



Design Review Board
Tuesday, June 27, 2023 - 5:00 PM
MINUTES

1. Call to Order

Vice-Chair Heather Green called the June 27, 2023 Design Review Board meeting to order at 5:03 pm.

2. Roll Call

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

Staff present: Sean Staneart - Acting City Manager, Nicole Shook - City Council, Trevor Traphagen - City Planner/MKSK, Thadeus Boggs - City Law Director/Frost Brown Todd, Terry Wymer - Code Enforcement, Teresa Monroe - Clerk of Council

Public present: Shannon Staneart, Rick Murphy, Jason Biltz, Robert Miller Jr., Doug Shull, Frank & Nikki Trapp, Cyndi Duke, Josh Matzinger, Chip Dutcher, Mike Reeves

3. Public Comment

No comments

4. Application # Z-23-120 Certificate of Appropriateness; 208 S. Main Street

a. Siding material review

ACTION: Heather Green moved to reconsider the application; Josh Harrison seconded and the vote was as follows:

AYES: Harrison, Evans, Green, Stein

NOES: None

ABSTAIN: None

Passed 4 - 0

This application for an addition to an existing residence was approved at the last meeting with conditions on the exterior siding, roof and gutters with how they will match the existing home. The applicant has changed his mind on the exterior and now proposes that after the addition, the entire house will be resided and roofed. Vinyl siding proposed color is Carbon, proposed roof color is Black with white gutter trim, and black shutters. Board review of materials and changes requested.

ACTION: Josh Harrison moved to approve with the colors and materials presented; Franz Stein seconded and the vote was as follows:

AYES: Evans, Green, Stein, Harrison

NOES: None

ABSTAIN: None

Passed 4 - 0

5. Tabled Applications

a. Application # Z-23-119 Zoning Certificate; 159 S. Main Street - Sign

ACTION: Heather Green moved to take from the table; Candice Evans seconded and the vote was as follows:
AYES: Green, Stein, Harrison, Evans
NOES: None
ABSTAIN: None

Passed 4 - 0

Kessler sign has resubmitted a sign design with architectural features discussed at last meeting. The sign proposed now shows the brick base and the cabinet with the black semi-gloss finish. Board asked again about the disconnect switch and if it would be recessed, applicant unsure but made note. The brick for the base will match the church building. Discussion on location of sign and setback, proposal that the sign will be perpendicular to the sidewalk and located mid-way between the sidewalk and the church in the front yard. Board asked if the luminosity of the sign could be controlled, applicant was unsure but said he could find out. Sean Staneart said the city does not have anything on the books for brightness, the measurement tool for that is something we do not possess so enforcement of that would be difficult. Conditions discussed were that the brick base match the building and that the switch is recessed into an access panel. Further discussion on the disconnect switch; Mr. Staneart asked if there was a comfort level from the board should Kessler Sign not be able to recess the switch. Members expressed that if it were an actual switch that needs to be on there, it should blend as much as possible, be the same color and finish, and not protrude more than a couple inches. Mr. Staneart said sometimes there are electrical requirements that would require otherwise. Board members said if there were requirements needed otherwise, such as a junction box, they would still approve but any disconnect switch etc. should be located on the back side facing the church, in a finish that matches.

Conditions for approval listed:

1. Disconnect switch to be located on the back side, color and material to be consistent with the sign material presented.
2. Brick base to match the building.

ACTION: Heather Green moved to approve with conditions listed; Josh Harrison seconded and the vote was as follows:
AYES: Stein, Harrison, Evans, Green
NOES: None
ABSTAIN: None

Passed 4 – 0

b. Application # Z-23-129 Certificate of Appropriateness; 0 Clark Drive - New Construction

ACTION: Heather Green moved to take from the table; Franz Stein seconded and the vote was as follows:
AYES: Harrison, Evans, Green, Stein

NOES: None
ABSTAIN: None

Passed 4 - 0

Sean Staneart moved to the audience as he previously stated that he has an ownership interest in this building.

Applicant reviewed requested changes with the board. Revised drawings presented showing ground level air conditioning units with landscape screening, all vertical siding, dumpster enclosure, the addition of windows and an awning on rear elevations to make them look more like the front entrances for a nicer view for the residential area. They also outlined the future building expansion for reasoning on why they positioned the building in the direction they have. Discussion on signage for the additional spaces and exterior lighting. Applicant said signage will be a separate submittal and there will be lighting on the building, if this design looks appropriate, they would then go into full civil design. It was noted that the front fencing will be black.

ACTION: Heather Green moved to approve; Josh Harrison seconded and the vote was as follows:
AYES: Evans, Green, Stein, Harrison
NOES: None
ABSTAIN: None

Passed 4 - 0

6. Application # Z-23-131 Certificate of Appropriateness; 919 Coshocton Street - Siding

a. Application

Josh Matzinger with CJE Restoration was present on behalf of the applicant who proposes to remove the existing wood barn siding on the front elevation and replace with new vinyl siding. Applicant proposes completing the siding in phases. Phase One is the front elevation only, vinyl board and baton siding on the upper portions of the gable and vinyl lap siding on the lower and framing in the garage door and siding over it. The board asked if they had a timetable for completion of the other phases, applicant said they did not. Board members expressed concern for completion in phases with vinyl siding as it will fade unevenly over time. Board discussion on siding proposed and preference for non-vinyl material as well as the potential for requiring phase completion within a specific period of time. Board direction to Mr. Matzinger to ask his applicant for completion of all four sides at the same time. The board expressed that if a true board and baton product were being installed in phases, there would not be as much concern for fading. If all four sides could be completed at the same time, vinyl product could be ok. Mr. Matzinger requested to table the application and said he would talk to his client.

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

ABSTAIN: None

Passed 4 - 0 TABLED

7. Application # Z-23-139 Certificate of Appropriateness; 93 Coshocton Street - Awning/Stone

a. Application

The owner/applicant is requesting to make exterior changes to the existing Subway building. Changes proposed are to replace deteriorating exterior brick with limestone and to replace the building awning lost to damage a few years ago. Discussion on the rooftop air conditioning units and potential for some type of screening, this would prove difficult. Board review of color options and materials. Committee agreement on the following:

Buff limestone on the stone portions
Black textured vinyl awning
Back wall to be painted to match the limestone
Gutters to match the black vinyl awning

ACTION: Josh Harrison moved to approve with colors and materials as listed;
Candice Evans seconded and the vote was as follows:
AYES: Stein, Harrison, Evans, Green
NOES: None
ABSTAIN: None

Passed 4 - 0

Discussion on the possibility of the applicant adding some street trees, although not a requirement, would help to beautify the building and lot.

8. Other Business

Discussion on a future meeting schedule. Staff recommendation that the board plan to keep the every two week slot (second and fourth Tuesdays) open but only meet as needed.

9. Adjourn

With no further business, Heather Green moved to adjourn; Josh Harrison seconded and all were in favor. Motion passed 4-1.

Meeting adjourned at 6:28 pm.