

**DESIGN REVIEW COMMISSION
MINUTES
NOVEMBER 10, 2022
10:00 A.M.
RAVENNA CITY HALL COUNCIL CHAMBERS**

Bob Finney called the meeting to order at 10:06 a.m.

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

Larry Silenius (resident)

Motion made to excuse Mr. Hawksley. Ted Manfrass moved and Patrick Madonio seconded the motion. All in favor.

Approval of August 11, 2022, minutes: Patrick Madonio moved to accept the minutes. Cliff Soudil seconded. All in favor.

NEW BUSINESS:

PMHA application (shingles & windows):

- Ahmad Thomas – representative for TC Consultants.
- 3-Tab shingles are going back on to match the existing.
- Windows being replaced at the cupola with the same arched windows that are existing.

Ted moved to approve application to replace shingles and windows. Shingles to mat the 3-tab. Patrick seconded the motion. All in favor.

Cliff asked to move the third item on the agenda into the second slot.

Consultant:

- Bob Finney:
 - Last month sent out RFQ's; received three (3) back.
 - Feels that out of the three (3) RFQ's, Perspectus & CT Consultants would be the best.
 - Do a zoom meeting with the two (2) companies to go through a presentation and hold them to twenty (20) minutes or maybe even ½ hour.
 - Design Review would make a decision, negotiate who they think is the best; if they can't come up with a price, then go to the second best and hopefully work out a price with

them, and then it would be taken to Council for approval and appropriations to move forward with this.

- Schedule a meeting with CT Consultants and Perspectus and convey to them that the Design Review Commission just wanted them to review the guidelines and not rewrite them.
 - Negotiate scope of service to where they should be.
 - Felt the scope was straight to the point: 3 documents reviewed and commented on.
 - Didn't ask them to do a lot of the things that they are proposing.
 - Asked Julie to put the two (2) consultants on the agenda for next month's meeting.
- Ted:
 - Input from the Chamber of Commerce & Main Street Ravenna.
 - Get more background from others than just the Design Review Commission.
 - Fresh eyes could be a good thing.
 - Suggested to include a letter with downsizing the scope of what they proposed.
 - You wouldn't hire a Law Firm when something like this should be done by preservationists.
 - Perspectus is from architects Chambers & Chambers doing Historic Preservation and all of the firm is .
 - CT Consultants are planners.
 - Cliff:
 - In regard to CT Consultants: They're going to interview all of the Design Review Commission, City Council and the mayor, the Chamber of Commerce, business owners, and they're going to break that in to 2-3 person groups and they've only allotted 12 hours to do all of that.
 - A lot of \$295 an hour built in and billed.

Send a letter to interview and just look at the scope.

Meet in two (2) weeks; schedule for November 22, 2022 @ 10 a.m.

Rules and Procedures:

- Cliff Soudil –
 1. Quorum:
 - a. Several times in the last 3-4 years, a quorum hasn't been had for meetings.
 - b. Voted on years ago to have Rules & Procedures in the Mayor's office.
 - c. Concerned that if people come in again from out of state and not having a quorum.
 - d. Majority of the available people, which is seven (7) people on the board.
 - e. Suggesting that since there are only seven (7) members, that a quorum is a majority of that and must be physically present, which would be four (4), not five (5). If there is a tie, then the Chairman would vote, which is what the ordinance reads.
 2. Observers:
 - a. They are not asked to speak during the meeting until public comment unless someone in the group calls on them for information, which would only be fair if they have knowledge.

3. Building Permit:

- a. A building permit that is not approved shall receive a letter.
- b. Right to Appeal if they get turned down. There's really nothing in place if that happens.
- c. The Right to Appeal is in the rules and it costs too much; it's in there that if it would be a burden of the people that own the property, to do it the way.....
- d. Negotiate what they could do to make it better.

Bob:

- His office has not sent a letter disapproving, but with that, doesn't remember not approving; or not working with someone.

Ted:

- If an applicant came and was not approved and there was discussion and you went back and did what needed to be done to get it approved and then come back and get it approved for the second time.
- If it keeps getting rejected, then they would go to council.
- In the State of Ohio, if you submit a set of drawings and your drawings are rejected, and you wish to appeal, now you have to go to Columbus to appeal.

Public comment:

Quoted that Roberts Rules states, "Any vote is good if the quorum is present..... if the quorum is present, any vote is good."

Patrick made the motion to adjourn. Eric Hummel seconded. No one opposed.

Meeting was adjourned at 11:23 a.m. Prepared by Julie Ring