

**Hillsboro Design Review Board Minutes
August 18, 2021 – 8:45 a.m. 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 Betty Ann Walker and Nicole Chambers were present for meeting. Kimberly Newman; Clerk, Whitney Seitz; Administrative Receptionist, Frank Schoolcraft, Maddie Cupp, Steve Rivera Building Code Official and Lauren Walker Economic Development Assistant/Code Enforcement Officer were also present.

DETERMINATION OF QUORUM A quorum was met.

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

CORRESPONDENCE None

OLD BUSINESS

- **COA 20-21 Colony Marquee Sign Design -continued**

DISCUSSION: Update: Avery Applegate met with Midway signs and presented a draft design to share with DRB members of step down and potential design for Marquee. Avery will continue contact and advised DRB that it may be necessary to go with a different company due to restructuring at Midway.

NEW BUSINESS:

- **Steve Rivera Building Code Official, Lauren Walker Economic Development Assistant/Code Enforcement Officer**

DISCUSSION: Steve Rivera introduced himself as building code official and gave his background, education and employment status with the city for the last two years. Mr. Rivera addressed concerns with DRB, Historic District, standards and enforcement of violations. Mr. Rivera recommended some changes to the DRB manual and a review of the purpose and enforcement of DRB. He also recommended having COA's Certificate of Appropriateness Applications be reviewed for approval after zoning and building department has reviewed for their purposes. This would eliminate confusion, conflicts, and unnecessary purchase of materials. Mr. Rivera gave several examples of conflicting issues in the Historic District that he has noticed and referenced for example to DRB. Adding, that the current Ordinance is missing the enforcement piece. Lauren Walker addressed DRB with recommendation of change of verbiage in the DRB manual, suggesting using words MUST, HAVE, rather than CONSIDER, MAY. Ms. Walker

stated the current words cause confusion and subjective review, and are not clarification words. She has reviewed other city DRB manuals and likes the verbiage used in them, as they clarify what is allowable and enforceable. Further discussions and actions are needed in the future.

- **COA 21-19 118 E. Main Street Mimi's Cheesecake already approved**
- **COA 21-20 146 W. Main Michael Morgan already approved**
- **COA 21-21 142 W. Main Robin & Ann Morris**
- **COA 21-22 142 W. Main Robin & Ann Morris**
- **COA 21-23 141 W. Main Robin & Ann Morris**
- **COA 21-24 136 W. Main Robin & Ann Morris- needs signature**
- **COA 21-25 107& 111 Gov. Foraker Susan Davis**
- **COA 21-27 118 E. Main Street Mimi's Kitchen**

- **COA 21-21 142 W. Main Robin & Ann Morris**

DISCUSSION: Brief discussion on COA 21-21

MOTION: Avery Applegate moved to approve COA 21-21 with conditions that only the paint color is approved. Need more clarity on sign materials. Brackets, sign, carport will need to be approved by zoning, permits and code enforcement prior to approval by Design Review Board seconded by Nicole Chambers. Vote all yeas.

- **COA 21-22 141 W. Main Robin & Ann Morris**

DISCUSSION: Brief discussion on COA 21-22

MOTION: Nicole Chambers moved to approve COA 21-22 paint on east side of building, currently block, leaving exposed bricks and graphics unpainted. With recommendation to remove unused wiring and meter box, seconded by Betty Ann Walker. Vote all yeas.

- **COA 21-23 140 W. Main Robin & Ann Morris**

DISCUSSION: Brief discussion on COA 21-23

MOTION: Avery Applegate moved to approve COA 21-23, seconded by Nicole Chambers. Vote all yeas.

- **COA 21-24 136 W. Main Robin & Ann Morris Held due to no signature from property owner on COA 21-24**

- **COA 21-25 107 & 111 Gov. Foraker Susan Davis**

DISCUSSION: Frank Schoolcraft presented COA 21-25 colors and door replacements, with one door having a mail slot. Brief discussion on COA 21-25

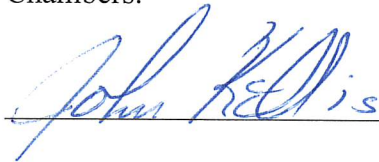
MOTION: Avery Applegate moved to approve COA 21-25, seconded by Betty Ann Walker. Vote all yeas.

- **COA 21-27 118 E. Main Street Mimi's Kitchen**

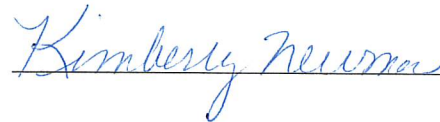
DISCUSSION: Maddie Cupp presented COA 21-27 Steve Rivera advised DRB that a stop work order had been placed on this project, as there is an egress issue with the design presented. This COA will remain pending until violations are resolved and re-presented.

ADJOURN:

MOTION 10:43 am. Betty Ann Walker moved to adjourn, seconded by Nicole Chambers.



John Kellis, Chair



Kimberly Newman, Clerk