

**DESIGN REVIEW COMMISSION  
MINUTES  
JANUARY 20, 2022  
10:00 A.M.  
RAVENNA CITY HALL CONFERENCE ROOM**

Rick Hawksley called the meeting to order at 10:07 a.m.

**ROLL CALL via Zoom:** Cliff Soudil – absent  
Ted Manfrass – present  
Patrick Madonio – present  
Rick Hawksley – present  
Angie Reedy – absent  
Diana Kane – present  
Eric Hummel – present

Larry Silenius (resident)

**Approval of November 10, 2020, minutes:** Eric Hummel moved to accept the minutes. Ted Manfrass seconded the motion. All in favor.

**NEW BUSINESS:**

**223 W Main (exterior changes) – Ahmad Thomas with TC Architects & Wes Ransom from Portage Metropolitan Housing Association:**

- Ahmad Thomas – Signage, awnings and brick
- Ted – base-bid, signage made of exterior grade plywood.
- Ahmad – exterior signage is already the plywood.
- Ted – Unless you seal the edges really well on the exterior plywood, it's not a favored product to use as a sign backboard. He recommends that one of the alternate products be used rather than just base exterior grade plywood.
- Bob – asked if the lighting would be LED to which the answer was yes.

Eric made a motion to approve it. Patrick Madonio seconded the motion. Eric amended the motion to the approval with a caveat that exterior plywood is not used but alternative MDO or panel 15 is to be used or something more substantial. Ted seconded the motion. All in favor.

**Election of Vice-Chairman:**

- Eric made the motion to nominate Rick Hawksley for Vice-Chair.
- Patrick seconded the motion.

## **OLD BUSINESS:**

### **Work session to plan the agenda based on the Design Reviews charge in the ordinance (Rick Hawksley):**

- Rick – 1434.03(g) Duties of the Design Review Commission (DRC). Asked if anything of the 13 things in this ordinance that they can work on this year; specifically, #6 – standards talked about updating. Asked Julie to contact the Preservation office because there are grant monies available for various things and one of them includes “updating your standards”. Some of the grants are 100% grants that wouldn’t need a match. What are the realistic possibilities to get the grant so he's not wanting to spend a lot of time on it.
- Bob – Rob Kairis still doesn’t have a proposal from Kent. Asked them if they want guidelines rewritten or just cleaned up.
- Ted – Reviewed & freshened up, not rewritten.
- Bob – Kent doesn’t have a Downtown Historic District. He will recommend to Council about freshening up & not rewriting.
- Ted - #6: Stated to also have remodeling in it and not necessarily building/new construction.
- Rick - #10 – Stated that this subsection kind of states that.
- Eric - #12 – Asked what they have to do to put people onto the National Registry.
- Rick – Asked if there are buildings that aren’t registered. Expansion of the Historic District or their own little District.
- Eric – Wants to keep the character of the entire city.
- Rick – Develop programs and hold events to help people when they are redoing something on their home.
- Ted – Take some of the information they already have, sit down with the Record Courier and have them sit down with someone from the Design Review Commission to create a little article to use a vehicle to get some of these things out there. Write a column for the Record Courier, maybe put it in the paper on Sunday’s about doors & windows and storefront. The generalities and some pictures and create a little article that the Record Courier and put that in the paper to use it as a vehicle to get some things out. Angie writes a little blurb in her column. People don’t just go buy a door from somewhere but buy a door that matches the character of the house.
- Eric - Mentioned that Angie Reedy already writes an article for the paper.
- Ted – Was asking if anyone had Jack Schafer’s suggestions & files that he’s already written up.
- Rick – Stated that maybe Peggy DiPaola had those.

### **Website (Bob Finney):**

- Bob – will move forward with the website and get things on there.
- Rick – Jack Schafer’s fund provided on the Regional Planning to create links and documents on all the historic properties in Ravenna Township and the City. Maybe find a local historian and use the grant for this.
- Diana Kane – She is worried about communicating with the newspaper due to the cost and that they’re not necessarily doing much with local things but put something with the water bill monthly about things.
- Rick – Putting something on there quarterly.
- Patrick – Mentioned the Ohio Historical.
- Ted –Do a presentation on the state of the preservation in Ohio.
- Rick – There is a county preservation, but not really any local preservation and that the closest is the Design Review Commission.

**Public comment:**

Larry Silenius spoke up and stated to talk to Kevin Gray who is at the Reed Memorial library. Maybe a new influence on/go to Planning Commission meetings.

Rick stated that they are supposed to be advisory to the Planning Commission.

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

Meeting was adjourned at 10:50 a.m.

Prepared by Julie Ring