**DESIGN REVIEW COMMISSION**

**AMENDED MINUTES**

**JUNE 10, 2021**

**10:00 A.M.**

**RAVENNA CITY HALL CONFERENCE ROOM**

Rick Hawksley called the meeting to order at 10:01 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 – absent

Larry Silenius (resident)

**Approval of April 8, 2021, minutes:** Diana Kane moved to accept the minutes as written. Angie Reedy seconded the motion. All in favor.

**NEW BUSINESS:**

**168 E. Main (signage):**

* Randal Livingston made the meeting. He is the Facilities Manager for Service Experts.
* Randal stated that they were going to be operating a small office in the Downtown (DT) area.
* They want to make the signage pleasant since it is in the Historical area, and they wanted to remain tasteful considering the building and the area.
* Bob Finney stated that the large sign does meet the sign criteria and the window signs, he has not measured, but he is not sure if they are only 20% of the window area as is permitted.
* Diana Kane noticed that there was a phone number & a website, but there was no house/building number.
* Bob said that he would expect the address to be on the door somewhere and they are required by the Fire Department to have it posted on the door.
* Cliff Soudil asked if there were any plans to get any lighting on the sign so it could be visible at night.
* Randal stated that there were any plans at this time to do that but could possibly be done in the future.
* Rick Hawksley noted that it was a Face Lit 4” cabinet in the design.
* Bob stated that he had received an email with the small sign designs on the windows and if they started on the east window, all of the signs are less than the 20% code regulations.
* Rick suggested that they put the address in the transom area above the door.
* Ted Manfrass – duplicating decals & in every window; put text in 1 window, eliminate a duplicate decal; use the 2 big windows on the left, the doors and maybe the window just to the right of the door, but not in every window.
* Rick – phone number & website are too much. Put them down into one of the windows.
* Patrick Madonio spoke up and stated that he thinks they have been pretty consistent that phone number & email addresses are not to be on their signs. It might not be a historic building but setting the precedence to be all consistent or not.
* People are not going to write down the phone number or website in their cars while driving by in their car.
* Rick would approve it just as the white sign is presented over the doors, makes architectural sense.

Diana made the motion to approve the sign for the Service Experts Heating, Air Conditioning & Plumbing to eliminate the phone number and website and center the sign over the doors, which would balance everything. Remove the 2 signs that say the identical thing and move down to the window the phone number and the website. Angie Reedy and Patrick seconded the motion.

Ted suggests that the decal be removed from the large left-hand window and put the phone number and the website into that large window. Rick agreed.

Cliff asked Randal if that would be a problem with what they are proposing with the design that they have gone through so far.

Randal said that he does not see any problems right off the bat. They have their sign representative with the company make the changes and take it back to his group and get their feedback as well.

The white part of the sign does not need to be expanded to stretch to where the phone number and website are being removed.

All in favor.

**129 E Main St. (signage):**

* Cliff – Cannot really see the sign through the window. The sign should be bolder, brighter & clearer where people could see it more. Blends into a lot of the gold and green on the building already that nobody can read from the street.
* Diana – recommends that the phone number on the sign above is removed. It is already on the window in a nice big area.
* Rick – agrees with Diana about the phone number not being on the above sign, but on the window and would help the sign design a lot.
* Cliff – sees no reason that the phone number can be in the window as long as it is bold enough to read from the street.
* Rick – stated that if they do not like the rendering, then they can always come back before the Board.

Ted moved to accept signage as proposed with the caveat that the phone number be removed from the wall sign and the other signage is acceptable. Patrick seconded the motion. All in favor.

Cliff spoke to amend that they re-think the sign in the window to make the letters and the artwork bolder so it can be read easier from the street. Patrick seconded the amendment. All in favor.

All in favor of the motion as amended.

**OLD BUSINESS:**

**City website:**

* Bob suggested that it might be wise to have 3 people to do a sub-committee to work on a subpage to the website and to put some thoughts down on how they would want it to appear so there is a nice draft to present to the Design Review Committee as a whole; not get bogged down with a lot of the minutia with a large group of people.
* Bob thinks it is important they move forward with the subpage to the website.
* Bob anticipates that Design Review will be meeting in person since City Hall will be opened up to Council meetings in persons.
* Rick – assignment for everybody to give Julie information you think should be on the website. She can collect it and then it can be talked about at the next meeting.
* Bob – each one of us have 1 or 2 thoughts. It could be a PDF or an explanation. There is no wrong answer and there is plenty of room on the website.

**Preservation Brief on Historic Storefronts:**

* There were no comments

**Design Review Guidelines:**

* Bob suggested that this would be something that would be recommended to do in person and not via Zoom.
* Rick agreed.

Bob mentioned that last month there was an Ordinance proposed to change a couple of the administrative ends of the Design Review, the numbers …... which was discussed over the last year or two. Councilman Rob Kairis wanted to table it until he had more information. Somebody had called from the Design Review and discussed with him a little more detail. It was his understanding that the Design Review had agreed to those changes, so that is something that will be back on the Agenda for Council next month and it may be something that is revisited, briefly, as an Agenda item in July so it can move forward. It was not as the code was written, but the Administrative: 1. Only meeting once a month and not as it was written every 14 days of an application, the numbers and all the stuff that was agreed to. He does not understand why the Councilman tabled it, but it will be revisited as an Agenda item.

There has been work done on expanding the CRA and will not necessarily affect the Design Review, but it could. The hope is to have the CRA in place by the end of summer. It will be from Chestnut to Sycamore and Main Street to Cedar. Design Review may see a few more applications once the expanded CRA is in place.

Cliff asked if someone wanted to do something down to the east past Chestnut, in the Historic District, then we would be involved. Bob stated that they would be involved no matter what if it was in the Historic District.

Cliff mentioned about a replacement if Julie is not able to attend one of the meetings because she may have something else going on with the city. Julie stated that there was nothing new on the agenda. Cliff mentioned that that is not how it was portrayed. Julie stated that there was a meeting that she had to be in with the Fire Dept. Bob stated that there would be someone to fill in for her somehow.

Ted made a comment to Cliff’s addenda to his motion that the signs are to be read from the street and the windows from the sidewalk. The purpose of the signs on the windows are to be read from the sidewalk and if they are too big then people walking on the sidewalk won’t be able to read the sign. That is why there are signs above the windows, so they are able to be read from the street. The signs on the windows should be small enough and that is where their phone number should be placed instead of on the sign above the window. That is the purpose of the sign on the window, not to be read from the street.

Cliff stated that that’s where Bob would look at the application and decide whether the signage is too big for the windows and check the code to see whether it is the correct size. Cliff stated that he meant that the wording on the windows should be bolder, not larger. He was thinking in terms of colors being used on the windows, more contrast.

There was another comment that Ted had made, but it is inaudible.

**Public comment:**

 Larry Silenius made comments, but the audio was inaudible to understand.

 Diana moved to adjourn. Angie seconded the motion. All in favor.

Meeting was adjourned at 10:46 a.m.

Prepared by Julie Ring