



Design Review Board
Tuesday, October 14, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for October 14, 2025 at 5:00 pm.

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

Staff present - Sean Staneart - City Manager, Trevor Traphagen - City Planner, Ryan Green - City Council/Planning Commission, Teresa Monroe - Clerk of Council

Public present - Leon Miller/Tekton Engineering, Kenny Miller/ODC, Robert Mill Jr./Tekton, Bradley Blumensheid, Rob Whipple, Taylor Kelly, D. Burwell, Nancy Burwell

2. Public Comment on items not on the agenda
None

3. Approval of Minutes

a. September 23, 2025

ACTION: Craig Bohning moved to approve; Andrew Hale seconded and the vote was as follows:

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

NOES: None

ABSTAIN: Franz Stein, absence

Passed 4 - 0

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

a. Updated Application

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

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

NOES: None

ABSTAIN: None

Passed 5 - 0

Bradley Blumensheid was present for the application and said last time they presented, they got some really good feedback from the board to improve the design and make it more historically compatible. He said major changes from last time are that they have

raised the water table and added detail and recessed panels to the storefront water table, subdivided the storefront windows and provided the wall cross-section requested. Along the north elevation, they outlined the plan for the windows and on the rear elevation, they are showing the proposed railing and the modifications to the electrical service which will be run underground.

Board review of the new plan submitted, they expressed appreciation for the new design and improvement.

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

Passed 5 - 0

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

a. Application

ACTION: Andrew Hale moved to take from the table; 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

Board review of material samples requested. Some discussion on the roof and shingles, the applicant is using the same shingle currently on the home for the addition, some concern that they would not match up. The board was satisfied with all of the material samples provided.

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

Passed 5 - 0

6. Application # 9-12-25 Certificate of Appropriateness; 300 N. Oregon St. - Sunroom Addition

a. Application

Board review of the application. There were discrepancies in the dimensions shown, page 54 shows a 12x18 gable enclosure but the plan provided shows 18x18. Additionally, the renderings provided were not to scale.

The board requests scaled drawings and more information on the size, a deck sample of what is being removed and replaced and what is being proposed for the roof and how it will meet the existing house.

ACTION: Heather Green moved to table until they can get some answers; Craig Bohning seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 5 - 0 TABLED

7. Application # 9-16-25C Certificate of Appropriateness; 29 Greenscape Ct. - New Building

a. Application

Trevor Traphagen said the board has seen this property before, he and Sean Stanearth met with the designers of the building to discuss what could be done to bring the site more into conformity based on the previous submittal. Initially, the building was oriented so the back of the building was toward the street. The building has now been turned ninety degrees and some of the interior portions, office and administrative spaces, have been moved so now there are windows along the northern side and a few windows facing the angled parking near Greenscape Court. He said from an access and circulation standpoint, this current orientation will mitigate the need for trucks to use the public street to turn around, that will all be accommodated on site at this point. Parking is adjacent to the northeastern side and also to southeastern side, some additional landscaping has been included, the stormwater pond has been modified but is where it always has been and there will still be two units. Trevor said given the shape of the property and what is left to be built, he thinks this is a good compromise based on what they saw the first time, ideally you would want the front door facing the street, but given the existing buildings on site are arranged in a north-south configuration, he thinks this will be similar in nature to the arrival view as the rest of the buildings. Overall, a good step in the right direction based on the conversation that occurred last time and the plans that were submitted.

The board reviewed the site plan and two building options submitted, option two shows a door and two windows on the east elevation, option one is a blank wall. Robert Miller with Tekton was present for review and questions, he noted that the applicant preferred option one. Andrew Hale expressed preference for option one. Heather Green said she thinks she would prefer option one also, that their biggest concern before was having trucks in the court area and she thinks they have stopped that from happening mostly because they have done a lot of the landscape and the designated driveways for the business area and trucks. Craig Bohning said the view and the operation will be much better coming in there.

Mr. Hale said they hit the spirit of what they were looking for. Material samples were provided, they will match existing buildings. Landscape plan shows there will be twelve trees added on the parcel along with six street trees. Dustin Gerkin asked about exterior lighting, Robert Miller said typically they have done wall packs on the building with LED, this will be a part of their zoning submittal and will include a photometric.

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

Passed 5 - 0

8. Design Guidelines prep for joint meeting with council

Trevor Traphagen said he plans to do a presentation for the greater good of everyone involved, he wants to have time during the meeting to talk about what is different from what is adopted now and what is being proposed, he thinks the meat of the discussion is more of how is this applied practically. Trevor said council has not yet seen the draft, the conversation between this board and city council is needed, in his opinion, this should just be an open conversation between the two boards that level sets and to see if they are on the right track with the draft. Additional board discussion on some application examples and processes. Trevor said he will get the current draft to the board for review, board members in favor of scheduling the joint meeting with council to discuss.

9. Other Business

None

10. Adjourn

With no further business, Craig Bohning moved to adjourn; Andrew Hale seconded and all were in favor.

The meeting adjourned at 6:29 pm.