



Design Review Board
Tuesday, June 24, 2025 - 5:30 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for Tuesday, June 24, 2025 at 6:11 pm.

Present - Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken

Absent - Franz Stein

Staff present - Sean Staneart - City Manager, Shawna Humes - Acting Clerk

Public present - None

2. Public Comment on items not on the agenda

None

3. Approval of Minutes

a. June 10, 2025

ACTION: Heather Green moved to approve; Andrew Hale seconded and the vote was as follows:

AYES: Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken

NOES: None

ABSTAIN: None

Passed 4 - 0

4. TABLED - Application # 2-10-15 Certificate of Appropriateness; 670 W. Coshocton Street Unit F - Sign

Updated sign design has been requested from the applicant.

5. TABLED - Application # 4-28-5 Certificate of Appropriateness; 56 E. Coshocton Street - Material Change/Paint

No updates.

6. Application # 5-31-20 Certificate of Appropriateness; 179 Meadow Lane - Siding

a. Application

Board reviewed the application and material samples provided and felt the change was appropriate for the neighborhood.

ACTION: Andrew Hale moved to approve; Heather Green seconded and the vote was as follows:

AYES: Andrew Hale, Heather Green, Craig Bohning, Dustin Gerken

NOES: None

ABSTAIN: None

Passed 4 - 0

7. Other Business

1. Discussion on how to notify residents of this board and requirements for permits. Sean Staneart said he would recommend waiting until the Design Guidelines are finalized so there is more clarity on what the parameters will be, what is going to be reviewed internally, what areas will be reviewed etc.
2. Heather reminded board members to get their comments on the Design Guidelines draft back to Trevor ahead of the next steering committee meeting July 8th.

8. Adjourn

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

AYES: Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken

NOES: None

ABSTAIN: None

Passed 4 - 0

The meeting ended at 6:40 pm.