



**Architectural Review Board Meeting Minutes  
Thursday, July 1, 2021  
6:00 p.m.**

Board President, Jennifer Frazier, called to order the regularly scheduled meeting of the Architectural Review Board for the City of Twinsburg at 6:01pm

**Roll Call - Existing Members**

Present: Jennifer Frazier, David Marcovitz, John Midlik, Viraj Sharma, Don Spice

Absent:

Others in attendance:

**Roll Call – All Members**

Present: Jennifer Frazier, David Marcovitz, John Midlik, Viraj Sharma, Don Spice

Absent:

Others in attendance: Daisy Walker, Council Rep., Keith Foulkes, Building Commissioner

**Approval of Minutes: June 3, 2021**

**Motion: Suspended until 7.15.2021 ARB meeting**

**The board is noting: Correction to the recording of the vote for case #21-06-54, 9799 Ravenna Road.**

Jennifer Frazier moved and Viraj Shamra seconded, upon roll call the motion passed unanimously.

**Review:**

- **Case 21-07-55 1925 Enterprise Parkway-Windstream Signage-Wagner Sign, Don Beeman**
  - Don Beeman presented on behalf of Windstream the proposal to add new signage for the company. The proposal included the removal of the existing the lettering on the monument sign, painting it black and replacing the lettering and logo with Windstream's information. The sign will not be illuminated and will have 1" deep lettering made of plastic and will be pinned to the face of the sign. The lettering and numbers will be white and the logo will be black to reflect Windstream's branding update.
  - No concerns were raised by the board.

- **The Board is Noting:**  
None

**Motion – Approve as submitted**

John Midlik moved and Viraj Sharma seconded, upon roll call the motion passed unanimously.

- **Case 21-07-56 10755 Ravenna Road-Family Martial Arts Signage-Tim Loomis, Owner**
  - Tim Loomis presented the proposal for the Family Martial Arts Signage. Mr. Loomis stated that he moved his studio from the square to inside the Alpha Legends Gym. He proposes to put a 6' x 6' permanent sign on the face of the building to match what is presently there for the Alpha Legends Gym. The project will be done by Easy Sign of Twinsburg
  - Jennifer Frazier voiced concerns that the additional signage may be beyond the square footage limitations set by the city code. Mr. Loomis stated that he verified the square footage with the building department and it was determined that the his signage along with the current sign do indeed meet the city code requirements.
  - Daisy Walker raised a question about whether the directional signage on the door will remain. Mr. Loomis confirmed that it will remain the same due to the fact that all visitors enter the building through the main gym entrance doors.
- **The Board is Noting:**  
None

**Motion – Approve as submitted**

Viraj Sharma moved and John Midlik seconded, upon roll call the motion passed unanimously.

- **Case 21-07-57 2695 Creekside Drvie-Fun Buffet Signage-A Sign Above, Kevin Holiday**
  - Kevin Holiday presented the signage proposal for the Fun Buffet. Mr. Holiday stated that there will be two signs being replaced by the new owner. One would be a permanent sign affixed to the building to replace the old Mandarin Seafood Buffet and the second would be signage on the Creekside Plaza monument sign. The sign affixed to the building will be orange, 13'x20'x 6' in illuminated sign. The Creekside Plaza signage would be red and white, 96" in height and printed with vinyl on acrylic.
  - Jennifer Frazier voiced concern that the lettering was too large and tough to read if there was only 1" spacing between the words and the borders of the sign. The board discussed the lettering and determined that the lettering should be shrunk to allow for 2"-3" border on the right and left and 1"-1.25" on the top and bottom.
  - Keith Foulkes requested renderings for the signage that will be attached to the building.
  - Jennifer Frazier posed a question regarding the two directional signs that are locate at the Plaza. Mr. Holiday stated they will only replace the one direction side that listed the Mandarin Seafood Buffet.

**Motion – Split the signage vote into two separate votes.**

Jennifer Frazier moved and John Midlik seconded, upon roll call the motion passed unanimously

**Motion – The signage for the Creekside Plaza monument sign.**

- **The Board is Noting:**

Shrink the text to about 90% to allow for a 2”-3” border on the right and left and 1”-1.25” on the top and bottom.

