

CIRCLEVILLE HISTORIC REVIEW BOARD (HRB) MINUTES 07/14/2025

Historic Review Board members convened in the City Hall Building on Monday, July 14, 2025, at 5:30 p.m. Present members: Chair Richie Verito, Vice Chair Jane Shaw, Michael Combs, and Clerks Melissa Burns and Sarah Kolesar. Absent members: Christopher Burton, William Adkins and Denise Simms. Invited Guests present: Zoning Inspector Tyler Cobb and Planner Hannah Wynne.

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

Jeff Moorehead was initially marked absent but arrived at 5:50 p.m.

Shaw motioned to approve the meeting minutes from June 9, 2025. Combs seconded. (4 Yeas, 0 Nays)
Motion carried.

New Business:

a) **CERTIFICATE OF APPROPRIATENESS #2-25**, Requested by Michelle Stevenson, 125 W. Main Street, Circleville, OH Parcel # A0510020001500. To add a projecting sign and to add exterior paint to the front of the building. This is in the Downtown Business District (DB) within Historic District Overlay (HD). **DISCUSSION:** Applicant states she is asking for a projecting sign to be placed at the front of the building to advertise for tenants, highlighting there are currently three signs at the front of the building but are of different sizes and colors and wish for them to be uniform. Applicant did not have full signage specifications available at this time and requested to table her application until the next meeting on July 28, 2025, to obtain additional information needed.

MOTION-ROLL CALL- VOTE: Shaw motioned to table COA #2-25 until the next HRB Meeting on July 28, 2025. Combs seconded. (4 Yeas, 0 Nays).

b) **CERTIFICATE OF APPROPRIATENESS #3-25**, Requested by Hunter Lane, 115 E Main St, Circleville, OH Parcel# A0520410001800. Modify: To add a projecting sign and wall sign to the exterior of the building. This is in the Downtown Business District (DB) within Historic District Overlay (HD). **DISCUSSION:** Applicant was unable to attend; Jeff Secrest attended on his behalf to represent Zwicker House. Applicant is requesting black PVC signage in the front of the building on the white trim below the overhang that says Zwicker House Est 2022 and requesting a two-sided round sign in the front that will hang from rod iron. Secrest explained they wish to maintain the buildings existing appearance and want to keep the signage that way as well. Chair Verito cited the staff report from the City stating that black PVC is inconsistent with the original integrity of the building and alterations are discouraged. Verito suggested painting and adding vinyl letters instead of using PVC.

MOTION-ROLL CALL-VOTE: Shaw motioned to approve signage with the condition that applicant paints the sign and adds lettering instead of using black PVC on the building. Moorehead seconded. (4 Yeas, 0 Nays).

Combs motioned to approve COA #3-25. Moorehead seconded. (4-Yeas, 0-Nays). Application #3-25 is Approved.

c) **CERTIFICATE OF APPROPRIATENESS #4-25**, Requested by Community Title Network, 111 W. Main St, Circleville, OH Parcel# A0530600000900. To add a canopy sign to the exterior of the building. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

DISCUSSION: Rob Febes, representing Community Title Network, is requesting new aluminum signage across the front of the awning. Chair Verito explained that alterations inconsistent or inappropriate with the building's original integrity shall be discouraged per the City's Zoning Code. The landlord, Mark Massie, was also in attendance and expressed they wish for their building and signage to be uniform with nearby buildings. Verito recommended using aluminum that is the same color as the black awning, and applying white lettering instead of blue, to flow more aesthetically with other structures downtown. Additionally, Verito suggested they could minimize and frame the business name with a black background and add a white rectangle inside the frame, then adding their blue logo letters as requested. Febes consulted with the business owner who approved of the alterations.

MOTION-ROLL CALL-VOTE: Shaw motioned to approve COA #4-25 with the amendments of adding a minimum 1 ½ inch black border around the entire signage. Moorehead seconded. (4 Yeas, 0 Nays). COA #4-25 is approved.

Any New or Other Business: Chair Verito said that a City resident approached and asked him what the procedure is when someone puts up a sign without approval by the HRB. Verito asked Zoning Inspector Tyler Cobb how the City would address this. Cobb explained he will actively reach out to residents that he is aware does not have a COA in place. Planner Hannah Wynne stated that they will give those residents a warning, giving them a chance to submit an application and go through the COA process and if they are not compliant, the City will issue a violation.

Combs motioned to adjourn the HRB meeting at 6:50 p.m. Seconded by Moorehead. Motion carried.

Minutes prepared by: Sarah Kolesar, Clerk.