



Design Review Board Meeting
Tuesday, August 11, 2026 - 5:30 PM
AGENDA

1. Call to Order/Roll Call
2. Public Comment on items not on the agenda
3. Approval of Minutes
 - a. June 23, 2026
 - b. July 28, 2026
4. Application # 2026-ZON-00139 Certificate of Appropriateness; 44 S Main Street - Sign
 - a. Application & Staff report
5. Application # 2026-ZON-00141 Certificate of Appropriateness; 70 N Main Street - Home Addition
 - a. Application & Staff report
6. Other Business
7. Adjourn



Design Review Board
Tuesday, June 23, 2026 - 5:30 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for Tuesday, June 23, 2026 at 5:30 pm.

Present - Heather Green, Franz Stein, Craig Bohning, Dustin Gerken

Absent - Andrew Hale

Staff present - Jeffrey Sheridan - Interim City Manager, Jeff Szabo - Zoning Inspector, Teresa Monroe - Clerk of Council

Public present - Gregory (Max) Chalfant

2. Application # 2026-20N-00104 Certificate of Appropriateness; 3 season room addition

a. Application & Staff Report

The applicant proposes construction of a three-season room attached to the existing home. Contractor Max Chalfant was present on behalf of the homeowner. Board review of material samples and colors proposed along with the planned design. Siding material shown in white, board members expressed they would prefer the addition to match the current home exterior color so it didn't look so much like an addition, but would not make it a condition of approval. The roof metal proposed will match an existing garage roof, the board was agreeable.

ACTION: Heather Green moved to approve; Dustin Gerken seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 4 - 0

3. Other Business

1. Some discussion on the new Design Guidelines now in effect and functionality.
2. Board questions on signage that has gone in but not permitted, emails can be sent to the new zoning inspector.

4. Adjourn

ACTION: Heather Green moved to adjourn; Franz Stein seconded and all were in favor.

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

NOES: None

ABSTAIN: None

Passed 4 - 0

The meeting ended at 6:18 pm.



Design Review Board
Tuesday, July 28, 2026 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Board Chair Heather Green called the Design Review Board to order for Tuesday, July 28, 2026 at 5:03 pm.

Present - Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken

Absent - Franz Stein

Staff present - Jeffrey Sheridan - Interim City Manager, Donny Barnard - City Council, Teresa Monroe - Clerk of Council

Public present - x2 Bryson Roofing, Martin Topalov

2. Public Comment on items not on the agenda

No comments.

3. Approval of Minutes

a. May 12, 2026

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

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

NOES: None

ABSTAIN: None

Passed 4 - 0

4. Application # 2026-20N-00110 Certificate of Appropriateness/Sign; 70 S. Main St.

a. Application & Staff Report

Applicant Johnstown Lifestyle proposes to install window signage for their location at 70 S. Main Street. Material proposed is vinyl on the inside of the door window.

ACTION: Andrew Hale moved to approve as submitted; Dustin Gerken seconded and the vote was as follows:

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

NOES: None

ABSTAIN: None

Passed 4 - 0

5. Application # 2026-20N-00115 Certificate of Appropriateness/Re-roof; 116 W. Jersey St.

a. Application & Staff Report

Applicant proposes roof replacement from metal to shingle. Board review of tear off and shingle replacement materials.

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

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

NOES: None

ABSTAIN: None

Passed 4 - 0

6. Application # 2026-20N-06127 Certificate of Appropriateness/Garage Replacement; 196 S. Oregon St.

- a. Application & Staff Report

Applicant present is proposing to replace his detached garage that was damaged by storms in March when a tree fell on it. The replacement garage will be in the same footprint but with a full foundation rather than previous slab. Board review of material samples provided.

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: None

Passed 4 - 0

7. Application # 2026-20N-00123 Certificate of Appropriateness /New Garage; 30 N. Main St.

- a. Application & Staff Report

The applicant is Design Review Board member Dustin Gerkin; Mr. Gerkin recused himself from board discussion and took a seat in the audience. The applicant proposes new construction of a 900 square foot detached accessory structure on the back of his single family home property. Board review of the building plan and material samples provided for siding and roof.

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

AYES: Heather Green, Andrew Hale, Craig Bohning

NOES: None

ABSTAIN: Dustin Gerken

Passed 3 - 0

Mr. Gerken rejoined the board at the dais.

8. Other Business

No further business.

9. Adjourn

ACTION: Heather Green moved to adjourn; Andrew Hale seconded and all were in favor.

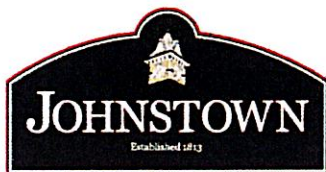
AYES: Heather Green, Andrew Hale, Craig Bohning, Dustin Gerken

NOES: None

ABSTAIN: None

Passed 4 - 0

The meeting ended at 5:30 pm.



PAID

AUG 04 2026

CITY OF JOHNSTOWN

CERTIFICATE OF APPROPRIATENESS: CHAPTER #1187
(SIGN)

Application Number: 2026-ZON-00139 Date: 8 / 4 / 26

FEES:

Base Fee: \$ 75

Total Fee Amount: \$ _____ Paid: Check # _____ Cash: \$ 75.00

(PLEASE PRINT LEGIBLY)

1. Applicant: Logan Walton Phone: () - - - -
2. Property Address: 44 S Main St City: Johnstown State: OH Zip: 43031
3. Applicant's E-mail: _____
4. Business Owner's Name: Logan Walton Phone: () - - - -
5. Contractor's Name: Digital Impressions Phone: () - - - -
6. Principal Business Activity: Insurance
7. Existing Use of Property: Vacant
8. Square Footage of Proposed Building or Business: 1200 sq. ft.
9. Zoning District: GCC-1 Number of Off-Street Parking Spaces: _____
10. Estimated Cost of Improvements: \$0

****** Materials required for submission with this application. (Digital file preferred)**

- (1) A dimensioned site plan showing existing conditions including all structures, pavement, curb-cut locations, natural features such as tree masses and riparian corridors, and rights-of-way.
- (2) A dimensioned site plan showing the proposed site change including structures, pavement, revised curb-cut locations, landscaping, property lines and screening of mechanicals.

- (3) Illustration of all existing building elevations from street/ground to scale & picture of project before starting.
- (4) Illustrations of all proposed building elevations to scale & picture of project when it's finished.
- (5) Samples of proposed building materials.
- (6) Color samples for proposed roof, siding, etc.
- (7) Illustrations of all existing site signage including wall and ground.
- (8) Illustrations of proposed signage to scale.
- (9) A dimensioned site plan showing location of existing ground mounted signs.
- (10) A dimensioned site plan showing the proposed location of ground mounted signs.
- (11) Samples of proposed sign materials.
- (12) Color samples of proposed sign(s).
- (13) Proposed lighting plan for sign(s).
- (14) **ASK THE ZONING INSPECTOR ABOUT** the Sign with the Date, and Time for the Public Hearing.

List of Materials that will be used on the project:

1. Window Vinyl 2. _____
3. _____ 4. _____
5. _____ 6. _____

List of Contiguous Neighbors and Addresses:

- | | | | |
|-------------------------------|-----------------------------|-----------|--------------|
| 1. <u>Digital Impressions</u> | <u>42 S Main St Ste 200</u> | <u>Oh</u> | <u>43031</u> |
| Neighbor's Name | Neighbor's Address | State | Zip Code |
| 2. <u>Hemlock Pub</u> | <u>48 S Main St Ste 200</u> | <u>OH</u> | <u>43031</u> |
| Neighbor's Name | Neighbor's Address | State | Zip Code |
| 3. _____ | _____ | _____ | _____ |
| Neighbor's Name | Neighbor's Address | State | Zip Code |
| 4. _____ | _____ | _____ | _____ |
| Neighbor's Name | Neighbor's Address | State | Zip Code |

The undersigned is applying for a Certificate of Appropriateness Permit for the following use: said permit is to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true & correct and agrees to follow all applicable laws.

