



# BOARDS & COMMISSIONS APPLICATION

132 North Elmwood Avenue  
330-722-9038  
www.medinaoh.org

Application Number H25-13

<b>GENERAL</b>	Date of Application _____ Property Location _____ Description of Project _____ _____ _____
<b>CONTACT INFORMATION</b>	<b>Applicant</b> Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ <b>Property Owner</b> Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____
<b>APPLICATION TYPE</b>	<b>Planning Commission</b> Site Plan <input type="checkbox"/> Conditional Zoning Certificate <input type="checkbox"/> Code or Map Amendment <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Final Plat <input type="checkbox"/> Conditional Sign (EMC/Shopping Ctr) <input type="checkbox"/> TC-OV <input type="checkbox"/> Other <input type="checkbox"/> <b>Historic Preservation Board</b> Certificate of Appropriateness <input type="checkbox"/> Conditional Sign <input type="checkbox"/> <b>Board of Zoning Appeals</b> Variance <input type="checkbox"/> Appeal <input type="checkbox"/>
<b>APPLICANT SIGNATURE</b>	<i>By signing this application, I hereby certify that:</i> 1) <i>The information contained in this application is true and accurate to the best of my knowledge;</i> 2) <i>I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record;</i> 3) <i>I assume sole responsibility for correspondence regarding this application; and</i> 4) <i>I am aware that all application requirements must be submitted prior to the formal acceptance of my application.</i> Signature <u>Mark Klaus</u> Date <u>8/6/25</u>
<b>OFFICIAL USE</b>	Zoning District <u>C-2</u> Fee (See Fee Sheet) \$ _____ Meeting Date <u>8-14-25</u> Check Box when Fee Paid <input type="checkbox"/>

## **H25-13**

### **Castle Noel Front Facade Alterations and Wall Sign**

Property Owner: Mark Klaus Properties LLC

Applicant: Mark Klaus

Location: 258 South Court Street

Request: Certificate of Appropriateness approval for front facade alterations and Conditional Sign Permit approval for a wall sign

#### **LOCATION AND SURROUNDING USES**

The subject site is composed of 0.18 acres on the east side of South Court Street. Adjacent properties include the following uses:

- North – Retail
- East – Office
- South – Castle Noel
- West – Future Hotel



#### **BACKGROUND & PROPOSED APPLICATION**

The existing front facade of the building includes two entry and storefronts.

The south entry and storefront serves as the main entrance to Castle Noel and received approval for a front door replacement at the Board's July meeting. The applicant has provided a proposed rendering for alterations to the south storefront.

In 2020, the applicant received approval for changes the north storefront and a wall sign for the Polar Bear Club, however, the approval expired in 2021. The applicant is requesting re-approval of the changes to the north storefront and wall sign.

The applicant has indicated additional details will be provided regarding the proposed storefront changes.

### **DESIGN GUIDELINES/DEMOLITION CRITERIA (SECTION 145.07)**

- (a) Preservation/rehabilitation/renovation. With respect to preservation/rehabilitation/renovation generally it is the interest of the Board that buildings within the Historic District be preserved, thus maintaining the character of the Historic District. Consistent with the U.S. Secretary of the Interior, Standards for the Treatment of Historic Properties, the intent of these Guidelines is to preserve and restore the features which establish a building's architectural character while making alterations and renovations necessary for the efficient and contemporary use of the building.

The rehabilitation process assumes that some alterations may be necessary to meet the needs of the building Owner and the health, safety, and welfare of the building occupants. Such alterations should be done so as not to destroy the materials and features which help to define a building's historic, cultural and/or architectural character. The historic materials, features and/or craftsmanship are important in defining the building character and should be retained, protected, and repaired when possible.

When the preservation of architectural features is not possible, alterations should be done in a manner respectful of the existing character, but done in a manner that is representative of architectural design and construction of contemporary times.

### **PRESERVATION/REHABILITATION/RENOVATION – COMMERCIAL STOREFRONT**

#### **Recommendations**

##### **Missing Element**

- Replace or reconstruct the missing element using materials that match the original as closely as possible.
- If no evidence can be found to document the element's original appearance, replacement should be consistent with the building's size, scale, and materials. The replacement should be simplified in order to avoid creating an elaborate detail that may not have been part of the original design.
- Examining other buildings of the same architectural style can help determine what may be appropriate.

##### **Deteriorated Element**

- Repair of deteriorated historic elements should not alter the appearance of the storefront. Repair deteriorated elements as soon as possible to prevent further damage or loss of material.
- If a historic element is deteriorated beyond repair and removal has been approved, document with photographs and measurements before removal. Then reproduce the element, matching the original design and materials.

##### **Non-original Element**

- If an element has been previously replaced, consider retaining the existing element if it is unique, aesthetically complements the building, or is a good example of what was in style in its own time (i.e., a well-designed and constructed 1920s storefront on an 1870s commercial building).
- If the element is considered inappropriate for the building, replace the element with one that is acceptable.

### **COMMUNITY DEVELOPMENT DEPARTMENT STAFF RECOMMENDATION**

Staff recommends approval of the proposed wall sign for the Polar Bear Club. The applicant has indicated that additional details will be provided regarding the proposed storefront alteration. Though initial renderings look promising, staff recommends additional storefront details be provided prior to approval.









Castle  
Noel

Proposed  
Rec.  
8-13-25