

**MINUTES OF A MEETING OF THE  
FORT THOMAS DESIGN REVIEW BOARD  
HELD AT THE FORT THOMAS CITY BUILDING  
ON THURSDAY, JANUARY 25, 2024  
6:00 P.M.**

**PRESENT:** Jeffrey Sackenheim, Chair  
Benjamin Novosel  
Barry Petracco  
Pat Hagerty, Secretary

**ABSENT:** Mark Thurnauer, Vice Chair

**ALSO PRESENT:** Sam Shelton, City Administrative Assistant  
Cheri Scherpenberg, G.S. Administrative Assistant

Jeffrey Sackenheim presided and called the meeting to order at 6:00 P.M.

**MINUTES** – November 16, 2023 Training & November 30, 2023 Meeting. A motion was made by Benjamin Novosel and second by Pat Hagerty to approve the minutes as submitted. All ayes approved.

**Meeting Dates & Times for 2024**

A motion was made by Barry Petracco and seconded by Pat Hagerty to approve the dates and times for the Design Review Board meetings to continue to be on the fourth Thursday of each month at 6:00pm in 2024. Motion carried 4-0.

**2024 Election of Officers**

A motion was made by Pat Hagerty and seconded by Barry Petracco to approve the continuation of current positions of Design Review Board officers. Motion carried 4-0.

**NEW BUSINESS**

**1107 S. Fort Thomas Avenue  
Andrew & Brittney Frietch, Applicants/Owners  
BF Realty  
Signage**

Andrew Frietch was in attendance to address the Board. Mr. Frietch stated that he and his wife recently purchased the building at 1107 S. Ft. Thomas Ave. He said they are currently renovating the building for a real estate company. Mr. Frietch informed the Board that he was granted a Certificate of Appropriateness for a black awning at the September meeting. He said that the lettering on the awning was too large to conform to zoning regulations. Mr. Frietch would like to update the current sign on the building with a black and white sign face that has soft lighting behind it as well. He said he is trying to create a boutique look for the office.

With minimal discussion, a motion was made by Pat Hagerty and seconded by Barry Petracco to approve the Certificate of Appropriateness for signage. The Certificate of Appropriateness application for signage was approved as submitted. Motion carried 4-0.

**26 N. Fort Thomas Avenue**  
**Josh Courtney, Applicant**  
**Cerberus Den**  
**Signage**

Josh Courtney was in attendance to address the Board. Mr. Courtney said that he is one of the owners of Cerberus Den. He said that he would like to keep the existing hardware from the former pharmacy sign and update the plastic face with the name of the current business. Mr. Courtney also said he is seeking approval for window decals that advertise some of the brands they will offer at the location.

Board members discussed the measurements of the vinyl decals and the limit to not exceed 30% of the glazed area. Measurements for the decals were not provided with the application. Vinyl graphics need to be in compliance and the scale of the decals will need to be disclosed.

With modest discussion, a motion was made by Jeffrey Sackenheim and seconded by Benjamin Novosel to approve the Certificate of Appropriateness for the proposed sign going into the existing sign cabinet. Approval for the vinyl graphics as currently submitted has been denied to come back before the Board at a later date. The Certificate of Appropriateness application for signage in the existing sign cabinet was approved as submitted. Motion carried 4-0.

**1312 S. Fort Thomas Avenue**  
**Tami Root, Applicant**  
**Studio Root Skincare**  
**Signage**

Tami Root was in attendance to address the Board. Tami Root said that she currently has a skincare studio and would like to add to the existing signage. She said that she would like to list her website and the work that she does since her business is by appointment only.

With minimal discussion, a motion was made by Pat Hagerty and seconded by Benjamin Novosel to approve the Certificate of Appropriateness for signage. The Certificate of Appropriateness application for signage was approved as submitted. Motion carried 3-0.

\*Note: Barry Petracco recused himself from the case as an owner.

**NEW BUSINESS: Grow Grant Applicants 2024**

Sam Shelton provided an introduction of the grow grant application process and clarified that the Design Review Board reviews design aspects and that the monetary approval does not fall under DRB purview.

**1 Highland Avenue**  
**Christine Smalley, Applicant**  
**Ft. Thomas Coffee**  
**Outdoor Improvements**

Christine Smalley, owner of Ft. Thomas Coffee. Informed the board that she applied for the 2024 Grow Grant to help with improvements to the exterior of the business. Mrs. Smalley said they are seeking approval for permanent outdoor heaters to extend seasonal use of the patio as well as painted and sealed concrete to cover the staining from the coffee served at the business. Christine Smalley also mentioned the need for signage on the Highland Ave. side showing the address and that coffee, cocktails and wine are all served at the business.

Board members determined the signage mentioned was not included in the grow grant application and is not a valid request at this time.

Board members discussed details related to the heater installation including brackets, mounting heights, proximity of surrounding materials and visibility.

With modest discussion, a motion was made by Jeffrey Sackenheim and seconded by Benjamin Novosel to approve the Certificate of Appropriateness for concrete staining only. Approval for proposed outdoor heaters as currently submitted has been tabled to come back before the Board at a later date. The Certificate of Appropriateness application for paint & sealing of concrete only was approved as submitted. Motion carried 4-0.

## **CONTINUED BUSINESS**

### **1 Alexander Circle**

#### **Brady & Carson Jolly, Applicants/Owners**

#### **Exterior Alterations/Addition**

Brady and Carson Jolly were in attendance to address the Board. Mr. Jolly provided samples of the materials for the ceiling, shingles, stone, hardy board, color pallet, and outdoor lighting as well as a letter of support from the neighboring property. He said that the shingles are the same as the current selection, the stone is similar to the stone on the garages, the ceiling will be Texas Honey Brown wood which is a similar selection to the ceiling on the front and side porch, decking will replace concrete pavers, the hardy board will be a moss color to match the house, the gutters will remain the same as what is already there, and the windows will be identical Lincoln windows.

Mr. Sackenheim informed the audience that the Design Review Board received a written opinion by Historic Preservation Consultant, Wes Cunningham of his perspective pertaining to the application at 1 Alexander Circle with no objections to the alterations/addition.

Board members discussed the Lincoln windows, the need for a ridge vent on the roof and lighting.

With minimal discussion, a motion was made by Pat Hagerty and seconded by Barry Petracco to approve the Certificate of Appropriateness for exterior alterations/addition. The Certificate of Appropriateness application for exterior alterations/addition was approved as submitted. Motion carried 4-0.

## **Adjournment**

With no further business to address, a motion was made by Barry Petracco and seconded by Pat Hagerty to adjourn the meeting at this time. All in favor.