

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

**June 27, 2022
CITY ADMINISTRATION ~ CONFERENCE ROOM**

MEETING MINUTES

Members Present: Richard Verito – Chairperson, Mike Combs, Richard Rhoades, and Clerk – Tami Robison. Jessica Calder was absent.

The first item on the agenda is, **CERTIFICATE OF APPROPRIATENESS #4-22**, as requested by Barry Keller on behalf of Pumpkin Show Inc. for a replacement of a previously approved wrap located in Pumpkin Show Park, 121 N. Court Street, Circleville, OH 43113, in a Downtown Business District (DB) within Historic District Overlay (HD).

The applicant Barry Keller on behalf of Pumpkin Show Inc., was absent but Keith Summers was present along with counsel Pat Pickett representing Pumpkin Show Inc.

Welcome everybody, I am Richard Verito, Chairman of the Board, Historical Review Board, the time is 5:30 and we will open this meeting for 5:30 p.m. on Monday June 27, 2022. Can I please have a roll call. Roll call was done. Jessica Calder, was absent. We have a quorum; all the members should have received the agenda. If anyone has any conflict of interest with this agenda, please excuse themselves. Does anyone have any conflicts of interest? No members have responded. We have received the minutes and they are very in-depth meeting minutes from the last month. I am going to make a motion, I know there are a couple of changes that need to be made, corrections that need to happen. I am making a motion to table the minutes until the next meeting. Richard Rhoades seconded it, all in favor, motion approved to table the minutes until the next meeting. There is no public here so I don't need to announce that the public has 3 minutes to speak, so we will move right along to the first item on the agenda.

The first item on the agenda is, **CERTIFICATE OF APPROPRIATENESS #4-22**, as requested by Barry Keller on behalf of Pumpkin Show Inc. for a replacement of a previously approved wrap located in Pumpkin Show Park, 121 N. Court Street, Circleville, OH 43113, in a Downtown Business District (DB) within Historic District Overlay (HD).

Richard Verito stated we are bringing up an issue to re-approve a pre-existing Certificate of Appropriateness that was previously approved back in 2018 on a trailer wrap that was previously approved, by a previous board

Richard Rhoades stated that in the minutes I read and everything I read, the trailer was approved, but there was no mention of signage. Did I read it right? Or did I read it wrong?

Jim Stanley stated no you read it right, but the signage existed on the trailer

Richard Verito stated I believe, it's Pat, right? I believe Pat stated, and correct me if I am wrong, when it was approved, or when it was submitted it already had the existing sign on it

Pat Pickett stated a little history might help with that. The trailer was purchased from the City of Columbus Parks and Rec department and at the time it was purchased by Pumpkin Show it bore Park and Rec signage for the City of Columbus, so shortly after that, it was wrapped with Pumpkin Show appropriate logos etc, which were in existence in 2018, at the time the last Certificate of Appropriateness was issued

Richard Rhoades asked, so it was pre-wrapped and approved as a whole?

Pat Pickett answered yes

Richard Rhoades stated I just wanted to make sure I got that right

Pat Pickett stated so as we met the last time, we had an amendment orally to change the application that was filed so that it was clear that we were only seeking the certificate with respect to the change in the wrap from the prior wrap and I think if you looked at the current application, Barry went in and basically did in writing what we had done orally at the last, the last hearing. Basically, what has happened is that the wrap was replaced, all the sides were then as Barry mentioned last time, the only difference is that there was one face of the stage, and I do believe it's the face that when the stage folds up, that goes up to the sky, that is no longer visible, that was blank previously. And that face was basically wrapped as well, so that would be the distinction if any, is that there is one additional face sign on the stage.

Paul Johnson asked, so, it is literally an inside wall that flips up?

Pat Pickett stated, it is almost like the front door, that closes the stage off for when it is not used and when it flips up, the inside is wrapped and was previously wrapped, and it is the outside, so the face that flips up, it becomes like a roof more or less and the face points skyward at that point

Richard Verito asked, does anyone else have any other questions?

