



Design Review Board  
Tuesday, November 25, 2025 - 5:00 PM  
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for November 25, 2025 at 5:03 pm.

Present - Heather Green, Andrew Hale, Franz Stein, Craig Bohning  
Absent - Dustin Gerken

Staff present - Sean Staneart - City Manager, Trevor Traphagen - City Planner (MKSK),  
Teresa Monroe - Clerk of Council

Public present - Philip Wagner/Johnstown-Monroe Schools, Mike Vala/BSHM Architects, Nick Mockler/Signmaster, Byron Manchester/BSHM Architects

2. Public Comment on items not on the agenda

No comments

3. Approval of Minutes

a. November 12, 2025

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

**Passed 4 - 0**

4. Application # 10-13-25 Certificate of Appropriateness; 599 S. Main Street - New Construction

a. Application & Staff Report

City Planner Trevor Traphagen reviewed his staff report. The applicant proposes to construct a new multi-purpose building for the school district beside the 599 S. Main Street city municipal building. Mr. Traphagen said that after review of the city code and review criteria established, he sees no major inconsistencies between the proposed structure and the adopted guidelines, the only thing he did bring up is that in the current guidelines, metal cladding is a material recognized as undesirable, however in this case, there may be flexibility, there is metal on the building we are sitting in, additionally, the scale of the proposed building is similar to a barn or agricultural structure. He said in general, he thinks this meets the city's design guidelines. Craig Bohning inquired on the shared parking situation and asked how they properly count the number of spaces needed for both buildings. Mr. Traphagen said generally the hours that the multi-purpose building will be likely active are after when the municipal building will be utilized. There will be a couple additional spaces gained through re-stripping, and there will be about fifteen more added behind the building. Overflow parking plan discussed in case of a conflict such as election day, could utilize school parking off site. School Superintendent Dr. Philip Wagner was present for the application, he said they would also be making some accommodations for parking, their design firm added some additional

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doors going out the back toward existing school parking.

Board review of application and staff report, discussion on several alternate design options presented.



**ACTION:** Heather Green moved to approve alternate 3 with horizontal break on the sides in the same color or alternate 1 with the center cupola bigger than the other two; Craig Bohning seconded and the vote was as follows:

**AYES:** Heather Green, Franz Stein, Craig Bohning, Andrew Hale

**NOES:** None

**ABSTAIN:** None

**Passed 4 - 0**

5. Application # 11-7-25 Certificate of Appropriateness; 703 W. Coshocton Street - Sign

a. Application

Applicant provided material samples for requested pylon sign. Staff noted that the wall sign for the building was approved by the Zoning Inspector, it conformed to code. Trevor Traphagen said this comes before the board as it is non-conforming. Heather Green said she would like it if the pylon sign matched the wall sign, with the logo, however rendering submitted for pylon is the name only.

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

**AYES:** Craig Bohning, Andrew Hale, Heather Green, Franz Stein

**NOES:** None

**ABSTAIN:** None

**Passed 4 - 0**

6. Application # 10-20-25 Certificate of Appropriateness; 395 W. Jersey Street - WTP Expansion

a. Application & Staff Report

Board review of application, Mike Giangliordano with Jacobs Engineer joined virtually for review of elevations and plant exterior design. He said the whole building will have paneling removed so color palette is up to the city. Review and discussion on building color, panel direction, door heights, awning, water table height/style and color palette. Some color palette options were provided in the packet, board chose the lighter color, concern that a main darker color would show a lot of dirt/dust from surrounding gravel parking lots and agricultural.



Example Image 1: Source - Viking Range [www.vikingrange.com](http://www.vikingrange.com)

**Conditions discussed:** Water table to be five and a half to six foot height (whatever allows it to be trimmed in thirds), material for water table to be horizontal instead of vertically aligned, trim around doors and windows should be a shade or two darker than the water table itself, same for awning color (match trim or water table). Doors to be a little off from the primary color, not a stark white. Put a horizontal band across the top in the same field color, as a textural breakup.

**ACTION:** Craig Bohning moved to approve with conditions previously discussed and as listed; Andrew Hale seconded and the vote was as follows:  
**AYES:** Craig Bohning, Andrew Hale, Heather Green, Franz Stein  
**NOES:** None  
**ABSTAIN:** None

**Passed 4 - 0**

7. Other Business

1. Ms. Monroe reminded the board that their next meeting, December 3rd, will be flipped for start time with the Planning & Zoning Commission, the applicant is seeking a variance for setback prior to seeking their COA.
2. Staff continues to work on scheduling a joint meeting with council for review of the Design Guidelines draft.
3. Ms. Green inquired on a house being painted on South Main Street. Mr. Staneart said he has instructed the Zoning Inspector to notify them a COA permit is needed before continuing.

8. Adjourn

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

**Passed 4 - 0**

The meeting ended at 6:35 pm.