Applicant's Signature: x Tape Links Date: 07 / 28 / 2026

**** CHECKS PAYABLE TO: CITY OF JOHNSTOWN**
599 S. Main St. Johnstown, OH 43031

Date Received in Office: 8 / 4 / 26 By: J. Shuck

Date Permit Approved or Denied by P & Z Commission or DRB: ____/____/____

Page 7 of 37



PROPOSED LAYOUT

Prepared by: Designer Name

State Farm® / Agent Sign Program Design Team

- For approval only. Not intended to be used as final art by vendor.
- This page is for cost estimates and to show correct appearance only. Graphics are not to scale and roughly placed.
- After this proposed layout has been approved, State Farm will supply Adobe Illustrator (ai) files to be used as final art.
- Specifications for State Farm signage and window graphics will be supplied in a separate PDF along with final art files. The vendor is required to follow these specifications with no deviations.

07-16-26

Page 2 of 2

Window Graphics

Production of red stripe window graphics

The red stripe and white vinyl lettering are produced as **two separate pieces**. Typically, the red stripe with the white vinyl letters is mounted on the second surface (inside), but may be mounted to the first surface (outside) if window tinting is too dark.

Agent requests final window graphics be mounted to the inside of windows.

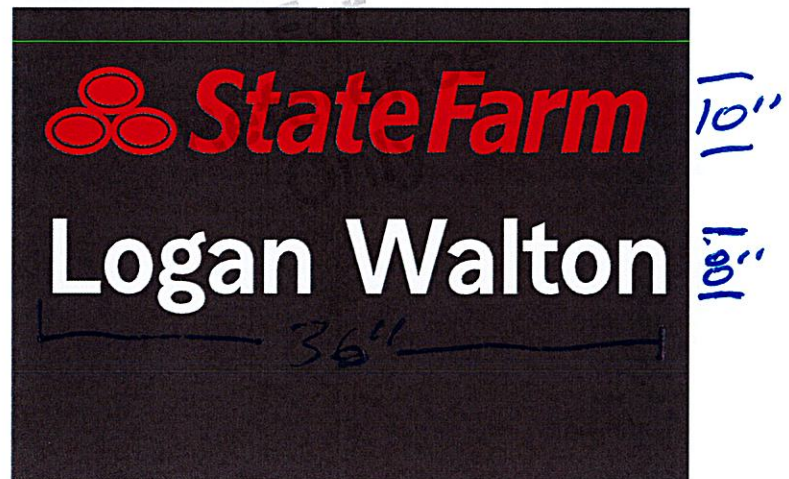
Window Stripe:
61" Wide x 12" High



Door Stripe:
30" Wide x 12" High



Window Graphics:
Logo: 36" Wide



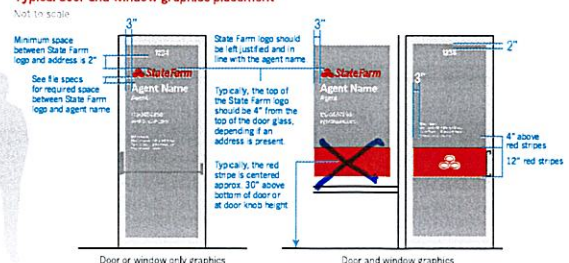
Door Graphics:
30" Wide



↑ clear background

← Clear Background

Typical door and window graphics placement



Note: The office hours, microsite, etc. should be moved slightly if there is an obstruction on the door (pull handle, bar, etc.). Left justified is preferred, but can be centered or right justified if needed, but not mixed.

Use of the State Farm logo is valid for this sign request only. Use of the State Farm trademark or final art on other projects is unauthorized.



PROPOSED LAYOUT

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State Farm® / Agent Sign Program Design Team

07-16-26

Page 2 of 2

Window Graphics

Production of red stripe window graphics

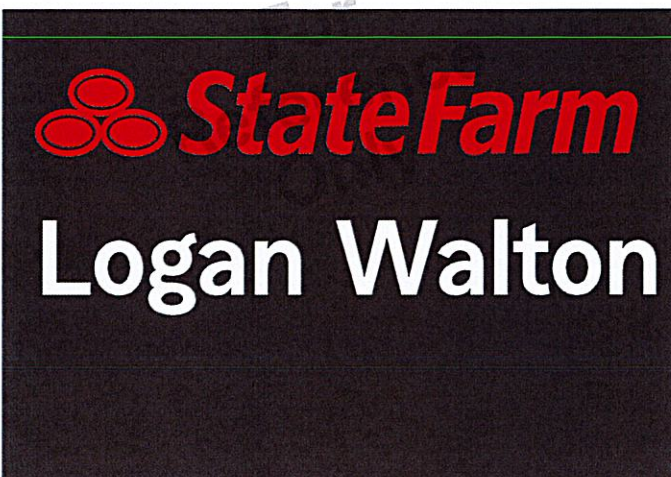
The red stripe and white vinyl lettering are produced as **two separate pieces**. Typically, the red stripe with the white vinyl letters is mounted on the second surface (inside), but may be mounted to the first surface (outside) if window tinting is too dark.

Agent requests final window graphics be mounted to the inside of windows.

Window Stripe:
61" Wide x 12" High



Window Graphics:
Logo: 36" Wide



Door Stripe:
30" Wide x 12" High

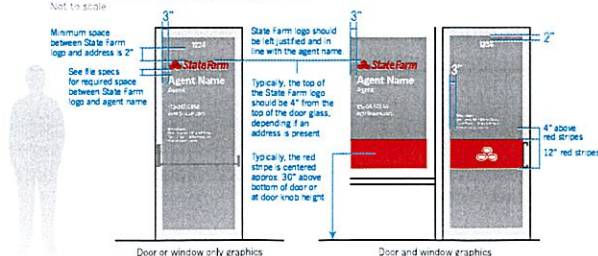


Door Graphics:
30" Wide



Typical door and window graphics placement

Not to scale



Note: The office hours, microsite, etc. should be moved slightly if there is an obstruction on the door (pull handle, bar, etc.). Left-justified is preferred, but can be centered or right-justified if needed, but not mixed.

Use of the State Farm logo is valid for this sign request only. Use of the State Farm trademark or final art on other projects is unauthorized.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Steve Reed 8600 N. Main Street Suite A Dayton OH 454153457		CONTACT NAME: Steve Reed PHONE (A/C, No, Ext): 937-277-0000 FAX (A/C, No): E-MAIL ADDRESS: steve.reed.byb9@statefarm.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : State Farm Fire and Casualty Company	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	N	N	95-KW-C311-7	07/28/2026	07/28/2027	EACH OCCURRENCE \$ 3,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 6,000,000
	☐ POLICY ☐ PRO-JECT ☒ LOC						PRODUCTS - COMP/OP AGG \$ 6,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N	N/A					E.L. EACH ACCIDENT \$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  This form was system-generated on 07/28/2026

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44 S. Main



REMOVE

STAFF REVIEW LETTER

Date: August 4, 2026

Application No.: 2026-ZON-00139

Property Address:

44 S. Main Street

Johnstown, Ohio 43031

Property Owner:

Logan Walton (Tennant)

Applicant / Contractor:

Logan Walton / Digital Impressions

Project Description: Installation of clear-background, interior-applied State Farm vinyl graphics in the right storefront window and entry door. The 61-inch window stripe and 30-inch by 12-inch door stripe are removed.

