City of Portage
Historic Preservation Commission
Wednesday, November 11, 2015, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb
Guests Present: Bill Welsh (Cable TV)

1. **Roll call**
   Klapper called the meeting to order at 6:01 pm.

2. **Approval of previous meeting minutes**
   Miller-Lamb moved that the minutes for the meeting of October 7 be accepted as written. Droste seconded the motion, which passed unanimously by roll call vote.

3. **Resignation of Commission member Cavanaugh**
   Klapper will submit Cavanaugh's resignation letter dated Aug. 5, 2015. Cavanaugh's name should no longer appear on the HPC agendas.

4. **Discussion and possible action on claims**
   The General Ledger Activity Report shows $433.83 in claims paid so far this year. Klapper will ask when the HPC will be billed for the Heritage Signs, and report at next month's meeting.

5. **Discussion and possible action on proposed Sign Ordinance**
   To help HPC members understand the proposed Sign Ordinance, Mack and Droste photographed downtown buildings and noted dimensions of existing signs. The photographs were used as the Commission discussed section **10-377, District regulations**, of the draft ordinance.

   The section of the proposed ordinance concerning signs in historic districts was modeled on that used by the city of Columbus. Mack noted that the dimensions in the draft ordinance limited projecting signs to extend no more than eight inches into the right-of-way. In Portage, the right of way begins at the building's façade. Mack has determined this is due to downtown Portage's location along a state highway. The business districts in Columbus are not along a highway, and may have a right of way that begins at the curb.

   After extensive discussion, these resolutions were adopted by the Commission. *(Note: Proposed changes to the draft ordinance are underlined.)*

   10-377 (b)(1) Wall signs. Mack moved that the paragraph be changed to read: "Wall signs placed against the exterior wall of a building shall not extend more than six inches beyond a building wall's surface, <u>and</u> shall not exceed <u>150</u> square feet in area for any one <u>façade.</u> <u>The top of the sign</u> shall not exceed 25 feet in height above the mean centerline street grade. <u>Wall signs shall not cover historic architectural features such as windows, cornices, and date markers</u>." Klapper seconded the motion, which passed unanimously by roll call vote.

   10-377 (b)(2) Projecting signs. Mack proposed that the paragraph be changed to read: "Projecting signs fastened to, suspended from, or supported by structures shall not exceed 100 square feet in area for any <u>façade, incorporating all sides of the sign</u>. <u>The sign shall not</u> extend more than six feet into any required yard, extend more than five feet into any right-of-way, and shall not be less than ten feet above the mean centerline street grade and 15 feet

above a driveway or alley." The Commission requests that the Planning Commission check the DOT standard height clearances to make sure that 15 feet is adequate. Miller-Lamb seconded the motion, which passed unanimously by roll call vote.

10-377 (b)(3) Ground signs. Mack moved that the third line of the paragraph be changed to read "…and shall not exceed 100 square feet on all sides for any premises." Droste seconded the motion, which passed unanimously by roll call vote.

10-377 (b)(4) Roof signs. Mack moved that the paragraph be rewritten to: "Roof signs shall not exceed eight feet in height above the roof, shall meet all yard and height requirements for the district in which they are located, and shall not exceed 200 square feet on all sides for any one premise for one sign." Miller-Lamb seconded the motion, which passed unanimously by roll call vote. Mack then proposed adding "Single story structures will require a variance for approval" as the final sentence. Klapper seconded the motion which passed unanimously by roll call vote.

The Commission was uncertain how to interpret **10-377 (b)(5) Combination of signs**. Mack moved that the planning commission provide a clarification of the intention of this item. Klapper seconded the motion, which passed unanimously by roll call vote. The Commission will discuss the revision at their next meeting.

Mack proposed that **10-377 (b)(6) Variances** be added to the proposed ordinance, with the wording "All variances will have initial review by the Historic Preservation Commission." Droste seconded the motion, which passed unanimously by roll call vote.

6. **Discussion and possible action on new Commission members**
   No potential Commission members have been found.

7. **Discussion and possible action on National Historic Preservation Month (May) activities**
   Droste suggested the HPC sponsor tree planting in areas where trees have been cut down due to construction projects. Klapper will check on whether HPC funds can be used to pay for trees.

8. **Discussion and possible action on parking lot naming**
   Better signs have been requested to identify parking lots in Portage. Municipal Services is working on the project. Mack would like new parking signs in the historic district to be reviewed by the HPC for location and design style. The Commission concurred with this, and hope that signs in the historic district will reflect the historic nature of the neighborhood.

9. **Update on Intensive Survey**
   Timothy Heggland and Joe DeRose will discuss the Survey project prior to the City Council meeting on Thursday, Dec. 10, at 6 p.m.

10. **Adjournment**
    Chair Klapper adjourned the meeting at 8:04 pm.

Respectfully submitted,
Erin Foley
Secretary