



Design Review Board
Wednesday, November 12, 2025 - 4:30 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for November 12, 2025 at 4:31 pm.

Present - Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken, Franz Stein (absent at roll call, arrived at 4:34 pm)

Absent - None

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

Public present - Josh Harrison, Jason Zosh, Spencer Alt, Allison Engelbert, Andrew Engelbert, Jim Dodderer, Nick Latorre

2. Public Comment

No comments

3. Approval of Minutes

a. October 14, 2025

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

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

NOES: None

ABSTAIN: None

Passed 4 - 0

4. APPLICATION WITHDRAWN - Application # 9-12-25 COA; 300 N. Oregon St. - Sunroom Addition

5. Application # 9-18-25 Certificate of Appropriateness; 429 E. Coshocton - Gable Roof Addition

a. Application

This is a gable roof addition to Troyer's existing dock area at the rear of the building. The board reviewed the plans and material samples provided, no questions and no issues were found.

Franz Stein arrived.

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

6. Application # 9-26-25 Certificate of Appropriateness; 49 1/2 S. Main Street - Sign

a. Application

This is the sign for Ray Ray's. Discussion on the wording "Ohio Style Barbeque" on the awning, it was asked if this met code and was considered part of the application. Sean Staneart said he believes it is considered part of the application as far as wording allowed. The Code Enforcement Officer did check, Ray Ray's Ohio Style Barbeque is the official name of the business. Mr. Staneart reviewed the code for awning signs, board continued review of the application and sign dimensions.

ACTION: Andrew Hale moved to approve; Franz Stein 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

7. Application # 10-10-25 Certificate of Appropriateness; 60 N. Main Street - Garage

a. Application

Applicant Josh Harrison was present for the application. Board review of the application and material samples provided. The applicant said the siding is the same siding that is on their house and garage currently so all three buildings would match each other, and the metal roof is consistent with others in the neighborhood, their neighbor has a metal roof on their garage. The applicant said initially the roof will be some yellow color and will need to be painted, hopefully there will be a warm day before it gets too cold, if not it may have to wait until spring to get painted.

ACTION: Heather Green moved to approve; Craig Bohning 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. Application # 10-17-25 Certificate of Appropriateness; 119 E. Jersey Street - Roof/Siding

a. Application

Applicant Nick Latorre was present. The board reviewed the application and material samples, discussion with the applicant on the red siding and trim details for the home. Proposal for the doors, railing, support columns, porch trim, fascia, and gutters, to remain white. The applicant was agreeable.

ACTION: Heather Green moved to approve with the conditions of maintaining white on the trim pieces, fascia, the four front pillars, the trim around front of the porch and railing, windows and doors, (with the exception of the front door which may be a different color or wood), the vinyl corner pieces and garage doors; 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 with conditions

9. Application # 10-22-25 Certificate of Appropriateness; 400 S. Main Street - Pergola

a. Application

The contractor was present for the application. This is a 1/8" thick extruded aluminum, powder coated frame with an automated louvered roof system to allow shade or sun as desired and when closed is a water tight feature. The color choice is gray for the structure and white louvers to match the siding and window trim on the house. Discussion on attachment to the house, the beam that will be attached to the house will be underneath the soffit, not on the fascia itself. No further questions.

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

10. Application # 10-30-25 Certificate of Appropriateness; 38 Concord Ct. - Room addition

a. Application

Applicants Andrew and Allison Engelbert were present, they stated that they are bumping out an existing three-season room by five feet and making it part of the house and putting an awning over part of the concrete patio. The board reviewed the application and material samples provided. A stone sample was provided, question on where that material was going, applicant stated the stone would go around the bottom of the post holding up the awning. The siding will match the existing house, the roof will be black metal.

ACTION: Andrew Hale moved to approve; Craig Bohning 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

11. Application # 11-6-25 Certificate of Appropriateness; 291 S. Main St. - Porch roof addition

a. Application

Applicant Jim Dodderer was present for the application. Sean Stanearth noted that the board's consideration tonight is only for the roof addition, the siding being replaced is vinyl for vinyl so it is not part of the application. The applicant stated that the house had a porch but no overhang, this addition will give it some dimension and curb appeal, the porch roof will be black metal. The decking will be new, the wood is rotted. No further questions or discussion.

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

12. Other Business

1. Discussion on upcoming meetings and applications, confirmed the November 25th meeting, discussed the December 3rd meeting and the potential for flipping meeting times for Planning Commission and Design Review Board so that if the Planning Commission approves a variance, the applicant can go right to the Design Review Board and not wait until January.
2. Heather Green asked about the storefront work happening on S. Main Street. Sean Stanearth said a COA was given to that applicant in 2021, the codified ordinance currently states that if work has not begun in two years, the permit is no longer valid, it doesn't state completed. With a COA, there is no expiration unless work has not been started. This project started in 2021, a lot of the elements, upper portion, sides, have been done, in accordance with the COA that was issued. This COA was issued before the current 1187 guidelines were in place, some research needs to be done to see what was on the books in 2021 and if there was an expiration back then. As it stands currently, it may not need to come back to the board but would have to conform to what was approved in 2021 by the Planning & Zoning Commission which acted as the Design Review Board at the time.

13. Adjourn

ACTION: Heather Green moved to adjourn; 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

The meeting ended at 5:25 pm.