Applicable Review: Chapters 1155, 1177, and 1187; Johnstown Design Guidelines - Historic Downtown Commercial / Mixed-Use

Review Item	Finding
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Zoning / Use	GCC-1; Historic Downtown Commercial / Mixed-Use Design Review District; insurance office is permitted.
Proposed Signage	Clear-background vinyl graphics inside the right storefront window and entry door. The window stripe and door stripe are removed.
Window-Sign Standards	Only displayed logos, lettering, numerals, and graphic devices are counted; clear background is excluded. The revised graphics comply with the 25 percent limit and four-foot maximum dimensions.
Total Sign Area	The 1,200-square-foot lease area permits 18 square feet of signage. The revised proposal complies if prior tenant graphics are removed and no unapproved signs are retained.
Design Review / Conditions	Major COA approval and property-owner authorization are required before permit issuance. Final installation shall match the approved design and shall not include the removed stripes.

RECOMMENDED DETERMINATION

SIGN PERMIT - PENDING MAJOR CERTIFICATE OF APPROPRIATENESS

The revised window and door graphics comply with GCC-1 window-sign standards. Sign-permit issuance remains pending Major COA approval, property-owner authorization, removal of prior tenant graphics, and installation matching the approved design.

Respectfully Submitted,

Jeffrey A. Szabo

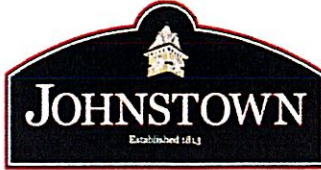
Zoning / Code Enforcement Official

City of Johnstown

ATTACHMENT A

APPLICABLE ZONING CODE REVIEW

Code Provision	Application Fact	Staff Finding
§1155.02(a)(1)(B); Chapter 1187 Environmental Change Table	A State Farm insurance office and interior-applied vinyl window and door graphics are proposed in the GCC-1 Historic Downtown Commercial / Mixed-Use district.	The insurance office is permitted. Addition of signage is a Major Environmental Change requiring Design Review Board approval before sign-permit issuance.
§1177.03; §1177.11(a)-(d); §1187.06-§1187.07	The revised proposal consists of clear-background graphics inside the right storefront window and entry door. The window and door stripes are removed. Property-owner authorization has not been provided.	Property-owner authorization is required before permit issuance. Final installation shall match the approved design, dimensions, colors, materials, placement, and non-illuminated presentation.
§1177.15 - GCC-1 General Sign-Area Limit; §1177.02(gg) - Sign Area	The gross lease area is 1,200 square feet. Only displayed logos, lettering, numerals, and graphic devices are counted; clear background is excluded. Prior tenant graphics remain shown in the storefront photograph.	The maximum total sign area is 18 square feet. The revised proposal complies if prior tenant graphics are removed and all installed signage remains within the approved total area.
§1177.02(mm); §1177.15 - GCC-1 Window Signs	The remaining proposal includes a 36-inch-wide right-window logo and name graphic and a 30-inch-wide door-copy graphic. The presentation background is clear. The window and door stripes are removed.	The remaining graphics comply with the 25 percent maximum for each glass opening and the four-foot maximum length and height. The removed stripes shall not be installed.



PAID
AUG 04 2026

CITY OF JOHNSTOWN

SIGN PERMIT APPLICATION: CHAPTER #1177

Application Number: 2026-ZON-00139 Date: 8/4/26

FEES:

Base fee: \$150 - Sign size in sq. ft.: 11.3 @ \$.50 = \$ 5.65

Total Amount: \$ _____ Paid: Check #: _____ Cash: \$ 155.65

1. Applicant: Logan Walton
2. Address: 44 S Main St City: Johnstown State: Oh Zip: 43031
3. Phone: (513) 407-7273
4. E-mail Address: _____ Zoning District: _____
5. Business Address: 44 S Main St Johnstown, OH. 43031
6. Existing Use of Property: Vacant
7. Proposed Use of Property: Insurance office
8. Type of Sign:
 - Canopy / Awning: _____ Size: _____
 - Identification: (Name & Address of business only): Size: _____
 - Marquee: _____ Size: _____
 - Projecting: _____ Size: _____
 - Wall: _____ Size: _____
 - Monument: _____ Size: _____
 - Other: _____ Size: _____
9. Wording on Sign: _____
10. Elevation: Length: _____ ft. Width: _____ ft. Height: _____ ft.

11. Contractor Information:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____

Contractor Business Phone Number: (____) ____ - _____

IN ADDITION, THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

- Attach two (2) sets of sign drawings, scaled and with colors of all signs and their locations on the building. If the sign is free standing include a plot plan.
- Attach Certificate of Liability Insurance.

The undersigned is applying for a Sign Permit for the following use: said permit to be issued based on information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct and agrees to follow all applicable regulations, refer to ordinance #1177.01 through #1177.99.

Applicant's Signature: _____ *Logan Woods* Date: 07 / 28 / 2026

OFFICE USE ONLY:

Date Received in Office: 8 / 4 / 26

Received By: *Justin Hook*

Date Permit Issued: _____ / _____ / _____ By: _____

Date of Inspection If Required: _____ / _____ / _____ By: _____

Zoning Code Enforcement Official: x _____

Additional Comments: _____

STAFF REVIEW LETTER

Date: August 4, 2026
Property Address: 44 S. Main Street

Application No.: 2026-ZON-00139
DRB Meeting: 08/11/2026

Applicant: Logan Walton

Project Description: Installation of clear-background, interior-applied State Farm vinyl graphics in the right storefront window and entry door. The revised proposal excludes the 61-inch window stripe and the 30-inch by 12-inch door stripe.

Applicable Review: Chapter 1187; May 2026 Johnstown Design Guidelines - Historic Downtown Commercial / Mixed-Use; Major Certificate of Appropriateness

Review Item	Finding
Design Context	Existing brick commercial storefront within the Historic Downtown Commercial / Mixed-Use district. The recessed entry, black address awning, storefront frames, and masonry facade remain unchanged.
Proposed Signage	One 36-inch-wide State Farm logo and Logan Walton name graphic in the right storefront window and one 30-inch-wide door-copy graphic. Both use clear background and are mounted inside the glass.
Storefront Transparency	The clear background and removal of the proposed window and door stripes preserve the majority of the storefront glazing and maintain views into the ground-floor space.
Materials / Installation	Interior-applied vinyl graphics are limited to the existing window and door glass. No drilling, panel installation, or alteration of brick, trim, frames, or the existing awning is proposed.
Color / Visual Hierarchy	State Farm red is used as a limited accent with white secondary lettering on clear glass. The graphics remain subordinate to the brick facade, storefront openings, and existing black address awning.
Streetscape / Compatibility	The revised graphics provide tenant identification at pedestrian scale without changing the storefront form or concealing the historic commercial facade.

RECOMMENDED DETERMINATION

MAJOR CERTIFICATE OF APPROPRIATENESS - APPROVAL RECOMMENDED WITH CONDITIONS

Approval is recommended for the revised clear-background graphics subject to: (1) the 61-inch window stripe and 30-inch by 12-inch door stripe not being installed; (2) prior tenant graphics being removed from the right storefront window and entry door before installation; (3) the final graphics remaining interior-applied, non-illuminated, and consistent with the submitted dimensions, colors, and placement; and (4) no alteration to the brick facade, awning, storefront frames, or existing openings.

Respectfully Submitted,

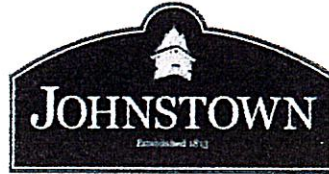
Jeffrey A. Szabo

Zoning / Code Enforcement Official
City of Johnstown

ATTACHMENT A

DESIGN GUIDELINES REVIEW

Guideline	Submitted Design	Staff Finding
§3.1.1.1 - Site Composition	The insurance office occupies an existing downtown storefront. The proposal is limited to graphics within the right storefront window and entry door; no building or site alteration is proposed.	Maintains the established urban storefront and identifies the tenant without introducing corporate-defined building architecture.
§3.1.1.4 - Transparency and Windows	The graphics use clear background and are confined to portions of the right storefront window and glazed entry door. The proposed window stripe and door stripe are removed.	Preserves high ground-floor transparency and keeps the storefront windows and glass entry visually open to the sidewalk.
§3.1.1.5 - Building Details	The existing brick facade, recessed entrance, storefront frames, black address awning, and window and door openings remain unchanged. Graphics are aligned within the existing glass areas.	Adds business identification without covering or altering the architectural details that define the storefront.
§3.1.1.7 - Color Palette	The proposal uses State Farm red and white lettering on clear glass. The brick facade and black address awning remain the dominant storefront materials and colors.	Uses red as a limited accent color and maintains a restrained visual relationship with the existing downtown storefront.



