

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

**July 11, 2022
CITY HALL ~ COUNCIL CHAMBERS**

MEETING MINUTES

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

The first item on the agenda is, **CERTIFICATE OF APPROPRIATENESS #5-22**, as requested by Curtis Christopher, 430 N. Court Street, Circleville, OH 43113, for new light fixtures with wood panel background located at 122 S. Court Street, Circleville, OH 43113, in a Downtown Business District (DB) within Historic District Overlay (HD).

I am calling this meeting to order, I am the chairperson Richard Verito, of the Historical District Review Board, the time is now 5:34 and we will open this meeting. Can I have a roll call Tami. Roll call was done. Jessica Calder and Mike Combs were 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. No one has any conflicts of interest? No members have responded. Has everyone received the meeting minutes for the last two meetings? Paul Johnson and Richard Rhoades answered yes. In the future I will put this after we get done with the applicant so they don't have to sit around for any of that, if that is ok with everyone. Paul Johnson stated that makes perfect sense. For the meeting minutes for June 13th there is one change on page 9 it states "Richie Verito stated as the lawyer here I have documentation here that proves this so we can end this conversation" needs to be corrected to "Richie Verito asked Pat as the lawyer here, do you have documentation here so we can end this conversation".

Paul Johnson made a motion to approve the meeting minutes from June 13, 2022, Richard Rhoades seconded the motion, all in favor, motion passes to approved the meeting minutes for June 13, 2022.

Richard Verito asked does anyone have any corrections for meeting minutes on June 27, 2022. Richard Rhoades made a motion to accept the minutes, Paul Johnson seconded the motion, all in favor, motion passes to approved the meeting minutes for June 27, 2022 have been accepted.

NEW BUSINESS

A guest from the public is here. Are you here to speak on this issue or are you here just to listen?
Woman answers, just here to listen.

The first item on the agenda is, **CERTIFICATE OF APPROPRIATENESS #5-22**, as requested by Curtis Christopher, 430 N. Court Street, Circleville, OH 43113, for new light fixtures with wood panel background located at 122 S. Court Street, Circleville, OH 43113, in a Downtown Business District (DB) within Historic District Overlay (HD).

Paul Johnson asked is that in the alley or out front?

Curtis Christopher answered out front

Richard Verito stated that the work has already been completed

Curtis Christopher answered yes

Richard Verito does anyone have any questions

Paul Johnson stated he has no questions but wanted to state that what has been done over there fits with the character and architecture of the building and the work looks like it has been done professionally and would be the kind of craftsmanship that we would hope all the buildings in the downtown Circleville could enjoy

Curtis Christopher stated Thank you

Richard Verito stated agreed. I know it is difficult with having someone do the work and then try to submit for paperwork for Certificate of Appropriateness. As a board we are trying to make ourselves more available to have two meetings a month with the application to be submitted within 10 days prior to a meeting also does create some challenges

Curtis Christopher stated my next meeting coming up will be signage and of course the issue is, we are open for business and we need signage now but yet we are waiting on everybody from the RS to the sign company so the problem is, by the time it is in front of me, I am ready to install, then I have to come to you and get approval for it. So that is the issue right now. I am waiting on an artist rendering, so as soon as the artist rendering is in, I will turn it in to be built and it's during that time that I need to submit it, so it is just constant flow of information

Richard Verito stated if you happen to know the materials or roughly can do a hand drawing of what it is going to look like, we don't need to see content of the sign because we don't regulate content, we just need to know the material that it is so you could submit it

Curtis Christopher stated I can do a hand drawing for her, like tomorrow or the next day so at least you can have it for the next 10 days as soon as the artist rendering is done we are building trying to get them up and running and open for business

Richard Rhoades stated like Richie said you can go ahead and submit for tomorrow so that we can catch it. When I did the El Pedregal building they accepted a hand drawing because I didn't have all the other stuff there either and was ready to rock and roll

