

**Hillsboro Design Review Board Minutes
May 19, 2021 – 8:45 a.m. Special 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, Avery Applegate and Betty Ann Walker were present for meeting. Nicole Chambers was absent. Whitney Seitz Administrative Receptionist, Justin Harsha Mayor, Brianne Abbott Safety & Service Director and Shawn Adkins Public Works Superintendent were also present. Whitney Seitz filled in as clerk due to absence of Clerk Kimberly Newman.

DETERMINATION OF QUORUM A quorum was met.

MINUTES: Minutes from April 21, 2021 meeting were presented. Minutes were approved and signed.

CORRESPONDENCE None

NEW BUSINESS

- Resignation of SSD Brianne Abbott

DISCUSSION: SSD Brianne Abbott wishes the board the best, her position has a lot of facets. She will continue on other boards she is currently on. If the Design Review Board needs anything, she is always there to help. Mayor Justin Harsha will appoint the next member, and is open to suggestions. Member Avery Applegate mentioned needing someone with taste. Mayor Harsha thanked SSD Brianne Abbott for her donated time.

- Colony Marquee

DISCUSSION: Mayor Justin Harsha mentioned due to a council member making accusations, the contractor who was willing to donate time and material to complete phase 1 has decided it was best to back out of the project. The next step is to find a contractor for design elements and funding options. Mentioned by Avery Applegate she may have a few sources for funding that may be willing to help. Superintendent of Public Works Shawn Adkins went into depth regarding the budget. The city did not budget for the sign, due to CARES funding paying for the project up to this point. Avery Applegate requested to have a copy of the plans for the sign, Whitney Seitz was advised to email Avery Applegate the digital copy.

- COA's 21-08-10

DISCUSSION: Whitney Seitz advised members these are the COA's that have been

approved administratively since the last meeting. No other discussion was made.

- COA 21-11 Dane Allard- The Daily Grind 122 S. High St. Awning

DISCUSSION: Ms. Applegate requested Mr. Allard be notified that submission of paperwork is needed prior to installation, this is not an acceptable habit. Discussion was made that the sign states “Drive-Thru” when it should be a pick-up window. Lengthy discussion was held on the height of the sign. It was mentioned to table the decision.

MOTION: Avery Applegate moved to disapprove COA 21-11, seconded by Betty Ann Walker. Vote all yeas.

- COA 21-12 Daniel Scott West – West Wind Enterprises 121 E Main Street, black vinyl graphics.

DISCUSSION: Short discussion was had regarding the COA.

MOTION: Avery Applegate moved to approve COA 21-12, seconded by Betty Ann Walker. Vote all yeas.

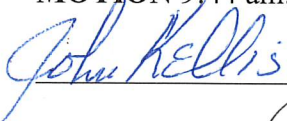
- COA 21-13 Susan Davis Law Office 107 Governor Foraker Place, Re-Roof


DISCUSSION: COA was discussed with no concerns.

MOTION: Betty Ann Walker moved to approve COA 21-13, seconded by Avery Applegate. Vote all yeas.

ADJOURN:

MOTION 9:44 am. Avery Applegate moved, seconded by Betty Ann Walker to adjourn.

 John Kellis, Chair

 Whitney Seitz, Administrative Receptionist