



**Architectural Review Board Meeting Minutes
Thursday, February 17, 2022
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 6:00 p.m.

Roll Call – All Members

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

Absent: None

Others in attendance: Bill Furey, Council Rep., Jason Pastorius, Building Department

Special Notice: Don Spice gave his notice of resignation from the ARB effective end of meeting February 17, 2022.

Approval of Minutes: January 20, 2022

The Board is Noting: None

Motion: Approve as submitted

John Midlik motioned and David Marcovitz seconded, upon roll call the motion passed unanimously.

Side Notation by Board: Please adjust wording when a case is being postponed.

Public Participation:

Jennifer Frazier stated that she believed as a member of the public and the ARB that voicing her concerns regarding the changes to the ARB in the Ordinance, Chapter 1321 and new operating procedures during this forum was a valid and would do so in a work session to follow the review of the cases before the board.

Mr. Furey stated that the operating procedures are not new, but an alignment to the other processes that exist with other committees. The minutes and transcripts need to reflect why the Board is voting yes and no for example BZA requires proof a hardship for a variance. Additionally, there is a processing change that signatures move to the end of the meetings so move the meetings along and get through the agendas as efficiently as possible.

Jennifer Frazier added that due to the nature of the documents being reviewed, it has been found that it is less time consuming to complete the signatures while the large documents are present as oppose to pulling them back out again.

Mr. Furey responded that due to feedback from applicants and administration the decision has been to streamline the process and that there will no longer be a signing of plans but the signing of a new single form. Additionally, the new form will included a stamp, signature by the ARB president and the building department representative as well as any conditions that may exist.

Jennifer Frazier voiced concern about the markup that is done to some drawings submitted. She felt the markup on the plans was easier for applicants to understand what the Board is requesting.

Mr. Furey responded that the conditions would be written on the form with a reference to any markup and then the drawing would be attached to the form. Mr. Furey requested that the Board use the method and if need be discussions with the Building Commissioner, Keith Foulkes could be had once he returns.

Ms. Frazier asked about the process change of requesting public participation during each case instead of a separate Forum to hear any concerns at the start of the meeting.

Bill Furey stated that it is a way mirroring all committees.

John Midlik summarized his understanding of the procedure as, ask the applicant to speak, Board ask questions, discuss among the Board, give a motion and then allow any input from the public, address those concerns and then vote.

Bill Furey stated that the Parliamentary Procedure is to have the applicant come up to present their case, questions are asked of applicant and the public then the Board would affirm or deny with comment and then move on. If there are conditions, it would be noted. The procedure is not that big of a change.

Review:

Case 22-02-05 8796 Independence Pkwy-Pepsico Signage-Robert Bottomley, Fastsigns

- Mr. Robert Bottomley, Fastsigns Broadview Heights, presented the signage proposal for the new Pepsi distribution center that will be located at Independence Pkwy and Aurora Rd. There are two elevations, north and east which will both be the exact same non-illuminated sign with channel letters that would be affixed to the side of the building with masonry hardware. The signs will have the Pepsi logo and name. Mr. Bottomley stated there are also two ground signs that provide directional wayfinding for deliveries and for employees to go to the opposite side of the building.
- Board noted that the delivery sign used different kind of case lettering. “No Deliveries” was all capital and “Deliveries Only” was a mix of both capital and lower case. Mr. Bottomley responded that was the request made by Pepsi

The Board is Noting: None

Motion: Approve Case Number 22-02-05 as submitted

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

Case 22-01-02 8960 Darrow Road-Giant Eagle Signage-Jim Birola, North Coast Lightning Services Inc.

- Mr. Jim Birola, North Coast Lightning Services Inc, presented the signage proposal for the removal of the existing Giant Eagle sign to install a much smaller channel letter set with their new letter style. Sample of the acrylic lettering was presented to the Board. Mr. Birola stated that they will also change the two tenant directory signs. There will be a removal of the red panels with white graphics to install white panels with red graphics with the new Giant Eagle letter style.
- Board asked if the pharmacy sign will be updated at a later date. Mr. Birola responded they just wanted to leave it for now and may possibly change it in the future.
- Board stated that it noticed the food and drug sign coming down and questioned whether the area will be patched and painted. Mr. Birola responded yes.
- Board clarified the new lettering that would be put in place-Giant Eagle sign will go from big capital letters down to smaller lowercase letters still in red and internally illuminated. Mr. Birola responded that yes the sign will be LED illuminated and it will be just like the Medina location where the store is opting for a more simpler lower case lettering style.
- Board asked if the sides of the lettering will remain black or will it be red. Mr. Birola responded that edging of letters will be red.
- Board asked if the town center sign will have white background with red lettering and will not be illuminated. Mr. Birola confirmed the colors and non-illumination.

The Board is Noting: None

Motion: Approve case number 22-02-05 as submitted

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

Case 22-02-06 8275 Darrow Road-New Build, Petsuites-Matt Nolan/Tony Giuggre, Bunnell Hill Development

- Mr. Tony Guiggre, Bunnell Hill development, presented proposed plans for the Pet Suites on Darrow Rd. 11,000 sq ft CMU block and split face CMU with specialty stone on the front with Pet Suite signature colors of lime green on the blade and purple in the paw print on the signage. They are using the same GC and architect from Westlake Pet Suite construction. We will work with the City to make any modifications required for approval. White vinyl fence doesn't see through anything and there's always someone working with the dogs so barking is never a problem.
- Mr. Giuggre stated they built a suite in side to fit the needs of Pet Suites. It has the rooms needed to service the animals.

