

**CITY OF KENT
ARCHITECTURAL REVIEW BOARD
April 5, 2022**

MEMBERS PRESENT: Dennis Saxe
 David Basista
 Bridget Tipton

STAFF PRESENT: Bridget Susel, Community Development Director
 Heather Heckman, Development Planner
 Tim Sahr, Development Engineer
 Tom Wilke, Economic Development Director
 Kim Brown, Administrative Assistant

I. CALL TO ORDER

The meeting was called to order by Mr. Saxe at 3:00 p.m.

II. ROLL CALL

Dennis Saxe, Bridget Tipton, and David Basista were present.

MOTION: *Mr. Basista moved to excuse Howard Boyle from the 4/5/22 meeting.
 Ms. Tipton seconded the motion. The motion carried 3-0.*

IV. ADMINISTRATION OF OATH

There were no members of the audience or applicants that wished to be heard at this meeting.

V. PROJECT REVIEW

**A. ARB22-004 BOARD AND BEVY
 141 SUMMIT STREET**

Review of proposed building improvements.

Ms. Susel explained that because Ms. Tipton will be the design professional for this project and must recuse herself from participating as part of the Board, a quorum does not exist to hear the case.

The case has been moved administratively and will be heard at the next regular meeting as a date for a special meeting could not be found. The Board did not have any comments or questions.

Public Comment

None.

**B. ARB22-005 CITY OF KENT
ARCHITECTURAL DESIGN REVIEW
OVERLAY AMENDMENT**

Discussion to extend the overlay boundary.

Ms. Susel stated that this case will require a unanimous vote given only 3 members are present, which will then move it forward to the Planning Commission as a recommendation. She explained that if there isn't a unanimous vote, the request would be denied and the case wouldn't be able to come back before the Board for one year. She stated that the Board can also vote to continue the case to a future meeting.

Ms. Tipton stated that she is not comfortable making a decision on this case with the pending revision to the Design Guidelines and only having a four person Board. She noted that City Council is withholding appointing a fifth member until after the Design Guidelines are completed. She stated that everything is in flux. She stated that she also doesn't want to vote no because she does believe in the power of the ARB and she does want it to extend but with the updated Design Guidelines. She stated that she would like to see the case continued until after Design Guidelines are completed and a fifth member has been appointed.

Mr. Basista stated that he doesn't have an issue with including the proposed area in the Overlay District, but he agreed with Ms. Tipton and stated that she has brought up some good points about things being in flux. He stated that there are only three members here for this meeting.

Ms. Tipton stated that there will always only be three members as Mr. Boyle is unable to vote on the case given that the parcel is owned by Hometown Bank.

Mr. Basista stated that he also doesn't want to vote no, but it doesn't seem that they will get a unanimous vote today.

MOTION: *In case ARB22-005, City of Kent, Architectural Design Review Overlay Amendment, Ms. Tipton moved to continue the case to a future meeting after the new Design Guidelines have been approved by Council and a full Board appointed by Council.*

Mr. Basista seconded the motion.

The motion carried 3-0.

VI. MEETING SUMMARIES

MOTION: *Mr. Basista moved to approve the February 1, 2022 Meeting Summary as presented. Ms. Tipton seconded the motion. The motion carried 3-0.*

VII. OTHER BUSINESS

Ms. Susel explained the process for the selection of the consultant for the Design Guidelines update. She stated that the Request for Proposal went out to 10 Ohio consulting firms and was also posted on the Ohio Conference for Community Development website, as well as the City website for almost 4 weeks. She stated that they received 2 proposals and both firms were interviewed. She stated that CT Consultants was unanimously selected by staff and is currently under contract. She stated that staff will be working with them to establish an implementation plan soon. She also explained that as a part of the process, CT Consultants will have extensive engagement with multiple stakeholders, including the ARB, to gather input for the updated Guidelines. She stated that the goal is to be completed by Fall 2022.

VIII. ADJOURNMENT

MOTION: *Mr. Basista moved to adjourn the meeting. Ms. Tipton seconded the motion. The motion carried 3-0. The meeting adjourned at 3:12 p.m.*