CERTIFICATE OF APPROPRIATENESS: CHAPTER #1187

Application Number: 2026-20N-00141 Date: 7/20/26

FEES:

* Sign \$30

Base Fee: \$300

PAID

JUL 20 2026

Total Fee Amount: \$

Paid: Check #

4643

Cash: \$CITY OF JOHNSTOWN

(PLEASE PRINT)

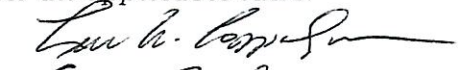
1. Applicant: Lewis and Susan Coppel Phone: ()
2. Property Address: 70 N. MAIN ST. City: JOHNSTOWN State: OH Zip: 43031
3. Applicant's E-mail: _____
4. Business Owner's Name: MST CO LLC Phone: () 5444
5. Contractor's Name: Merle MST Phone: (740) 502-2978
6. Principal Business Activity: None
7. Existing Use of Property: Residential
8. Square Footage of Proposed Building or Business: 580 sq. ft.
9. Zoning District: GCC-1 Number of Off-Street Parking Spaces: 2
10. Estimated Cost of Improvements: \$ 171,885

IN ADDITION, THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

- PLEASE READ CITY ORDINANCE #1187 PRIOR TO SUBMITTING APPLICATION

* (Conditional) One (1) full set (8.5 x11) of to scale plans and dimensioned drawings showing the property, with all elevations and the location of existing and proposed buildings and alterations are required. Attach any requested, supplemental or necessary documentation. **(Required only if asked for by the Zoning Inspector.)**

applicant hereby certifies that all information and attachments to this application are true & correct and agrees to follow all applicable laws.

Applicant's Signature:  Date: 07/20/2026

OFFICE USE ONLY:

Date Received in Office: 7/20/26 By: _____

Date of ~~Planning and Zoning~~ ^{DRB} Commission Meeting: 8/11/26

Date Permit Approved or Denied by ~~Planning~~ ^{DRB} Commission: ____/____/____

Conditions Necessary for Approval: _____

City Manager Signature: x _____

Some of the requests below may not apply to your application.

- (1) A dimensioned site plan showing existing conditions including all structures, pavement, curb-cut locations, natural features such as tree masses and riparian corridors, and rights-of-way.
- (2) A dimensioned site plan showing the proposed site change including structures, pavement, revised curb-cut locations, landscaping, property lines and screening of mechanicals.
- (3) Illustration of all existing building elevations from street/ground to scale & picture of project before starting.
- (4) Illustrations of all proposed building elevations to scale & picture of project when it's finished.
- (5) Samples of proposed building materials.
- (6) Color samples for proposed roof, siding, etc.
- (7) Illustrations of all existing site signage including wall and ground.
- (8) Illustrations of proposed signage to scale.
- (9) A dimensioned site plan showing location of existing ground mounted signs.
- (10) A dimensioned site plan showing the proposed location of ground mounted signs.
- (11) Samples of proposed sign materials.
- (12) Color samples of proposed sign(s).
- (13) Proposed lighting plan for sign(s).
- (14) The applicant shall post one sign per public street frontage of the subject property within fifteen (15) feet of the curb indicating the subject, date, and time for a public hearing. The sign(s) shall be posted at least ten (10) days prior to the scheduled hearing. The sign(s) should be purchased at the Johnstown City Offices and will measure no less than two (2) feet by three (3) feet.

List of Materials that will be used on the project:

1. See attached 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____

List of Contiguous Neighbors and Addresses:

- | | | | | |
|----|--------------------------|-----------------------------|----------------|-------------------|
| 1. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |
| 2. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |
| 3. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |
| 4. | _____
Neighbor's Name | _____
Neighbor's Address | _____
State | _____
Zip Code |

*The undersigned is applying for a Certificate of Appropriateness Permit for the following use:
said permit is to be issued based on the information contained within this application. The*

MastCo LLC
PH: 740-507-2978
EMAIL: merlemast78@gmail.com

7-29-26

SUBJECT: room addition
Coppel residence
70 n main st
Johnstown Ohio. 43031

Selections..

Exteriors..

Roofing: GAF HD dimensional shingles color... Natural shadow charcoal, To match the garage & shed roof.

Siding: Provia heartech white vinyl 5" straight lap, To match existing color and style

Soffit: Provia white universal triple solid & vented soffit. To match existing color

Fascia: Holmes manufacturing .019 white fascia cover. To match existing color.

Windows: Provia white vinyl endure en600 double hung

Doors: door to addition... Provia heritage 430- 2 panel style, black smooth fiberglass half glass, door to basement.. Therma-tru black fiberglass smooth star six panel entry door

Porch roof post wraps: Versa tex products.. white vinyl classic style

Decking materials: RDI finly line at straight sections. white railing with black round balusters. Stair sections.. Match to front porch black wrought iron hand railing. Trex select millstone deck boards

Gutters / downspouts: white alum 5" k style gutters, 2x3" downspouts to match existing

YOUR PROFESSIONAL-CLASS PRODUCT

Endure EN600 Series 601 - Double Hung



WINDOW SPAN LLC
ESTABLISHED 1994

740-344-1345
23258 Diwan Road
Utica, OH 43080

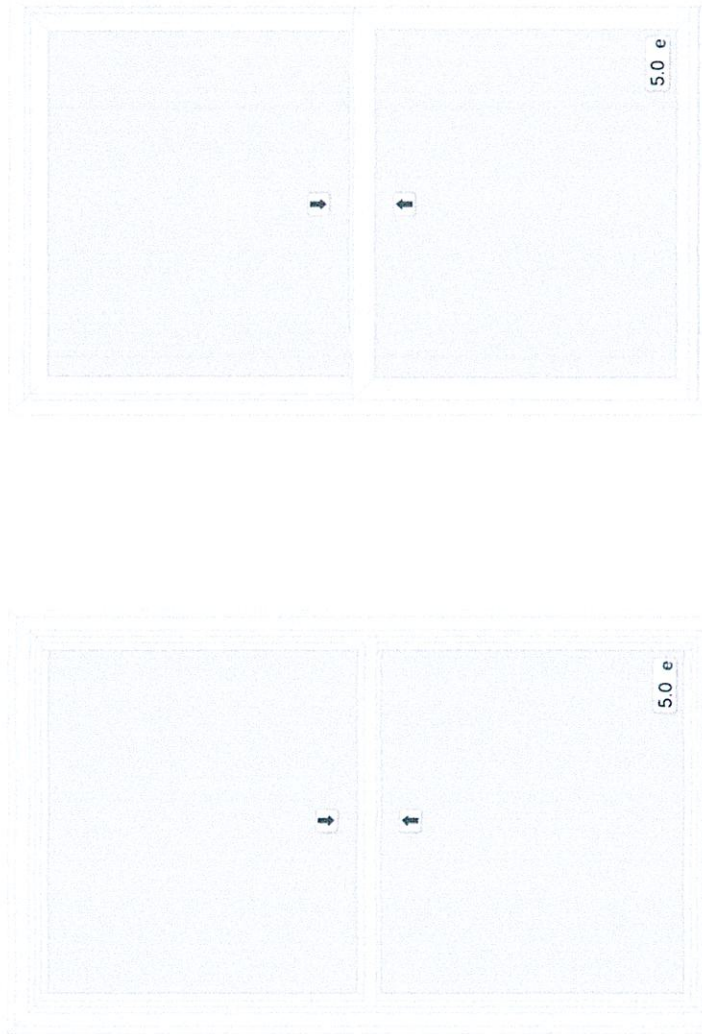
QUOTE INFORMATION

Job: Coppel.
PO #MERLE MAST 8222025
Order #13910774-1
Qty: 2

DETAILS

- Endure Window - EN600 Series**
601 - Double Hung
White
Opening Size: 36" W x 60" H
Unit Size: 35 1/2" W x 59 1/2" H
Block & Tackle Balance System
Snap-In Frame Sash Stops
Double Profile DA Locks
White Vent Locks
White Hardware
INNERGY Thermal Sash Reinforcement
Extruded Bottom Screen (White) with BetterVue Screen Mesh
Graphite Foam Insulation
Nail Fin with J-Channel Factory Installed
Frame Depth with Accessory: 2"
Comfortech DLA-LV
Single Strength Glass (3/32" per pane)
3/4" IG Thickness