- Board this is more of a retail building where you expect the public to have regular access. Mr. Giuggre responded yes. Will entail grooming, doggy daycare and boarding. Rooms with terraces for outdoor/indoor roaming, some with TVs. Dogs never out past 8pm
- Board any materials provided on neighboring buildings or a streetscape? Unable to locate anything regarding buildings that surround the area. Mr. Giuggre stated they have an easement with the neighbors to put a drive in to make it more accessible because it is closer to a stop light.
- Board concerned about split face block all over. Mr. Giuggre stated have done tilt-up and precast but RGC in the area has found that doing CMU block is easier with the weather and masons available. Down by enterprise business park area. Mr. Fury stated this is a I2 area and just received a permitted use at the last city council meeting.
- Mr. Furey added that Pet Suites will be a high end facility offering tailored services to pet owners. 80-100 dogs
- Board-flagstone is the entrance area with a canopy with signage above. Signage will come back at a later date. The dog playing with ball shown on signage of bldg. adds architectural interest to an otherwise blank canvas. Can't approve it because it meets the signage requirement but would like to make a note that it be a required item on the building. Mr. Giuggre stated it's a metal piece with lighting behind it.
- Board would like to see the color of the materials used for the CMU. Hard to see from rendering. Break up elevations. Better representation of the material board. Better material samples because the three colors look the same. Reserve the right to change the color slightly if it needs to be changed. There will be framing around the scuppers. Bring to signage approval. Clarification by building on color changes-renderings show some change in color and texture going on the building which gives it some interest because the building is all block. Important to see some texture and color changes that give it some visual interest.

The Board is Noting: Include large graphic on the left side of the west elevation similar to what was shown in rendering; retain the right to change colors of the building; provide material samples and images that show the color changes, paw print to be slightly smaller, upgraded materials.

Motion – Approved case 22-02-06 as noted

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

Case 22-02-07 2373 Sherwin Drive-Residential Addition-David Fike, Paul Fike Builders Inc.

- David Fike, of Paul Fike Builders Inc, presented proposed plans for a room addition for a family room, kitchen renovation and second floor master bedroom extension with the bathroom in that same space. We plan to match the existing aluminum, white siding and then plan on replacing the entire siding with white, vinyl siding within the next two years. We will also be matching the shingles on the house as well as the block foundation on the sides and back of the house. Pictures of the existing house were presented to the Board for review.
- The sunroom is going to be taken down by the owner, the deck and air conditioning units are also being removed and replaced.
- It is noted that the existing basement does have windows but the new, full depth basement does not have windows. The basement is used for storage.
- There is a direct vent fireplace.
- There will be overhangs and the leaves of it will match the existing.
- Mr. Fike stated that the existing house has a two foot extension over the foundation and we will duplicate that. We will take away what is there now extending out 16 feet on the basement and then on the first floor extending out 16 feet which will cantilever out two feet. The master bedroom will come out to the existing wall below. We are opening up that space below with beams.

The Board is Noting: None

Motion: Approve case number 22-02-07 as submitted

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

Case 22-02-08 8730 Darrow Road, Demolition at Crown Hill-Cemetery-Jeff Pytlak, Matthews Monument Co.

- Jeff Pytlak of Matthew Gibraltar Mausoleum, Contractor for Crown Hill Cemetery is requesting demolition of a two story house on the cemetery property to make room for a future mausoleum. This was the residence of the former care-taker.
- Ms. Frazier asked to access the age of the home to determine if the house is historical. Wendy Lee, General Manager of the cemetery stated that the house was probably built in the early 1900s. The house was originally owned by the McConaughey family. They lived on the property and then started the cemetery. When the cemetery changes owners, the tenants were asked to leave. The property fell into disrepair.
- Ms. Frazier stated that because the property is located in the cemetery and is very old, she would feel more comfortable voting with better imagery. It is suggested that members of the Board should view the house before voting to demolish.

The Board is Noting: Members of board discussed options for getting better imagery of the property and an option to view the property in person before approving for demolition.

Motion – Approve case 22-02-08 as noted

John Midlik moved and David Marcovitz seconded. Upon roll call the motion passed 3-2.
Mr. Spice and Ms. Frazier voting no.

MISCELLANEOUS: Work Session

- Board members discussed the process of inspecting and reviewing properties when it is determined that additional imagery is needed for approval.
- Members discussed voting procedures to determine majority clarification.
- Members discussed concerns regarding additional statement of considering the exterior of property, not the interior. It is to be understood, that ARB focuses on the exterior, but consider the interior.
- Additional concerns were discussed regarding the 25% addition policy.
- Also discussed was the ARB checklist that should reflect a statement regarding amount and type of required photographs of existing property and providing material samples.

Adjournment: Motion to adjourn was presented, motion was seconded and unanimously passed to adjourn meeting.

Jennifer Frazier, Chairman

Viraj Sharma, Secretary