

**City of Alamo Heights**  
**ARCHITECTURAL REVIEW BOARD**  
**MINUTES**  
February 23, 2016

The Architectural Review Board held a special meeting at the Council Chambers of the City of Alamo Heights, located at 6116 Broadway St, on Tuesday, February 23, 2016, at 5:30 p.m.

Members present and composing a quorum of the Board:

John Gaines, Acting Chairman  
Grant McFarland  
Phil Solomon  
Jill Souter

Members absent:

Mary Bartlett  
Mike McGlone

Staff present:

Jason B Lutz, Director of Community Development Services  
Lety Hernandez, Planner

\*\*\*\*\*

The meeting was called to order by Chairman Gaines at 5:32p.m.

\*\*\*\*\*

Mr. Solomon moved to approve the minutes of January 19, 2016 as presented. The motion was seconded by Mr. McFarland.

The motion was approved with the following vote:

FOR:           Gaines, McFarland, Solomon, Souter  
AGAINST:     None

\*\*\*\*\*

**Case No. 617 F – Request of Alamo Heights Optimist Club, applicant, for the final design review of the proposed lighting upgrades at the property located at 250 Viesca**

Mr. Lutz presented the case and provided background information adding that the proposed was for safety reasons for community events. He went on to say that most of the proposed lighting would be concentrated on the parking area and would not litter onto the residential area.

Mr. Solomon questioned the use of the creatine poles and Mr. Lutz responded informing that the proposed poles were the same as the existing poles on Viesca. Mr. Solomon went on to ask if the fixture had the ability to be retrofitted if needed. Mr. Lutz responded.

Ms. Souter asked if the lighting would only be utilized for special events or if the lights would be on all the time. Mr. Lutz responded they would only be used for events and would be handled by the Optimist Club. Ms. Souter expressed concerns about the light flooding out the neighborhood area even though there is an existing tree canopy. She added that she was also concerned that the lighting would be on throughout the year on a daily basis.

Chairman Gaines spoke regarding Ms. Souter's concerns and asked if there was a timer on the proposed lighting. Mr. Lutz informed that there was a 10pm cutoff per the lease agreement and would address issues as they arise.

The board spoke regarding the recent Bank of America lighting project and commending the improvements. Mr. Lutz added that staff had not received any complaints since its completion.

Ms. Souter asked staff to clarify regarding the poles nearest the residential area and Mr. Lutz responded that lighting would face downward and not towards the residential structures. Wiley Mitchell, electrical contractor, stated that fixtures on Viesca have lower lighting. He added that they could install what was known as a "knuckle" fixture that would allow adjusting after installation. He went on to say that they anticipate having the project completed before the annual event scheduled for April 16, 2016.

Those present and speaking regarding the case were as follows:  
Sally Ann Smith, 903 Cambridge Oval

There was a discussion regarding cost and amount of lighting. The board went on to discuss the proposed heights of the poles and Chairman Gaines went on to say that a lower profile would help.

Mr. Solomon moved to recommend approval of the final review of the proposed lighting upgrades as presented with the following recommendations: 1) That Council considers, in the Comprehensive Plan, a harmonious and continuous lighting design for all public service and 2) Possible budgeting. The motion was seconded by Mr. McFarland.

The motion was approved with the following vote:  
FOR: Gaines, McFarland, Solomon, Souter  
AGAINST: None

\*\*\*\*\*

There being no further business, Mr. McFarland moved to adjourn the meeting, seconded by Ms. Souter, and unanimous vote to support the motion. The meeting was adjourned at 6:32 p.m.

\*\*\*\*\*

**THE PROCEEDINGS OF THE MEETING ARE ALSO DIGITALLY RECORDED, AND THESE MINUTES ARE ONLY A SUMMARY OF THE MEETING. THESE MINUTES ARE NOT A VERBATIM TRANSCRIPT OF THE PROCEEDINGS AND DO NOT PURPORT TO INCLUDE ALL IMPORTANT EVIDENCE PRESENTED OR STATEMENTS MADE.**



John Gaines, Acting Chairman  
(Board Approval)

3/15/16  
Date Signed & Filed

  
Lety Hernandez, Planner  
Community Development Services