Design Review Board
Tuesday, September 23, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

   Board Chair Heather Green called the Design Review Board to order for September 23, 2025 at 5:05 pm
   Present - Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken
   Absent - Franz Stein

   Staff present: Sean Staneart - City Manager, Dave Selan - City Council, Donald Barnard - City Council/Mayor, Trevor Traphagen - City Planner, Teresa Monroe - Clerk of Council

   Public present - Jack Maxwell, Terron Howell, Justin and Lauren Hartfield

2. Public Comment on items not on the agenda

   No comments

3. Approval of Minutes

   a. September 9, 2025

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

   Passed 4 - 0

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

   Remains tabled, awaiting revised submission.

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

   a. Application - Updated

   Sign representative was present for the application.

   ACTION: Craig Bohning moved to take from the table; Heather Green seconded and all were in favor.
   AYES: Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken
   NOES: None
   ABSTAIN: None

   Passed 4 - 0

   Board review and discussion on the updated sign shown to scale and material samples as requested.

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

ABSTAIN: None

Passed 4 - 0

6. Application # 6-2-35 Certificate of Appropriateness; 852 W. Coshocton St. - Sign

   a. Application

   Sign representative present for the application. Sean Staneart provided background. Jersey Mike's had to go for a variance for sign size which was approved by the Planning & Zoning Commission. The commission has made a recommendation to council to modify the calculation so that anything in GCC-2 with a similar sized sign as presented will no longer need to go through a variance process. Mr. Staneart said the sign presented is consistent with the other signs in the area. It was noted that the original design presented at Planning & Zoning showed internal illumination, the applicant was informed that was not allowed, the current design shows non-illuminated. Board review of the application, sign design and material samples. Question asked about the total sign depth, the representative said it would be about four inches, two inches for the backer and two inches for the letters. No further questions.

   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. Application # 8-18-25 Certificate of Appropriateness; 244 N. Main St. - Home/Garage Addition

   a. Application

   Homeowners Justin and Lauren Hartfield were present, they said they want to tear off the existing sunroom and replace it with something a little larger and then put up a garage where the shed is now. Mr. Hartfield said they will be matching the stone and intend for it to look like these were built with the rest of the house in 1948.

   Board review of the application and preliminary design. Discussion on materials, none were provided. Mr. Harfield said what they currently have on the home is actual stone block, they looked at Home Depot and found stone facade panels they could use, on review of the spec sheet, Heather Green said her concern is that this material won't weather the same as their existing stone. Andrew Hale said the spec showed concrete/polyurethane so it will not weather the same, he recommended they take a trip through Hamilton Parker, with some pictures of what they have so they can get an actual masonry product as opposed to polyurethane. Mr. Hartfield said his intent is to get something that looks like the existing house. Dustin Gerkin said they should definitely pick out a stone because their house is one of the more unique ones on the whole street, Mr. Hartfield said that is their intention. Ms. Green said they should definitely go with a stone so it weathers the same, she noted that they would be using stone for the body of the garage and asked if they would be doing any of the board and batten accent on the garage as is shown on the roof area of the home. Mr. Hartfield said right now the garage is drawn up with lap siding, that the house has some sort of imitation board and batten sheet metal, he would like to use the lap siding on the garage and eventually pull that metal off of the house and see what is under there and either refinish it or replace it with lap siding. Mr. Hale asked if they were planning to re-roof the existing house. Mr. Hartfield said the roof is doing just fine, his goal right now is not to, although he is aware they are twenty to thirty years old. Mr. Hale said they are likely fragile and it may be difficult to weave those into the new section. Mr. Gerkin said more than the stone they select, they should be cognizant of the mortaring technique, he also provided the applicant with another stone

vendor. The board was in agreement that they would need to see material samples of what is actually being used. Ms. Green said they definitely see their intent, but for the board's approval, they need to see the actual finishes and materials that are going to be used. Samples requested are the stone, shingles, lap siding and the colors being used.

ACTION:	Heather Green moved to table pending submission of samples of finishes for the addition and the garage; Andrew Hale seconded and the vote was as follows:
AYES:	Heather Green, Craig Bohning, Dustin Gerken Andrew Hale
NOES:	None
ABSTAIN:	None

Passed 4 - 0 TABLED

8. Other Business

1. Discussion on a joint meeting of the Design Guidelines Steering Committee and council on the design guidelines draft and desired topics. Andrew Hale said he feels this board needs another workshop to go through the draft because they have not met together since it was presented in its final form. Craig Bohning said he thinks they should get council's input first. Some further discussion. Mayor Barnard asked if there was a way he could get a list from the DRB members on what they see as their successes that he could take to council.

9. 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 6:29 pm.