



CITY of MEDINA
Historic Preservation Board
Regular Meeting Minutes
April 13, 2023

Meeting Date: April 13, 2023

Meeting Time: 5:00 PM

Present: Elizabeth Biggins-Ramer, Rebekah Knaggs, Patty Stahl, Paul Wood, Andrew Dutton (Community Development Director), and Sarah Tome (Administrative Assistant)

Absent: Leslie Traves

Approval of Minutes

Ms. Knaggs made a motion to approve the minutes from March 9, 2023 as submitted.

The motion was seconded by Mr. Wood.

Vote:

Biggins-Ramer	<u>Y</u>
Knaggs	<u>Y</u>
Stahl	<u>Y</u>
Wood	<u>Y</u>
Approved	<u>4-0</u>

The Court Reporter swore in all attendees.

Announcement

Mr. Dutton gave an update on work being done to the rear of 23 Public Square. He stated emergency repairs were made necessary because of wind damaged to the building. He noted that a portion of the roof had been damaged and bricks in the chimneys were loosened. Mr. Dutton stated that the work would need to be reviewed by the Board, as it was maintenance due to the storm damage.

Applications

1. H23-03 Josh Dennison 113 West Liberty Street CSP

Mr. Dutton stated that the applicant was requesting Conditional Sign Permit approval for a wall sign and window signs at 113 West Liberty Street. He stated that the applicant was proposing to place an 11.4 sq. ft. wall sign, composed of a white manufactured wood backboard with black ABS plastic raised letters on the storefront. Mr. Dutton added that a window sign in gold

lettering had also been proposed and applied to the front window. He noted that the sign was similar in format to the “Cupcake a Day” wall sign, located in the adjacent tenant space.

Mr. Dutton stated that staff recommended approval of application H23-03 for the proposed wall and window signs.

Present for the case were Josh and Kristen Dennison, owners of Finn’s Fickle Goods at 113 West Liberty Street. Mr. Dennison presented the Board with samples of the material for the proposed wall sign. Ms. Biggins-Ramer informed the applicant that work done on the exterior of the building needed to go before the Board prior to installation or completion.

Mr. Wood made a motion to approve application H23-03, as submitted.

Ms. Stahl seconded the motion.

Vote:

Knaggs	<u>Y</u>
Stahl	<u>Y</u>
Wood	<u>Y</u>
Biggins-Ramer	<u>Y</u>
Approved	<u>4-0</u>

2. H23-04 Jim Briola 205 South Prospect Street CSP

Mr. Dutton stated that the applicant was requesting Conditional Sign Permit approval for a freestanding sign and instructional signs at the McDowell-Phillips house, located at 205 South Prospect Street. He stated that the applicant was proposing to place a 20 sq. ft., 6 ft. tall, freestanding sign near the driveway entrance off of Prospect Street. He noted that the proposed sign would be constructed of PVC and have aluminum bars attaching panels. Mr. Dutton stated that the sign would be dark red and dark green in color, which would match the McDowell-Phillips house. Additionally, he noted that two 2.25 sq. ft., 32 in. tall, instructional signs were proposed at the driveways off of Prospect Street and Blake Avenue. Mr. Dutton stated that the sign on Blake Avenue appeared to be located within the public right-of-way and would need to be relocated onto the property.

Mr. Dutton stated that staff recommended approval of application H23-04 for the proposed freestanding and instructional signs.

Present for the case were Jim Briola and Lianne Simon of North Coast Sign and Lighting Services, 310 North Broadway Street, and Brian Feron of the Medina County Historical Society, 205 South Prospect Street. Mr. Briola presented the Board with samples of the proposed ground sign.

Ms. Knaggs asked if all of the proposed signs were double-sided. Mr. Briola stated that they were.

Mr. Feron asked if Mr. Dutton knew how far back the directional sign on Black Avenue had to be located. Mr. Dutton stated that he would check with the City's Engineering Department to determine the exact distance.

Ms. Stahl made a motion to approve application H23-04, as submitted, with the condition that instructional signs shall not be located in the right of way.

Ms. Knaggs seconded the motion.

Vote:

Stahl	<u>Y</u>
Wood	<u>Y</u>
Biggins-Ramer	<u>Abstain</u>
Knaggs	<u>Y</u>
Approved	<u>3-0</u> with Ms. Biggins-Ramer abstaining

3. H23-05 James Cook 248 South Court Street COA

Mr. Dutton stated that the applicant was requesting Certificate of Appropriateness approval for the replacement of a door and transom at 248 South Court Street. He stated that the building previously had an in-swinging dark green wooden door with three lower panels and a glass upper section. He noted that an out-swinging brown metal storm door was also present. Mr. Dutton stated that the applicant had installed a new green metal door with a transom window. He noted that the door included a lower inset panel and a glass upper section and that a storm door would not be installed.

Mr. Dutton stated that staff recommended approval of application H23-05 for the proposed door and transom.

Present for the case was James Cook, owner of 248-250 South Court Street. Mr. Cook presented the Board with samples of the door material.

Ms. Stahl asked if the applicant planned on putting the address on the transom window as it had been on the previous one. Mr. Cook stated that he was duplicating the house numbers on both "Perfectly Charming" and 250 South Court Street, which was located in the same building. Mr. Cook stated that the owner of Perfectly Charming was planning on putting her business's name and hours on the new door. There was a discussion as to where they would be located. Mr. Cook presented the Board with an example of where the proposed signage might be located on the door. Mr. Cook stated he was not sure as to the exact location chosen by the business owner.

Mr. Wood noted that the applicant should have come to the Board prior to having the door installed. Mr. Cook said he was aware of this, but that the contractor had not given him advance notice as to when he would be installing the door.

Ms. Biggins-Ramer made a motion to approve the application, as submitted, with the following conditions:

- A. Acceptance of the door at 248 South Court Street as presented.
- B. Street addresses shall be installed on the transom windows at 248 and 250 South Court Street.
- C. Lettering on the “Perfectly Charming” door at 248 South Court Street shall be either split between the top and bottom of the door, as presented, or clustered at the bottom of the door, as it had been on the previous door.

Mr. Wood seconded the motion.

Vote:

Wood	<u>Y</u>
Biggins-Ramer	<u>Y</u>
Knaggs	<u>Y</u>
Stahl	<u>Y</u>
Approved	<u>4-0</u>

Mr. Cook informed the Board that he had just received a text message from the owner of Perfectly Charming, stating that she intended to put the lettering on the top third of the door.

Ms. Biggins-Ramer amended section “C” of the previous motion to include the top third of the window as a potential location for the lettering on the door at 248 North Court Street.

Ms. Knaggs seconded the motion.

Biggins-Ramer	<u>Y</u>
Knaggs	<u>Y</u>
Stahl	<u>Y</u>
Wood	<u>Y</u>
Approved	<u>4-0</u>

Adjournment

Having no further business, the meeting was adjourned.

Respectfully submitted,

Sarah Tome

Elizabeth Biggins-Ramer, Chairwoman