



Design Review Board
Tuesday, January 14, 2025 - 5:30 PM
MINUTES

1. Call to Order/Roll Call
Board Chair Heather Green called the Design Review Board to order for January 14, 2025 at 5:44 pm.
2. Public Comment
No comments
3. Action on Minutes

a. December 4, 2024

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

Passed 5 - 0

4. Application # 12-23-10 Certificate of Appropriateness; 39 S. Main St. - Sign

a. Application

Zack Keesee with Professional Vision care attended. Application submitted shows one wall sign on the street facing Phalen, however, the applicant said they want two signs, one facing Main Street and one facing Phalen. Mr. Keesee was told that only one sign is permitted per building so if the application is for two, this board cannot consider it, he would need a variance. Mr. Keesee provided images he had for both signs, some discussion and questions on the sign sizes, lettering color and size, backer color and material; no color or material samples were provided and the applicant was unsure on some questions asked. Sign plan referenced ½ inch letter depth but the city requires 1 inch minimum. The board requested that the applicant return with material samples and a side schematic showing letter depth and mounting. Sean Staneart said if desired, they could approve conditionally upon receiving a variance, Ms. Green said she thinks they are leaning toward needing more information.

ACTION: Heather Green moved to table until needed information for review is received; Craig Bohning seconded and the vote was as follows:
AYES: Heather Green, Franz Stein, Andrew Hale, Craig Bohning
NOES: None
ABSTAIN: None

Passed 4 - 0

Sean Staneart said from a staff recommendation, there is precedent for two signs if a building faces two roadways although size has been a factor.

5. Section 1187 - Recap discussion on Environmental Change Major/Minor edits
Discussion and decision to "tap the brakes" on editing, there may be some crossover with the Design Guidelines being drafted. If someone comes through with a smaller structure demolition, could ask them to hold.
6. Other Business
 1. Legislation is going to council to reappoint Andrew Hale.
 2. Franz Stein asked again about the archery barn sign, it has never been approved. Sean said the zoning inspector may have sent a letter, would need to check.
 3. Sean Stanearth said the board will see an upcoming Conditional Use permit application for Johnstown Point.
7. Adjourn

ACTION: Heather Green moved to adjourn; Franz Stein seconded and all were in favor.

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

NOES: None

ABSTAIN: None

Passed 4 - 0

The meeting ended at 6:40 pm.