

CIRCLEVILLE HISTORIC REVIEW BOARD (HRB) MINUTES 09/22/2025

Historic Review Board members convened in the City Hall Building on Monday, September 22, 2025, at 5:30 p.m. Present members: Chair Richie Verito, Vice Chair Jane Shaw, William Adkins, Christopher Burton and Assistant Clerk, Sarah Kolesar. Absent members: Michael Combs (excused), Denise Simms (excused), and Jeff Moorehead. Invited guests present: Planner Hannah Wynne and Beth S. Miller, representative of the applicant ERA Martin & Associates.

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

Shaw motioned to approve the meeting minutes from July 28, 2025. Seconded by Burton. All Yeas, 0 Nays. Motion carried.

New Business:

a) CERTIFICATE OF APPROPRIATENESS #5-25: Requested by: ERA Martin & Associates Real Estate. Property address: 123 W. Main Street, Circleville, OH 43113. Parcel # A05-3-060-00-014-00. Property owner: J & P Rental Properties LLC. Modify: Removing existing Martin & Associates sign from 118 E. Main Street and relocating to the new building located at 123 W. Main Street. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

DISCUSSION: Beth S. Miller represents ERA Martin & Associates. Chair Verito highlighted that this is pertaining to a sign that has been in place for many years, and applicant wishes to move it to their new business location at 123 W. Main St. Burton asked how the sign will be attached to the building. Beth stated she believes that the sign would be hung in the same manner as it is currently. Verito recommended the color of the screwheads used to attach the sign to the building should match the color of the sign and Board members voted in agreement. Additionally, Wynne explained to Beth that she will send the applicant an application for a sign permit that will need to be completed and can help with the steps to complete that.

MOTION -ROLL CALL- VOTE: Verito motioned to recommend that the color of the screwheads used match the signage color. Seconded by Adkins. Roll Call. (4Yeas- 0 Nays). Motion carried.

MOTION -ROLL CALL- VOTE: Burton motioned to approve COA #5-25. Seconded by Shaw. (4 Yeas- 0 Nays). Application #5-25 is approved.

Any New or Other Business: Wynne noted the Heritage Ohio Conference in Canton, Ohio is being held October 14-16, 2025, and that she is unable to go but the City receives one free registration to attend if anybody would be interested in attending.

Wynne stated there are two applications that were going to be presented at the October 13th HRB meeting but the City will have the day off due to Columbus Day, but there would be enough time to publish the meeting and have it on October 6, 2025, instead, therefore the applications would be heard within the 30 day application period. This will be a Special HRB meeting. Board members all agree.

Adkins motioned to adjourn the HRB meeting at 5:49 p.m. Seconded by Burton. Motion carried.

Minutes prepared by: Sarah Kolesar, Assistant Clerk.