

**MINUTES  
DESIGN & REVIEW BOARD**

**December 8, 2015**

**MEMBERS PRESENT:** Keith Speirs, Dick Kinder, Louise Keating, John Campbell, Sandra Hull, Dick Deffenbaugh and Susan Bates

**STAFF PRESENT:** Andrew Dutton

**I. MINUTES**

Louise Keating moved to approve the Minutes of November 10, 2015 as submitted. Susan Bates seconded the motion. Motion carried.

**II. CERTIFICATE OF APPROPRIATENESS APPLICATIONS**

**DR-565. Chris Butdorf of LetterGraphics, Inc. representing Storck Film Design** requesting Certificate of Appropriateness approval for a freestanding sign and a wall sign at 406 North Market Street. (North Market Street Landmark District)

Chris Butdorf, LetterGraphics, stated Storck Film Design was a new tenant at 406 North Market Street which was also the location of Ross Law Office. Mr. Butdorf stated previous to Storck Film Design, he did not believe Mr. Ross had another tenant within the building. Mr. Butdorf stated Mr. Ross preferred to not add a panel underneath the existing sign for the law firm. Mr. Butdorf stated the signage proposed was the minimal size needed to let delivery persons and others know not to go into the front door of the law office. Mr. Butdorf stated "Ross and Storck" was merely the addition of a name "Storck" to the existing sign; a wall sign was also proposed for "Storck Film Design".

Sandra Hull moved to approve signage as requested at 406 North Market Street. Dick Deffenbaugh seconded the motion. Motion carried.

**DR-566. Chris Butdorf of LetterGraphics, Inc. representing Storck Film Design** requesting Certificate of Appropriateness approval for a secondary freestanding sign at 406 North Market Street. (North Market Street Landmark District)

Mr. Butdorf stated the proposal was for a second, freestanding sign on the property for Storck Film Design. Mr. Butdorf stated the Board of Building and Zoning Appeals granted a variance for the second, freestanding sign at its December, 2015 meeting. Mr. Butdorf stated as you approached the office from the front sidewalk, you could not see the side door which was why the freestanding sign was needed.

Sandra Hull moved to approve the freestanding sign as proposed at 406 North Market Street. Dick Deffenbaugh seconded the motion. Motion carried.

**DR-567. Joe Miller representing the Wayne County Historical Society** requesting Certificate of Appropriateness approval to construct a roof over an existing walkway and mechanical units at 546 East Bowman Street. (Other Landmark Property)

Mr. Miller stated there was a water problem in the basement of the two buildings, and a roof between the two buildings was proposed to capture the water and “take it away”. Ms. Hull stated it did not appear the roof would be seen. Mr. Miller stated that was correct—the roof would not distract from the building.

Dick Kinder moved to accept as proposed. Susan Bates seconded the motion. Motion carried.

### III. SIGN APPROVAL APPLICATION

**DR-568. Ken Stiffler of Sign Design representing Faith Harvest Fellowship** requesting sign approval for wall signs at 116 East South Street. (C-4 District)

Ken Stiffler, Sign Design, representing Faith Harvest Fellowship, stated the building was previously used as a theater, and new signage was proposed for the church along the front of the building along the “bump out” section. Mr. Stiffler stated the sign where the changeable copy lettering existed (top) would be removed. As a secondary sign, there would be a 4’ x 8’ sign which would be placed along the west elevation which faced Market Street. Mr. Stiffler noted that the signage proposed was within the allowable square footage permitted by the Code.

Mr. Deffenbaugh questioned if the sign would be externally or internally illuminated. Mr. Stiffler stated no, but indicated there were existing lights across the top of the building but did not think they would go down to the street level.

Sandra Hull moved to approve signage as presented. Susan Bates seconded the motion. Motion carried.

### V. DESIGN GUIDELINES UPDATE3

Status of the Design Guidelines update and comments from the Board

Mr. Dutton stated in November, the Board received a draft copy of the Design Guidelines and asked if the Board had any comments. Mr. Dutton noted that he had provided comments to the consultants and indicated that the State Historic Preservation Office had also provided its comments. Mr. Campbell stated he did not have any comments to provide and that it was a nice document; Sandra Hull stated she loved the pictures which showed examples and said it was a great document and that they did a nice job.

Mr. Dutton stated in January, the Board was required to have its second public hearing relating to the Guidelines because it was a requirement for the Grant.

Ms. Hull stated it was a “hands on guide” for businesses/property owners. Ms. Bates stated the guide was very comprehensive. Ms. Hull stated there was a typo on Pg. 73 which read, “incorporate existing *tress*” and should read “incorporate existing *trees*”.

### VI. MISCELLANEOUS

**Meeting Dates.** The setting of Design and Review Board meeting dates for 2016, per the proposed schedule

Susan Bates moved to approve the upcoming calendar for the Design & Review Board for 2016. Dick Kinder seconded the motion. Motion carried.

**Commission Elections.** The election of chairman and vice chairman of the Design and Review Board for 2016

Louise Keating moved that the current Chair and Vice Chair be nominated to serve again in the coming year. Dick Kinder seconded the motion. Motion carried.

Meeting adjourned at 5:45 p.m.

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**Andrew Dutton, Staff Liaison**