

**DERRY TOWNSHIP DESIGN REVIEW BOARD
MEETING MINUTES
DECEMBER 30, 2013**

The meeting of the Derry Township Design Review Board was called to order at 6:01 p.m. by Vice Chairman Ed Buchan in the Board Conference Room of the Derry Township Municipal Complex, 600 Clearwater Road, Hershey, PA.

ROLL CALL

Members Present: Ed Buchan, Vice Chairman; Sandy Ballard, Secretary; Pam Moore; Brian O'Day

Members Absent: Joyce St. John, Chairwoman; Glenn Rowe; Ted Herman

Also Present: Brandon Williams, Assistant Director of Community Development; Jenelle Stumpf, Community Development Secretary

Public attendance: None

APPROVAL OF MINUTES

On a motion made by Vice Chairman Buchan, seconded by Member Moore, and a unanimous vote, the minutes of the October 28, 2013 meeting were approved as presented.

NEW BUSINESS

a. Consideration of replacement of windows in the building located at 513 West Chocolate Avenue (Vanguard Development Group, Inc., DRB #345)

The applicants propose the removal of two front-facing bay windows and the installation of two dual-pane vinyl replacement windows.

The motion to issue a Certificate of Appropriateness for the proposal as presented was made by Vice Chairman Buchan, seconded by Secretary Ballard, and passed unanimously.

OTHER BUSINESS

None.

The meeting adjourned at 6:04 p.m.

Vice Chairman