

Landmark Commission  
April 17<sup>th</sup>, 2019  
Meeting Minutes

The Chairman called the meeting to order at 4:30PM. The following members were present: Mr. Jon Lawrence, Chairman Michael Zuilhof, Mr. Joe Galea, Mr. Griffith, and Dr. Tim Berkey. Ms. Byington, Mr. Greg Voltz and Mr. Horsman represented the Planning Department; and Casey Sparks, Clerk. There were 5 voting members present.

Mr. Galea moved to approve the minutes from February 20<sup>th</sup>, 2019 meeting; Dr. Berkey seconded the motion.

Mr. Horsman stated that the application is for a Certificate of Appropriateness for exterior signage for Dandelion Shop at Hotel Kilbourne, 223 West Water Street. The proposed signage is less than 14 square feet, the letters are raised yellow weathered wood with black matte sheet of aluminum. The letters will be fastened to the back with bolts. Mr. Horsman discussed the surrounding signage within the area. Mr. Horsman stated that staff recommends approval for the sign as it conforms to the following Secretary of Interior Standards and the Sandusky Preservation Design Guidelines:

- The sign should not dominate the façade
- Good quality designs with simple graphics and simple messages are encouraged.
- Signage color schemes should be simple
- Wood signs should be painted as the use of natural wood in signage downtown should be avoided as it is not appropriate to the area's architectural character.

Mr. Galea ask staff to confirm that there is no illumination proposed with the signage.

Mr. Horsman stated that this is correct.

Mr. Griffith motioned to approve the proposed signage for 223 W. Water Street; Mr. Lawrence seconded the motion.

Mr. Zuilhof stated that the sign is understated and professionally done, as well as a blend of contemporary and historic look. Mr. Zuilhof ask if the Certificate of Appropriateness requires design review as well.

Mr. Horsman stated it is located within the downtown landmark historic district as such it does not need to be reviewed by the Design Review Committee.

Ms. Lloyd stated that these applications may be something that staff could review in the future to simplify the process.

Mr. Zuilhof ask Ms. Lloyd if the review process was difficult.

Ms. Llyod stated the application process was quite difficult, she stated that the application should be made digital and it should not be necessary to complete all of the required historic information for a signage application.

Mr. Horsman stated that staff has created a new application for Certificate of Appropriateness and a separate application for a landmark designation.

Mr. Lloyd stated that the design review committee will only be necessary for a few properties that are not in the Landmark area.

Mr. Griffith ask if there is an argument to having only one authority.

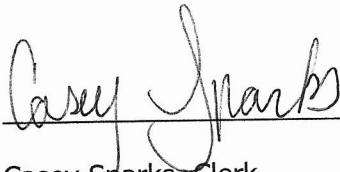
Ms. Byington stated that our Law Department is currently discussing this option.

Mr. Zuilhof stated that it may be beneficial to keep it down to one forum for review and staff should also look into finding ways to notify property owners that they are within the district to make them aware.

With no further discussion the motion passed unanimously.

Mr. Galea made a motion to adjourn the meeting; Mr. Griffith seconded the motion.

The meeting was adjourned at 4:50PM.

Handwritten signature of Casey Sparks in cursive script, positioned above a horizontal line.

Casey Sparks, Clerk

A solid horizontal line intended for a signature, positioned above the name Michael Zuilhof.

Michael Zuilhof, Chairman