

**Landmark Commission
September 20, 2023
Meeting Minutes**

Meeting called to order:

Chair Griffiths called the meeting to order. The following members were present: Eliot Dyer, Alan Griffiths, Mike Meinzer, Louis Schultz, and Ryan Whaley. Also, present were Arin Blair and Alec Ochs, who represented the Community Development Department, and clerk, Quinn Rambo. Vice Chair Yandell informed Staff in advance that she was unable to attend the meeting.

Review of minutes from April 19, 2023

Chair Griffiths asked for a motion on the minutes. Commissioner Schultz made a motion to approve the minutes as presented and Commissioner Meinzer seconded the motion. A vote was called, and the minutes were approved unanimously, as presented.

Administrative Approvals:

403 W. Market Street

Chair Griffiths asked Staff to present the administrative approvals. Mr. Ochs stated the applicant wished to add a rear patio on the northern side of the building at 403 W. Market St. The material proposed was metal, and the color would match the existing secondary colors of the building. Staff determined that the rear porch complies with the Sandusky Preservation Design Guidelines, meeting the requirements mentioned for rear patio addition. The patio consisted of acceptable designs with simple colors and appropriate materials. Staff granted administrative approval for the addition of a rear porch application on August 10, 2023.

223 W. Water Street

Mr. Ochs explained the applicant had updated their application and Certificate of Appropriateness to remove the glass sections of the balcony enclosure. The plan was to maintain the posts supports for the roof structure and remove the windows from the design. The applicant stated the concept would look like the original, just with an open-air structure instead of being enclosed. Staff granted administrative approval for the open-air roof structure application update on September 7, 2023.

Other Business:

Ms. Blair stated that the City would be hosting a Boards and Commissions Cruise, on October 26th, there will be food and a cash bar. A formal invite would be distributed soon, but Staff wanted Commissioners to be aware of the date. The cruise was a way for the City to thank the members of all City boards and commissions for their time spent as volunteers in these positions.

Ms. Blair continued that the 75% draft preservation guideline document was available online and public comment was open until October 6, 2023. She explained Matt Leasure, of Designing Local was present to give a presentation on project update. Chair Griffiths added that these

updates were to make the process easier to understand for the community. Mr. Leasure reviewed the results from the previous open house and explained the changes to the guidelines document that provided more graphics and intuitive organization. He also summarized the new content added to the guidelines, which included new categories for commercial sites, signs, and public art. Commissioner Schultz asked if there was a way to include a list with the map of the historic properties because many property owners don't know they have a historical property upon purchase. Commissioner Meinzer also asked about the capabilities of GIS to be a way to document which properties would fall under the preservation guidelines. Ms. Blair stated that there was an interactive map on the City website and within the City's software historic properties are flagged so permits were not issued before Certificates of Appropriateness were granted through the design review process.

Meeting adjourned:

Chair Griffiths called for a motion to adjourn the meeting. Commissioner Schultz made a motion to adjourn, and the motion was seconded by Commissioner Dyer. The meeting was adjourned at 5:26 pm.

Approved by:

A handwritten signature in blue ink, appearing to read "Quinn Burke", written over a horizontal line.

Clerk

A handwritten signature in blue ink, appearing to read "A. Dyer", written over a horizontal line.

Chair/ Vice Chair