Richard Rhoades stated I don't have any questions, I just have a comment, when you put that trailer there, were you intending on building a stage eventually or was the trailer always going to be there?

Keith Summers stated it was always going to be the stage

Richard Rhoades answered ok, I think it would look better as a real stage there than a trailer. My own personal opinion for the downtown

Keith Summers stated that it was our intent, it has been used outside of Circleville before and been moved to be used at things like the Historical Society used it for an event, Ashville 4th of July

Richard Rhoades stated I didn't mean for you to think you wanted to be moving it back and forth, I just thought a permanent built-in stage. To me that would have been a temporary fix to a problem, and the long-term fix would have been to build a real stage and sit there permanently, and didn't know if that was your intent or not

Pat Pickett stated, as it was submitted which was set

Pat Pickett stated the information previously submitted back in 2018 indicated the stage depicted on the drawing on the west end of the alley is the portable semi-trailer that Pumpkin Show currently has

Richard Rhoades stated mine was just a question for the future, it had nothing to do with tonight

Outside, don't have a conversation here at all, yes, the future, could change, on how things look there and stuff

Richard Rhoades stated I was just wondering if that was an original thought or not

Keith Summers – the idea was that it would be mobile was the original thought, so it always was that

Richard Rhoades stated it satisfied my curiosity

Keith Summers stated it was used over in the Fifth Third parking lot for a few events. It was moved over to the big lot across from my office, so that way it could be used other places other than just for Pumpkin Show. But now we are having events there scheduled often, maybe the idea is that it be there as a more permanent structure

Pat Pickett stated that basically when we first looked at this, I had to create an application for other charitable organizations to come in to apply to use this and you know obviously there is all the things lawyers worry about, when you got people driving your trailer down the roadway and things of that nature, so it was kind of the process, but it gained it's home now thru the process in 2018

Richard Rhoades stated that's fine, just a curiosity question

Keith Summers stated a futuristic question

Richard Rhoades stated did I plant a seed

Keith Summers stated it's already been there, so, we just see where we go

Richard Rhoades stated he has no more questions

Mike Combs asked so there is some thought?

Keith Summers stated so that park has evolved and will continue, there are some issues with homelessness and things that we didn't foresee which has become problematic so we are getting the foundry work, but there is always work to be done, don't worry

Pat Pickett stated the homelessness issue did impact the stage, specifically because

Keith Summers stated it looked different before the homeless problem

Pat Pickett stated some homeless people basically took up residence under it, removed some of the shielding and the things around the bottom, it basically got to the point where in order to control that problem, that had to be left open

Keith Summers stated that is why you can see under that. It was covered with skirting up until maybe 3 years ago, I don't remember when that went down maybe pre covid

Pat Pickett stated some of it was removed by the homeless themselves, and then some was further removed

Keith Summers stated they had some difficulty right at the beginning with where the restrooms were and some homeless very quickly moved in there, we had to re-build the fountain. We have some things on order so that you cannot get to the fountain

Paul Johnson stated I think all of us would agree that what has happened there now is a vast improvement over the current situation than the gravel lot after a fire, and I have the advantage having served previously when it was approved if you will, that perspective that we were moving pretty quickly in order to solve a problem and beat a deadline which is the Pumpkins Show. So, I think it got a little cloudy and a little sketchy, what was approved and was not approved historically which gets us to where we are today

Richard Verito stated sure

Pat Pickett stated understood

Paul Johnson asked so Ritchie do you need a motion to approve?

Ritchie Verito stated I certainly do

Paul Johnson stated I will make the motion that we approve the wrap as purposed by Pumpkin Show Committee

Ritchie Verito answered correct. I have a motion from the committee. I have a motion on the table to approve the Certificate of Appropriateness #4-22 as submitted which is true to re-approve a previously approved wrap on a previously approved trailer located at Pumpkin Show Park. Mike Combs second the motion. Second by Mike, can I get a roll call

Tami Robison did roll call

Richard Verito stated motion passes

Richard Verito asked any old business?

