**DESIGN REVIEW COMMISSION**

**MINUTES**

**JANUARY 14, 2021**

**10:00 A.M.**

**RAVENNA CITY HALL CONFERENCE ROOM**

Rick Hawksley called the meeting to order at 10:04 a.m.

**ROLL CALL via Zoom:** Cliff Soudil – present

Ted Manfrass – present

Patrick Madonio – present

Rick Hawksley – present

Angie Reedy – present

Diana Kane – present

Eric Hummel – present

Larry Silenius (resident)

**Approval of December 10, 2020 minutes:** Diana moved to accept the minutes as printed. Patrick seconded the motion. All in favor.

**NEW BUSINESS:**

**256 W. Main (signage):**

* Barber pole should be approved through the Design Review (DR).
* Eric Hummel stated that the barber pole needs to be higher than what was being shown in the picture and also the gutter is going to be an issue with where it’s located.
* Tabled due to no one being at the meeting to represent the business.

Julie Ring will type up a letter to send to applicant in regards to what is expected of the applicant to bring to the DR for his application (barber pole is to be included in the application).

Ted made the motion to table the sign for this. Angie Reedy & Cliff Soudil both seconded the motion.

**Election of Vice-Chairman:**

* Diana Kane had asked Rick Hawksley if he would be willing to do it again.
* Rick stated that he would do it unless someone else wanted to do it, but he didn’t mind.
* Diana nominated Rick Hawksley to remain in the seat of Vice-Chairman. Patrick seconded the motion.
* Roll call was read and it was unanimously voted for Rick to remain as the Vice-Chairman of the DR.

**Ordinance 1434 – changes:**

* Section 1434.03 changes –
  + (a) There is hereby established in and for the City a Design Review Commission, which shall consist of ~~nine~~ eight members (~~eight~~ seven voting) all of whom have demonstrated a special interest in historic preservation.
  + (c)(5) The Mayor shall appoint a total of ~~three~~ two members from the following groups: Residential owners who own or live in a Listed Property of a property in a Historic District or commercial owners/renters who live or work in a Listed Property or in a Historic District.
  + (f) (f~~) Within two weeks of the certified receipt of a request from an individual requesting that the Commission shall consider a matter, the Chairperson shall hold a meeting of the Design Review Commission for the purpose of discussing the issue.~~ The ~~certified~~ receipt of an ~~request~~ application ~~from any individual~~ for the Commission to consider a matter shall be heard within four weeks, except the Mayor shall have the discretion to call a special meeting if necessary. The Chairperson shall hold a meeting of the Design Review Commission for the purpose of discussing the issue. Any person desiring the Commission to consider any matter as may fall within its duties shall, at least ~~ten~~ seven days days prior to the regular hearing date, file with the Commission a written request which details the matter which the person desires the Commission to consider. In the absence of any regularly scheduled meeting of the Commission, a letter sent to the Chairperson of the Commission shall serve as notice.
  + (l) The Commission shall ~~issue an~~ use the monthly minutes as an Annual Report of its activities, cases, decisions, special projects and qualifications of its members, which will be kept on file and available for public inspection at the Mayor’s office.
  + (o) The Commission shall adopt additional rules of procedure and form as ~~he or she~~ they deem~~s~~ necessary to conduct its business.
* Eric spoke up and mentioned about item (j) in Ordinance 1434.03 and the committee considering changing that because there may be a business owner or someone that has property in Ravenna and may not be from Portage County.
* Cliff Soudil asked if someone was a property owner and lived in California and owned property here in town, then do they have any say.
* Julie Ring spoke up and said that she would contact the Law Director and see if there would be a problem if they changed any of the wording in item (j) to reflect someone being outside Portage County.
* Eric also mentioned about Continued Education (CE) courses and that they’re supposed to have one of those each year.
* Cliff spoke up and mentioned about possibly having someone come in and do something at one of the meetings.

**OLD BUSINESS:**

**Public comment:**

Larry Silenius spoke up about item (j) and said that it never came up before and that they should leave Portage County in there and not let people in to vote that are even further away than Portage County.

Patrick motioned to adjourn. Diana seconded. No one opposed.

Meeting was adjourned at 10:55 a.m.

Prepared by Julie Ring