



**Architectural Review Board Meeting Minutes
Thursday, March 3, 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, Viraj Sharma

Absent: None

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

Approval of Minutes: February 17, 2022

Jennifer Frazier motioned to amend minutes for Architectural Review Board meeting dated February 17, 2022. The Motion was seconded. Upon roll call, the Motion was passed unanimously.

Discussion: Minutes will be amended as requested to correct grammatical error in Public Participation section. The Minutes Amendment will include additional, detailed comments and specified concerns stated in Miscellaneous Section that were presented and discussed during the Board's Work Session.

Public Participation:

- Herb (unable to understand resident's last name) of Arbor Glen, asked the Board, if new information can be added to minutes of a meeting. It was clarified by Ms. Frazier and Mr. Furey that new information cannot be added to meeting minutes. Ms. Frazier stated that there can be a clarification of what the minutes should be reflecting or correcting if something was improperly recorded.

Review:

Case 22-03-09 9453 Concord Circle – Residential Addition – Derrek Puffenbarger, NEO Contracting

- Derrek Puffenbarger, Owner of NEO Contracting represents his clients who hired him to build addition over their garage. Currently they have a walkout, slightly sloped roof on it which will all be torn off, remove the current 2x12 header going over the garage door and replacing it with a 2x16 beam and from there filled off with 2x10 or 2x12 joints whatever lines up to the current house. Three quarter tongue groove floor, 2x6 exterior walls, going with trusses on it. The pitch will match the current roof for a nice even flow. Mr. Puffenbarger stated it will be finished off with matching Dutch Landing siding on the front and he presented samples of matching roofing Atlas Pinnacle Pristine Sienna as well.
- Mr. Frazier stated that it would have been nice if the front could have set back about 2 feet on that second floor, but she understands he is at a 3 -12 pitch and with the roofing that you have you can't make a more shallow edge and he'd end up with a beam across the top of the garage and in order to keep the same pitch. So that is why there is a little triangle of roof that will extend up from the existing over the two second story windows at that ridge line a small triangle of roofing will extend up. Ms. Frazier considered two ways to improve this would be to set back masting above the garage, it's the walk-in closet and storage space. If those are set back two feet he'd end up needing a beam across the front of the garage to carry the load. Alternately, the roof pitch could have been dropped, but unfortunately to work with the shingling that is on the house, she doesn't think that this is a good choice because then it would be custom trusses and there would be complications in that regard. In this case, Ms. Frazier stated that the small triangle which we try to avoid typically, is not inappropriate. Ms. Frazier would like to consider adding a window to the right side elevation, toward the front or center on the second story, as long as it is proportional to the other windows and set at the same height. She stated that she would be okay with approving this with that one addition.
- Mr. Puffenbarger clarified the request of adding one window to the blank side to avoid blank elevations.
- Ms. Frazier stated that she did not feel that this window would negatively affect the interior.
- Mr. Midlik asked about the existing roof and he questions why it was not gabled.

Motion: Jennifer Frazier motioned to Approve Case Number 22-03-09 as submitted with the following condition: A window shall be added to the right side elevation centered or toward the front on the second story of the home.

The Motion was seconded. Upon roll call, the Motion passed unanimously.

No further discussion was presented.

Case 22-03-10 9155 Dutton Drive – Airgas Signage – Cione Belknap, Agile Sign and Lighting

- Cione Belknap of Agile Sign and Lighting state that they are proposing the installation of the new signage for Airgas Company. They have two existing, small monument signs that are for directional use. Those will be removed and they will be installing new signs. The new signs will be non-illuminated and are an upgrade from the existing signs. The existing illuminated signs will be removed and installed above Airgas's new entrance. Ms. Belknap stated that they are getting rid of the box lettering. The boxed sign is no longer working properly and is not within code, so it is being taken down. New signs are going to be installed with flat cut letters, so they are not illuminated underneath. The illuminated wall sign will not change, however it is being moved to the new location.
- Ms. Frazier questioned if the light and exterior security light mounted above your Airgas is going to a new location or staying at the old location.
- Ms. Belknap clarified that the picture of the sign with the new letters shows the new location. In the new location there is no security light. She also stated that the new monument signs are going in the existing monument sign location.
- Question asked about the addition of the address numbers on the signage.

Motion: Jennifer Frazier motioned to Approve Case Number 22-03-10 as submitted with the following condition: The street address numerals will be added to the visible faces of the main entrance sign and they should be 3"- 4" tall and the color should be white or metallic if it is on the green of the sign.

The Motion was seconded. Upon roll call, the Motion passed unanimously. No further discussion was presented.

MISCELLANEOUS: Work Session

- Ms. Frazier stated that she was contacted by a member of an HOA who wanted to know if an addition such as a garage on a 2,000 square foot house needs to come before the ARB Board. Ms. Frazier replied, that according to the Ordinance this is at the discretion of the Building Commissioner to approve or send to ARB. Ms. Frazier would like to note, that members of the public are starting to notice this and that she was personally contacted. Ms. Frazier stated she thinks her response was clean and simple and that is was the legal response.
- Board member asked about the status on members receiving badges. Jason stated that pictures of members will be taken after today's meeting. Pictures will be sent to IT department and badges will be made and ready at the next meeting.
- Mr. Furey suggested that for future meetings that an email be sent to Jason which includes detailed items Board members want to specifically add to the minutes.

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

Jennifer Frazier, Chairman

Viraj Sharma, Secretary