

# City of Findlay Design Review Board

Municipal Building City Council Chambers  
Thursday, June 14, 2018 – 7:00 PM

## Minutes

(Staff Report Comments from the meeting are incorporated into the minutes in lighter text. Actual minutes begin with the DISCUSSION Section for each item)

**MEMBERS PRESENT:** Hardy Hartzell  
John Hunt  
Dr. Wires  
Brad Wagner

**MEMBERS ABSENT:** Eric Anderson  
Pat Ball  
Jeff Fort  
Jerry Murray

**STAFF ATTENDING:** Matt Cordonnier, HRPC Director  
Jacob Mercer, HRPC Staff

**GUESTS:** Marathon Performing Arts Center

### CALL TO ORDER

### ROLL CALL

The following members were present:

Hardy Hartzell  
John Hunt  
Dr. Wires  
Brad Wagner

### APPROVAL OF MINUTES

John Hunt made a motion to approve the minutes of February 2018. Brad Wagner seconded.  
Motion carried 4-0-0

### NEW ITEMS

**1. Petition for Certificate of Appropriateness #CA-01-2018 filed to replace the windows on the Marathon Center for the Performing Arts, 200 W. Main Cross Street, Findlay, Ohio.**

### **General Information**

This request is located on the north side of W. Main Cross Street just east of S. Cory Street. It is zoned C-3 Downtown Commercial District. To the west is zoned C-3 General Commercial. To the east is zoned C-3 Downtown Commercial District and to the north and south is C-3 Downtown Commercial District. It is located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Downtown Commercial District.

### **Parcel History**

This parcel is currently the site of the Marathon Center for the Performing Arts. The original Findlay High School was built on the site in 1901. In 1923, there was an addition added to the site. In 1938, the original school building on the site was demolished and replaced with the auditorium. In 1963, the high school moved into a new site, and the remaining school became Central Middle School. In 2013, the school was demolished and the remaining auditorium was renovated to become the Marathon Center for Performing Arts.

### **Staff Analysis**

The applicant is proposing to replace the current windows with a full pane window. Currently the windows do not fill the entire window frame (see pictures 1 & 2). The proposed windows will fill the entire window frame and add to the aesthetic of the building (see picture 3).



Picture 1: South elevation; main façade on W. Main Cross Street



West Elevation



East Elevation

Picture 2: West and East elevations



Picture 3: Drawing of proposed window replacements

**STAFF RECOMMENDATION**

HRPC Staff recommends **that FDRB recommend approval of CERTIFICATE OF APPROPRIATENESS #CA-01-2018 filed to replace windows at 200 W. Main Cross Street.**

### **DISCUSSION**

Dr. Wires had a question regarding the east side of the building, there were windows that looked like they had been boarded up. The applicants, confirmed these windows had a special treatment but would not have windows. They confirmed the windows are only replacing current windows. The frames of the windows will be dull aluminum material.

### **Motion**

Dr. Wires moved to approve, **CERTIFICATE OF APPROPRIATENESS #CA-01-2018 filed to replace windows at 200 W. Main Cross Street.**

2<sup>nd</sup>. John Hunt

**VOTE:** Yay (4) Nay (0) Abstain (0)

## **2. 2. Petition for Certificate of Appropriateness #CA-02-2018 filed to replace the sign at 401 W. Main Cross Street, Findlay, Ohio.**

### **General Information**

This request is located on the south side of W. Main Cross Street just west of Liberty Street. It is zoned C-3 Downtown Commercial District. To the south and west is zoned I-1 Light Industrial. To the east and north is zoned C-3 Downtown Commercial District. It is located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Downtown Commercial District.

### **Parcel History**

This parcel is currently home to Encompass Engineering & Architects LLC and Kahle and Associates CPA LLC. The building on the site was constructed in 2005. It was originally the home of Tangles hair salon, with office space on the second floor.

### **Staff Analysis**

The applicant is proposing to replace the wall sign on the east side of the building will be replaced with the names of the two businesses. There will also be the addition of a projecting sign on the north side of the building. The sign will project five (5) feet from the building. There will be two signs hanging which are five (5) feet long by one (1) foot six (6) inches tall. The projecting sign will be located over their landscaping and have six feet of clearance. The projecting sign meets the zoning standards of the C-3 district.