Jennifer Frazier moved and Viraj Sharma seconded, upon roll call the motion passed unanimously

**Motion – The permanent building signage**

- **The Board is Noting: None**

Jennifer Frazier moved and Viraj Sharma seconded, upon roll call the motion passed unanimously

**Motion – Signage change for the Creekside Plaza directional sign.**

- **The Board is Noting: None**

Jennifer Frazier moved and Viraj Sharma seconded, upon roll call the motion passed unanimously

- **Case 21-07-58 2336 Champion Trail-Building Alteration & Addition-Fresh Look Remodeling, Jeffrey Staats, Homewoner**

- Jeffrey Staats presented the proposal for the building alteration and addition. He stated that he plans to build an approximate 179 square foot addition to the back of the house that will enlarge the kitchen with an additional room off the kitchen.
- The board posed questions regarding the usage of the bonus room, the materials that are being used and the type of windows. Mr. Staats stated that room off the kitchen will be L-shape and will most likely serve as a sunroom and/or drop station for the family. The materials will match the existing house and the windows will be identical to this ones currently on the home.

- **The Board is Noting:**

None

**Motion – Approve as submitted**

John Midlik moved and David Marcovitz second, upon roll call the motion passed unanimously.

- **Case 21-07-59 3037 Irena Lane-Pavilion-Tracy & Denise Churchill, Homeowner**

- Denise Churchill presented the proposal for the pavilion. She stated that the pavilion will be a 12’ x 12’, placed in the backyard on the existing concrete pad. The pictures presented to the board are an exact replica of the structure.
- The board posed questions regarding the type of roof, how far from the house will the structure be placed, the footing under the post, the wrap and stain of the wood, and the diagonal bracing as well completion of the underside of the roof.
- Mrs. Churchill stated the wrap and stain will be a white, vinyl to match the house. The post will be bolted to the ground and presented a photo on her phone to give a representation of how far the pavilion will be away from the house. The bracing will connect in the middle of the post as shown in picture. Mrs.

Churchill stated that the roof will match the house and the underside will be completed also.

- Jennifer Frazier raised concerns about the lack of the footers due to issues related to the shear force the pavilion will put on the bolts, the possible cracking of the slab or even a collapse of the structure. Jennifer Frazier also raised concerns about the placement of the bracing of the roof being located mid post. Ms. Frazier stated that for integrity of the structure, it should be connect near the top the post.
  - Keith Foulkes stated that typically a footer underneath is usually required because the slab moves yearly with the frost. He stated that digging a 42' deep square or round hole for the post and then filling with concrete would provide the structural support needed for the pavilion.
- **The Board is Noting:**  
That footers be added for the post; diagonal bracing be attached at the top of the post; the columns be wrapped and the roofing material match the existing house.

**Motion – Approve as submitted**

Viraj Sharma moved and Don Spice seconded, upon roll call the motion passed unanimously.

**ARB Other Discussion:**

- Jennifer Frazier voiced a concern again about the standards the board would like to set for requiring standing seam metal roofs in the commercial district, especially around the square. Her concerns included: the screws on the standing seam are placed about every two feet and create possible rust points and leakage and that corrugated metal roofs are generally used for more agricultural areas. Ms. Frazier felt that the commercial district should have a more refined look. Keith Foulkes advised that if she wanted such a requirement then a committee would need to be formed, City Council would have to vote and then it would have to be codified.
- Jennifer Frazier wanted clarification about the egress window requirements listed in section 1030 of the Ohio Building Code. Keith Foulkes informed the board that the Ohio Building Code does not apply most residential properties, but is related to non-residential construction. He further stated that the Residential Building Code has jurisdiction for all 1, 2 & 3 family dwellings. That according to this code, there is currently not a requirement for egress windows in basements unless it has sleeping quarters.
- Mr. Robert Bell appeared before the board without being on the agenda. He stated that he wants to add two additions to his home and believed he was slated for the meeting today. The board reviewed his submission and stated that he needs to provide elevations of all faces affected, pictures of the home and a list of all materials. Once he receives those documents, he could then come before the board for a formal review and vote.

**Adjournment:** As there was no further business before the Board, Jennifer Frazier moved and Don Spice seconded. The meeting was unanimously adjourned at 7:10 p.m.

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Jennifer Frazier, Chairman

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Sonya Pennington, Secretary