Curtis Christopher asked the old sign that is on the Loft building next door that we tore down, the old nasty sign that has been falling off literally right there in the corner of the alley

Richard Verito asked that was on the sidewalk pretty much where you can touch it while walking by

Curtis Christopher answered yes, so that was there when it was originally Murphy's, it's got the old paint under it and everything, and so I had an idea, I was going to throw it by you guys just conceptually tell me what you think, rather than sandblast it clean and try to clean that space up we thought about leaving it a little rustic and the sign that was up there was like 20 x 21/2 it was huge and so to cover that space up we thought about a lot of the old building they are coming back and Painting text on the brick walls around different towns they are painting the text on the brick walls, if you guys walk out of here and just conceptually look at it, I thought about cleaning up just enough and writing Pecks Hall 1855 on that spot. Historic name, year just to utilize that spot without having to clean it all the way up, because cleaning it all the way up will never look the same as the rest of the building. And I don't want to make another 2 x 20 huge piece of lumber to stick back up there either, because I don't want someone to have a sign that big. All the buildings we are doing we are taking all of that big stuff down so we can go with quaint signage the fits more historically with downtown

Richard Verito asked Hannah what would he need to do with that? If he wanted to put a painted sign of the name of what it is

Hannah Wynne stated I am not sure if he would actually need a full sign permit if it's not an actual sign but since he would be altering the outside of the building and still get a certificate of appropriateness

Richard Verito stated it does fall as a sign permit because it is the name of the business

Curtis Christopher stated it is the name of that building, it is called Pecks Hall

Richard Verito stated so it would fall under a painted sign permit

Hannah Wynne stated I will double check to see what that might fall under

Curtis Christopher stated when I come in to do the other sign I can take a picture of the building, I am even having Dale Herring conceptually draw it for me so I get the right kind of block letters, and I will submit that too as another sign piece, just so you can see what we are trying to do

Richard Verito stated that would work as a painted sign, I am going to use the other painted sign that we have in town which is the deli across the street that is a painted sign on the side of the building and if you are following along those same guidelines, it is, I am going to use paint to paint the name on the side of the building and we don't regulate content

Curtis Christopher stated that it would clean up an ugly spot on that side of the building that I don't know what else to do with it

Richard Verito stated you would need a sign permit

Paul Johnson stated then we would have a scale or a size limitation or not and that would be how much

Hannah Wynne stated I didn't bring my code book with me

Curtis Christopher asked, so my question is we took a 2 x 20 sign down what does that mean?

Richard Verito stated, you are putting up a new sign so you would have to go with what the code is now

Curtis Christopher stated but the space that we are covering is 2x20 without having to sandblast the building and clean that space up

Paul Johnson stated your point is not lost, you are taking a sign, albeit it was painted over and just putting one painted on and there is just no plagered

Richard Verito asked so you have 40 sq ft? Do you have any other signs on that building do you?

Curtis Christopher stated I have the Loft which is about this big that is on the side of the building

Paul Johnson stated it is an oval one

Curtis Christopher stated yes, it is the oval one on the corner

Richard Verito stated that is going to be 2 signs allowed and without looking at the code, without quoting the code, Hannah would know better and she can look that up tomorrow and she would be able to answer that

Curtis Christopher stated if you conceptually look at it and say what would I do with that spot because it has got a one hundred fifty, year old paint on there without sandblasting the whole building

Richard Rhoades stated you shouldn't sandblast historic buildings anyway

Paul Johnson stated you would have to be careful with that

Curtis Christopher stated that was the creative way of how can I make that look cool, because you could still give it a rustic block letter style that looks old but it's new

Paul Johnson asked Mr. Chairman, do we have in the current code or is it only in the purposed code, maybe Hannah can address this on ghost signs. There is a section, and I don't recall if it is under the current or the new but they do address ghost signs that had been there before and are still visible in a couple places in downtown, almost what your talking about now

Curtis Christopher stated if you go downtown and see the alleys that have some of the old signage that were painted on the building, I want to capture some of that right there

