



Design Review Board Meeting
Wednesday, December 4, 2024 - 6:00 PM
AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - a. November 26, 2024
5. Application 11-13-5 Certificate of Appropriateness; 62 S. Main St. - Sign - TABLED
 - a. Application
6. Application # 9-3-10 Certificate of Appropriateness; 422 Tyler Station Drive - Solar Panels
 - a. Application
7. Section 1187 Recommendation - Demolitions
 - a. Staff Report
8. Other Business
9. Adjourn



Design Review Board
Tuesday, November 26, 2024 - 5:30 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for November 26, 2024 at 5:34 pm

Present - Heather Green, Franz Stein, Andrew Hale, Craig Bohning

Absent - None

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

Public present - Gary & Rhonda Pittman, Robert Miller Jr., Leo Miller, Alvis Fletcher, Crystal Majchrowski, Ed Maher

2. Public Comment

No comments

3. Action on Minutes

a. November 12, 2024

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

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

NOES: None

ABSTAIN: None

Passed 4 - 0

4. Application # 11-13-5 Certificate of Appropriateness; 62 S. Main St. - Sign

a. Application

Applicant Crystal Majchrowski was present; Board review of sign design presented. Sean Staneart said that the code states that the sign must be above the main entrance, if it will be below the public entrance then a variance would be needed. Discussion on whether or not there is room to put the sign above the entrance door because of the balcony, Mr. Staneart said he believed there was seventeen inches, applicant expressed concern for visibility. Further discussion on changing the type of sign so a variance would not be needed. The applicant was asked to come back with the measurements of the underside of the canopy and above door height.

ACTION: Heather Green moved to table at the applicants request; Craig Bohning seconded and all were in favor.

AYES: Heather Green, Franz Stein, Andrew Hale, Craig Bohning
NOES: None
ABSTAIN: None

Passed 4 - 0 TABLED

5. Staff comment

Sean Staneart asked if anyone in the audience was present for a solar panel application for 422 Tyler Station Drive; the resident was present. An application was received but deemed incomplete lacking proper elevation photos, it was removed from the agenda. Andrew Hale explained that what they are looking for when they ask for the photos isn't only how they look on the home but also what will be seen from the neighboring properties. The pictures that need to be submitted need to be from the perspective of the neighbors. The contractor said they will have something for the next meeting.

6. Application # 10-16-50 Certificate of Appropriateness; Greenscape Court - New building construction

a. Application/Staff Report

Applicant Gary Pittman with A&E Properties was present along with Robert Miller with Tekton Engineering for the application. City Planner Trevor Traphagen reviewed his staff report; this application is for new construction, he called attention to high level items identified in the conclusion of his report:

1. The building is oriented with the front door toward the rear of the property, which is in direct conflict with the design guidelines.
2. The proposed driveway entrance occupies the majority of the street frontage of the property.
3. The provided renderings illustrate metal paneling, which is considered an undesirable material in the adopted design guidelines, however, is generally in line with most of the other buildings out there.

Craig Bohning said that he has a problem with the applicant using the public right of way (Greenscape Court) as part of their maneuvering area for trucks to the loading zone, and that most of the frontage is concrete. Craig said it feels like they are trying to throw in too much square footage; if they cannot provide the truck maneuverability on site, then it is a little too big for the space that is available. Board discussion on the potential for rotating the building 90 degrees, changing the orientation or reducing the square footage, consensus that they would like to see another design option with the building rotated and that the turning movements of semi-trucks can happen outside of the public right of way. Board agreement that building materials and color proposed are consistent with the other buildings in existence. Owner Gary Pittman said that making the buildings smaller is not going to be a huge benefit, and turning the building, cost-wise, does not make sense for him, he said "this is as good as it gets". He added that if it is downsized substantially, money-wise, it is not worth it to him, they will leave the property vacant. He said they have looked at this many different ways, nothing seems to work because it is such an odd-shaped property. Board Chair Heather Green said she still wants to see a different orientation of the building, to see if they can make it work; their main concern is that the trucks are going to be loading and taking up the area in the court. Sean Staneart said aside from the congestion, another piece that the city looks at is degradation of

infrastructure, if it is going to cause a roadway that we are responsible to maintain to break down more quickly, that is a concern of the city's. Discussion on tabling the application however Robert Miller said they would request a decision of the board.

