

**DESIGN REVIEW COMMISSION
MINUTES
FEBRUARY 9, 2023
10:00 A.M.
RAVENNA CITY HALL COUNCIL CHAMBERS**

Bob Finney called the meeting to order at 10:05 a.m.

ROLL CALL:

Ted Manfrass – present
Angie Reedy – present
Patrick Madonio – present
Eric Hummel – present
Diana Kane – absent
Cliff Soudil – present

Larry Silenius (resident)
Rob Kairis (Councilman)
Lou Dudek (resident)
Arasin Hughes (Executive Director for Main Street Ravenna)

Approval of December 8, 2023, minutes: Patrick Madonio moved to accept the minutes. Cliff Soudil seconded the motion. All in favor.

Cliff made motion to excuse Diana Kane. Ted Manfrass seconded the motion. All ayes.

NEW BUSINESS:

Election of Vice-Chairman:

- Eric Hummel nominated Angie Reedy.
- Angie graciously declined.
- Cliff nominated Ted Manfrass for Vice-Chair.
- Eric seconded the nomination for Ted.

All ayes.

RFQ's:

- Bob:
 - a) Which consulting firm is liked better.
 - b) Difficult part is the prices that they assigned to the tasks that were requested.
 - c) There is already an ordinance and sign codes, so the consulting companies don't need to start them from scratch, but that seems to be what their proposals were.
 - d) Certified Local Government (CLG) Grant Program – spoke with Adam:
 - i. 60/40 – State of Ohio would provide 60% and the City of Ravenna would have to provide 40%.
 - ii. Minimum grant request is five-thousand dollars (\$5,000).

- iii. Through the National Park Service.
 - e) Start negotiating with consultants or hold off moving forward with selecting a consultant to be able to apply for grant.
 - f) OH ORC requires the Design Review Commission (DRC) to choose one and if they don't work out, then move to the #2 company.
 - g) Asking Council to approve Mayor Seman to apply for the CLG grant.
 - h) Talk to Perspectus and see if they can move their numbers, so we know what their numbers are and apply for the grant.
 - i) What is being asked:
 - i. Review and recommend changes to the city's ordinances regarding historic preservation within its Historic District.
 - ii. Chapters 1434, 1458 and 1458.14.
 - iii. Review and recommend changes to the Historic Guidelines last updated in 2014.
 - iv. Present recommendations for providing practical incentives to allow the city to assist with financial and architectural support for those who wish to improve properties within the Historic District.
- Rob Kairis:
 - a) Renegotiate fee with consultant.
 - b) Pick a consultant before we can apply for grant.
 - c) Consultants are wanting to do more than what is being asked. There may be room for negotiating with them. Maybe they'll resubmit the quote with that the DRC is asking them to do.
 - d) DRC ranking the two and Council ultimately deciding and approving.
 - e) Thinks it's healthy that the city's looking at all these things. If there are things on the books and they become outdated and no one goes back and looks at them, then there's exceptions when there shouldn't be, people don't necessarily understand them and move behind in the times.
- Cliff:
 - a) Discuss with the two (2) Consultants what the DRC is wanting.
 - b) Perspectus really didn't address anything about the impact on our empty storefronts.
 - c) CT Consultants addressed it and someone is there that's trained and has done that for cities.
 - d) Feels CT Consultants is best.
- Ted:
 - a) More in favor of Perspectus.
 - b) For what the DRC is asking, they've worked in Historic Preservation in the past and they have a more extensive background in Historic Guidelines.
 - c) CT Consultants is more in planning and not historic.
 - d) No one from outside has ever looked at things and things were just cut & pasted and that's pretty much what is still there today.
- Eric:
 - a) Has done many jobs with Perspectus and they have done a great job and they would be his first choice.

- Patrick & Angie:
 - b) Agree with Ted and Eric.

Ted made a motion to accept Perspectus. Patrick seconded. Mr. Manfrass, Ms. Reedy, Mr. Madonio, Mr. Hummel- **All Ayes**. Mr. Soudil- **No All Ayes**. Motion passes.

OLD BUSINESS:

What does the Design Review want for the guidelines level of tolerance, need to specify exactly what the DRC is after:

- Bob:
 - a) One of the statements that one of the consultants brought up during their presentation.
 - b) What is the level of tolerance for the Design Review and Council.

- Cliff:
 - a) As a committee, should have some idea of what they'd like them to look at.
 - i. Change the makeup of the Commission to make it easier for the mayor to find volunteers.
 - ii. Make all the recommended groups, instead of being in stone, to be "if available"; not easy for the mayor to find people to fill in the positions of the group due to the restrictions.
 - iii. What kind of an appeal process do they want; three (3) times is a long time and maybe drop it down to every sixty (60) days?

- Mayor Seman:
 - a) Need to find people that have interest in the historic preservation.
 - b) Need to have good people in those positions.

- Rob:
 - a) What does the DRC want with these consultants to do?

Rules of Procedure (Cliff presenting):

- The Commission meets every month on the second Thursday at 10:00 AM.
- A volunteer member is elected Vice-Chairperson at the January meeting.
- If the Vice-Chairperson is absent the commission shall elect a volunteer member Chairperson pro tem to Chair that meeting.
- For all meetings of the Design Review Commission a quorum of 4 members (voting or non-voting) will be required to conduct any formal business.
- A majority of votes cast by voting members present at any meeting will be required to approve any action authorized by the commission.
- The Chairperson may vote.
- In case of a tie, the mayor or his or her designee shall be required to vote to break the tie.
- The agenda for meetings shall be:
 - b) Call to Order
 - c) Roll call
 - d) Approval of minutes
 - e) New business
 - f) Old business

- g) Public comment
- h) Adjourn

Observers are asked to not speak during the meeting until the PUBLIC COMMENT portion of the agenda, unless called upon by a member of the commission.

Applicants for building permit that is not approved shall receive a letter. The letter shall state either the changes and/or additional information required for approval or the reason the permit was not approved.

- o Bob:
 - a) There was an error when 1434.03 (o) was passed because the ordinance actually states that the Commission shall adopt additional rules of procedure and form as he or she deems necessary to conduct its business.
 - b) City Council had approved the (o) that rewrites the original ordinance 1434.03(o).
 - c) Further discuss the Rules of Procedures at next month's meeting.

Public comment:

Louis Dudek who resides at 704 E Main St., Ravenna, OH 44266. Public apology to Larry Silenius. At 751 E. Main St., a metal roof was put on a structure and trying to figure out how there's no Design Review application that was submitted, but they were able to fix their roof and shouldn't it have come to Design Review. It didn't look like a very high grade of metal. Upset with the color on the old School Board building on E. Main St. He's here because procedure wasn't followed and it needs to be followed.

Larry Silenius spoke and stated that he supported what Bob did in spite of having to spend more money to repair it first and then have to redo the roof.

Cliff motioned to adjourn. Ted seconded. No one opposed.

Meeting was adjourned at 11:20 a.m.

Prepared by Julie Ring