



Design Review Board
Tuesday, January 28, 2025 - 5:30 PM
MINUTES

1. Call to Order

Board Chair Heather Green called the Design Review Board to order for Tuesday, January 28, 2025 at 5:42 pm.

2. Roll Call

Present - Heather Green, Franz Stein, Craig Bohning

Absent - Andrew Hale

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

Public present - Zak Keesy

3. Public Comment

No comments

4. Action on Minutes

a. January 14, 2025

ACTION: Craig Bohning moved to approve; Heather Green seconded and all were in favor.

AYES: Heather Green, Franz Stein, Craig Bohning

NOES: None

ABSTAIN: None

Passed 3 - 0

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

ACTION: Heather Green moved to take the application from the table; Franz Stein seconded and all were in favor.

AYES: Heather Green, Franz Stein, Craig Bohning

NOES: None

ABSTAIN: None

Passed 3 - 0

a. Application

Zak Keesee was present on behalf of the applicant, Professional Vision Care. Review of material samples submitted and sign renderings showing signage on the Main Street and Phalen Street sides of the building. Sign lettering shown is one-half inch in depth, the city code says lettering on wall signs shall be a minimum of one inch in depth. Discussion on the need for a variance from Planning & Zoning if the applicant is requesting two wall signs, and the Design Review Board conditionally approving the design tonight. Mr. Staneart said the applicant could specify which sign they would go with in the event the variance for both signs is not approved. The applicant acknowledged that if both were not approved, they would install the Main Street sign. The applicant said they would not be adding any lighting to the sign.

ACTION: Heather Green moved to approve as presented with conditions as follows: 1) lettering is one inch thick exterior grade PVC black, 2) applicant receives variance approval from planning & zoning for two signs, and if variance approval is not granted for both, then the approval is subject to the Main Street sign; Franz Stein seconded and the vote was as follows:

AYES: Heather Green, Franz Stein, Craig Bohning

NOES: None

ABSTAIN: None

Passed 3 - 0

6. Other Business

1. Inquiry on the archery business sign. Sean said he will check in with the Zoning Inspector.
2. Inquiry on Blade signs and sandwich signs popping up around town. Sean said the Zoning Inspector has been looking into the code for what is and isn't allowed.
3. Inquiry on the large real estate sign in front of the Kroger sign. Sean said he has reached out to let them know the sign is not allowed, they will receive a violation letter.
4. The board was updated on some upcoming applications.
5. Council will interview applicants for the vacant DRB seat on February 4th.

7. Adjourn

ACTION: Heather Green moved to adjourn; Craig Bohning seconded and all were in favor.

AYES: Heather Green, Franz Stein, Craig Bohning

NOES: None

ABSTAIN: None

Passed 3 - 0

The meeting adjourned at 6:10 pm.