



Design Review Board
Tuesday, September 9, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for September 9, 2025 at 5:04 pm

Present - Heather Green, Franz Stein, Andrew Hale, Craig Bohning, Dustin Gerken
Absent - None

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

Public present - Andrea Ford, Dale Leatherberry, Rob Whipple, Jamie McNally

2. Public Comment on items not on the agenda

No comments

3. Approval of Minutes

a. August 26, 2025

ACTION: Craig Bohning moved to approve; Heather Green seconded and the vote was as follows:

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

NOES: None

ABSTAIN: Franz Stein

Passed 4 - 0

4. TABLED - Application # 7-15-25 Certificate of Appropriateness; 67 S. Main St. - Exterior Renovations

a. Revised application

ACTION: Heather Green moved to take off the table; Craig Bohning seconded and all were in favor.

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

NOES: None

ABSTAIN: None

Passed 5 - 0

Bradley Blumensheid, project architect, was present and said that the feedback from the last meeting was helpful. They met with the owner and discussed what could be incorporated in the changes. The board reviewed updated building elevations, composite material sample and a revised staff report. Proposed changes include using composite

material for the trim pieces, to recess the storefront four inches to create a shadow line, and raising the water table a couple of inches. Discussion on removal of the awning and the overall look of the storefront. Andrew Hale said he would like to see the water table come up, more similar to the historic photo, and would also like to see the large glass panels divided. He also asked for clarification on the mixture of aluminum storefront and composite and what will be seen. Mr. Blumensheid said the larger trim pieces, the header, the sill, the columns, are composite. The aluminum frame will be partially covered by the composite. Heather Green said she would like to see the plan for the different planes. Dustin Gerkin asked if they could create recessed panels in the water table with the composite for detail, an inset. He said he would also like to see the glass divided. There were no further comments on the storefront.

Discussion on the windows on the side elevation. Sean Staneart said it was staffs' understanding that those windows were new and added recently and not in existence behind the plywood, if that is the case, that would need to be addressed. Additionally, the rear elevation should be updated to show removal of the electrical and fence/rail and what the final product will look like. Ms. Green said they need to know what the plan is for the windows on the side, specifically ones that are boarded up, and if the intent is to still match the storefront on the ones already exposed.

Heather Green reviewed board requests:

1. Raise the water table on the storefront, prefer 15 inches, add inset detail
2. Add one vertical grid section down the center of the top and bottom windows
3. Provide a printed section cut through the storefront and show dimensions on the front elevation
4. Need to know the intent for the windows on the side
5. Provide a rear elevation to show absence of electrical and what the final product will look like
6. Show a rear elevation plan for the rear fence/railing on the back dock that was partially removed, provide material detail

Discussion on the thirty-day deadline for a decision by the board, there is time to bring this back on at the next meeting. The board stated that they were in favor of the composite material submitted, black with a smooth finish.

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

Passed 5 - 0 TABLED

5. Application # 8-5-25 Certificate of Appropriateness; 68 S. Main St. - Sign

a. Application

Sean Staneart stated that the applicant was informed that they needed to bring the sign material samples to the meeting, the sign company representative present stated that he

was unaware of that.

Board review of the application submitted. The application presented shows that the sign rendering is not to scale, Dustin Gerkin said he doesn't hate the scale that is shown, but he has a feeling that if the applicant comes back with a to-scale rendering it will look way too wide. Discussion on the black letters, applicant stated they were a matte finish. Discussion on how the letters will be applied to the brick. Dustin Gerkin said he likes the look of the end of the "F" and end of the "A" lining up with the exterior sconces, so he would just pull that measurement. He would also like to see the bottom of the "Aesthetic & Wellness" line up with the top of the frame of the adjacent windows.

Direction given to the applicant:

1. Bring material samples for the black letters and the acrylic panel.
2. Bring two versions back, one to scale with the eight feet wide and one as shown with those measurements and alignment discussed for A and Y lining up with sconces and to lower the clear panel to line up with top of windows
3. Use spacers behind the clear acrylic

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

Passed 5 - 0 TABLED

6. Application # 8-27-25 Certificate of Appropriateness; 11820 Green Chapel Rd. - Demolition

a. Application

Jamie McNally with the Johnstown Land Company was present for the application. He said that as part of the Planned Development, just north of Green Chapel, they have been working on zoning and moving some puzzle pieces around. They have been working with Licking Rural Electric (LRE) to relocate their substation originally planned at the southwest corner of Mink and Duncan Plains, they are doing a land swap with them to relocate the substation it will be buried into what is Subarea 1 and will be neighboring the eastern boundary of the Cologix site. In order to move LRE, they need to establish a flag lot so they have road frontage. The home proposed for demolition is on this flag lot, it is not occupied, and has been broken into a couple of times and had all the copper taken out, the inside is not in great shape. There is no city water or sanitary service to this home.

Public Hearing:

1. Andrea Ford

- Asked for clarification on access drive location, Duncan Plains vs. Green Chapel. Mr. McNally said that the original substation was supposed to be at the corner of Duncan Plains and Mink, they are going to buy that property and then put the substation next to Cologix so the road frontage will be on Green Chapel.
- Asked what is the anticipated date for demolition. Mr. McNally said as soon as possible, it would be this month.

- Concern for the demo and if there could be asbestos flying around because she lives next door. Ms. Green noted that the applicant did provide an asbestos disclosure and inspection, with no concerns noted.
- Said that the pool has been sitting with water in it for a couple of years not being maintained. Her well is close and she doesn't want that water drained out near her well. Mr. McNally said they can have their engineering team take a look and let her know how they will handle it.

Heather Green said that she wants to make sure they are doing this with intention because it is still a demo of a house, in Johnstown, she doesn't want any precedence to be set on this one because it is already... x,y,z. Sean Staneart said that is a good callout, they want to treat this just like any other and consider any historical significance of the house, and a key piece is to look at is what is the intended use at a later date, which has been discussed. Ms. Green said approval is with the understanding that it has been reviewed for zoning and historical significance. Mr. Stein said it sounds like the house is already in bad shaped and is an attractive nuisance.

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

Passed 5 - 0

7. Other Business

1. Sean Staneart said there is an email circulating about the next Steering Committee meeting, they are working to schedule.

8. Adjourn

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

Passed 5 - 0

The meeting ended at 6:21 pm.