Public comments - none

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

Failed 1 - 3

7. Section 1187 Recommendation - Demolition

a. Staff Report

Sean Stanearth said this was the result of a conversation last week. In order to get the fee structure down, they need to make a recommendation to council for some edits. Request to move this topic to the next meeting.

8. Other Business

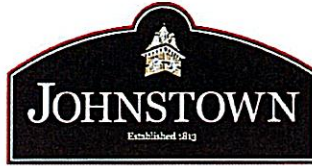
1. Quick discussion on changes to the sign code with regard to the signage on the agenda tonight.
2. Ms. Green asked if the applicant present for the solar panels was made aware that their application was removed from the agenda; staff said yes.

9. Adjourn

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

Passed 4 - 0

The meeting adjourned at 7:10 pm.



CERTIFICATE OF APPROPRIATENESS (SIGN):

Application Number: 11-13-5 Date: 9 / 10 / 2024

FEES:

Base Fee: \$ 75

Total Fee Amount: \$ _____ Paid: Check # _____ Cash: \$ _____

(PLEASE PRINT)

1. Applicant: Crystal Majchrowski Phone: (614) 312 - 0071
2. Property Address: 62 S. Main St. City: Johnstown State: OH Zip: 43031
3. Applicant's E-mail: crystalmajski@gmail.com
4. Business Owner's Name: Town Center Property Management Phone: (614) 428 - 7444
5. Contractor's Name: ProSign Studio Phone: (614) 499 - 7549
6. Principal Business Activity: Apartment Management
7. Existing Use of Property: Residential/Commercial
8. Square Footage of Proposed Building or Business: 8 sq. ft.
9. Zoning District: GCC-1 Number of Off-Street Parking Spaces: _____
10. Estimated Cost of Improvements: \$ _____

IN ADDITION, THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

- (Conditional) Eight full sets (11x17) of to scale plans and dimensioned drawings showing the property, with all elevations and the location of existing and proposed buildings and alterations are required. Attach any requested, supplemental or necessary documentation.

- Some of the requests below may not apply to your application.

- (1) A dimensioned site plan showing existing conditions including all structures, pavement, curb-cut locations, natural features such as tree masses and riparian corridors, and rights-of-way.
- (2) A dimensioned site plan showing the proposed site change including structures, pavement, revised curb-cut locations, landscaping, property lines and screening of mechanicals.
- (3) Illustration of all existing building elevations from street/ground to scale & picture of project before starting.
- (4) Illustrations of all proposed building elevations to scale & picture of project when it's finished.
- (5) Samples of proposed building materials.
- (6) Color samples for proposed roof, siding, etc.
- (7) Illustrations of all existing site signage including wall and ground.
- (8) Illustrations of proposed signage to scale.
- (9) A dimensioned site plan showing location of existing ground mounted signs.
- (10) A dimensioned site plan showing the proposed location of ground mounted signs.
- (11) Samples of proposed sign materials.
- (12) Color samples of proposed sign(s).
- (13) Proposed lighting plan for sign(s).
- (14) The applicant shall post one sign per public street frontage of the subject property within fifteen (15) feet of the curb indicating the subject, date, and time for a public hearing. The sign(s) shall be posted at least ten (10) days prior to the scheduled hearing. The sign(s) should be purchased at the Johnstown City Offices and will measure no less than two (2) feet by three (3) feet.

List of Materials that will be used on the project:

1. 3mm Polymetal
2. _____
3. full color solvent print w/UV laminate
4. _____
5. band brackets to secure to railing
6. _____
7. _____
8. _____

List of Contiguous Neighbors and Addresses:

- | | | | | |
|----|--------------------------|-----------------------------|----------------|-------------------|
| 1. | _____
Neighbor's Name | _____
Neighbor's Address | OH
State | _____
Zip Code |
| 2. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |
| 3. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |
| 4. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |

The undersigned is applying for a Certificate of Appropriateness Permit for the following use: said permit is to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true & correct and agrees to follow all applicable laws.

