

CIRCLEVILLE HISTORIC REVIEW BOARD (HRB) MINUTES 06/09/2025

Historic Review Board members convened in the City Hall Building on Monday, June 9, 2025, at 5:30 p.m. Present members: Chair Richie Verito, Jane Shaw, Jeff Moorehead, William Adkins, Denise Simms, Christopher Burton, and Clerks, Melissa Burns and Sarah Kolesar. Excused member: Michael Combs. Invited Guests: Zoning Inspector Tyler Cobb, Council Liaison Sheri Theis, and Mayor Michelle Blanton.

Chair Richie Verito called the meeting to Order with Roll call at 5:30 p.m.

Christopher Burton was marked absent at the start of the meeting but arrived at 5:31 p.m.

Shaw motioned to approve the meeting minutes from December 30, 2024. Moorehead seconded. (6 Yeas, 0 Nays) Motion carried.

New Business:

a) Officer Elections:

MOTION -ROLL CALL- VOTE

Shaw nominated Verito as Chair. Seconded by Moorehead. All Yeas (6-0). Motion carried.

MOTION -ROLL CALL- VOTE

Verito nominated Shaw as Vice Chair. Seconded by Adkins. All Yeas (6-0). Motion carried.

b) **CERTIFICATE OF APPROPRIATENESS #1-25**, Requested by Naseem Alweshah, property address: 159 W. Main St., Circleville, Ohio 43113, Parcel # A05-3-060-00-028-00. Modify: add new storefront signage. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

Applicant was unable to attend meeting; Applicant's brother, Mohamed Alweshah of 159 West Main St., Circleville, Oh 43113, is here on his behalf.

DISCUSSION: Alweshah stated that the applicant wishes for additional signage to help their business, including a projecting sign to gain attraction from the public. Cobb noted a projecting sign is approved in the HRB requirements if the bottom of the sign is a minimum of 8 f.t. from the ground. Additionally, Cobb explained that the City and HRB code allows a white, steady stationary projecting light that does not glare to surrounding areas. Verito reiterated that the sign must be white, only. Mayor Blanton clarified that neon signs are prohibited City wide. Blanton stated the code allows for a light to be reflected directly at the sign. Regarding adding additional signage inside the business, Cobb explained that if the sign is not touching the glass, approval from the HRB isn't necessary. Verito explained that the HRB would need additional information pertaining to the projecting signage such as dimensions, type of light used, and material of the sign. Verito recommends that the applicant resubmit a completed application with additional specifications to move forward. Additionally, Verito recommends working with Zoning Inspector, Cobb who will assist with submitting the correct paperwork.

MOTION -ROLL CALL- VOTE

Verito motioned to approve COA #1-25. Moorehead seconded. (0-Yeas, 6-Nays). Application #1-25 is denied.

c) **Board fiscal Responsibility**

DISCUSSION: Verito recommends that the Board access information/applications digitally by the end of the year, eliminating the need to print applications for review. Verito noted that all Members are responsible for ensuring their City emails are working properly, noting that applications can be viewed digitally. Verito opened up discussion/opinions from the Board regarding this matter.

MOTION -ROLL CALL- VOTE

Adkins motioned to go digital by the end of the year, eliminating paper. Simms seconded. (6 Yeas, 0 Nays). Motion carried.

Any New or Other Business: None.

Burton motioned to adjourn the HRB meeting at 6:03 p.m. Seconded by Moorehead. Motion carried.

Minutes prepared by: Sarah Kolesar, Clerk.