



**CITY OF TALLMADGE
ARCHITECTURAL REVIEW BOARD
MEETING MINUTES**

TUESDAY, July 29, 2025
1:00 PM

COUNCIL CHAMBERS

CALL TO ORDER

Chair Greg Chaplin called the meeting to order at 1:00 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commission Members present: Mr. Chaplin
Mrs. Knapp
Mr. Donovan

A motion to excuse Mr. Taylor and Ms. Rager was made by Mr. Chaplin seconded by Mr. Donovan.

All members present voted in favor. (3-0)

Administration present: Carol Siciliano-Kilway, Mayor
Megan Raber, Law Director
Kelli Funk, Planning and Zoning Manager

ADOPTION OF MINUTES

A motion to approve the April 29, 2025, minutes was made by Mrs. Knapp and seconded by Mr. Chaplin.

All members voted in favor. (3-0)

AGENDA ADDITIONS

NONE

CORRESPONDENCE AND COMMUNICATIONS

NONE

AGENDA ITEMS

A. CASES

**Item ARB-25-3 Mike Ruth, Fast Signs – Applicant
VTC Development LLC - Owner
100 North Ave, Unit 3
Certificate of Appropriateness**

- Signage

For review & determination

The representative for this case, Mike Ruth, was sworn in and presented the plan in accordance with the submitted documents.

Discussion

Mr. Chaplin: Is that a vinyl sticker?

Mr. Ruth: Yes.

Mr. Chaplin: It will be in the same scale and color as what is shown on the vinyl overlay of the window?

Mr. Ruth: Correct.

Mr. Chaplin: As I understand Crafty Steere represents a number of different companies that can sell or provide product?

Mr. Ruth: That is my understanding from just shopping in there. The Steere family owns another business in Tallmadge. They bring in West Point products that still have that label, higher end deli meats and cheeses.

Mr. Chaplin: There is already a West Point Logo in the window.

Mr. Ruth: That would have happened since the last time I was there.

Mr. Chaplin: Did that one come before us? Does it fall under some threshold that we would have needed to review that one?

Ms. Funk: We need to review it. I was unaware it was there.

Mr. Chaplin: I just drove by on the way here and saw the West Point sign on the left window to the left of the Pandora sign.

Mr. Ruth: We do their signage and we have not produced a decal for that. I wonder if it is just a temporary sign.

Mr. Chaplin: Do you know is their intent to fill all these windows with a logo to represent what is being sold inside the store?

Mr. Ruth: There was not that intent. We asked him specifically what he wanted on this perforated window vinyl. They have done this in their Montrose store with logos everywhere. I told him I did think that would be preferable to the historic district. There would be a minimum amount of coverage preferred for this location.

Mrs. Knapp: In the doors and upper windows we see some of the full mullions. Now I understand we are talking about the signs, but is it their intention to put those full mullions in where these signs will be as well?

Mr. Ruth: I do not think there is any intent to remove those?

Mr. Knapp: The smaller upper windows and the door itself has the appearance of smaller panes of glass. The windows where the signable would be does not have that and it looks not uniform.

Mrs. Rager: That was already approved in the build design itself and is not before you today. That is outside of the scoop right now. They are only asking for the signage.

Mr. Chaplin: As much as I agree that those should have the mullions, I do not think any of those first-floor windows along the store fronts have them.

Mrs. Rager: I understand what you are saying but it was already prior approval.

Mr. Chaplin: The sign is brand new, or you are just reapplying letters and face to the sign that is there?

Mr. Ruth: There is a structure there that we will be putting a current sign on.

Mr. Chaplin: Is the current sign similar to what you are proposing?

Mr. Ruth: The size is the same.

Mrs. Knapp: I am looking at the existing conditions. That was a soft banner temporary sign? This is going to be a solid board?

Mr. Ruth: It is a board with letters off it. The front is solid with nothing shining through the front. In the back there is a polycarbonate face that allows light to shine. The lights are in the sign and will shine back against the board creating a shadow/halo effect. Its an upscale design. It will allow that back to appear at night but does not shine out at you.

Ms. Funk: In the existing conditions I believe West Point Market sign you are referring to was there. You may want to put in the motion that you are only approving the Pandora signage.

Mrs. Rager: You may want to say the main sign has its own thing and are conditioning the Pandora sign pending removal of the other sign. Then if they need to come back to change it at least they can proceed with the primary signage but could come back next month to adjust the other decal.

The following motion was made by Mr. Chaplin and seconded by Mrs. Knapp:

I move to approve the Certificate of Appropriateness for application ARB 25-3 for Mike Ruth Fast Signs applicant/VTC Development LLC owner at 100 North Ave, Unit 3 for the signage based on the application and plans submitted on July 18, 2025, to the Planning and Zoning Department, subject to the following conditions:

- 1. Removal of the request for vinyl film that was indicted as part of the application; and**
- 2. Removal of the current West Point Market sign and if it needs replaced it will come before the Board for approval.**

All members present voted in favor. (3-0)

Brief discussion on newly installed guard rails in Tallmadge circle. Board members voiced concerns of why their review was not needed. Discussed due to safety concerns the decision was urgent.


ADJOURNMENT


A motion to adjourn was made by Mr. Chaplin and seconded by Mr. Donovan.

All members present voted in favor. (3-0)

Meeting adjourned at 1:21 pm

Respectfully submitted,


Heather Badgley, Secretary


Greg Chaplin, Chair

Full audio recording of meeting is hereby incorporated as part of meeting record.