Digitally signed by Crystal Michrowski
Date: 2024.05.10 12:33:58 -0400

APARTMENTS ON MAIN - Exterior Signage

64 South Main Street - Johnstown, OH 43031

12/2/24



- 5" x 18.35" Door window decal
- White vinyl letters with red outline, adhesive back



PLEASE REVIEW ALL PROOFS AND CONTACT US TO REQUEST ANY CHANGES OR CORRECTIONS. PRODUCTION OF YOUR SIGN OR GRAPHIC PROJECT WILL NOT BEGIN WITHOUT A SIGNED RELEASE



CAREFULLY REVIEW ALL PROOFS FOR CORRECT LAYOUT, CONTENT AND TYPOGRAPHY/SPELLING. PLEASE CONTACT US TO REQUEST ANY CHANGES OR CORRECTIONS

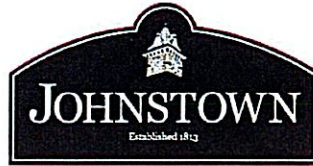
- Digital proofs may not accurately show colors depending on the software or monitor used to view them. Colors for final product will be produced as spec'd by customer or designer.
- All proofs including artwork, designs, layouts and graphics are considered sole property of PROSIGN STUDIO. Use for any purpose without the permission of PROSIGN STUDIO is strictly prohibited.

10840 Fancher Road • Westerville Ohio 43082

Phone: 614.499.7549

Email: info@prosignstudio.com

Website: www.prosignstudio.com



CERTIFICATE OF APPROPRIATENESS: CHAPTER #1187

Application Number: 9-3-10 Date: 9/3/24

FEES:

Base Fee: \$ 00

Total Fee Amount: \$ _____ Paid: Check # _____ Cash: \$ _____

(PLEASE PRINT)

1. Applicant: Jordan Marik Phone: (740) 963 - 2714
2. Property Address: 422 Tyler Station Drive City: Johnstown State: OH Zip: 43031
3. Applicant's E-mail: permitcolumbus@freedomforever.com
4. Business Owner's Name: _____ Phone: (740) 963 - 2714
5. Contractor's Name: Freedom Forever Phone: (740) _____ - _____
6. Principal Business Activity: _____
7. Existing Use of Property: Single family dwelling
8. Square Footage of Proposed Building or Business: 356.81 sq. ft.
9. Zoning District: PUD Number of Off-Street Parking Spaces: _____
10. Estimated Cost of Improvements: \$ 27856.73

IN ADDITION, THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

- (Conditional) Eight full sets (11x17) of to scale plans and dimensioned drawings showing the property, with all elevations and the location of existing and proposed buildings and alterations are required. Attach any requested, supplemental or necessary documentation. **(Required only if asked for by the Zoning Inspector.)**

List of Materials that will be used on the project:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____

List of Contiguous Neighbors and Addresses:

- | | | | | |
|----|-----------------|--------------------|-------|----------|
| 1. | _____ | _____ | _____ | _____ |
| | Neighbor's Name | Neighbor's Address | State | Zip Code |
| 2. | _____ | _____ | _____ | _____ |
| | Neighbor's Name | Neighbor's Address | State | Zip Code |
| 3. | _____ | _____ | _____ | _____ |
| | Neighbor's Name | Neighbor's Address | State | Zip Code |
| 4. | _____ | _____ | _____ | _____ |
| | Neighbor's Name | Neighbor's Address | State | Zip Code |

The undersigned is applying for a Certificate of Appropriateness Permit for the following use: said permit is to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true & correct and agrees to follow all applicable laws.

