

**Hillsboro Design Review Board Minutes**  
**January 20, 2021 – 8:45 a.m. Regular Meeting**  
**City Building 130 N High Street**

**CALL TO ORDER** John Kellis, Chair called the meeting to order at 8:45 a.m.

**ROLL CALL**

John Kellis, Betty Ann Walker, Avery Applegate and Brianne Abbott were present for the meeting. Nicole Chambers was absent. Clerk Kimberly Newman and Whitney Seitz Administrative Receptionist, Lauren Walker Economic Development Assistant, Shawn Adkins Public Works Superintendent, Mayor Justin Harsha, Tim Koehl and Pam Kellough were also present.

**DETERMINATION OF QUORUM** A quorum was met.

**MINUTES** Minutes from December 16, 2020 meeting were presented. Minutes were approved and signed.

**CORRESPONDENCE** None

**PRESENTATION**

Pam Kellough and Tim Koehl spoke with DRB for forty minutes explaining that Tim Koehl will be raising funds by means of restoring and selling C.S. Bells that will create a bell trail in the city. Pam Kellough proposed to paint a mural on N. West Street side of 158 W. Main Street property. The mural will incorporate bells and other Hillsboro history. More murals are also proposed to create a mural trail as well in the city that will increase tourism. A contract will be need to be signed with property owner Trevor Elam and Tim Koehl. Proposal is for a 50 ft. by 25 ft. mural with \$8,000 up front with signing of contract and the remaining \$12,000 to be paid upon completion of mural. The mural project is proposed to be completed by July 4, 2021. Pam Kellough requested to have a storage container, bathroom facility and water use during the project provided by the city.

**NEW BUSINESS**

- COA 21-01 Pam Kellough Mural

**DISCUSSION:** Pam Kellough will need to get 158 W. Main Street property owner Trevor Elam's signature and address before COA can be approved.

- New COA Procedure

**DISCUSSION:** SSD Brianne Abbott explained that at the beginning of the year Administration reviewed boards for efficiency and more limited meeting contact due to COVID 19 and it was decided to have DRB meet as needed as per O.R.C. as it is allowable for Administration to review and approve Certificate of Appropriateness applications. The turnaround time will be more efficient, as COA's can be signed by

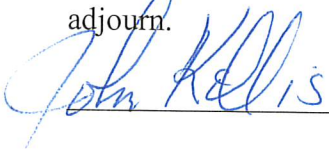
SSD. In the event the Safety and Service Director has a conflict the COA's will be reviewed by Mayor Justin Harsha and Public Works Superintendent Shawn Adkins. Design Review Board will remain a board and will meet as needed to enforce the DRB manual. Concerns and questions were, is this the beginning of dissolving DRB, need for COA consistency and due to this change not currently in the DRB manual will O.R.C. change other DRB status as well. It was reiterated that the Design review Board is not being dissolved and will continue to enforce the DRB manual and will continue to meet, as needed, but not every 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Avery Applegate questioned if there were complaints on COA's not being done in a timely manner and stated the board has in the past, and could continue to meet as a special meeting to help approve COA's if time is an issue. John Kellis had concerns on the fact that this was a volunteer position and if he needed to step down if meetings would now to be on an as needed status. Chair Kellis then addressed to SSD Brianne Abbott that he had heard that she was told that he had contacted the engineer of DS2 to change the Marquee sign. He said he did not call DS2 to discuss the Marquee but it did come up during a conversation and he shared the DRB suggestions that were made and when during discussion he learned that they had not been made to DS2, an email was then sent to DS2 with suggested changes. Mayor Harsha told the board that this is not tolerable, the city is the client of DS2, not DRB, and this discussion could have compromised the fabrication of the Marquee as well as cost the city a lot of money that is not appropriated. Mayor Harsha stated this discussion should not have taken place. CARES FUND monies allowed the Marquee message board to be purchased, there are constraints and limitations with this funding and the city must follow them. It was due to courtesy that the city brought this to the board as the City knew this had been a vision of DRB to have a Marquee board at Colony Park. Chair John Kellis acknowledged this and understood the limitations. Mayor Harsha explained that it was with hopes that the Marquee could be erected at no cost to the city and done well, so that hopefully in the future, it could be added upon and made more as the vision that DRB has, but at the moment the money is just not there to do so. Avery Applegate asked that her opposition to the design of the Marquee made at a past meeting be reflected again in these minutes, noted. Ms. Applegate thought that the DRB had a final say of the Marquee design, she was not present at the December 16, 2020 meeting and was not aware of the discussion at that meeting. After more discussion and concerns of lighting and digital display and the look of the Marquee design, a motion was made.

**MOTION:**

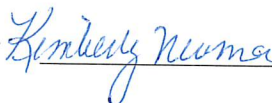
Betty Ann Walker moved that language be added in DRB manual restricting use of digital signage/technology in the Historic District with the exemption of branded/governmental format, seconded by Avery Applegate. Vote all yeas.

**ADJOURN:**

**MOTION** 10:22 am. Avery Applegate moved, seconded by Betty Ann Walker to adjourn.



John Kellis, Chair



Kimberly Newman, Clerk