

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

November 14, 2022
CITY HALL ~ COUNCIL CHAMBERS

MEETING MINUTES

Members Present: Richard Verito; Chairman, Richard Rhoades; Board Member: Paul Johnson; Board Member: Mike Combs; Board Member: Jessica Calder; Board Member: Jane Shaw; Board Member: Hannah Wynne; Zoning Inspector and Clerk – Tami Robison. Tom Duval was a visitor.

Richard Verito; Chairman: It's now 5:30 p.m. and I will open the meeting for November 14, 2022. Roll call was done, everyone was present. Before we begin, I would like to welcome our newest board member Jane Shaw, welcome aboard. We have a quorum. Members you should have received a copy of tonight's agenda and review them prior to the meeting, put together your questions that you may have for any of the applicants that come in front of us. If anybody has any conflicts of interest on tonight's agenda, please make sure to recuse yourself in that portion of the meeting. Does anybody have any conflicts of interest? Members also received a copy of the meeting minutes from the last meeting. Does anybody have any corrections or additions to the meeting minutes. Richard Rhoades made a motion to accept the meeting minutes as submitted. Seconded by Jessica Calder, minutes have been accepted and approved. If anybody from the public wishes to speak on tonight's agenda we will give you 3 minutes to do so once the applicant has finished presenting. When it's your time, please come to the podium, state your name and address before starting. Tami will alert you when your time is up. Everyone willing to speak will be sworn in.

First item on the agenda is **Certificate of Appropriateness 16-22** as requested by Thad Dilley located at 134 W. Main and 138 W Main Street, Circleville, Ohio to remove dormers when replacing existing roof with Spanish tile roof, paint front of 138 and the sole new siding. On 134 replace double entry door with single door, single door will have glass window with grides. Replace existing white windows with black or dark brown in the Downtown Historic District overlay

Richard Verito; Chairman: Thad if you would like to come have a seat over there, please. Everybody has photos of the property as well and a spec sheet for the roof. Thad, I will let you go ahead and tell us what you are doing

Thad Dilley; Applicant: the main thing that I'm doing is the roof will need replaced. The current dormers have deteriorated to a point where they are non-salvageable, so I would like to just remove those, they serve no purpose, they are actually part of the attic so there's no real purpose for them for the inside of the building and then replace the current roof with a Spanish type metal roof. Along with that, which will come later in the project, is painting the front of the building, replacing the windows and I think there is another picture of 134. So, this is 138 so, then on the application where I start talking about the siding, I'm actually referring to this building here. That's 134, so when it's all said and done, both these

buildings will have the same color. The only difference is this will be painted. This will be siding. If you want to go back to that other picture, this is across the street, this is the look that I'm going after

Richard Verito; Chairman: So, I have to ask, so that everybody is understanding that this is listed as two addresses, but it is only one parcel

Hannah Wynne; Zoning Officer: Correct, is it same parcel for both your properties?

Thad Dilley; Applicant: one parcel and yes, both them are mine

Richard Verito; Chairman: we will go with that parcel number for both addresses

Thad Dilley; Applicant: also, part of this, the application also talks about the double door that's there currently. So, I'd like to frame that in and just make that a single normal entry door, having that big of a door there serves no purpose

Richard Rhoades; Board Member: you're going to leave the curve in the top of it?

Thad Dilley; Applicant: yes, and the glass

Jane Shaw; Board Member: Is it going to be a handicap single door?

Thad Dilley; Applicant: It will be 36 inches wide, if that is what you are asking

Richard Rhoades; Board Member: that double door, currently do both doors open?

Thad Dilley; Applicant: yes, they do

Paul Johnson; Board Member: that door, Thad, does it just go upstairs then?

Thad Dilley; Applicant: correct. It kind of looks in my opinion, a more industrial look

Paul Johnson; Board Member: ADA Compliance has its limitations regarding stairwell

Richard Rhoades; Board Member: what is going to take up the rest of it other than the double doors

Thad Dilley; Applicant: we're just framing in to match the siding that will be at 134. I think that's it. We talked about the color, windows, doors

Richard Rhoades; Board Member: the roof is tile now, or are you going to go with metal

Thad Dilley; Applicant: Yes, I think it's somewhere here I have an example spec sheet

Paul Johnson; Board Member: Well, that's great that you're trying to replicate the current specs. It's wonderful.

Paul Johnson; Board Member: So, we're doing paint, siding, the door and the ceiling, or the rooftop, correct? And Windows.

Mike Combs; Board Member: will the windows be full size

Thad Dilley; Applicant: yes, the current plan is, they will be taken out and become full size just like they were originally

Mike Combs; Board Member: will the sides of the building will be painted also?

Thad Dilley; Applicant: no, just the front

Thad Dilley; Applicant: and one of the main reasons for painting that is this will get tucked pointed in certain places and when you do that the more it is not going to match color, it'll be a better patch

Richard Rhoades; Board Member: so, you're going to paint it to match the building next door?

Thad Dilley; Applicant: yes, actually, that was across the street, but yes, the building beside it will have siding of that color. So, this will be paint and this will be siding

Richard Rhoades; Board Member: I was going to say this one didn't look like your building

Thad Dilley; Applicant: it looks like a nice building

Richard Verito; Chairman: does anybody have any other questions for Thad?