Richard Verito stated but you are not re-painting what used to be there

Richard Rhoades stated we cannot regulate content

Richard Vertio stated he is referring to ghost signs, because if you were re-painting what was there you would be restoring an old ghost sign that was already there

Curtis Christopher stated it used to be Murphy's, it used to have JC Murphy's on it

Paul Johnson stated it almost fits that but it doesn't

Curtis Christopher stated so while we are talking signage obviously as soon as we finish the green on this building, we are turning the corner to the Especially for You, a building which has that huge ugly Especially for You across it. I want to tear that whole thing off, but again, am I hurting myself by tearing, I don't want a sign that big, nor do I want a tenant to have a sign that big, so I was going to tear it down and since we were painting the whole front of the building white with black trim, that way, I clean the whole front of the building up and then we can come back to you with whatever tenant wants to come back with a sign, but, I think I answered my own question. I do not want anybody to have a sign that big on the front of that building, it is ugly

Richard Verito stated as a property owner you can say this is my outline of where a sign is going to go but right now it is blank. This is what we are going to put on the building, and then whenever you have a tenant you can have their lettering or logo or name in that blueprint

Curtis Christopher stated I am just trying to, I want to be in control of the signage, I want buildings to look good and nice and not just throw up whatever they want. But that thing is huge and distracts from the rest of the building, just take it all down and start all over

Paul Johnson stated Richie, I think your right, you provide the sign, the template and then as Richard said we do not control the content

You can come to us and say I would like an approval for a certificate of appropriateness for a wooden sign 5x10 decorative looking for here and then we would hear the certificate of appropriateness and then whenever it came time for the sign permit, that tenant would already have the certificate of appropriateness for that sign. Then all they would have to do is have their letters, vinyl on or painted on or whatever

Curtis Christopher asked can I get a sign approved before I have a tenant and there is the space to put your letters on it?

Richard Rhoades stated that is what he is saying

Curtis Christopher asked that is what you said? I though you said they would have to come in

Richard Rhoades stated they would just have to get a sign permit to fill their space

Richard Verito stated you would already be done

Curtis Christopher stated I like that idea better

Richard Verito stated we have the Certificate of appropriateness for the light fixtures and wood panels in the background. Richard Rhoades made a motion to approve. Seconded by Paul Johnson. All in favor. Richard Rhoades stated Yea; Paul Johnson stated Yea; Richard Verito stated Yea. 3 Yeas. 0 Nays. Motion carried.

Richard Verito stated Tami can I have a roll call

Tami Robison did roll call, Richard Verito, Richard Rhoades, Paul Johnson, were present, Jessica Calder and Mike Combs were absent

Richard Verito stated Motion passes your Certificate of Appropriateness with the wood paneling and lighting at 122 S. Court Street has passed.

Next Agenda, Bylaws. Hannah has been working on the bylaws along with Jim and myself have gotten together a couple of times to get the board needs new updated set of bylaws. These do not come into effect until the new code

Hannah Wynne stated a good portion of it is taken right out of the code that outlines the criteria you have to follow, so because of that I have to wait until the new code gets passed before we can actually use, but I wanted to bring it here so you guys could look over everything and if there is anything else you want to add. You can always add what you want, I put the bare minimum of what is in the code now

Richard Verito stated so we went over it all and looked at the different things, like Hannah said we looked at the code and what other municipalities have done and we kept it pretty simplified for the moment so that we can add later, it is harder to get things removed then it is to add new things in, nothing has changed from within our criteria or evaluating the criteria as stated per the code and once the new code gets adopted, we will fall under the city council instead of the mayor. You will see those when it comes to appointing new members

Richard Rhoades asked do members have to live in the City of Circleville? Because that is what I read

Richard Verito stated I believe they do

Richard Rhoades stated I think that limits what talent we may have in the county

Hannah Wynne and Paul Johnson stated 3 members can live outside the city

Richard Rhoades stated very good, I just wanted to make sure that we could draw better talent if we cannot find it here

