



**Design Review and Preservation Board
Regular Meeting Minutes - Final**

Thursday, November 6, 2025

4:30 PM

1. CALL TO ORDER AND ROLL CALL

Chair Jones-Carter called the meeting to order at 4:31 pm.

Present 6 - Chair Melanie Jones-Carter, Vice Chair Adam Sharron, Board Member Ingrid Anderson, Board Member Sher Ennis, Board Member Drew Fagent, and Board Member Drew Weigl

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

None.

3. APPROVAL OF MINUTES

3.1 Draft Minutes - August 21, 2025.

Approved as submitted.

4. PUBLIC COMMENTS

Chair Jones-Carter opened public comment.

Janice-Karrman provided comments.

Chair Jones-Carter closed public comment.

5. BOARD BUSINESS

5.1 STATEMENT OF PURPOSE

Chair Jones-Carter read aloud the statement of purpose.

5.2 BOARD MEMBER REPORTS

None.

5.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTION)

None.

6. DEPARTMENT REPORTS

Deputy Director of Planning Jessica Jones reported.

Chair Jones Carter opened and closed public comment.

7. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

Board Member Ennis announced her recusal on item 9.1 due to the fact that she spoke on the project at a City Council meeting.

Board Member Ennis departed the meeting at 4:40 pm.

8. CONSENT ITEM(S)

None.

9. SCHEDULED ITEM(S)

9.1* PUBLIC HEARING - ELM TREE STATION - DESIGN REVIEW - 874 N WRIGHT RD - DR21-069

BACKGROUND: Design Review of a gas station with six gas pumps and four electric charging stations, and a 3,448-square-foot general retail space with an 806-square-foot, one-bedroom apartment above. The proposed Project also includes the construction of an additional 432-square-foot general retail use and park-like amenities, including patio/trellis area, benches and picnic area, and a bike path that would traverse the eastern and southern boundaries of the project site from the Joe Rodota Trail to North Wright Road. The DRPB will be reviewing the Project's architecture and site layout. The City Council approved the Conditional Use Permit for the gas station and multifamily dwelling on August 19th, 2025. A Mitigated Negative Declaration was adopted on October 24, 2013. An Addendum to the Mitigated Negative Declaration was prepared and adopted by City Council on August 19th, 2025.

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Design Review and Preservation Board, by resolution, approve Design Review for the Elm Tree Station Project, which includes a gas station, two general retail land uses across two buildings, one apartment unit and a small park, for the property located at 874 N. Wright Road

Presented By: Conor McKay, Senior Planner.

No Ex Parte disclosure.

Conor McKay, senior planner, presented.

Applicant representatives presented.

Chair Jones-Carter opened the Public Hearing at 5:04 pm.

Janice Karrman spoke in opposition to the project.

Woody Hastings spoke in opposition to the project

Jenny Blaker spoke in opposition to the project.

Laurel Chambers spoke in opposition to the project.

A member of the public spoke in opposition to the project.

Chair Jones-Carter closed the Public Hearing at 5:22 pm.

Staff and applicant representatives responded to Board Member inquiries.

Board Members provided comments and feedback.

Board Member Weigl made and retracted a motion.

A motion was made by Vice-Chair Sharron, seconded by Board Member Anderson, to waive the reading of the text and adopt;

Yes: 4 - Chair Jones-Carter, Vice Chair Sharron, Board Member Anderson and Board Member Fagent

No: 1 - Board Member Weigl

Recused: 1 - Board Member Ennis

10. ADJOURNMENT

Chair Jones-Carter adjourned the meeting at 6:14 pm.

Approved on: December 18, 2025

/s/ Jack Reynolds,
Recording Secretary