Jim Stanley stated that the 5 board members are: Paul Johnson, Richard Rhoades, Mike Combs; Jessica Caulder and Richard Verito for now, Zach is no longer on there. Paul Johnson actually took Zach's place to make a 5-member board, and Richard Rhoades was an alternate and took Jim Stanley's place on the board

Richard Verito stated so what happened was the Mayor preemptively, for lack of a better term, went with the new code where there are 7 members on our board, so they have 7 members put on and we are still operating on the old code that says 5, so, Jim stepped down so that we don't have a conflict of interest and then Richard Rhoades took his place and then um, Zach Miller just stepped down and Paul Johnson takes his place. So, Craig Stevenson will be coming on when the new code goes thru and we will be one member short.

Paul Johnson asked so you are looking for a member?

Richard Verito stated that is appointed by the, not in the new code

Jim Stanley stated in the new code it's council

Richard Verito stated new code is appointed by city council

Paul Johnson stated city council, ok

Jim Stanley stated so Craig will have to be re-appointed, so there will be an application and an appointing, for Craig Stevenson, once the new code goes into effect

Richard Verito stated, could we make sure we get him an application ahead of time, if he still wants to be a part of the board

Paul Johnson asked aren't we all appointed anyway?

Jim Stanley, no, the existing board will remain, you are supposed to have staggered terms, and we really need to get all of that straightened out, because it is 3 years staggered terms, so some of you should have two years, some of you should have one, and some should have 3, and then once you are appointment time is up and you want to continue, you pretty much continue, with another term, another 3 year term, once you let council know, I think that is all you have to do at this point, but we will have to get into that with the new code and make sure that is how it goes. So, I think, we will have to go thru and maybe have the mayor issue a letter that says what everybody's terms are, from what date you were appointed

Jim Stanley stated nobody had their terms, nobody knows what they were, so, it all needs clarified

Richard Rhoades stated actually they sent me a letter that says they alternate that gave me a term limit

Jim Stanley stated yeah, they gave everyone 3 years, but they didn't have a term date, there should have been a 1, 2 or 3 but everybody got 3 years which means the whole board is done after 3 years

Paul Johnson stated and that is not what you want

Jim Stanley stated, no you do not

Paul Johnson stated you need continuity. Well, I for one am thrilled to have Jim Stanley on, it is important to have a city services director on this board and as Mike knows we went a long time without having that, and we enjoyed it when John Ankrom was city services director

Richard Verito stated I need to correct that Jim and/or Hannah will be sitting here as our advisor, but probably mostly Hannah

Jim Stanley stated it will be Hannah a lot, until she is fully going, which she is pretty much going

Paul Johnson stated and fully noted Richard Verito, I did not mean to short cut you, but to have the city would have been a better way to put it

Jim Stanley stated it is important, I agree, I think that we need to be aware of what is going on, and Hannah has a pretty good handle on things going forward with the new code, so,

Richard Verito, and they both know that I am pretty diligent when it comes to making sure that I understand and making sure that everything is up to how it should be or a full understanding of how things should be, I think it is pretty safe to say I am pretty annoying

Paul Johnson stated, I think you are trying to do it by the books, and I think that is commendable

Richard Verito, you have mentioned that had submitted an application on Thursday

Tami stated yes, that Curtis Christopher submitted for light fixtures,

Jim Stanley stated he took an old sign down

Tami Robison stated he is going to do wood panels with light fixtures

Richard Verito asked, when do you guys want to hear his? I am sure he is wanting to move along pretty quickly, we got it Thursday,

Jim Stanley stated last week

Tami Robison stated Thursday of last week, yes

Richard Verito stated, so we can, since we got it Thursday, does it have to be 10 days from the moment we announce it? Or, 10 days, no sooner than 10 days since they submitted it?

Jim Stanley stated it does not have anything to do with the submittal

Richard Verito stated no less than 10 days

Jim Stanley stated, but there has got to be an announced hearing

Richard Verito asked in the newspaper?

Jim Stanley stated, it doesn't necessarily have to be the newspaper, you can announce it at a public meeting, so, you can say now when your next meeting is going to be

Richard Verito asked, how do we alert the public?