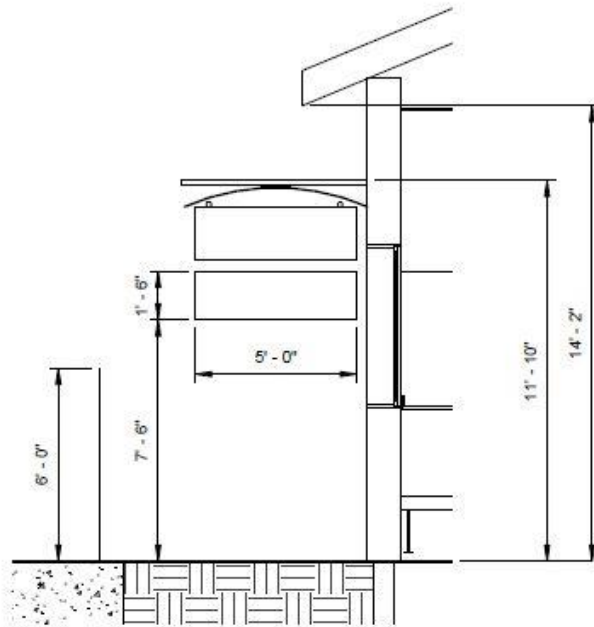


Current Conditions



Proposed signs






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### Sign Dimensions for projecting sign

#### STAFF RECOMMENDATION

HRPC Staff recommends that FDRB recommend approval of CERTIFICATE OF APPROPRIATENESS #CA-02-2018 filed to change the wall sign and add a projecting sign to 401 W. Main Cross Street.

#### DISCUSSION

Since Hardy is on the board, we were unable to have quorum to have a vote. Dr. Wires asked if they could vote electronically. Matt suggested that this could be approved administratively if there was no negative feedback from the board members present. The case was filed a day before the meeting, so we added it to the agenda to see if it needed review.

Matt asked if there would be lighting for the projecting sign. Hardy confirmed there would be soffit light. There would not be an internal. The lettering on the walls would also be soffit light too. Jake Mercer asked if there would be a bush removed in the landscaping. Hardy confirmed it was hard to keep the mulch and bush in good condition so they were going to remove it.

A question was asked by John Hunt about the zoning requirements for the sign. He wondered if they had any jurisdiction over the zoning. Matt reaffirmed that the sign could meet all the zoning requirements but wouldn't be approved by the board. Our role is to make sure the aesthetics are preserved.

Dr. Wires brought up a point that the board needs to be consistent with the application of their review standards. He brought up the point that many Home Owners Association fall apart

because the standards aren't applied consistently throughout the neighborhood. Sometimes HOA's allow certain residents to avoid the rules. As long as the Design Review Board is consistent, it can be an effective tool for the aesthetics of downtown.

Matt moved the meeting forward by reviewing the "Call Log". This monthly document records every phone call and email that HRPC fields regarding the Design Review Board.

**1. Ben Stevens – Journey's Spa – 127 W. Hardin Street**

**Email Received – 5/25/18 1:35 PM; Responded 2:10PM; Site Visit 4:00PM**

Mr. Stevens is going to replace the wooden wheelchair ramp with a composite wood type material.



**Action:** No Permit Required; Jacob will put a note and photos in the file

**DISCUSSION:**

Matt added that he went out to the site to get a visual of the project. He hoped that in the future, that we will have staff go to the site to determine the level of review for each submission.

**2. Bob Sprague – Sprague Buildings – 209-211 S. Main Street**

**Call Received/Answered – 5/28/18 10:00AM**

They are in the process of replacing the brick on the façade of the buildings. He called to ask if he would need a permit to complete the rest of the work. The project was started before the Design Review District was in effect and the bricks are already on site. Mr. Sprague noted that they will be doing additional work to the 1<sup>st</sup> floor storefront. He understands that this project would require a full review from the Design Review Board.



209 S. Main Street



211 S. Main Street

**Action:** No permit necessary; note added to the file

### **DISCUSSION:**

The next call came from Bob Sprague regarding 209 and 211 S. Main Street. There has been some work done to fix the bricks on the façade. It was decided that the work would not need a permit and that a note would be placed in the file. Bob also mentioned that in the future they will be updating their storefront facades, which he understood that will need to go before the Design Review Board.

### **3. Bob Edds – St. Paul’s UMC – Sandusky Street**

Email received 6/3/2018 at 12:35PM; responded 6/4/2018 12:30PM

St. Paul’s UMC are looking to change their 2<sup>nd</sup> and 3<sup>rd</sup> floor windows on the east side of the building to match the first floor. The 1<sup>st</sup> floor windows were replaced a few years ago and they are now finishing the update.