Installation Instructions



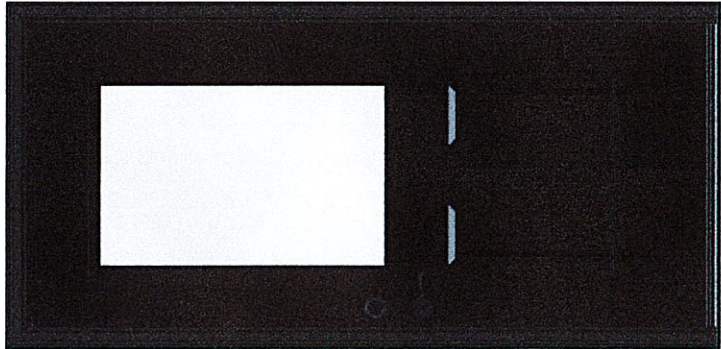
INSIDE VIEW

OUTSIDE VIEW

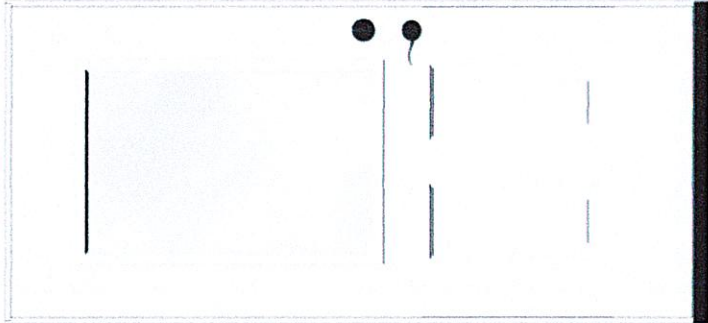
SIZING		Structural		ENERGY	
Opening Width Range: 35 7/8" to 36 3/8"		Air: 0.05 cfm/ft2 @ 1.57 psf		ENERGY PERFORMANCE RATINGS	
Opening Height Range: 59 7/8" to 60 3/8"		ASTM E 283		U-Factor (U.S./I-P) Solar Heat Gain Coefficient	
Window Size: 35 1/2" x 59 1/2"		Water: 7.52 psf		0.27	0.21
United Inches: 96		ASTM E 547		ADDITIONAL PERFORMANCE RATINGS	
Egress Size: 30 1/2" x 23 11/32"		Structural: LC-PG50 14.1mph		Visible Transmittance Condensation Resistance	
Egress Square Foot: 4.9508		AAMA/WDMA/CSA 101/10.5.2/A440-08 and 11		0.50	61.00
Egress Meets Criteria: No		DP 50		Air Infiltration (cfm/ft2)	
Top Sash Size: 31 1/2" x 28 5/16"				<= 0.05	
Top Glass Size: 29 11/16" x 26 9/16" x 3/4"				ENERGY STAR	
Bottom Sash Size: 32 1/2" x 29 5/16"				Southern / South-Central	
Bottom Glass Size: 29 11/16" x 26 9/16" x 3/4"				CPD: PRD-N-101-01634-00001	
Bottom Glass Viewable: 28 11/16" x 25 9/16"				STC: 25; OITC: 22; Acoustic Test Report: f2964.01-113-11	
Size:					
Bottom Screen: 32" x 29 3/4"					

YOUR PROFESSIONAL-CLASS PRODUCT

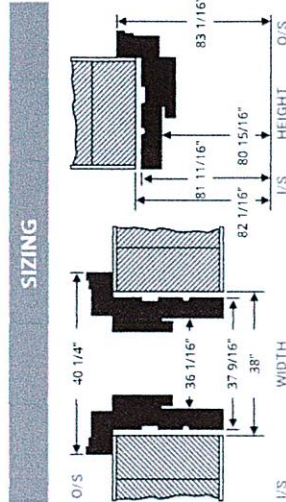
Ascent Smooth Fiberglass Entry Door with Clear Glass



OUTSIDE VIEW

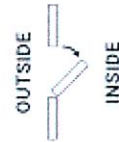


INSIDE VIEW



SIZING

HANDING



Installation Instructions



ENERGY	
ENERGY PERFORMANCE RATINGS	
U-Factor (U.S.I-P)	0.21
Solar Heat Gain Coefficient	0.07
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance	0.15
Air Infiltration (cfm/ft ²)	<= 0.05



CPD: PRD-N-117-01117-00001

QUOTE INFORMATION

Job: Coppel.

PO #MERLE MAST 8222025

Order #13910774-6

Qty: 1

DETAILS

Ascent Single Entry Door in FrameSaver Frame

36" W x 80" H Nominal Size

Unit Size: 37 9/16" W x 81 11/16" H

Frame Depth: 4 9/16"

2" Standard Brickmold

Right Hand Inswing - Inside Looking Out

2 Panel 430 Style Ascent Smooth Fiberglass Door

Clear Glass with ComforTech DLA-UV

Smooth Plugless Trim (Ascent)

Snow Mist White Inside / Coal Black Outside

Hardware

All Hardware in Black Finish

Accent Lockset

Key Order Alike

Thumbturn Deadbolt

Key Order Alike

Frame

Textured Coal Black Aluminum Frame Cladding - Loose on

Unit

Snow Mist White Inside Frame

1 Tube of Coal Black Caulk

Bronze ZAC Auto-Adjusting Threshold (5 5/8" Depth)

Black Ball Bearing Hinges

Security Plate





Sketch

053-180840-00.000

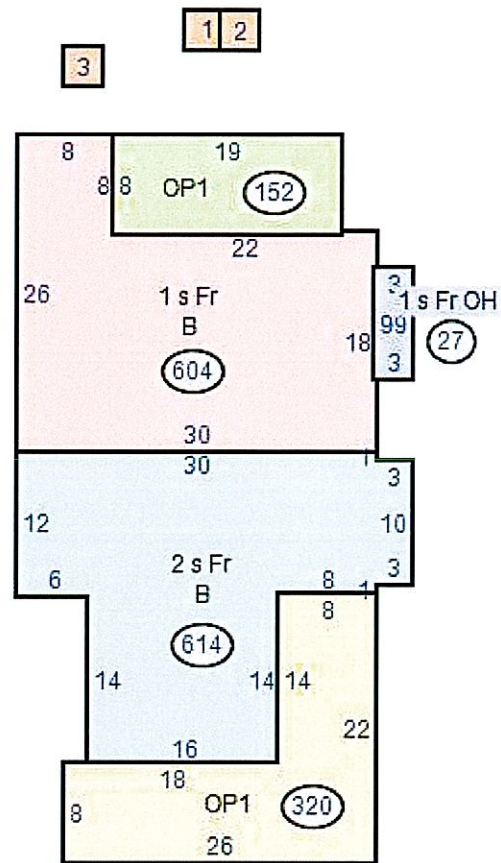
COPPEL LEWIS W JR & SUSAN F
70 N MAIN ST JOHNSTOWN, OH 43031

KEY

1 of 1

	Single Family	614
	1 Story Frame / Basement	604
	OP1	152
	OP1	320
	1 Story Frame Overhang	27
1	Detached Fr, Stco or Pole Garage	352
2	Shed - Personal Property	
3	Carport	220

*Mouse over row to isolate



STAFF REVIEW LETTER

Date: July 30, 2026

Property Address: 70 N. Main Street

Application No.: 2026-ZON-00141

DRB Meeting: 08/11/2026

Applicant: Lewis and Susan Coppel

Project Description: Rear porch and prior hipped roof removal; construction of a 29' x 20' gable-roofed rear addition, a 5' x 10' covered deck, and a 10' x 13' open covered walkway to the detached garage.