Jim Stanley stated that public meeting is alerting the public, basically since this is an open meeting, the code says. Just because there is no public here does not mean this is not a public meeting.

Brenda Short asked, so do I have to put it out as a public notice in the paper?

Jim Stanley stated, I don't think so

Brenda Short stated, I was told we had to

Richard Verito stated that was my understanding

Jim Stanley stated that gives your 10-day notice, that serves as your 10 day notice that is required for the hearing, since you are announcing it in this meeting, then it serves as the 10 day notice. That is the way city council does it when they call special meetings that they announce it. It is the way they announce their committee meetings is at city council

Paul Johnson asked so the clock could start as early as their 10 days right now?

Jim Stanley stated yes

Richard Verito asked, so 10 days from right now, not 10 days from the day they submitted it?

Jim Stanley stated, now the 10 days has to do with the notice in the paper

Richard Verito stated ok, so we have 10 days

Paul Johnson stated, public notice, stated 10 days from the notice in the paper

Jim Stanley stated which we will make sure that is correct, but that is my understanding of how that goes. If you announce it in a public meeting that starts the clock for the 10 days

Richard Verito asked so that would put us at the, not this coming Monday but the following Monday

Jim Stanley stated, yes, If, you want to keep having the meeting on Monday's, that would actually give you enough time for the 10-day notice in the paper if you want to

Richard Verito, that would be the 11th of July

Richard Rhoades stated, I think we should have regular set meetings, and you could always cancel them if nobody is there, but instead of going a 10 day, so next week, or this week someone could turn one in so now you got both Monday's

Richard Verito asked do you want to have a meeting once a month? Or do you want to schedule for twice a month? I want to as for this board, I'm thinking, you guys have worked with having to get permits and stuff like that done, if it's a month out and your schedule of getting work done is too long

Richard Rhoades states right

Richard Verito states so I want to make sure that we are having something

Richard Rhoades states have it twice a month and if we have an emergency/special scenario that we got to address, it is going to fall within the 10 days because we are doing it every 14 days, so I think that would take care of it, 4 days isn't going to kill a project but a month would

Paul Johnson stated, yes, that would certainly be a hardship

Richard Verito stated I agree with that

Richard Rhoades stated we could always cancel a meeting if there is nothing going on

Mike Combs stated exactly

Richard Verito asked do you want to go every 1st and 3rd Monday? Or, 2nd and 4th Monday?

Richard Rhoades looks like if we are doing this on the 2nd Monday we might as well do 2nd and 4th, since we are already in the rhythm

Jim Stanley stated, so here is where the 10 days come into play with that. Let's say, 10 days before the meeting you don't have anything on the agenda, and you cancel the meeting, and then something comes in, then,

Richard Verito stated a few weeks out

Jim Stanley stated yes, a few weeks out

Richard Rhoades asked, do most applications come in thru you?

Brenda Short – yes, most of them come in thru the front

Richard Rhoades, because if they do then you can alert them of our time schedule, and let them understand

Brenda Short stated, I don't want to take over the meeting or anything, but all of our other meetings we have a deadline that you have to meet, and if you meet that deadline, it automatically goes to that meeting, so you know how it is with planning and zoning

Jim Stanley stated that it will give you a two-week window versus a one-month window, but you still get there

Brenda Short stated but the 2 weeks is still good

Paul Johnson stated, there may be a case scenario where they could be three weeks out

Jim Stanley answered yes, but it is going to be better than a month

Paul Johnson stated it will be better than a month, and it's like planning a meeting it's just impossible to get everyone scheduled to correlate

Jim Stanley stated as I was thinking we would do is once we get the meeting set as to the dates we will get that sent out to all the property owners that have basically anything in the Historic District with the

schedule, and then will start posting that schedule on our website. Hannah has done a really neat thing with the zoning map, overlaying it in our with the information for each parcel, so we can create that historic parcel with all that information in it, so if you have a building in the historic district and you can click on it and it will bring up those meeting times with the historical review board and the application dates and all of that, and while she is coming out with all of that, she just showed us that today

Hannah Wynne stated I can add anything in that you think would be useful

Brenda Short stated the city is doing a new website, so, once that information is out there then people would know, the meeting is these dates and they can work around that

Richard Verito asked, so we are going 2nd and 4th Monday's? Is everybody ok with that?

