

**CITY OF CIRCLEVILLE
HISTORIC DISTRICT REVIEW BOARD
104 EAST FRANKLIN STREET
CIRCLEVILLE, OH 43113
(740) 477-8224**

**August 22, 2022
CITY HALL ~ COUNCIL CHAMBERS**

MEETING MINUTES

Members Present: Richard Verito – Chairperson, Richard Rhoades, Paul Johnson, and Clerk – Tami Robison. Jessica Calder was absent and excused; Mike Combs was absent.

It is now 5:30 p.m. and my name is Richie Verito, I am the chairman of the Historical District Review Board, and we will now open the meeting for August 22nd. Can I have a roll call please. Roll call was done. Jessica Calder was absent and was excused, Mike Combs was absent. We have enough members for a quorum; everybody should have received a copy of tonight's agenda. If anyone has any conflict of interest with this agenda items, please excuse themselves. Does anyone have any conflicts of interest? No members have responded. Has everyone received last month's meeting minutes? Paul Johnson stated, I did, any additions or corrections to those minutes? Paul Johnson made a motion to approve the August 8th minutes, Seconded by Rich Rhoades, all in favor, minutes have been approved.

Richard Verito stated first item on the agenda is Certificate of Appropriateness #8-22, submitted by Kevin Steward, 19524 London Road, Circleville, OH 43113, for new light fixtures over doorways located at 105-109 E. Main Street, Circleville, OH 43113, in a Downtown Business District (DB) within Historic District Overlay (HD). They are here for the lighting over the doors, we have a spec sheet with picture in front of us as well as a picture of the building and it looks like Kevin also brought one of the fixtures, Kevin, take it away

Kevin Steward stated as I stated in the last meeting, I will have the sign over each door and this light will be mounted over top each sign which will light the sign and the sidewalk too. This is the fixture (holding up an actual light fixture) basically it will hang above the sign right in the middle so that it will light up both sides of the sign. The lights are LED and 42watt, so they are not very bright. We didn't want them very bright because of the closeness to the street. These will be over all the doors on Main Street and the two on Court Street. The address is all 105 Main Street, there is no Court Street address. There will be eight of these, six doors on Main Street and two doors on Court Street.

Paul Johnson asked Kevin if the light fixture has a photocell on it? I thought I could see one on it

Kevin Steward answered yes it does, it has 38,000 hours of light on it and the LED's are very bright

Paul Johnson stated that it is very attractive

Kevin Steward answered that is what we wanted, we wanted it to be period appropriate

Richard Verito asked are there any other questions? Do I have a motion? Paul Johnson made a motion to approve as submitted by Mr. Steward of the Certificate of Appropriateness #8-22. Richard Rhoades seconded for the COA, light over doorway fixtures as submitted by Kevin Steward, all in favor, roll call was done, COA passes. Congratulations Kevin.

Richard Rhoades asked Kevin, do you have all of your places rented yet?

Kevin Steward stated yeah, I'm on a non-disclosure on the bottom, but pretty much the whole bottom floor is taken. It's Scalia. The company that's doing it, the people that's going to be in the building, they have approved it, their administrator has approved it, but it's got to get to the board for the final approval. But I had to sign a non-disclosure.

Paul Johnson asked is some of it retail?

Kevin Steward stated some of it is, but just the corner is retail. The rest of it is professional

Richard Verito: I hope it is a food establishment

Kevin Steward stated there is no food. I've actually already laid everything out. The thing with the food. You could appreciate this. I mean it's. It's tough business. But the food service is hurt worse than anybody and I just thought it would be a revolving door. Now again, none of the leases are signed, so I'm telling you when I got in the works, but somebody could back out and then I could be back to square one, but it's basically with where I'm at, it's two people taking the whole building. So far, it's construction we're getting a lot of windows put in the second and third floor that basically just had boards on them just for drying it in, and then the birds and stuff coming in, they're going to start to break around the doors tomorrow. The glass is ordered, we are still two weeks out on the glass and the doors, so, our goal would be to have the exterior done with the signs by pumpkin show. So, if everything goes well, the 110 on the corner should be in by Pumpkin Show, the other ones won't be in until January 1st. Just a lot more to do for what they can't really do anything until they approve it. I appreciate your time. I appreciate you guys working with us, but I think you guys will be pleased when we're done. Still no upstairs, I just don't know what the feasibility of the apartments are. I can't get my hands around if there's a market for that. That'll come after I get the downstairs done, then I'll start focusing more on the upstairs.

