

CIRCLEVILLE HISTORIC REVIEW BOARD (HRB) MINUTES 4/13/2026

Historic Review Board members convened in the City Hall Building on Monday, April 13, 2026, at 5:30 p.m. Present at Roll Call: Chair Richie Verito, Vice Chair Jane Shaw, Mike Combs, William Adkins, and Assistant Clerk Sarah Kolesar. Absent Members: Denise Simms and Christopher Burton. Invited guests present: Michelle Cockerham, Zoning Inspector.

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

Jeff Moorehead notified Verito that he would be 15 minutes late. Moorehead arrived at 5:46 p.m.

Shaw motioned to approve the meeting minutes from March 23, 2026. Adkins seconded. Motion carried.

New Business:

a) CERTIFICATE OF APPROPRIATENESS #3-26, Requested by: Jon Bialy, 155 W. Franklin St., Circleville, Ohio 43113. Property Address: 150 W. Main St., Circleville, Ohio 43113. Parcel # A0510010001100. Modify: Replace front commercial window back to original size 92.5 W 68” H. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

Discussion: Jon Bialy, property owner, is requesting to redesign the appearance of his business though keeping it as historic as possible. The goal is to attract nearby traffic walking and driving. Bialy stated the goal is to restore the original 10 ft. ceilings as well as wood floors. The current window is 48” tall and 75” wide and proposing to increase window to 68” tall and 92.5” wide, like other commercial windows in the downtown district.

MOTION & ROLL CALL VOTE:

Combs motioned to approve COA #3-26. Shaw seconded. Roll Call. (4 Yeas- 0 Nays). Application #3-26 is approved.

b) CERTIFICATE OF APPROPRIATENESS #4-26, Requested by: Trent Fannin, 97 E 2nd St., Chillicothe, Ohio 45601. Property Address: 101 N. Court St., Circleville, Ohio 43113. Parcel # A0510010003201. Modify: Hanging two blade signs for Rost Coffee. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

Discussion: Chair Verito explained the applicant, at no fault of his own, obtained a sign permit through the County and they did not inform the applicant of the City’s signage requirements, being that two projecting signs are against City code. Only one projecting sign is allowed. Verito stated he can still get a second sign by filing for a Variance.

MOTION & ROLL CALL VOTE:

Adkins motioned to amend the application to include both addresses, one sign for each address. Shaw seconded. Roll Call. (5 Yeas- 0 Nays). Motion carried.

MOTION & ROLL CALL VOTE:

Adkins motioned to approve COA #4-26 with the amendment. Combs seconded. Roll Call. (5 Yeas- 0 Nays). Application #4-26 is approved.

c) **CERTIFICATE OF APPROPRIATENESS #5-26**, Requested by: Brad & Misty Laxton, 304 S. Court St., Circleville, Ohio 43113. Property Address: 304 S. Court St., Circleville, Ohio 43113. Parcel # A0520540001500. Modify: Replace older wooden storm doors with black aluminum doors. This is in the Downtown Business District (DB) within Historic District Overlay (HD)

Discussion: Brad Laxton, property owner, stated the current wooden doors are black and were placed approximately in the 80's and they do not block the wind if it's storming, and it becomes drafty during the winter months as well. Laxton noted the new doors will be solid black aluminum doors.

MOTION & ROLL CALL VOTE:

Combs motioned to approve COA #5-26. Shaw seconded. Roll Call. (5 Yeas- 0 Nays). Application #5-26 is approved.

d) **CERTIFICATE OF APPROPRIATENESS #6-26**, Requested by: Sweet Delights Bake & Savory Shop, 105 W. Main St., Circleville, Ohio 43113. Property Owner: Jon Bialy. Property Address: 105 W. Main St., Circleville, Ohio 43113. Parcel # A053060000600. Modify: Paint outside brick white, outside sign black background with gold lettering. This is in the Downtown Business District (DB) within Historic District Overlay (HD).

Discussion: Sara Akinmadeyemi, business owner, emphasized that customers point out to her that they cannot see what is inside the storefront due to the being so dark, and with the doors being black, they look closed. Sara noted that despite having a flashing open sign, people are unable to see that they are open. Sara explained that painting and a new fresh look would attract more customers. Jon Bialy, property owner, asked why she would need a COA to paint the front white as it was previously approved to paint white under another COA on April 4, 2022. After further investigation reviewing the previous COA, Verito confirmed it has been approved to be painted white. Regarding the signage, Verito explained that if the owner wishes to change the language, but the size and material does not change, it is not necessary to be approved through this Board. But the material proposed is different than what is currently there. Verito read the Bylaws of the Historical Review Board regarding criteria for evaluation for a Certificate of Appropriateness. Mr. Bialy stated it would be best to table this COA at this time to gain further clarification and guidance from the City regarding the signage material. Verito discussed it with the Board, and all collectively agreed that painting of this building does not need approval and is removed.

MOTION & ROLL CALL VOTE:

Combs motioned to table COA #6-26 per applicant request. Moorehead seconded. Roll Call. (5 Yeas- 0 Nays). Application #6-26 is tabled.

MOTION & ROLL CALL VOTE:

Combs motioned to remove painting of the building from the COA. Shaw seconded. Roll Call. (5 Yeas- 0 Nays). Motion carried.

Any New or Other Business: None.

Adkins motioned to adjourn the HRB meeting at 6:15 p.m. Combs seconded. Motion carried.

Minutes prepared by: Sarah Kolesar, Assistant Clerk.