Richard Rhoades stated that is fine by me

Paul Johnson stated I may have to leave early on July 11th, as luck would have it, we are having a joint zoning committee meeting in Walnut Township at 7:00 p.m. that same evening and I am the chairman

Richard Verito stated on that note, I was talking to our Auditor, to see if we had a budget for this board, and this board does not have a budget at all, there is no line item set up to set aside for anything, at the moment. So, Mark Bidwell said to work on what you think it might need to be, let me find it here real quick so I don't speak out of turn, try to get some comparable information from other boards and nothing seems to match up with the responsibilities with your board, some boards have high budgets like the BZA which is nearly \$30,000 for 2022, and several boards do not have any expenses. But with this information I will get with your fellow board members together to discuss what might be included in your costs. Here is a list of expenses that may spark some conversation to make sure you get a comprehensive list. Legal fees, advertising, transcription training, supplies and incidental's, postage and anything else we think we may need. If somebody ordered a transcriber, if somebody appeals it, we would need a professional transcriptionist to transcribe the minutes and then have them certified, and that can cost's anywhere from \$200.00 to \$800.00 dollars. If somebody were to appeal.

Brenda Short stated I think in the past Paul, I think those expenses, Kim took them out of planning and zoning in the past

Paul Johnson stated, ok, yes, that is exactly what I was thinking how were those costs handled previously. Postage, copying, legal representation

Brenda Short stated If anything was mailed out for this board, she just put in under planning and zoning

Paul Johnson stated it is not like we order deli sandwiches

Richard Verito stated so this is some food for thought, let me know what you think, and I am working on what I think then we can all discuss at the next meeting or thereafter and what we think, what kind of number, so that they can figure out and make sure they can allocate in case needed

Jim Stanley stated also, training,

Richard Verito stated that is the big one

Jim Stanley stated Hannah is looking for some training for boards, especially, I think planning and zoning could really use some training, I think it wouldn't hurt for this board to have some training with all that is involved and what is going to be certified local government stuff that they want to get to with this board once the new zoning comes into place. And we are not talking about flying somewhere

Richard Verito stated, some ethics training

Jim Stanley stated yes, I think every board needs this training

Hannah Wynne stated I have found some stuff on some on board training and ethics stuff, so I can send out those video links it's just a series of videos

Jim Stanley stated and we have sat in on a couple of the trainings for the stuff that has been sent to us for downtown historic type of things so

Richard Verito asked can you forward a copy of that meeting to me? Did you get a copy of that?

Jim Stanley stated the last link?

Richard Verito stated the last link

Paul Johnson stated I think I did

Jim Stanley stated that was thru the Ohio?

Brenda Short asked the online one? I think you did, if not let me know, I can get it

Richard Verito stated and send it to Paul

Richard Rhoades stated that it was done through Heritage Ohio

Richard Verito stated it was a video that Heritage Ohio did you can view it online and watch it

Paul stated they have a lot of resources. When does the code come online? When does that go live?

Jim Stanley stated we think it is going to be passed for its final reading the first reading in August and but I am not sure if it is affected 30 days after that or if it is affected immediately, I am not sure which clause the ordinance has on it

Paul Johnson stated, the meeting I have to be at on the 11th, Holly is our consultant

Jim Stanley stated oh really, ok, she is good

Paul Johnson stated yes, she is

Jim Stanley stated we are going to try and keep her engaged here with planning and reviewing stuff for us

Paul Johnson she is a good resource and she is close by

Richard Verito asked do we have any other business?

Richard Verito stated motion to adjourn. Seconded by Paul Johnson. All in favor. Meeting was adjourned

Meeting Adjourned at 6:00 p.m.

Submitted by Tami Robison – Clerk