



Design Review Board
Tuesday, April 23, 2024 - 5:00 PM
MINUTES

1. Call to Order

Chair Heather Green called the Design Review Board to order for April 23, 2024 at 5:06 pm

2. Roll Call

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

Staff present - Sean Staneart - City Manager

Public present - Thomas A. Sampson, Buddy Dowell, Andy Williamson, Conrad Sokolowski, JP Phillips, John Neibarger

3. Public Comment

No comments

4. Action on Minutes

a. March 26, 2024

ACTION: Heather Green moved to approve; Andrew Hale seconded and the vote was as follows:

AYES: Candice Evans, Andrew Hale, Heather Green, Franz Stein

NOES: None

ABSTAIN: Craig Bohning, due to absence

Passed 4 - 0

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

a. Application updated

Applicant Conrad Sokolowski was present for the application and provided material samples. He presented PVC weather resistant backerboard, and said he would use the wood grain side and PVC trim. He said he would have to use two boards put together to accommodate all the letters but he would fill seams with caulk. Discussion on the color of the letters and numbers, said he could have painted, letters blue and numbers red to match his logo. Discussion on fitting the panels together and the caulk, and painting over.

Mr. Staneart reviewed board discussion on conditions;

1. Applicant to submit logo sample for color match

2. Sign placement will be a minimum of eight feet above grade

3. Sign to be white, trim to be white

4. 3D digital printed letters shown and font as presented, letters to be blue and numbers

are to be red

5. Applicant to use a clear caulk for the seam and screws to be located underneath the trim board for the ability to conceal

ACTION: Heather Green moved to take from the table; Andrew Hale seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0

ACTION: Andrew Hale moved to approve with conditions listed; Franz Stein seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0

6. TABLED Application # 3-18-5 Certificate of Appropriateness/Design Plan; 105 Jersey Street

a. Application updated

ACTION: Heather Green moved to take from the table; Craig Bohning seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0

Applicant Buddy Dowell presented a new rendering showing the changes requested by the board. Questions on the sidewalk, Mr. Staneart said the sidewalk will act as the curb, there will not be a tree lawn where the sidewalk would be offset. Board consensus that the applicant made the changes they asked for.

ACTION: Andrew Hale moved to approve; Heather Green seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0

7. Application # 3-19-2 Sign Permit/COA; 670 W. Coshocton

a. Application

Tom Sampson was present on behalf of the applicant, Terry Henson, to seek approval of a double-sided, internally illuminated, monument sign for the tenants located at 670 West Coshocton Street. He said with the exception of the Amish furniture store, no other businesses have signage that can be seen from the road. The base would be the brick shown, sign placement would be thirty feet back from the road which puts them behind the right-of-way. Sean Staneart said his strong recommendation is that this is not approved without confirmation that this is outside the right-of-way. Andrew Hale said they would need to see a scaled site plan showing exactly where the sign will be, they should see a brick sample and some type of scaling on the letter size and the font. Discussion on sign brightness, and location of the disconnect switch, preferably on the side not facing the road. Candice Evans said she is a bit hesitant about the color red in general on the sign because it does not coordinate with any of the building behind it. Craig Bohning said the scaled plan provided should show the right-of-way line. Mr. Staneart stated that city sign code says that freestanding ground signs where permitted shall be designed and constructed so as to be compatible with the design and material of the structure with which the sign is associated. Board discussion on changing the red in the sign to black and a more muted brick shade.

Ms. Green said that it seemed they were moving toward tabling this application; items needed are:

1. The brick sample
2. An accurate site plan showing setbacks and property line
3. New rendering showing black instead of red, also the font and size
4. A cap on top of the brick

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

Passed 5 - 0

8. Other Business

1. Council appointed this board to be the steering committee that will work on the Design Standards, timeline is unknown. Sean provided an update on the status of the Comprehensive Plan.
2. Sean updated the board that future demolition permit applications will be heard by Planning and Zoning as found in the code. There are areas of the code that are complicated and hard to interpret. He said he hopes to have several areas of the code cleaned up and clarified.
3. Board inquiry on the NAPA building and when the paint will be removed from the brick. Sean said the Zoning Inspector reported that the owner is scheduling someone to come out. Discussion on timeline for violation if no response, subject to fine.

9. Adjourn

ACTION: Heather Green moved to adjourn; Candice Evans seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0

The meeting adjourned at 6:01 pm