Paul Johnson stated so you have this space. It's there.

Kevin Steward stated it's there, we are getting it cleaned out and all dried in. It looks bad on the back side because it's got OSB over the board. You know when it rains at OSB, that is no good and I can't take a chance at the downstairs getting water in it from the windows not being in, but I do appreciate your time and I am trying to do the right thing

Richard Rhoades asked so three floors or two floors upstairs?

Kevin Steward stated yes, both floors were framed out for six apartments a piece, the 2nd floor basically just apartments with 12 ft ceilings. The third floor is framed out with six apartments. And they got 18 ft ceilings on the third floor. And there's six on it. Most of them are two-bedroom. There's one, three-bedroom on each floor and there's a one, one bedroom on each floor, but the majority of them are two-bedrooms. But all that was done prior to me getting it and the rough plumbing's in too and all of it. So, basically if you wanted to make it apartments, electric, heating and cooling and drywall finishes it in, but again, I just can't get a handle on the feasibility. I have talked to people and some say you will do good and then you talk to others and they don't know if we're ready for that yet. I've talked to a company about doing a feasibility study on that, but I haven't got the price of that yet. The bottom line is I am not doing anything until I get the downstairs done and rent it and get them people in because you know it's one of those things you have to crawl before you walk. You know you've been in business when you get too much going at one time and then it just all unravels on you. But the guy who had it before Rankin and had a good idea, all the walls in the whole building on the outside are down to the original brick and it basically looks awesome. All that plaster has been all taken off. They spent a bunch of money getting it where it is at

Paul Johnson stated it's a great idea

Richard Rhoades stated I think he was going to do condos

Kevin Steward stated I think is there a market for it? I just don't know and if I do anything, I'll do one floor at a time I'll probably do the third floor first. Just that way, if there's any mechanicals or anything that we did that you missed on the 2nd floor going into the third, you don't disrupt the 2nd floor to get that done. I had the plumber and electrician already go through the 1st floor and everything is up, there was nothing missed

Richard Verito stated you just might be the one to start that trend

Paul Johnson asked you did get that parking lot right?

Kevin Steward stated I did buy the 123 and 125 E. Main Street, by the tattoo to the alley on this side of the Eagles.

Paul Johnson stated so you are between next to the alley

Kevin Steward stated yes, the grass strip in the middle that I think was a hardware store that has not sold at sheriff sales, so somehow it got missed. I don't know how, but it's coming.

Richard Verito stated I think it's coming up in October

Kevin Steward stated I think so. I don't know for sure, but again, I might not get it, that's why I bought 123 and 125 so I was assured about parking. I am sure you two know, being owners of downtown property this parking there's just no answer for it

Paul Johnson stated some people say parking garage, some people say more public lots, and there's a lot of discussion about diagonal parking, etc. There's been a lot of thought, but no movement

Kevin Steward stated, and again, maybe you guys could tell me different. I mean is it the land-owners responsibility to have adequate parking for his tenants? So, what you have over Gantz and over the Republican building you've got 10 people living in them, too, and they're filled and no parking. And then it's the ones that you have the worst trouble with because they're parked all day and it says 8 to 5, or only 2 hour parking?

Richard Rhoades stated right

Kevin Steward stated you see it more and more when you end up with the building down here and you're trying to work and every time you turn around there is somebody in your way

Richard Rhoades stated I got 4 apartments on top of my building and never had full time If he's got 10 and I have two or three other people that did it for themselves up above. I think it is becoming a trend.