Jane Shaw; Board Member: I walked down today and I took photos of the dormers up there and I went home and I took them out just to see what the overlay would look like and I think it looks better without it

Mike Combs; Board Member: It does look better without the dormers, it makes the tower show up more

Richard Verito; Chairman: do you have any questions or comments from the public?

Paul Johnson; Board Member: Mr. Chairman, I'd like to make a motion that we accept COA 16-22 as Mr. Dilley has presented. Richard Rhoades seconded the motion

Richard Verito; Chairman: I have a motion by Paul Johnson to accept the COA 16-22, seconded by Richard Rhodes, as requested by Thad Dilley to remove dormers, replacing existing roof with Spanish tile roof, paint front of 138 and install new siding on 134. Re-place double door entry with single door. Single door will have less windows and grids, replace existing white windows with black or brown ones. May we have a vote please? Richard Verito, yea, Jessica Calder, yea, Mike Combs, yea, Richard Rhoades, yea, Paul Johnson, yea, Jane Shaw, yea. Motion has passed. COA 16-22 has been approved

Paul Johnson; Board Member: Thank you for reinvesting in our downtown

Jane Shaw; board Member: I have a question. Do you still have the safe downstairs?

Thad Dilley; Applicant: yes, the safe is still in there. Unfortunately, the door was planned on getting remodeled and saving it but somehow it got thrown in the trash pile. But the actual safe is still in there. Thank you all very much

Richard Verito; Chairman: Is there any old business? New business? Everybody has the dates in front of them for the dates coming up next year. We wanted to make sure we got this out for meetings. If you look at our schedule for this year, we will not be having a meeting on December 26th. If we do happen to receive a COA by December 15th, we will then call a special meeting as to not go over the 30 days without a hearing. I will ask if that's ok with everybody. And the same thing goes for the 2023 schedule in December as well. We've kept the meeting dates and times as consistent with what we have for this year and what we have posted for the 2nd and 4th Mondays of the month at 5:30. We want to make sure that's still ok with everybody? Excellent. We will be sending out changes to the bylaws. Hannah, have you sent out the changes?

Hannah Wynne; Zoning Officer: everyone should have copies? They're in the back of the packet

Richard Verito; Chairman: so, there's a latest updated version of the bylaws for your review in your packet. There was a couple of changes added which was the duties of the chairperson to attend City Council meetings and strategic planning meetings at least once a month, that way the chairperson is in

communication with City Council and the Strategic Planning Board on a regular basis so that everybody is in the loop and then the chairperson can then share anything back with the board as well, that way there's no lapse of information if somebody ever shared that they were not aware of plans between City Council and Strategic Planning so that we had that communicated in person rather than relying on e-mail or things like that. The other thing is to make sure that the meeting minutes and the meeting agenda is also sent out two weeks prior to the meeting, so that everybody on the board has their time to do all their research, look over the photos and go over everything compiling questions that you have prior to the meeting. So that when you come to the meeting, you will be ready to take care of business. City Council will be voting on one more member, I believe tomorrow. After that we will then do the by-laws one more time and then we will have a vote to adopt after our next meeting. Once we have all our members, we will vote to approve the by-laws. Other than that, is there any pending new business? I have one more, I will have by the end of the month, all the photos done for all the properties that we have in our catalog to be able to look at and then I am finishing what I'm working on putting all the business names and Hannah has a spreadsheet with all the property addresses from the Auditor's website that I'm putting in all the business names so that we can now send out letters like we did to the property owners to the business owners to let them know that they need to submit if they're doing any changes or anything else as well. This way, property owners and business owners all know and are aware of the rules and regulations

Paul Johnson; Board Meeting: Is that in any database which will be able to access during our meetings for elevation, photo, etc. What a great tool. Thank you for doing that

Richard Verito; Chairman: so, we got a lot of photos, 155 photos in a third of a block so, Hannah will then after I take the photos, she compiles them all together then will send to you guys so you will have access to them instead of traveling outside when it is freezing or raining outside you don't have to go outside to look at the buildings, but each photo will show the building, each file shows all their historical features on that building. So that'll be later in the month, and we'll have that compiled all together on how it needs to be and then get that out to everybody. I would like that on a zip drive as well.

Hannah Wynne; Zoning Officer: I will also have that on the SharePoint site we create a link to send so you can have access to it

Paul Johnson; Board Member: even better

Richard Rhoades; Board Member: so, there's a sign on the Crown Printing building for Tint Works but I don't think it came through here

Richard Verito; Chairman: Hannah can you reach out to the business owner

Richard Rhoades; Board Member: I don't know about size, but it is pretty big

Hannah Wynne; Zoning Officer: where was it

Richard Rhoades; Board Member: the Crown Printing building, the new window Tint Company, they've got it on the side of the parking lot

Hannah, ok yeah, I'll make a note of that and go check it out

Richard Verito; Chairman: yeah, I don't think we've ever received one from them

Paul Johnson; Board Member: All American jewelry, the owner, Shane Thompson, mentioned to me last week I showed a sign that he has had rebuilt that he would like to put on the front of the building and I

gave him your contact information Hannah so he'll reach out to you. It's a perpendicular small sign guessing probably 30 inches wide and maybe 20 inches tall

Hannah Wynne; Zoning Officer: ok, I'll watch out for that

ADJOURNMENT

Richard Verito asked, any other new business? Do I have a motion to adjourn, Paul Johnson made a motion to adjourn, seconded by Jessica Calder, all in favor, motion approved and meeting was adjourned at 5:50 p.m.

Submitted by Tami Robison – Clerk