Applicant's Signature: x Jordan Marik Date: 08 / 26 / 2024

OFFICE USE ONLY:

Date Received in Office: 9 / 3 / 2024 By: T. Wymer

Date of Planning and Zoning Commission Meeting: 11 / 26 / 2024

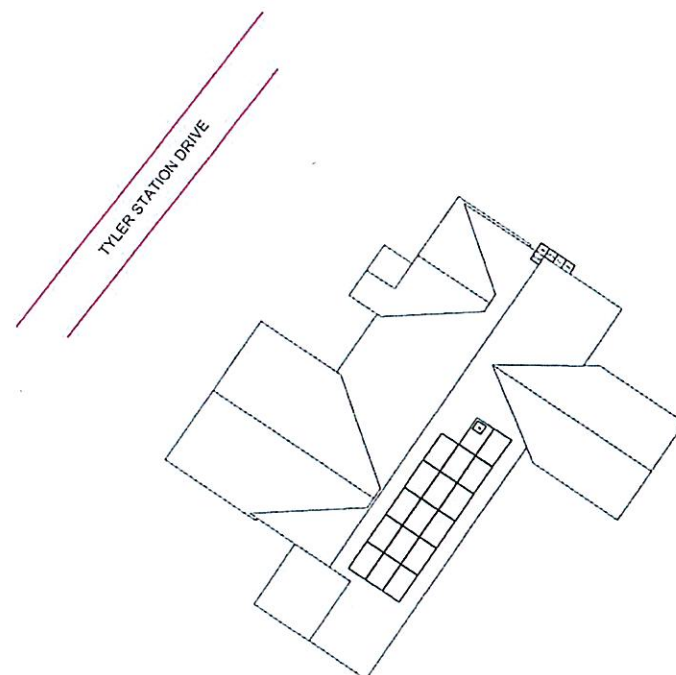
Date Permit Approved or Denied by Planning Commission: / /

Conditions Necessary for Approval: _____

City Manager Signature: x _____

SAFETY PLAN





MARK UP KEY

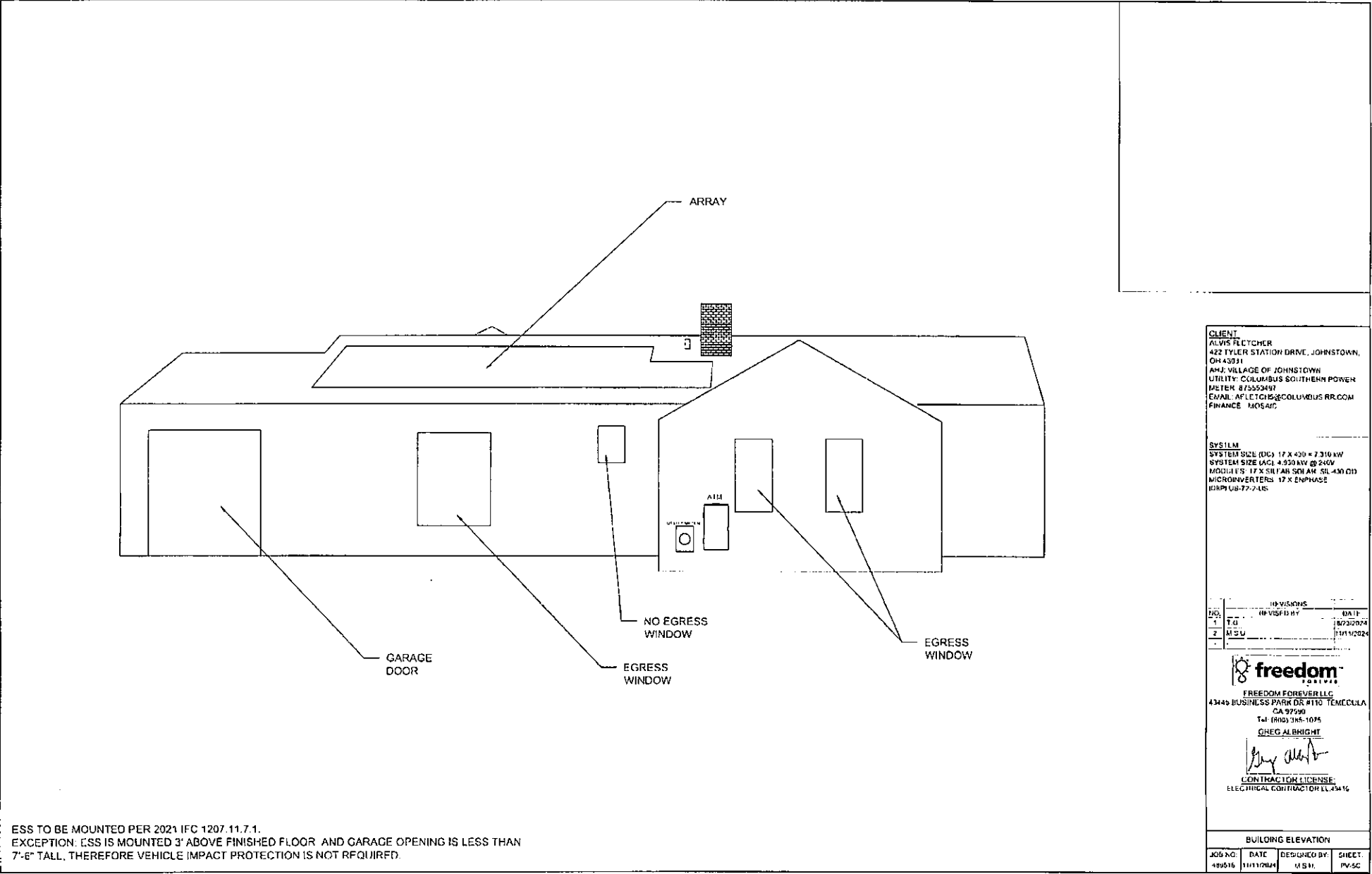
- | | |
|---|---|
|  | PERMANENT ANCHOR |
|  | TEMPORARY ANCHOR |
|  | INSTALLER LADDER |
|  | JUNCTION / COMBINER BOX |
|  | STUB-OUT |
|  | SKYLIGHT |
|  | NO LADDER ACCESS (STEEP GRADE OR GROUND LEVEL OBSTRUCTIONS) |
|  | RESTRICTED ACCESS |
|  | CONDUIT |
|  | GAS SHUT OFF |
|  | WATER SHUT OFF |
|  | SERVICE DROP |
|  | POWER LINES |