Applicable Review: Chapter 1187; May 2026 Johnstown Design Guidelines - Historic Downtown Residential; Major Certificate of Appropriateness

Review Item	Finding
Design Context	Rear work to an existing two-story residence. The rear porch and prior hipped roof are removed; the N. Main Street facade, front porch, chimney, and original roof form remain unchanged. Hipped roof will be replaced by the Gable roof for the new addition.
Proposed Work	A 580-square-foot, 29' x 20' rear addition; a 5' x 10' gable-covered deck; and a 10' x 13' open covered walkway to the detached garage. Deck and walkway porch will attach to the new addition with a step down from new gable roof.
Scale / Massing	The one-story addition remains subordinate to the original residence. The matching gable roof reinforces the original architectural form, and the open walkway minimizes additional mass.
Roof / Exterior Materials	The prior hipped roof is replaced by a matching gable roof. The deck roof extends to the garage over the open walkway. GAF HD dimensional shingles in Natural Shadow charcoal, white siding, and white post wraps are proposed.
Windows / Doors / Details	White double-hung windows, black fiberglass doors, white railings with black balusters, Millstone decking, and coordinated posts and trim provide residential detailing.
Streetscape / Compatibility	The N. Main Street facade remains unchanged. The rear gable forms, covered deck, and open walkway create a coordinated secondary composition along E. Maple Street and the rear yard.

RECOMMENDED DETERMINATION

MAJOR CERTIFICATE OF APPROPRIATENESS - APPROVAL RECOMMENDED WITH CONDITIONS

Approval is recommended for the design: remove the rear porch and prior addition's hipped roof; construct the 29' x 20' gable-roofed rear addition; add the 5' x 10' covered deck and continue its roof over the 10' x 18' open walkway to the detached garage. Use the submitted GAF HD shingles and exterior materials; vinyl siding and post wraps shall match the residence. All work shall follow the submitted elevations, and the walkway shall remain open unless further Design Review approval is obtained.

Respectfully Submitted,

Jeffrey A. Szabo

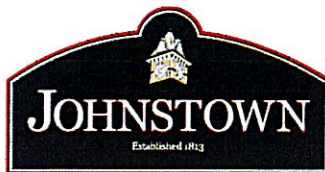
Zoning / Code Enforcement Official

City of Johnstown

ATTACHMENT A

DESIGN GUIDELINES REVIEW

Guideline	Submitted Design	Staff Finding
§3.1.2.1 - Site Composition	The primary front-facing orientation remains unchanged. Work is concentrated at the rear, where the existing porch and prior hipped roof are removed and the addition, deck, and open covered walkway are constructed.	Preserves the established residential site composition and primary relationship to N. Main Street while organizing the new work as a secondary rear improvement.
§3.1.2.2 - Scale	A one-story, 29-foot-wide by 20-foot-deep rear addition is attached to the existing two-story residence. A 5-foot by 10-foot deck and 10-foot by 18-foot open covered walkway extend toward the detached garage.	The addition remains subordinate in height and mass. Keeping the walkway open reduces the visual mass of the connection to the garage.
§3.1.2.3 - Building Orientation	The primary N. Main Street facade and entrance remain unchanged. The prior rear hipped roof is replaced with a gable roof matching the original primary structure, with the deck roof continuing toward the garage.	Maintains the primary orientation and reinforces the original residential roof vocabulary while providing a coordinated secondary elevation.
§3.1.2.4 - Transparency and Windows	White ProVia Endure EN600 double-hung windows are proposed, with manufacturer specifications submitted.	The double-hung form and white finish are generally compatible with the residence and residential district context.
§3.1.2.5 - Building Details	The design includes a replacement gable roof over the rear addition, a gable-covered 5-foot by 10-foot deck, an open 10-foot by 18-foot covered walkway to the garage, trim, post wraps, railings, black doors, and coordinated soffit, fascia, gutters, and downspouts.	The gable roof forms and coordinated residential detailing relate the addition, deck, and open walkway to the original dwelling and provide a unified rear composition.
§3.1.2.6 - Materials	GAF HD dimensional shingles in Natural Shadow charcoal, ProVia HeartTech white vinyl siding, Versatex white post wraps, ProVia windows, fiberglass doors, and Trex decking are proposed.	The dimensional shingles and residential detailing are generally compatible. Vinyl siding and vinyl building details are highly discouraged but may be considered case by case because they are limited to the rear addition and intended to match the existing residence.
§3.1.2.7-§3.1.2.8 - Color	Primary colors are white and charcoal/black, with Millstone deck boards as a muted secondary tone.	The submitted neutral palette is generally consistent with the Historic Downtown Residential color guidance.



ZONING CERTIFICATE & CERTIFICATE OF COMPLIANCE PERMIT APPLICATION: CHAPTER #1127

Application Number: 2026-ZON-00141 Date: / /

FEES:

Base Fee Single Family Residence: \$100

Base Fee All Other Uses: \$200

Total Fee Amount: \$ 100⁰⁰ Paid: Check # 4645 / Cash: \$

1. Applicant: Lewis & Susan Coppel Phone:
2. Property Address: 70 N Main St City: Johnstown State: OH Zip: 43031
3. E-mail Address: Zoning District: GCC-1
4. Business Name:
5. Existing Use of Property: Home
6. Proposed Use of Property: Home
7. Number and Dimensions of Existing and Proposed Off-Street Parking or Loading Spaces, Applicable: 3 & Sq. Ft. Per Space:
8. Contractor Name: Mrs + Co LLC Phone: (740) 502 - 2978
9. Number of Dwelling Units: 1 Square Footage of Unit:
10. Height of Proposed Buildings or Alterations:
11. Yard Dimensions: Front: 82 Rear: 82 Left Side: 155 Right Side: 155
12. Percentage of Lot to be covered: % Area of Lot: sq. ft.
13. Estimated Cost of Unit: \$

Certificate of Zoning Compliance Required. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Zoning Compliance shall have been issued therefor by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of this Ordinance.

Application for Certificate of Zoning Compliance. Certificates of Zoning Compliance shall be applied for by the applicant giving written notice to the Zoning Inspector that the exterior erection or structural alteration of such building shall have been completed in conformance with the provisions of this Ordinance.

IN ADDITION, THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION:

- A set of one (1) of scale plans and dimensioned drawings showing the lot, with location of existing and proposed buildings their height and planned alterations are required.
- Attach any requested, supplemental or necessary documentation such as: Number of dimensions of existing and proposed off-street parking or loading spaces, applicable. Other material may be requested by the Zoning Inspector to determine conformance with and provide for the enforcement of this ordinance.
- For all new businesses or change of business use, for all commercial buildings with interior remodeling projects you are required to notify the Johnstown Monroe Fire Inspector at (740) 967-2976 of business and interior structure changes. A Licking County Building Department Permit is required for all structural changes, electrical, HVAC and plumbing. Their contact number is (740) 349-6671. (Ask for Heidi or Erin)

The undersigned is applying for a Zoning Permit for the following use to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true & correct and agrees to follow all applicable regulations.

