**DESIGN REVIEW COMMISSION**

**AMENDED MINUTES**

**July 8, 2021**

**10:00 A.M.**

**RAVENNA CITY HALL CONFERENCE ROOM**

Rick Hawksley called the meeting to order at 10:05 a.m.

**ROLL CALL:** Cliff Soudil – present

Ted Manfrass – present

Patrick Madonio – present

Rick Hawksley – absent

Angie Reedy – present

Diana Kane – present

Eric Hummel – absent (showed up towards the end of the 507 E Main St. presentation)

Larry Silenius (resident)

**Approval of June 10, 2021, minutes:** Diana Kane moved to accept the minutes as written. Angie Reedy seconded the motion. All in favor.

**NEW BUSINESS:**

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

* Bob Finney spoke up and asked if there was a representative present. There was no one.

**507 E Main St. (façade changes/window replacement, etc.):**

* Dean Spong was on the meeting via Zoom due to his location. He is the Architect that’s helped design the changes for the building.

**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