spaces can be problematic in terms of functionality and after-hours security due to vagrancy and unpermitted use.
  - o The applicant should consider removing the alcove or reducing the depth of the recess to around 18 inches.
  - o Alternatively, if a gate or other security measure is desired, this should be designed and detailed as an integrated component of the overall design.
- HVAC screening is not sufficient as shown. The materiality of the screening can either be wood or metal, but it must be more opaque to ensure the units are not visible, should be painted, and the design and detailing should relate to other elements of the proposed exterior design.
- The proposed roof access stair form and detailing appear unresolved, and the ARC noted this element could either be emphasized or made to be more discrete.
  - o For example, the stair volume could be further emphasized by replacing the sloped roof with a flat roof or other geometry, or by adjusting the materiality so it is visually distinguished from the rest of the building. However, the SHPO will likely prefer an option that minimizes its overall visibility and impact.
  - o The stair volume and adjacent HVAC screening can become more unified in their design and materials so there is more cohesion of these rooftop elements.
  - o The applicant could consider adding a simple fixed or retractable awning to the stair volume to give it more visual emphasis, provide an additional rooftop amenity, and provide additional protection to the door opening below.
- The applicant should consider installing fixed seating at the rooftop area to ensure maximum occupancy is permitted. Fixed elements such as seating, shade coverings, string lights, etc. should be indicated on the drawings so the overall appearance of the rooftop elements and their visibility from the street is demonstrated.
- The proposed metal storefront doors are appropriate as shown.
- Future signage was indicated to be located at the glass area above the entry door, and the ARC agreed this was an appropriate location.

By: Randy Hutchison

Second: Miriam Salas

Result: Passed

In Favor: Miriam Salas, Robert Boyd, Randy Hutchison, Ashley King

Opposed:

Comments:

C. 843 Camp St

Application: Renovation of a Contributing rated, 3-story commercial building into a 4-story hotel.

Motion: The ARC recommended conceptual approval with the details to be worked out at the staff level. The ARC strongly urged the applicant to work with NPS to replace the existing vents at the fourth-floor façade with windows and to possibly add more windows along the side elevations of the fourth-floor.

By: Ashley King

Second: Randy Hutchison

Result: Passed

In Favor: Miriam Salas, Robert Boyd, Randy Hutchison, Ashley King

Opposed:

Comments:

There being no further business to discuss, the meeting was adjourned.