JOHNSTOWN
Established 1813

Design Review Board Meeting
Tuesday, June 11, 2024 - 5:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Action on Minutes
    a. May 28, 2024
5. Discussion on Design Guidelines
6. Other Business
7. Adjourn

Design Review Board
Tuesday, May 28, 2024 - 5:30 PM
MINUTES

1. Call to Order

    Board Chair Heather Green called the Design Review Board to order for May 28, 2024 at 5:30 pm

2. Roll Call

    Present - Heather Green, Candice Evans, Andrew Hale, Craig Bohning
    Absent - Franz Stein

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

    Public present - Tom Sampson, Claudia Dewitt, Christopher Workman, Mike Workman, Ed Alarcon

3. Public Comment

    No comments

4. Action on Minutes

    a. May 14, 2024

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

Passed 4 - 0

5. TABLED; Application # 3-19-1 Certificate of Appropriateness 670 W. Coshocton; Sign Tabled April 23, 2024

    a. Application - updated materials

ACTION:	Heather Green moved to take from the table; Andrew Hale seconded and all were in favor.
AYES:	Heather Green, Candice Evans, Andrew Hale, Craig Bohning
NOES:	None
ABSTAIN:	None

Passed 4 - 0

Tom Sampson was present on behalf of applicant Terry Henson; the applicant seeks approval for a monument sign. At the board's recommendation, the sign border has been changed from red to black, with black text font. Mr. Sampson said he got with Licking County on the setback, which is thirty-five feet from center of pavement, and that from center of pavement to the edge of the road is seventeen and a half feet, drawings provided. The request was made to try and match the brick from the Hopewell Credit Union across the street, he provided two samples for the board to look at. Ms. Green said that the application needed to be updated to reflect sign face with black vinyl instead of red. A concrete, color match cap will be added between the base and sign. Mr. Sampson confirmed that no switches will face the road. Mr. Staneart said that no sign is allowed in the right-of-way, he would love to see confirmation of the right-of-way line with a survey, discussion with Mr. Sampson on finding the property pin for certainty of placement. Confirmation that the sign is in compliance at forty-eight square feet, with thirty-six inch base. The brick chosen by the board was Old Yorktown OS tumbled,

ACTION:	Craig Bohning moved to approve with the clarification that the roadside edge is to be located two and a half feet off the right-of-way line; the brick is to be Old Yorktown OS tumbled; the vinyl sign face and text are black with a cap between the base and sign. Andrew Hale seconded and the vote was as follows:
AYES:	Craig Bohning, Candice Evans, Andrew Hale, Heather Green
NOES:	None
ABSTAIN:	None

Passed 4 - 0

6. TABLED; Application # 4-18-1 Certificate of Appropriateness 412 Buena Vista Drive ; Solar Panels Tabled May 14, 2024

a. Application

ACTION:	Heather Green moved to take off the table; Andrew Hale seconded and all were in favor.
AYES:	Heather Green, Candice Evans, Andrew Hale, Craig Bohning
NOES:	None
ABSTAIN:	None

Passed 4 - 0

Eddie Alarcon with EnSMARRT was present on behalf of the applicant. Mr. Alarcon said this had to be tabled last time, there was a mistake made by their company, after approval from Licking County, they moved to construction. Ms. Green said it was tabled because they did not have enough information on the project as a whole. As previously requested, elevations of the entire home were provided, as well as actual photos of the home. Andrew Hale said he has driven by, it is not offensive. Mr. Hale noted that this was installed without approval; that it falls to the applicant to ask the questions so they know what to do. Mr. Alarcon said they have done jobs in Johnstown, but not since the process change and he was deeply sorry for that and explained some personnel changes within their company.

ACTION:	Andrew Hale moved to approve; Candice Evans seconded and the vote was as follows:

AYES:	Andrew Hale, Heather Green, Craig Bohning, Candice Evans
NOES:	None
ABSTAIN:	None

Passed 4 - 0

7. Other Business
   1. Discussion on creating a form for the board to list any conditions for approval to provide to the applicant same night.
   2. Discussion on the process for zoning violations with regard to installation of items without permit approval.
8. Adjourn

ACTION:	Heather Green moved to adjourn; Candice Evans seconded and all were in favor.
AYES:	Heather Green, Candice Evans, Andrew Hale, Craig Bohning
NOES:	None
ABSTAIN:	None

Passed 4 - 0

The meeting adjourned at 6:17 pm.