Kevin Steward yes, is it? Do you have any trouble with renting yours?

Richard Rhoades stated I took a 5-year lease

Richard Verito stated next door, Bialy, Wampler and I bought the two buildings next door and they have apartments over them as well, they are renovating the second floor

Kevin Steward stated but he is the one over the Mexican restaurant?

Richard Rhoades stated so I rented to the Mexicans

Kevin Steward stated they got a nice restaurant there

Richard Rhoades stated they took a three-year lease with the three five-year options

Kevin Steward stated they're doing a nice job. Out of all of the Mexican places I would rather go there than any other

Richard Rhoades stated It took me 2 years to find the right restaurant opportunity, I wasn't looking for Mexican but the right one came along

Kevin Steward stated they seem to take care of you there too. The trend right now is we all worry about customer service, but when you go there, the customer service does mean something

Richard Rhoades stated Ink My Logo did their upstairs

Kevin Steward stated when I bought the building and I was fighting this parking issue which is trying to renovate that one. I thought, if I'm going to secure my future of that building, I better be finding some parking. I mean, you and I talked about it a little bit, our thing is still viable. I thought I had to take care of it myself, because I don't think anybody is going to take care of it for you. And I don't know that the city's in the position to do it either

Richard Rhoades stated the footprint of my building takes on the whole lot, so that works

Kevin Steward stated basically when you got the Eagles is obviously a big parking lot and you got the one that Scott owns behind his building and then there's one there by the cinema and the one by Bases and that's pretty much all there is, isn't it? Appreciate your time.

Paul Johnson stated keep up the good work, Kevin.

Richard Verito asked do we have any old business? As for new business, has anybody seen the copy of the letter that Hannah sent out to the property owners? I am not going to read that letter, I just want a copy of it to be included with the minutes. Hannah and I both agree that with the new code coming out get on top of letting everybody knows what's going on with the city? Hannah did a great job drafting this letter and sending it out to all of the property owners. Maybe here in the next month or so maybe Hannah can walk around and hand them to business owners so that businesses are aware what the new code and guidelines that are coming

Richard Rhoades asked so is there a different website you can look at to find this ordinance number for chapter number or just go to the city codes and find it?

Hannah Wynne stated I'm not sure if the new code is updated on that website yet, it should be eventually that's why I included on the letter. They can contact me because I'm not sure when that'll be updated.

Richard Rhoades stated so on houses does this mean groups to, to be, appropriated? If I was to put a new roof on my house versus just businesses because there are house's in the historic district too

Hannah Wynne stated it would include everything

Richard Verito stated If you look at other jurisdictions like in Columbus with regards to their historic review board they have a whole booklet on historical reviews and materials which makes it easier for their historical review board but with that being said, ours don't go into that I would assume that if you had an antique period looking roof period looking roof like I would say like one of these ones in the historical district with the slate and with the design on it, I would say that as a property owner would want to keep, and this is just a discussion, as we are right now, I have never seen or heard of anybody coming to the historic board for a roof

Paul Johnson stated not once, but it could happen

Richard Rhoades stated it states all exterior stuff

Richard Verito stated and all you can see from the street pretty much falls into the historical review board

Richard Rhoades stated then the roof would be apart of that, gutters as well

Paul Johnson stated and this face change to the structure of the building with paint, colored materials and signage? That's a pretty broad stroke

Richard Rhoades asked I thought we couldn't tell them what color to go with

Richard Verito stated I don't know if we can even suggest at the moment the way things are written unless there's a color palette list, I believe unless there was something set forth where these are the guidelines, these are the color palettes these are the only thing that's been accepted, that's been thru council and approved then that is the only way that it can be done, but at this point I don't think we can

Richard Rhoades stated so basically all we're looking for is structure and materials, you can't pick their colors. What if they paint their house, or add siding?