Applicant's Signature: _____ Date: ____/____/____

OFFICE USE ONLY:

Date Received in Office: 7 / 30 / 20 By: Juliebrook

Permit was Approved Issued on Date: ____/____/____

Permit was Denied on Date: ____/____/____

Zoning Code Enforcement Official: x _____
or City Manager.

Additional comments or requirements:

STAFF REVIEW LETTER

Date: July 30, 2026

Application No.: 2026-ZON-00141

Property Address:

70 N. Main Street

Johnstown, Ohio 43031

Property Owner:

Lewis and Susan Coppel

Applicant / Contractor:

Lewis and Susan Coppel / MastCo LLC (Merle Mast)

Project Description: Removal of the existing rear porch and prior hipped roof; construction of a 29-foot by 20-foot attached rear room addition, a 5-foot by 10-foot covered deck, and a 10-foot by 13-foot open covered walkway extending to the detached garage.

Applicable Review: Chapters 1127, 1155, 1171, and 1181; separate Major Certificate of Appropriateness required under Chapter 1187

Review Item Finding

Zoning / Existing Use	GCC-1; long-established one-family residence used solely for residential purposes.
Proposed Work	Remove the existing rear porch and prior hipped roof; construct a 29-foot by 20-foot rear addition, a 5-foot by 10-foot covered deck, and a 10-foot by 18-foot open covered walkway extending to the detached garage.
Dimensional Compliance	Setbacks are approximately 73 feet from N. Main Street ROW, 15 feet from E. Maple Street ROW, 38 feet from the opposite side line, and 33 feet from the rear line; the submitted setbacks comply with the applicable GCC-1 requirements.
Lot Coverage	Known post-project structural coverage is approximately 2,947 square feet, or 28.4 percent of the 0.238-acre parcel. Final total coverage must include all pavement, walks, sheds, and other permanent coverage and may not exceed 65 percent.

RECOMMENDED DETERMINATION

ROOM ADDITION ZONING CERTIFICATE - APPROVAL RECOMMENDED WITH CONDITIONS

Staff finds that the submitted setbacks comply with the applicable GCC-1 requirements and that the project may proceed under Section 1181.14 while the property remains solely residential. Known post-project structural coverage is approximately 2,947 square feet, or 28.4 percent of the parcel, and remains below the 65 percent maximum, subject to final verification of all existing pavement, walks, sheds, and other permanent coverage. Zoning-certificate issuance is conditioned upon approval of the required Major Certificate of Appropriateness and applicable Licking County Building Code permits.

Respectfully Submitted,

Jeffrey A. Szabo

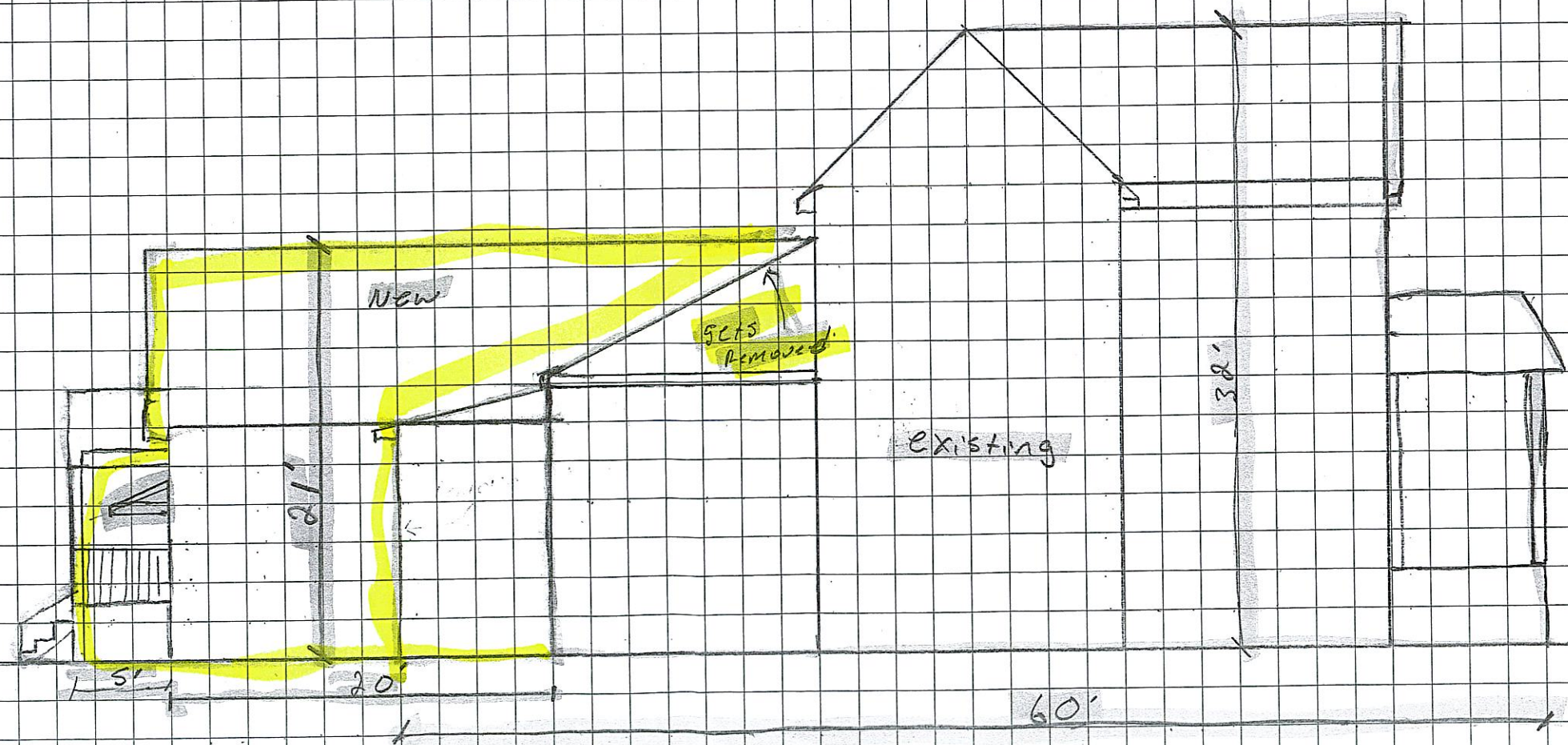
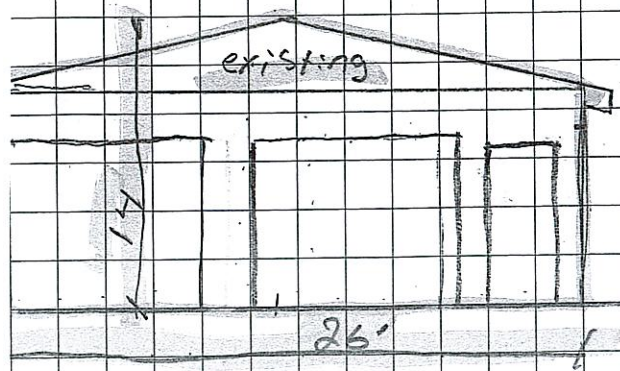
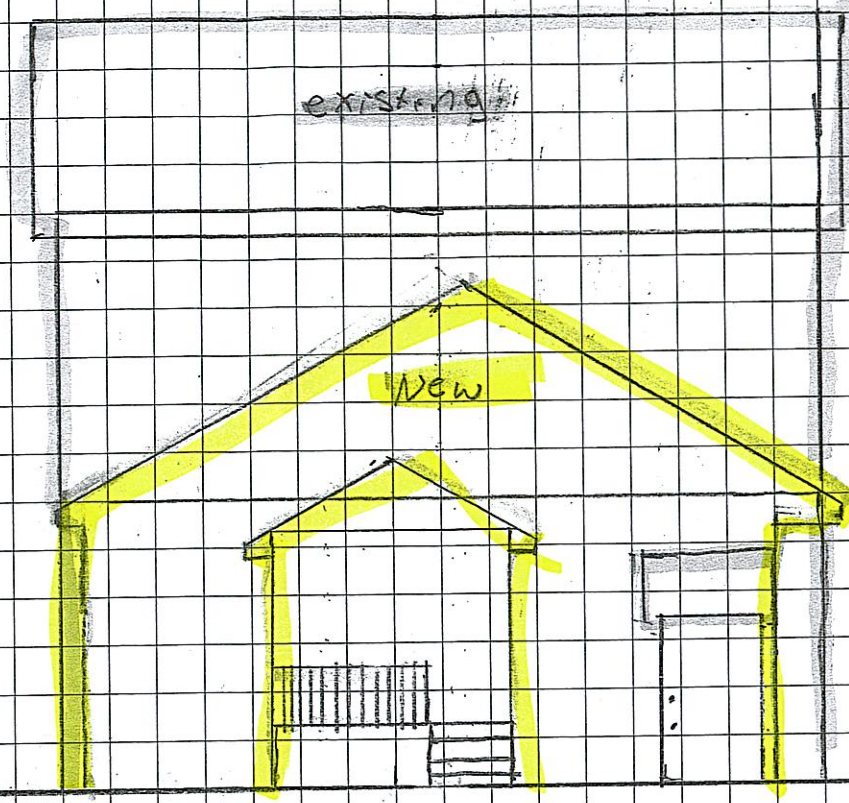
Zoning / Code Enforcement Official