POLICIES



BREAK AND WATER LOG

[illegible]

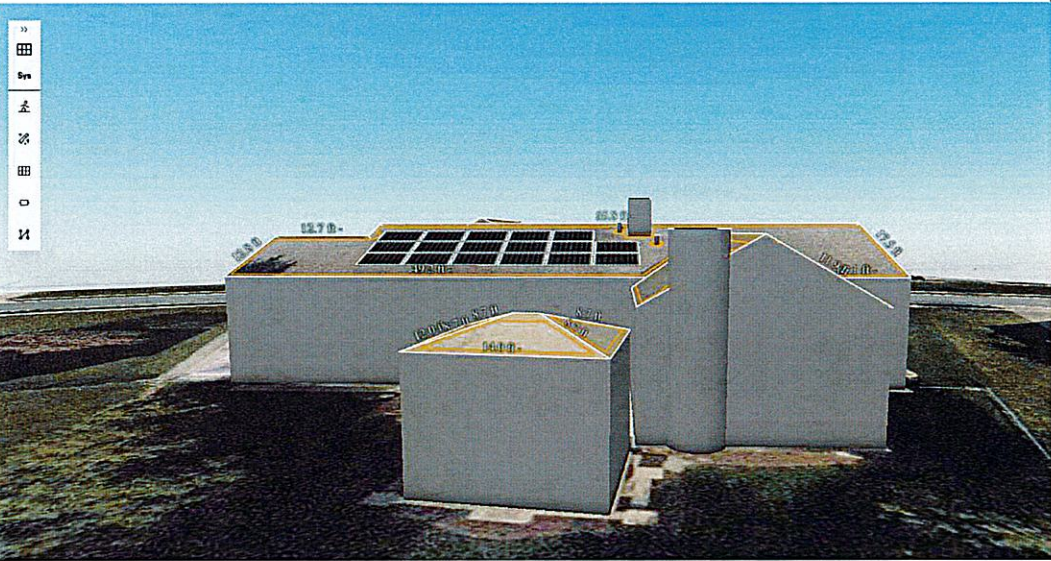


Rear Elevation

FRONT ELEVATION



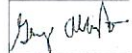
BACK ELEVATION



CLIENT:
ALVIS FLETCHER
422 TYLER STATION DRIVE, JOHNSTOWN,
OH 43031
AHJ: VILLAGE OF JOHNSTOWN
UTILITY: COLUMBUS SOUTHERN POWER
METER: 875553497
EMAIL: AFLETCH5@COLUMBUS.RR.COM
FINANCE: MOSAIC

SYSTEM:
SYSTEM SIZE (DC): 17 X 430 = 7,310 kW
SYSTEM SIZE (AC): 4,930 kW @ 240V
MODULES: 17 X SILFAB SOLAR SIL-430 QD
MICROINVERTERS: 17 X ENPHASE
IQ8PLUS-72-2-US

REVISIONS		
NO.	REVISED BY	DATE
1	T.G.	8/29/2024