Richard Verito stated correct, that is my understanding of what it would be

Paul Johnson stated the hope is to try to keep things period correct without dictating the color, as I understand it

Richard Verito stated I think that this falls into the city's long range strategic planning that's the question I worked with in Council like this board is great we don't have is the board reassurance so I've been bringing that up constantly and I believe they are finally working on their long range 20 year plan that they've still been using since 1980 and it's supposed to update every so many years, so they're working on that, so then hopefully with that then we can work better

Richard Rhoades stated it would be nice

Richard Verito Yeah, I know, Michelle Blanton, I believe, is on that, who's working on that long-range vision plan for the city is one of our council members

Richard Rhoades stated I have been looking at one of my roofs over there, it is probably 50 or 60 year old metal roof so I have to come in here and say mother may I paint my roof?

Paul Johnson stated it is silver right now. Are you talking about the one on Washington?

Richard Verito What do you have Hannah?

Hannah Wynne stated on the new application it says proposed colors and building shutters, train and other architectural features proposed awnings and canopy's including for those colors proposed mechanical or trash enclosures, including materials and colors.

Richard Verito stated so they made it a little more in depth in this new code they added more things to the new code

Hannah Wynne stated those are just a couple that address some of those things and landscaping, lighting, fencing, signs, building materials all of that

Richard Verito stated I do have a question Hannah. Is the county properties exempt from filling out COA's?

Paul Johnson stated they should not be

Richard Verito stated I have not seen one for anything they've done at the building department that new ramp, we have not seen anything about that

Richard Rhoades stated I was going to ask about that too, just because their government agency doesn't mean they should be exempt

Paul Johnson stated we can go back several years to the sign out front of the courthouse that the county commissioners put up, which white/green letters or green trend?

Richard Rhoades stated you mean the ugly one!

Paul Johnson stated that very one and it went up and then there was a bit of a discussion between this group and the commissioners at that time, it's been 10 years ago, they didn't much care for us, saying, look, you should get our approval and they let us know that

Richard Rhoades stated I don't care, so we should kick them out of the city then

Richard Verito stated can we get a letter drafted please to inform them that there is a historical review board again and that they need to continue and it would be appreciated if they follow the guidelines set forth by the city from which they have personal property

Richard Rhoades stated I don't care if you charge them money that's not an issue it's just about getting the approval, it is not about the money

Richard Verito stated because that'll end up with, that I didn't see nothing and I didn't say anything about it

Hannah Wynne stated Yeah, I know I had them on my list, I think on the auditor's website I had a bunch of different mailing address, so I need to get that figured out

Richard Rhoades stated they have a mailing address

Hannah Wynne stated on the auditor's website it stated that Pickaway County and some of them didn't have addresses

Richard Rhoades stated I was on the Commissioners website today and it had the physical address

Hannah Wynnes stated so I'll use that one

Richard Verito Yes, we do, send it to the Commissioners, and let them do whatever

Hannah Wynne stated ok

Paul Johnson stated two of the three current commissioners were commissioners at that time

Richard Rhoades stated good, let's take them on again

Richard Verito stated it is only fair, government needs to also follow rules and procedures

Richard Rhoades stated absolutely, are you talking the city too?

Richard Verito stated I believe the rules are set forth for all. I did just receive an e-mail and because it's within the historical district I will read this. Somebody sent an e-mail out in council copying me on it and sent out this City Council they have a couple of questions about something that has come to their attention they understand that Homeland Security and DHS comes down every year and gives a security recommendation to the police department in the city and pumpkin show. What is that recommendation? Has the contents or recommendation of that meeting shape of the city members, so are they aware of the DHS concerns and due to recent events here in the united states and at the most recent one in Grove City what does pumpkin show plan on doing to keep the citizens safe. For example, concrete barricades to prevent someone from driving through the crowd not so many entrances for vehicles etc., so apparently that's a great question. What does pumpkin show plan on

doing? What is the security recommendations from Homeland and DHS and the others that also protect the historical downtown district?

