



Design Review Board
Tuesday, July 25, 2023 - 5:00 PM
MINUTES

1. Call to Order

Chairman Nathanael Ashbrook called to order the Design Review Board meeting for Tuesday, July 25, 2023 at 5:02 pm.

2. Roll Call

Present - Nathanael Ashbrook, Heather Green, Josh Harrison, Candice Evans
Absent - Franz Stein

Staff present - Sean Staneart - Acting City Manager, Trevor Traphagen - MKSK, Terry Wymer - City Code Enforcement, Teresa Monroe - Clerk of Council

Public present - Kaitlynn Hickey, Micah Glader, Lewie Main,

3. Public Comment

No comments

4. Application # Z-23-155 Certificate of Appropriateness; 65 W. Coshocton Street - Electronic Sign

a. Application materials

Applicant unable to attend tonight, City Manager Sean Staneart said he had a conversation with the applicant who thinks he will ultimately move toward a wall sign. He asked that the board go through their regular procedure with this application and provide their comments.

Trevor Traphagen reviewed the sign code calculations for the maximum total square footage of all signs on any lot permitted, and said that based on building size, after quick calculation, it would be twenty-one square feet. Sean Staneart pointed out that typically what has been done follows the sign table in the code showing fifty square feet for monument signs. He will discuss this call out with the zoning board. Overall discussion on electronic signs in the downtown historical district. Mr. Staneart said that provided this electronic sign conforms to size, what would the board members' comments be to the applicant on the design if he continued with wanting an electronic sign. Comments expressed concern for brightness, would like to darken the logo background, add a crown or cap to soften the top or enclose, ensure disconnect switch is hidden. They would like to see the model to be more consistent with the sign on the square. Mr. Staneart advised that this sign design is very similar to the one just approved for the Methodist Church, if the board deviates from another just approved, they should give justification for why the circumstances are different for this particular property. Josh Harrison said that justification for the church as opposed to this would be that it was in the urban neighborhood district, this sign would be in the historic downtown district. Another justification would be lot size, the church setback was five feet and this sign would be a foot off of the sidewalk. Discussion on justification for denying or tabling the application tonight. Comments on the maximum sign size of twenty-one square feet because of the building size and design relative to being in the historic downtown district versus the urban district. Modification recommendations to the applicant are: 1) conform to square footage requirements, 2) brick base and cap stone, modeled after the electronic sign on the square, 3) ensure the disconnect switch is hidden and not visible.

ACTION: Nathanael Ashbrook moved to table; Josh Harrison seconded and the vote was as follows:
AYES: Harrison, Evans, Green, Ashbrook
NOES: None
ABSTAIN: None

Passed 4 - 0 TABLED

5. Application # 7.21.3; Certificate of Appropriateness; 29 E. Coshocton St. Exterior paint

a. Application

Sean Staneart said that normally, painting a building is considered a minor environmental change that could be approved by him, but because this one is a bit out of sorts for what would be considered neutral colors, he brought it before the board.

Applicant Kaitlynn Hickey was present for the application and said she was opening an art studio and the colors are important for her brand. Discussion on looking for a level of consistency throughout town. Sean Staneart said that branding is appealing to a business, but a town wants to establish its own brand. Board review of the design and paint colors presented and what members would be comfortable with. OK with pink door, darker green trim around door and window, white railing and spindles (or left gray). Applicant requested time to think about making changes.

ACTION: Nathanael Ashbrook moved to table; Heather Green seconded and the vote was as follows:
AYES: Harrison, Evans, Green, Ashbrook
NOES: None
ABSTAIN: None

Passed 4 - 0 TABLED

6. Environmental Changes - Ordinance & Fee Review

a. Chapter 1187

Sean Staneart provided background on Major and Minor Environmental Changes as described in Chapter 1187. Currently the fee for a COA application is \$300 for a "Major" change review by the Design Review Board and no charge for "Minor" review by staff. Board members to think about the process and fee structure, MKSK to review and bring a draft for the board to look at and provide an opinion to council.

7. Other Business

Next meeting will be August 9, 2023 (Wednesday) due to the election.

8. Adjourn

Nathaneal Ashbrook moved to adjourn, Heather Green seconded and all were in favor. Motion passed 4-0. The meeting adjourned at 6:31 pm.