2	M.S.U.	11/11/2024
3	P.O.	11/27/2024


FREEDOM FOREVER LLC
43445 BUSINESS PARK DR #110, TEMECULA,
CA 92590
Tel: (800) 395-1075
GREG ALBRIGHT

CONTRACTOR LICENSE
ELECTRICAL CONTRACTOR EL49416

ELEVATION PHOTOS			
JOB NO.	DATE	DESIGNED BY	SHEET
489516	11/27/2024	P.O.	PV-56

SIDE ELEVATION 1



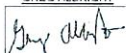
SIDE ELEVATION 1



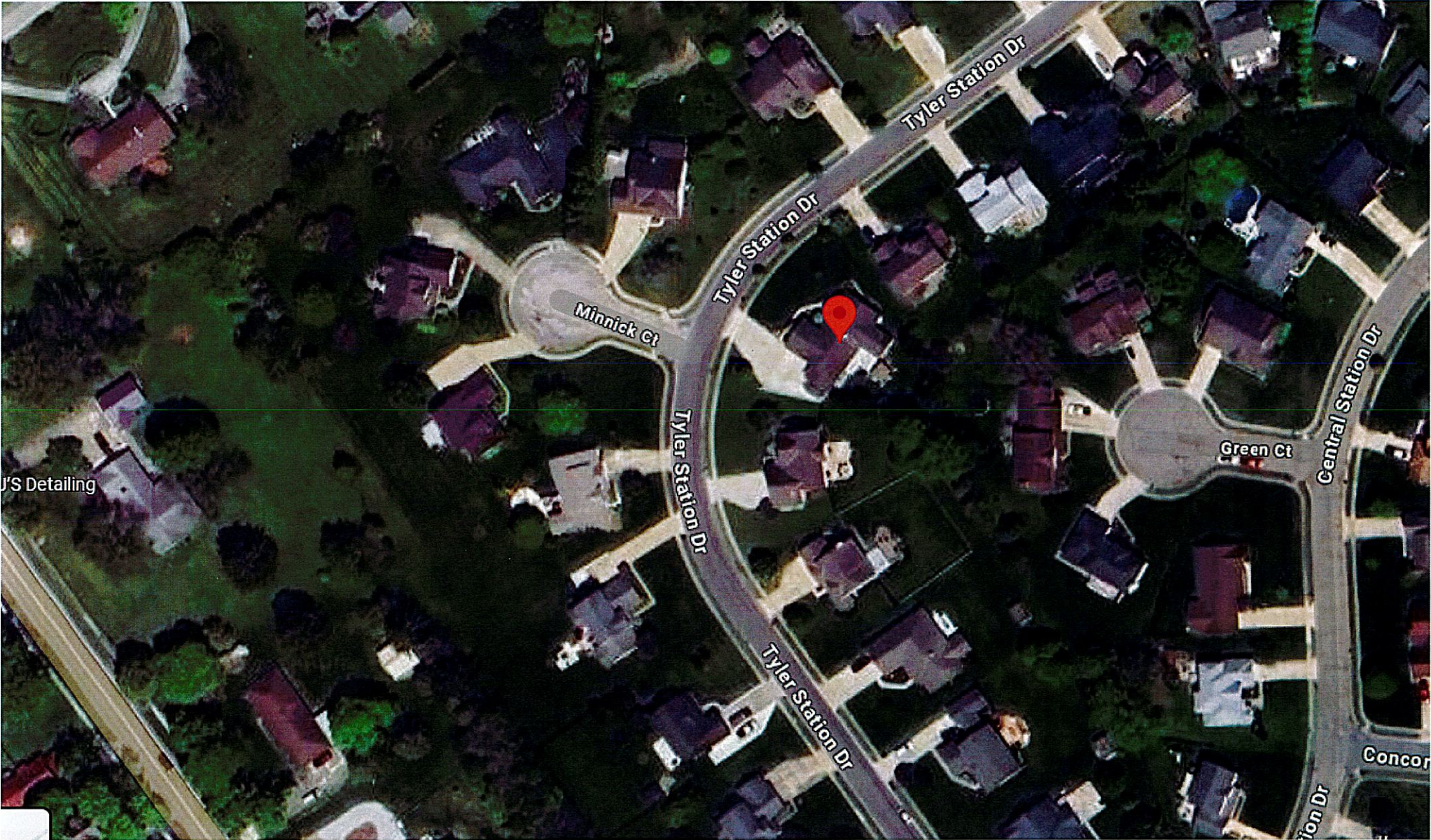
CLIENT:
ALVIS FLETCHER
422 TYLER STATION DRIVE, JOHNSTOWN,
OH 43031
AHJ: VILLAGE OF JOHNSTOWN
UTILITY: COLUMBUS SOUTHERN POWER
METER: 875553497
EMAIL: AFLETCH5@COLUMBUS.RR.COM
FINANCE: MOSAIC