Paul Johnson asked, they sent that to you?

Richard Verito stated a person sent it to Barry Keller and copied me on the e-mail

Paul Johnson stated ok, so it wasn't directed specifically to the historic district review board.

Richard Verito No, it was copied to me

Richard Rhoades There's nothing we do about that if it's not for us

Richard Verito But just at least, we know that there's a place, that there are things that are going on to help protect the downtown during an event like that. Whether the government is aware of things

Richard Rhoades asked could you provide a map of the area we're looking at, please. That would be nice to see where that all encompasses. So, if we are wandering downtown to see somebody doing something, we can ask about it or I can let you know this. I'm now walking all over town instead of driving

Richard Verito stated I think that's a good idea. We need to be proactive in that if we see something, say something. Make sure we try to work with everybody as best as possible

Paul Johnson stated and if you are making a change, maybe you need to go see the historical review board

Richard Verito Yeah, start with go by the city and see Hannah, ask her for forms or any questions you may have

Richard Rhoades asked so would it be appropriate for them to just be in a meeting and ask questions about a project before they apply, because they might not know what they're supposed to apply for?

Richard Verito they can come to a meeting, they can go see Hannah anytime, they can stop you in the street and ask you

Richard Rhoades Just curious. Do we have a website link?

Richard Verito stated we do, the Website is in the process of being updated. Also, the city is going to be working on giving us all E-mail addresses at the city, so every board should probably have their own e-mail address, so they're working on that. There's a bunch of emails that are being removed and then issuing email addresses to all board members on all boards

Richard Rhoades: This is to make it convenient that most people be online. I went to the Commissioners website because I'm going to speak with them, I couldn't find it, and then maybe they had one set of minutes they took from 2013 and 2020. So, there's no minutes on there to read, to see what they're really getting into, so I know they are supposed to be published on there and I don't know how to ask them "can I come talk to you"

Richard Verito: I don't know who updates our website. Can we see about them updating with the correct names and a direct link into the historic distric review code saying "click here"

Hannah Wynne stated we can do that, I also have made a zoning map using GIS which is a mapping software I'll have a link to that on our zoning page or whatever page ends up being on the new website and so you will be able to see exactly what properties or permits. I can get you guys either a link to that or I could print out a copy that just has a copy of the map

Richard Rhoades stated and then if you really want to get sexy, get with the water department from all the addresses, find out the e-mail addresses and e-mail a link to the code that will be affecting them. The problem I have with government is, they complicate it, put it in chaos so they can always have the exception somewhere, so you can't find it, to be effective you need to cut thru that

Richard Verito: do you know when we are going to, or when they are working on the website? To update it all

Tami Robison: the website is in development now

Richard Verito: so that would be the time to ask them to adjust that page

Tami Robison: they are not adjusting the current website, we are still doing that and the new website is supposed to be hopefully finished by November

Paul Johnson stated so they are going to actually take down the old website and put up a whole new one

Tami Robison stated yes, a whole brand new website. The old website is not user-friendly, it doesn't have the information, it needed to be updated so that's where we are at

Hannah Wynne stated once it is done, they will turn it over to us

Tami Robison stated once it's developed and we're able to get in it and put the minutes to the site, and have all of our stuff updated and be able to add things and change things on a regular basis. Right now there's only a limited amount of people that are getting in the current website to update things because it is an old website

Richard Rhoades: does the city actually have a webmaster?

Tami Robison stated we have an IT guy who does all of our IT work on all of our IT issues, which is why we're getting rid of that old website. It is old and it's not user friendly. But I will do what I can to try and get what's on there, at least try to get current stuff on it if I can.

Paul Johnson stated this is kind of a sidebar the reason I ask that is we need desperately a new website in Walnut Township for one and would like to know who that contract entity is for the city

Tami Robison stated Dan Moore is our IT guy and he's the one who hooked us up with the web designer. I can send you that information.

Paul Johnson stated that would be great.

Tami Robison: Yeah, sure.