City of Johnstown

ATTACHMENT A

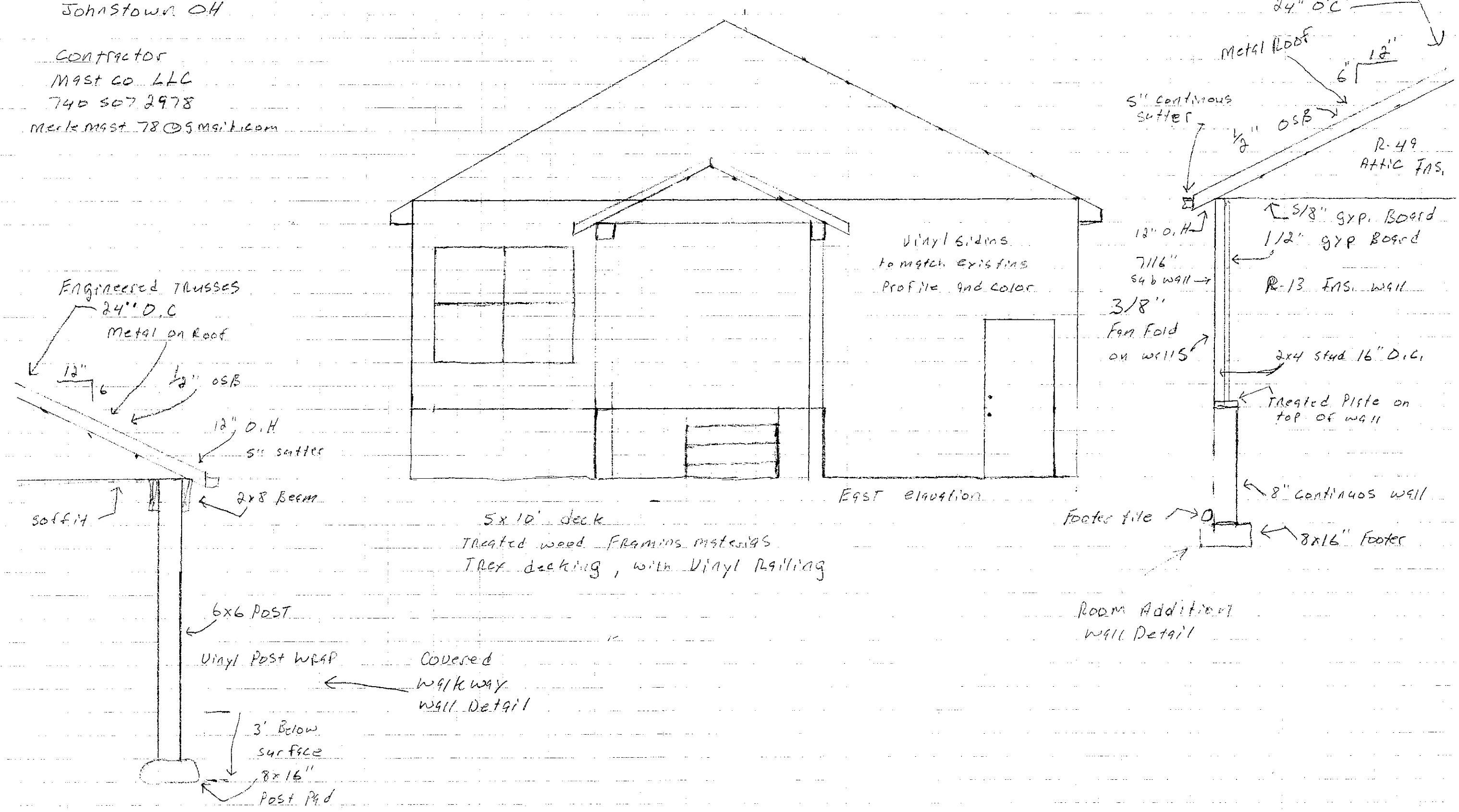
APPLICABLE ZONING CODE REVIEW

Code Provision	Application Fact	Staff Finding
§1127.01(b), (d) - Zoning Certificate	The proposal removes the existing rear porch and prior hipped roof and adds a 29-foot by 20-foot attached room, a 5-foot by 10-foot covered deck, and a 10-foot by 18-foot open covered walkway to the detached garage.	A zoning certificate is required before work begins. Issuance is subject to the conditions stated in the staff determination.
§1155.02; §1181.14 - Residential Use in GCC-1	The 1916 one-family dwelling remains used solely as a residence. No change in use or number of dwelling units is proposed.	Section 1181.14 applies while the premises remain solely residential. A separate nonconforming-use permit is not required for the submitted residential addition.
§1155.04(a)(3)-(5); §1171.05 - Setbacks	73 feet from N. Main Street ROW; 15 feet from E. Maple Street ROW; 38 feet from the opposite side line; and 33 feet from the rear line.	Complies with the applicable GCC-1 front, rear, and side-yard requirements, including the required setback from both street ROW lines on the corner lot.
§1155.04(a)(6) - Lot Coverage	The 0.238-acre parcel contains approximately 10,367 square feet. Removing the existing 152-square-foot rear porch and adding the 580-square-foot addition, 50-square-foot deck, and 180-square-foot covered walkway results in approximately 2,947 square feet of known structural coverage, or 28.4 percent.	Known structural coverage remains below the 65 percent maximum, leaving approximately 3,792 square feet for existing pavement, walks, sheds, and other permanent coverage. Final overall coverage shall be verified before permit issuance.



Residence
Koppel
70 N Main St
Johnstown OH

Contractor
Mast Co LLC
740 507 2978
mck@mast78@gmail.com



Metal Roof
existing
House

New metal to match existing

New Metal Roof

Vinyl Siding
to match existing profile and color

White
Post wraps

Koppel Residence
70 W Main St
Johnstown OH

existing
garage

Contractor Mestco LLC
740 507 2978
meric mest 78@gmail

North elevation

New metal Roof
to match existing

existing Metal Roof

existing Home

South Elevation

18' opening into existing

EXISTING Kitchen

NEW

3.0' x 5.0' window

3.0' x 5.0' window

3.0' x 5.0' window

HOC Min Split Unit

5' x 10' Deck

10' x 18' Covered walk way

18'

10'

Pantry

To First Floor

to Basement

Contractor
Mast CO LLC
740 507 2978
Mast Mast 78@gmail.com

Residence
Koppel
7010 Main St
Johnstown Ohio

Contractor
Mast Co LLC
740 507 2978
mco@mastco.com