SYSTEM
SYSTEM SIZE (DC): 17 X 430 = 7,310 kW
SYSTEM SIZE (AC): 4,930 kW @ 240V
MODULES: 17 X SILFAB SOLAR: SIL-430 QD
MICROINVERTERS: 17 X ENPHASE
IQ8PLUS-72-2-US

REVISIONS		
NO.	REVISED BY	DATE
1	T.G.	8/23/2024
2	M.S.U.	11/11/2024
3	P.O.	11/27/2024


FREEDOM FOREVER LLC
43445 BUSINESS PARK DR #110, TEMECULA,
CA 92590
Tel: (800) 385-1075
GREG ALBRIGHT

CONTRACTOR LICENSE
ELECTRICAL CONTRACTOR EL 49416

ELEVATION PHOTOS			
JOB NO.	DATE	DESIGNED BY	SHEET
485516	11/27/2024	P.O.	PV-SB





Street view front

neighbor view 1





Neighbor view 3



Roof plane inside Fence



Roof plane inside fence other side



Back yard view from house



(f) "Environmental change, major" means new construction, alterations which change, modify, reconstruct, remove or demolish any exterior features of an existing structure that are not considered to be minor modifications, demolition, building addition, the addition of signage or changes to nonconforming signs and the construction of accessory buildings, structures including, fences, walls, retaining walls, decks, porches, swimming pools and spas, and similar changes as determined by the Village Manager, subject to the provisions of this chapter.

(g) "Environmental change, minor" means the addition or deletion of awnings, canopies, replacement of windows and doors, gutters, skylights, solar panels, satellite dishes and similar appurtenances as determined by the Village Manager; face changes to otherwise conforming signs; changes to paint and siding colors; changes in materials but not in appearance; re-roofs; landscape modifications; **demolition of secondary structures under 750 sq ft**; the construction of sports fields and associated bleachers, fences, dugouts and like facilities not requiring a commercial building permit, as approved by the Village Manager and modifications to off-street parking and loading areas containing less than five spaces. All minor environmental changes must comply with the Design Guidelines and Requirements of this chapter. Minor environmental changes done in conjunction with major environmental changes are to be treated as major changes for the purposes of this chapter.