Paul Johnson stated last time I was on this commission that was one of the items that was discussed for exactly that reason concerned that it would limit being able to find people to serve at that time Marilyn Delong was on the commission and she lived outside the city so it was problematic although she had a business obviously within the city limits

Richard Rhoades stated I have heard that from many business owners that live outside that they can't participate in their own structures

Paul Johnson stated I am a prime example of that, I live south of Marcy and I would not be able to do it

Hannah Wynne stated that most of it pretty much is right out of the new code, the only things I know that I added after meeting with Richie was the meetings over here in council chambers and the amended section is something I drafted by looking at other municipalities by-laws so if there is any wording there, we can change that

Richard Rhoades asked how do we get ahead of the already installed facts, 2 times a month is ok, but should we have an emergency type scenario, once they already start filling up they are already bought they can't take them back it's the planning stage we need to somehow we need to get in front of is the planning stage of these projects

Richard Verito stated I think communication is key, communicating that you can submit to us a drawing and telling us what the material is going to be and it can be a hand drawing, you don't need to wait for your architect

Richard Rhoades asked I am wondering if the new buildings that just got built or just got bought if we had something that gave them the rules of what they are going to have to do upon purchase or closing

Hannah Wynne stated our intern for the summer and myself are working on putting together a historic district inventory together, gathering data on all properties of when they were built, then using that to send out a little packet or info sheet once the new code is adopted updating all of those property owners on what the regulations are

Richard Rhoades stated that would be fine, but particularly on new purchases, they need to have that information sooner rather than later

Richard Verito stated once they put that booklet together we are going to see what kind of materials what the properties have and then combine with other municipalities, different cities around Columbus have, you can go onto the Historic Review where they have in-depth books like this, where if you were changing your roof and the roof was shingles but it was previously this, then you should now be changing back to the original of the buildings so we have in-depth definitions of what you should be doing with your properties. That is something we are going to look into

Richard Rhoades stated it is a process

Hannah Wynne stated I am also working with utilities. People will go into utilities to switch their water account and I have set up a thing with them that if there is a change in use they will send me over that information, in zoning can use that information for a change of use permit, it will trigger me to look into the historical district and send them information on that too

Richard Verito stated Kevin Stewart is reaching out to have a meeting with the city for the chamber to be there, he has some questions about building so he is trying to stay on top of that

Paul Johnson stated that is exciting

Richard Verito stated so we are letting it be known that they are trying to get with any of us, I said I was available anytime, whether someone wants to come and ask me a question I can point them in the right direction

Paul Johnson stated certainly being proactive to your concern by having meeting twice a month, it does shorten that possibility, if they come in the day after they have to wait a whole month, now it is just 2 weeks

Hannah Wynne stated I added in here also to have the first meeting in November just to set a schedule to have all the next years meeting dates on it as well as the application deadline to get that posted publicly just so that the schedule and application deadlines are available for the whole next year

Richard Rhoades stated good idea

Richard Verito stated we want to make sure that instead of waiting until sometime in December to get out next year's schedule, in November we can get the information out to the public that way they know that we have more meetings and more dates and when the meetings are and try to work with them better

Paul Johnson stated that would be a good time to do it, right after pumpkin show and yet before Thanksgiving and the major December holidays

Richard Verito asked any other comments or discussions?

Richard Rhoades stated Thanks Hannah for being here

Richard Verito stated also Hannah will in the discussion or prior to the applicant speaking if Hannah has something to speak about or the cities view on something she will answer any questions we have as a board

Richard Rhoades stated with any application that comes in, can she review and mark it up if it is not right? Before we ever review it?

Richard Verito stated technically that is not allowed.