**St. Paul's UMC east elevation**

**Action:** Once submit an application, we decided this could be approved administratively Mr. Edds will be out of town for a few weeks and will file once he returns.

**DISCUSSION:**

Matt said we will require them to file an application but it can be approved administratively.

**4. Dennis Hill – 122 Meeks Avenue  
Call Received 6/8/18 at 11:15 AM**

Mr. Hill owns the property at 122 Meeks Avenue and wanted to know the process for getting a permit if he were to touch up the paint on the garage. The building on the site previously was a duplex but now houses a business owned by Mr. Hill. He said that he likely wouldn't be able to get to the project until later this summer.

**Action:** Jacob asked for him to give us a call back once he decides to go ahead with the project.

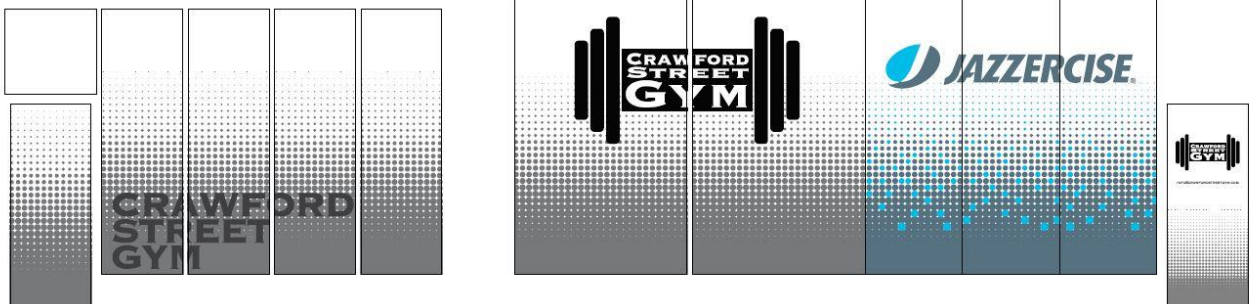
**DISCUSSION:**

There was a bit of confusion because he said he was a commercial property but the auditor listed it as a duplex. If it truly is a duplex, then the Design Review standards do not affect the property. He will check back later this summer when he decides to paint the property.

**5. Krystin Brecheisen – AR Marketing on behalf of Crawford Street Gym – 121 E. Crawford Street**

**Email Received – 6/11/2018 at 8:52AM; Responded 2:31PM**

The Crawford Street Gym is looking to update their window graphic. They currently have window graphics on all windows facing Crawford Street. The new graphics will display the name of the business.



**Action:** Jacob asked for them to submit an application, which could be approved administratively.

**DISCUSSION:**

AR Marketing emailed asking if they would be required to file a permit for their window graphics at Crawford St. Gym. They currently have a window graphic but they are looking to



replace them with a new semi-transparent window graphic with the name of the business featured prominently. The project filed an application, and it was approved administratively.

Dr. Wires proposed that the window graphics should not be a part of the Design Review Board process. John Hunt said he thought of the window graphics as a sort of sign. Dr. Wires thought it was excessive to have the business owners file an application every time they are changed. At his business, Eyes on Main, has a vendor who brings in and changes out the window graphics somewhat often, and without his approval of the image. Matt mentioned that the fear is that if we don't have oversight, someone could bring in a graphic that is inappropriate to the district and the Design Review Board would have no say about it.

6. **Outgoing Email:** Jacob Mercer to Tim Mayle on Monday 6/11/2018  
RE: 408 Main Street Owner



Jacob reached out to Tim Mayle, Director at The Alliance, to help track down the owner of 408 Main Street. Over the weekend, crews had done work to the building which removed a dilapidated awning. Jacob was interested if there were any plans to update the

façade. Tim knows the owner, Nick Reinhart, and will forward his contact info to me.

### **DISCUSSION**

The Board asked if they have the authority to retroactively approach a building owner or business to remedy a project that is already complete. At S. Main Street, there was an awning removed without consulting the Design Review Board. Jacob reached out to Tim Mayle to try and track down the contact for the building owner to see what their plans are for the upkeep of the building. They are currently renovating the interior but we want to make sure any additional changes to the façade are done in accordance with the Design Review Board standards.

After this discussion, the meeting was adjourned.