



**MEETING MINUTES**  
DOWNTOWN DESIGN REVIEW BOARD  
Thursday, February 1, 2024  
Public Hearing: 2:00 p.m.

**In-Person:**

~~City Council Chamber~~ City Council Conference Room 2020  
200 Texas Street  
2<sup>nd</sup> Floor-City Hall  
Fort Worth, Texas 76102

**Videoconference**

<https://fortworthtexas.webex.com/webex/register/rd9f5d41046fbc01a7c4b678e8ec8267f>

**Webinar number**

2550 711 9817

**Teleconference**

(817) 392-1111 or 1-650-479-3208  
Meeting / Access Code: 2550 711 9817

For more information on attending or speaking at this meeting either through Videoconference or Teleconference, please visit the City’s website: [www.fortworthtexas.gov](http://www.fortworthtexas.gov)

To view the docket for this meeting visit: <http://fortworthtexas.gov/calendar/boards/>

Members of the Downtown Design Review Board may be participating remotely by videoconference in accordance with the Texas Open Meetings Act. The location identified on this agenda is the location at which the presiding officer will be physically present and presiding over the meeting.

**\*\*Any member of the public who wishes to address the Board regarding an item on the listed agenda must sign up to speak no later than 5:00 PM on January 31, 2024. To sign up, either contact [Francisco Vega](mailto:Francisco.Vega@fortworthtexas.gov) at [Francisco.Vega@fortworthtexas.gov](mailto:Francisco.Vega@fortworthtexas.gov) or [817-392-7885](tel:817-392-7885) or register through WebEx per the directions on the City’s website above.**

Please note that the City of Fort Worth is using a third-party vendor to assist with City meetings. If there are service interruptions, including call-in number changes, we will provide alternative call-in numbers on our website whenever possible.

**BOARD MEMBERS**

<b>HP</b>	Paul Rietema	- Place 1	<b>E</b>	Andrew Blake	- Place 5
<b>P</b>	Laura Bird	- Place 2	<b>P</b>	Allison Docker	- Place 6
<b>P</b>	Leah Dunn	- Place 3	<b>P</b>	Tony Pham	- Place 7
<b>P</b>	Matthijs Melchiors	- Place 4		Vacant	- Alternate

**P = Present HP = Hybrid Present E = Excused Absence U = Unexcused Absence**

Notes: none.

**I. PUBLIC HEARING: 2:00 P.M.**

A. **CALL TO ORDER:** STATEMENT OF OPEN MEETINGS ACT

B. **ANNOUNCEMENTS**

**New board members introduction.**

C. **ELECTION OF OFFICERS**

Nomination:	<b>Laura Bird for the Chairperson position.</b>
Nominated by:	Pham
Vote:	6-0
Notes:	Staff did not receive additional nominations.

Nomination:	<b>Tony Pham for the Vice Chairperson position.</b>
Nominated by:	Melchiors
Vote:	6-0
Notes:	Staff did not receive additional nominations.

D. **APPROVAL OF DECEMBER 7, 2023 MEETING MINUTES**

Motion to:	<b><u>That the December 7, 2023 Meeting Minutes be approved as written.</u></b>
Motion by:	Docker
Seconded by:	Pham
Vote:	4-0
Notes:	Mr. Rietema and Ms. Dunn abstained from voting.

E. **NEW CASES**

**DG24 – 001      1612 Summit Avenue (G Zoning)  
Downtown Urban Design District overlay  
Council District: 9  
Owner / Applicant: Global Signs, Inc / Dianne Moriarty, Rick Robertson.**

Requests a Certificate of Appropriateness to install a crown of building sign and for the following waivers:

- (a) A waiver from the crown of building sign standards to allow two signs with different messages instead of the requirement of installing signs with identical messages.
- (b) A waiver from the crown of building signs standards to install a sign with more than one horizontal line of letters or symbols instead of the maximum of one horizontal or vertical line of letters or symbols.

DG24-001                      1612 Summit Avenue	
Staff Recommendation:	Staff presented their report and recommended approval subject to the condition of removing the D&M LEASING sign because it is an off-premise sign.
Support:	The DFWI Design Review Committee encourages the City to work with applicant to remove the sign for the tenant that is no longer in the building. Off premise signage is not allowed. The DFWI Design Review Committee approves the new signage, however, some felt it should be conditional on removing the signage for the off-premise company.
Opposition:	None
Motion:	<b><u>That the request is approved subject to the condition of keeping the raceways and removing the D&amp;M Leasing sign.</u></b>
Motion by:	Pham
2nd by:	Melchiors
Vote:	6-0
Recused:	None

## F. ADJOURNMENT – 2:27 P.M.

### **ASSISTANCE AT THE PUBLIC MEETINGS:**

This meeting site is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City's ADA Coordinator at (817) 392-8552 or e-mail [ADA@FortWorthTexas.gov](mailto:ADA@FortWorthTexas.gov) at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive a notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

### **ASISTENCIA A REUNIONES PUBLICAS:**

Este sitio de reunión es accesible con silla de ruedas. Se solicita a las personas con discapacidades que planean asistir a esta reunión y que necesitan acomodaciones, ayudas auxiliares o servicios tales como intérpretes, lectores o impresiones con letra grande, que se comuniquen con el Coordinador de la Asociación Americana de Discapacitados (ADA) de la Ciudad llamando al teléfono (817) 392-8552 o por correo electrónico a [ADA@FortWorthTexas.gov](mailto:ADA@FortWorthTexas.gov) por lo menos 48 horas antes de la reunión, de modo que puedan hacerse los arreglos adecuados. Si la Municipalidad no recibe una notificación por lo menos 48 horas antes de la reunión, ésta hará un intento razonable para proporcionar las acomodaciones necesarias.

### **EXECUTIVE SESSION**

The Downtown Design Review Board will conduct a closed meeting, as necessary, to seek the advice of its attorneys concerning pending or contemplated litigation, or other matters that are exempt from public disclosure under Article X, Section 9 of the Texas State Bar Rules, and as authorized by Section 551.071 of Texas Government Code, which is related to any item appearing on this agenda.