Richard Rhoades asked so she cannot say yes this conforms to code

Hannah Wynne stated I can double check it to see if it would get passed and I would have to deny it anyway because it didn't comply to code

Richard Verito stated so if it was over size, she could not approve it, they would have to apply for a variance. But what you mean is determining the factors, the 11 factors is code, so code is how I interpret code will be different on how you interpret code and would be different on how Hannah interprets the code, which is why it would come to a board for review

Hannah Wynne stated if there is a particularly complicated case or something else you would want to put on, I have looked at Holly's consultant report's that she does for the board of zoning appeals and I could make a staff report with additional information

Paul Johnson stated in Walnut Township the zoning inspector has the authority and if it meets the criteria as defined in our zoning to issue a zoning certificate and we are only approached if there is something that he is not sure about or not comfortable with and then we would review it, and it is either a yes or a no for our zoning commission, otherwise if it is a no, it could go to zoning appeals and the BZA, but that is an interesting point

Richard Verito stated at that point that would be getting rid of the historic review board and putting it on the city which is against what the city council code is so going that way would dissolve this board, and is not something we can do and that is up to city council if they want to do that, so we don't have the power to hand or due diligence and our duties over to the city. That is our duty, once again, the code is interpreted differently and that is why if we were basing our decision on what somebody is saying that their interpretation of the code then we are no longer applying code and no longer doing what we need to be doing, we are just co-signing someone else's answer. We need to do our due diligence and follow the code

Hannah Wynne stated if you guys think of anything else that you would want added in before the code is adopted just let me know I can make changes

Richard Verito stated every meeting I will bring up if anybody have anything to be added into or discussed or additions to the bylaws at every meeting until it comes time for us to vote on the bylaws

Hannah Wynne stated if everything goes as scheduled and the code passes it should go into effect September 2nd, so I am not sure when the next meeting would be but then at that meeting vote on the bylaws. There are no applications for the next meeting. Today is the deadline. There has to be 10 days before. The way we are setting it up now is because it has to be advertised 10 days before with the new code, so Tami would have to put it in the paper tomorrow and it would go out on Thursday which would be the 10 day notification, so we are going to try to get into that habit, so Monday is the application deadline, so she can get it out tomorrow and it is advertised 10 days before

Richard Verito asked to give someone that extra day of Monday, can we submit it on Tuesday, submission date on Monday by 5:00 p.m.

Hannah Wynne stated it has to be in by the end of business day today, if someone came in today they would get put on the next date

Richard Verito asked what time do they need a submission by Tami

Tami stated that the office closes at 4:00 p.m. and that would allow time to submit it to the paper

Richard Verito asked if someone walked in Tuesday morning, we could still possibly get it in?

Hannah Wynne stated I suppose we could but she would have to rush getting the paper notifications out

Richard Verito stated we could ask council to make an amendment from 10 days to 7 days, I am assuming. Is the 10 days Ohio Revised code? Or is it the rules set forth by city council, the 10 days

Hannah Wynne stated the 10 days were written in the code

Richard Verito asked city code or ORC?

Hannah Wynne stated the new code states the 10 days, so you would have to initiate a code amendment

Richard Verito stated I will find out from city council to see if that is possible

Hannah Wynne stated in the new code it has to be a public hearing which is why it is a 10day advertisement

Richard Verito stated the way the new code is coming out we have to get a better description for the newspaper of the certificate of appropriateness and public hearing. There is an additional fee that we will be paying, we should never as a board operate in a deficit so that we are finding out how much this is going to cost us on a regular basis and then we will need to approve as a board or disapprove raising the fee and then presenting to judicial or finance at city council for then to make the change. We are charging \$25.00 for the certificate of appropriateness and with these new fees we are going to operating in the negative for which we find these numbers and we can charge \$50.00 per certificate of appropriateness which would pay for advertising as well. I asked a council member if this was judicial or finance and they were going to get back to me

ADJOURNMENT

Richard Verito asked, any new business, any comments: Do I have a motion to adjourn, Richard Rhoades made a motion to adjourn. Seconded by Paul Johnson. All in favor. Motion approved and meeting was adjourned at 6:10 p.m.

Submitted by Tami Robison – Clerk