2024 Planning & Zoning Department Fee Schedule

Lot Split	\$100 plus \$50 per new lot created by lot split
Preliminary Plat	\$1,500 plus \$200 per lot (single family) OR \$2000 plus \$100 per acre or partial acre (non-single-family) subdivision plat
Final Plat	\$2,000 plus \$200 per lot (single family) OR \$1,000 plus \$100 per acre or partial acre (non-single-family) subdivision plat
Re-plat	\$300 plus cost of postage and advertising*
Street, Storm water, Sanitary and Water Plan Review and Inspection	\$7,500 initial deposit plus costs incurred for review and inspection
Commercial Site Plan Review & Inspection	\$7,500 initial deposit plus costs incurred for review and inspection
Conditional Use	\$500 plus cost of postage and advertising*
Variance (single family)	\$250 plus cost of postage and advertising*
Variance (non-single family)	\$500 plus cost of postage and advertising*
Non-Conforming Use (single family)	\$600 plus cost of postage and advertising*
Non-Conforming Use (non-single family)	\$600 plus cost of postage and advertising*
Zoning Map Amendment	\$600 plus cost of postage and advertising*
Zoning Text Amendment	\$600 plus cost of postage and advertising*
Zoning Appeal Residential	\$300 plus the cost of postage and advertising *
Zoning Appeal Commercial	\$500 plus the cost of postage and advertising *
Home Occupation	\$200 plus cost of postage and advertising*
Zoning Certificate (REQUIRED for all new construction [including garages], additions or modifications to or change of use of ANY structure)	\$100(single family) OR \$200 (non-single family)
Preliminary Planned Unit Development Plan	\$2,000 plus \$200 per lot (single family) OR \$750 plus \$200 per acre or partial acre (non-single-family) subdivision plat
Final Planned Unit Development Plan	\$2,000 plus \$200 per lot (single family) OR \$1,000 plus \$200 per acre or partial acre (non-single-family) subdivision plat
Improvements Inspection for Planned Unit Developments	\$7,500 initial deposit plus costs incurred for review and inspection
Certificate of Appropriateness	Major Environmental Change \$300
	Major Environmental Change - Sign \$75
	Minor Environmental Change \$100
Design Plan	\$300
Occupancy Certificate (single family)	\$125
Occupancy Certificate (multiple family)	\$150 per unit

Occupancy Certificate (all others)	\$250
Sign Permit	\$150 plus \$0.50 per sq ft of sign facing
Temporary Sign Permit	\$50 (which includes a \$25 refundable deposit if the sign is timely removed)
Garage Sale Permit	\$5 per day - limited to three (3) sales per year at any given address
Fence Permit	\$50 (single family) OR \$100 (non-single family)
Curb Cut	\$50 (single family) OR \$100 (non-single family)
Sidewalk	\$50 (single family) OR \$100 (non-single family)
Sidewalk Sign	\$30
Deck (Residential)	\$50
Deck (Non-Residential)	\$200
Shed (Residential)	\$50
Shed (Non-Residential)	\$200
Site Drainage Review & Inspection Fee	\$0.20 per sq ft of impervious surface area on site
Pool Permit (Residential)	\$50
Re-Inspection (all types)	\$75
Permit Modification (all types)	\$50
Flood Development Permit	\$300 plus \$10 per acre or partial acre
Demolition Permit (non-single family)	\$1,000 per structure (which includes a \$500 refundable deposit, if requested, following inspection to ensure lot is timely restored to green space)
Demolition Permit (single family)	\$700 per structure (which includes a \$500 refundable deposit, if requested, following inspection to ensure lot is timely restored to green space)
Demolition Permit (secondary structures under 750 square foot)	\$25
Maps	\$5 per copy
Zoning Code	\$25 per copy
Annexation Review	\$25 per acre or partial acre proposed to be annexed
Temporary Use Permit (unpaved/non developed site)	\$1500 per half acre
Temporary Use Permit (currently paved/developed site)	\$750 per half acre