



CITY of MEDINA

Historic Preservation Board

Regular Meeting Minutes

October 9, 2025

Meeting Date: October 9, 2025

Meeting Time: 5:00 PM

Present: Elizabeth Biggins-Ramer, Kevin Hutchinson, Matt Strehle, Paul Wood, Andrew Dutton (Community Development Director), and Sarah Tome (Administrative Assistant)

Absent: Rebekah Knaggs, Patty Stahl, and Leslie Traves

The Court Reporter swore in all attendees.

Approval of Minutes

Mr. Dutton stated that the Board had minutes to approve for August 14th and September 11th. He noted that the August 14th minutes had been approved at the previous meeting; however, there had been an error in the approval for H25-11. Mr. Dutton stated that one of the conditions for approval had been that the applicant must come back to provide the materials for a number of signs. He added that the Board had removed the "Tribute Portfolio" sign from the motion, as the sign was dictated by Marriot. Mr. Dutton stated that the revised minutes reflected this change.

Mr. Hutchinson made a motion to approve the revised minutes from August 14, 2025 as submitted.

The motion was seconded by Mr. Wood.

Vote:

Biggins-Ramer	<u>Y</u>	Hutchinson	<u>Y</u>
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Strehle	<u>Y</u>	Wood	<u>Y</u>
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Approved	<u>4-0</u>
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Mr. Hutchinson made a motion to approve the minutes from September 11, 2025 as submitted.

The motion was seconded by Mr. Wood.

Vote:

Hutchinson	<u>Y</u>	Strehle	<u>Y</u>
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Wood	<u>Y</u>	Biggins-Ramer	<u>Abstain</u>
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Approved	<u>3-0</u> with Ms. Biggins-Ramer abstaining
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Applications

1. H25-12 Dave Sterrett 139 North Court Street CSP Revision

Mr. Dutton stated that at the August Historic Preservation Board meeting, the applicant had received approval for a 17.4 sq. ft. wall sign on the north side of the building. He added that the applicant was proposing white window signs on the west side of the building including a 1.5 sq. ft. Chamber of Commerce logo on the door and 3 sq. ft. "Welcome" text on an adjacent window. Mr. Dutton stated that staff recommended approval of application H25-12 for the window signs, as presented.

Present for the case was Stephanie Mueller of the Greater Medina Chamber of Commerce, 139 North Court Street, Suite A. Ms. Mueller stated that the signs were crafted from monomeric PVC and were 100 microns in thickness. She added that the signs were 6.4 ounces in weight and had about five to ten percent visibility.

Ms. Biggins-Ramer noted that the Board usually required samples so they could see the material being proposed.

Mr. Hutchinson made a motion to approve the application as presented.

Mr. Wood seconded the motion.

Vote:

Strehle	<u>Y</u>	Wood	<u>Y</u>
Biggins-Ramer	<u>Y</u>	Hutchinson	<u>Y</u>
Approved	<u>4-0</u>		

2. H25-18 Kevin Robinette 101 Public Square COA

Mr. Dutton stated that the tenant space was currently undergoing interior renovations for the future location of Off the Wagon retail shop. He continued that the applicant had indicated that the following renovations were being proposed for the front façade:

- Replacement of the first floor's two large single glass window panels with multiple window panels.
- Replacement of two second floor windows, which would not include the existing plastic grilles.
- Lintel repairs on the second floor, which would result in the removal of non-original second story semi-circular accents.

Mr. Dutton noted that the applicant had provided historic pictures of the building, which showed that there had previously been bay windows on the second floor.

Present for the case were Megan Harbath, 3790 Reserve Drive, and Kevin Robinette, 25053 Letchworth Road in Beachwood. Mr. Robinette stated that interior work had commenced, which provided the opportunity to change out the windows. He noted that it was difficult to find glass panels as large as the current storefront windows, which was why three window panels were proposed.

Ms. Biggins-Ramer asked if the applicant had brought samples with them. Mr. Robinette stated that they had not.

Mr. Hutchinson inquired as to what would be in place of the decorative arches above the second story windows. Mr. Robinette stated that the windows would be framed out. There was a discussion on the window framing.

Ms. Biggins-Ramer stated that the Board typically had renderings to review so they could visualize what the applicant was proposing. Mr. Robinette stated that his software had not been working and he had been unable to put together a rendering. There was further discussion as to the frame for the storefront windows. Mr. Robinette stated that the windows would have a dark bronze aluminum frame.

There was a discussion concerning the railings under the second floor windows. Ms. Harbath stated that she had retained a matching railing and repairs would be made, if needed.

After further discussion, Ms. Biggins-Ramer made a motion to approve the first and second floor windows per the specifications submitted by the applicant with the condition that trim, materials, and colors for the façade renovations shall be submitted to the Board for approval.

Mr. Wood seconded the motion.

Vote:

Wood	<u>Y</u>	Biggins-Ramer	<u>Y</u>
Hutchinson	<u>Y</u>	Strehle	<u>Y</u>
Approved	<u>4-0</u>		

Adjournment

Having no further business, the meeting was adjourned.

Respectfully submitted,

Sarah Tome

Leslie Traves, Chairwoman