



Design Guidelines Steering Committee  
Wednesday, December 18, 2024 - 5:30 PM  
MINUTES

1. Call to Order/Roll Call

Heather Green called the Ad Hoc Design Guidelines Steering Committee meeting to order for Wednesday, December 18, 2024 at 5:31 pm.

Committee members present: Heather Green, Andrew Hale, Craig Bohning, Franz Stein

Staff members present: Sean Staneart - City Manager, Trevor Traphagen - City Planner/MKSK, Janco Swart - MKSK, Kristen Asiedu - MKSK, Ryan Green - City Council/Planning Commission, Kyle Cook - Planning Commission, Teresa Monroe - Clerk of Council

Public present: Janet Piper, Denise Blankemyer, Mike Gianini, Heather Sharp, Nick Hubbell, Dustin Gerkin

2. Action on Minutes

a. November 20, 2024

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

**Passed 4 - 0**

3. Work Session - Johnstown Design Guidelines

This is the second work shop of the Steering Committee, as homework from last meeting, members submitted photos of buildings in Johnstown as well as other cities and reviewed what they liked about them, most of the focus was on downtown corridor areas. Trevor Traphagen provided some other photos of various building designs for discussion and comp plan benchmarks. He said they will take the photos sent this time, add some additional photos and next time will work on an exercise to form a photo collage of what makes sense in the community and what does not.

Discussion on the framework and structure of the new document, approval roles and the overall structure of the guidelines document.

Review of the district map and some adjustment; the district map focuses on the Downtown Core, Gateway Corridors and Neighborhoods. Initial thoughts for each district were discussed as well as initial thoughts on approval authority and process.

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Homework for committee members is to review handouts given (some design guideline highlights of other communities in Ohio) to help the team understand what document formats are preferred.

4. Other Business

Next meeting set for Wednesday, February 5, 2025 at 5:30 pm.

5. Adjourn

With no further business, Heather Green moved to adjourn, Andrew Hale seconded and all were in favor. Motion passed 4-0

The meeting ended at 6:58 pm.