Paul Johnson stated perfect, thank you.

Richard Verito asked did Dan Moore used to work for the city?

Tami Robison: You know, I Don't know, when I came on last year, he was the IT guy I'm not sure how long they've had him that would be a Brenda question

Richard Verito stated as for the new code coming out, I asked them we should all be receiving a copy of the code when it comes out. We will have a binder with the new code

Richard Rhoades stated ok, back to the conversation on revamping the fees

Richard Verito stated it will be put in the newspaper for the next meeting, so we're going to figure out about how much that's going to cost us. I did go back to Mark Bidwell and said instead of us trying to figure out a budget and things like that he is going to try and keep track of what we spend and what we collect and this will let him know if he needs to raise planning & zoning's budget based upon what is going on with us. And I asked him if he could give us a quarterly report about what was taken in and what was spent out, so we have idea of what's going on.

Richard Rhoades stated my thought was into the multiple permit applications I'm not opposed to \$100 fee, but I think we should give him a minimum of three times from here in case they forget or need to add on something? So instead of \$25 fee at a time I think we should give them a minimum of 3 times to appear at a time its \$100 for up to three visits but you know if they plan re-side, paint another side for the house they'll get it done one time for \$100

Richard Verito stated so what will happen right here because it will go into the paper in the legal notices, so it'll say meeting for the historic review board this COA and all this verbiage here for each COA that we have so we are also trying to figure out according to the code how much of that we can

eliminate in there to try to save a few dollars. So, we're going to find out we have one coming up for September 12th

Tami Robison stated we have two items on the agenda so far

Richard Verito asked two different people

Tami Robison stated both for Curtis Christopher

Richard Verito stated so for two different properties

Tami Robison stated yes, two different properties

Richard Verito stated so we'll see what two COA's will run us and then that'll give us a baseline and then we can start continuing this conversation about raising the fees. Of course, I agree, I hear what you're saying. But if they come back three times for \$100 now it's costing us \$300

Richard Rhoades stated I understand that I just know that in any building scenario, your, going to forget like Curtis Christopher, like Steward, why should we penalize them for forgetting something

Richard Verito stated I agree we need to figure out something where we can work with them better, I agree with you. Maybe we can come up with a time frame or something like 60 days, 90 days.

Richard Rhoades stated "there you go" I mean you can do three times in 60 days or three times in 90 days. The home project isn't going to take 90 days, but a business it takes a lot longer, they can take up to two years. I just wanted to throw it out there, my thoughts

Richard Verito stated there's some great ideas and some great conversations

Richard Rhoades stated so now that the code is passed when will we get the new board members

Richard Verito stated they should be for the next meeting, correct?

Hannah Wynne stated yeah, because the code takes effect September 1st

Richard Rhoades stated it takes effect September 1st. So, the September meeting we should have a full board then now we can start conversations over. I table the conversations until then.

Paul Johnson stated and then the other two members we've got are Jessica Calder and Mike Combs and then who's the other members?

Hannah Wynne stated I know that Craig Stevenson is one, I cannot remember who the other one is. Also, at the next meeting the zoning code will be in effect, you can adopt the bylaws, if there is nothing else you want to change. Maybe we should talk about it one more time with the new members. The new code will be in effect so you guys can move forward with those

Richard Verito asked can you put together a packet of the last two meeting minutes together along with the draft of the bylaws for the new members to be briefed ahead of time, so they are somewhat aware and onboard about walking into conversations that they are not aware of, at all. Maybe the last month's worth of meetings

Paul Johnson stated they're up and running that way

Richard Verito stated it helps get them up to speed and get that over to them ahead of time

Tami Robison stated yes

ADJOURNMENT

Richard Verito asked, any other new business? Do I have a motion to adjourn, Paul Johnson made a motion to adjourn chairperson, seconded by Richard Rhoades, all in favor, motion approved and meeting was adjourned at 6:30 p.m.

Submitted by Tami Robison – Clerk