



Design Review Board
Tuesday, March 12, 2024 - 5:00 PM
MINUTES

1. Call to Order

Board Chair Heather Green called the Design Review Board to order for March 12, 2024 at 5:06 pm

2. Roll Call

Present - Heather Green, Candice Evans, Josh Harrison, Franz Stein, Andrew Hale, Craig Bohning
Absent - None

Staff present - Sean Staneart - City Manager, Dave Selan - City Council, Teresa Monroe - Clerk of Council

Public present - Conrad Sokolowski, Toby Smith, Tania Priest, Aaron Kopchak - Aarons 81 Demolition

3. Public Comment

No comments

4. Approval of Minutes

a. February 13, 2024

One correction noted, clerk to correct.

ACTION: Josh Harrison moved to approve with the correction; Heather Green seconded and all were in favor.

AYES: Heather Green, Candice Evans, Josh Harrison, Franz Stein, Andrew Hale, Craig Bohning

NOES: None

ABSTAIN: None

Passed 6 - 0

5. Application # 2-12-1 Sign Permit; 28 B S. Main Street

a. Application

Applicant Conrad Sokolowski was present, he proposes to install a wall sign for his downtown business. He said he would be using 3D metallic gray lettering with the business name "Garage Sale 24/7". He presented two material samples, a metal store bought and a 3D printed composite. He said he plans to affix the letters separately and directly to the building wall.

Board discussion; concerns expressed were durability and weather resistance of the

letters, affixing the letters directly to the building and that the application stated the sign wording would be more than just the business name. The applicant said the other wording should be struck, the wording on his sign would only be the business name "Garage Sale 24/7". Discussion on modeling his sign after the Crow Works sign, letters to be affixed to a panel or backer board that could then be attached to the wall rather than having so many fasteners with each letter. Board consensus is that the sign design itself is fine, polyurethane lettering is preferred, and there is concern for how it is mounted. Further discussion on the scale of the letters and dimension of the sign. Board decision that they would need the applicant to submit a scaled rendering of the sign with dimensions, color and lettering as well as bring final material samples. Applicant agreeable to table the application.

ACTION: Heather Green moved to table; Andrew Hale seconded and the vote was as follows:
AYES: Heather Green, Franz Stein, Craig Bohning, Candice Evans, Andrew Hale, Josh Harrison
NOES: None
ABSTAIN: None

Passed 6 - 0 TABLED

6. Application # 2-19-2 Certificate of Appropriateness; Demolition 165 S. Kasson

a. Application

Tania Priest was present for the application, she says the home will cost too much to repair, they plan to demolish and return the lot to green space, they own an adjacent lot. This home was built in 1880, the board expressed a concern for whether or not this home could have any historical significance. Board questions on any attractive nuisances on the property, the owner said as far as she knows, there are no wells or septic systems. She said there are two new sheds on the back of the property, the wooden one will stay and the metal one will be taken down. The home has a crawl space, applicant said after demo, they will backfill and bring up to grade. Discussion on any viability of the home, owner said that in one room, the ceiling is caving in, foundation is moving around and upstairs floors are sinking and not level. Discussion on the GCC-1 zoning district and how that could affect any future build on the lot. Discussion on the ingress/egress plan and placement for the construction dumpsters.

Public Comment:

1. Dave Selan

- Asked if the owner would think about joining the lots

ACTION: Andrew Hale moved to approve based on the elimination of all attractive nuisance issues, must be returned to turf (green space) and the existing sidewalk/curb and surrounding asphalt is protected and repaired if necessary; Josh Harrison seconded and the vote was as follows:
AYES: Andrew Hale, Josh Harrison, Heather Green, Franz Stein, Craig Bohning

NOES: Candice Evans
ABSTAIN: None

Passed 5 - 1

7. Other Business

1. Andrew Hale asked if there should be some provision for historical data or information on buildings for future decisions on allowing demolition of buildings, he would like to know what they are allowing to be destroyed.
2. Board members expressed that they would also like to have some cost estimates provided from applicants on the restoration or repair costs for future decisions on demo.
3. Discussion on having proper applications for the board to consider, many are submitted without dimensions and color or materials, the board wants to see exactly what they are being asked to approve.
4. Discussion on recommendations to council and what the process looks like, the desire of the board to be involved in the Design Guidelines and the purpose of the Design Review Board. Council member Dave Selan joined the discussion on the Design Guideline process. A collective concern from the board that they do not have the proper tools to effectively review and make decisions on applications. Mr. Hale suggests that they each put together the five most critical things that they feel they need in front of them, what are the things they see the most often that they aren't feeling prepared for and how to approach them.
5. The board inquired on the status of the NAPA building, they saw the scaffolding was removed. Mr. Stanearth said that the application was approved with specific colors and painting the entire building, if the applicant is not willing to do that, the building needs to go back to the way it was. The paint on the brick needs to be removed.
6. Discussion on sign and COA fees.
7. Josh Harrison resigned from the Design Review Board effective immediately.

8. Adjourn

ACTION: Andrew Hale moved to adjourn; Heather Green seconded and all were in favor.

AYES: Heather Green, Candice Evans, Josh Harrison, Franz Stein, Andrew Hale, Craig Bohning

NOES: None

ABSTAIN: None

Passed 6 - 0

Meeting adjourned at 6:49 pm.