

**CITY OF SPRINGBORO, Ohio ARCHITECTURAL REVIEW BOARD
Meeting Minutes –January 14, 2019**

Call to Order

The January 14, 2019 meeting of the Springboro Architectural Review Board (ARB) was called to order at 6:00 p.m. by Chair Matt Leedy at SPARC and Go, 320 South Main Street in the Historic District.

Those Present

Chair Matt Leedy, Bill Haggerty, Janie Ridd, and Stephane Berger-Lauson, and Tricia Price were present. Ms. Graham was not in attendance. City Liaison Dan Boron was also present.

Mr. Leedy welcomed new member Tricia Price to her first meeting, and new member Nicole Lewis, who will be here this evening, or at a future meeting.

Approval of Minutes

The November 12, 2018 meeting minutes were approved following a motion by Ms. Ridd, seconded by Mr. Haggerty and approved. (4 yes; 0 no; 1 abstain; motion carries)

Hearing of Applications for Certificate of Substantial Compliance, Town Center Overlay District Design Guidelines

No cases this meeting.

Hearing of Applications for Certificate of Appropriateness (COA), Historic Preservation District Design/Protected Properties Design Standards

140 South Main Street, new projecting sign. This agenda item is based on a Certificate of Appropriateness request submitted by Jessica Hecker, business owner, seeking approval to install a projecting sign for her business, Namaste Peaceful yoga studio, at 140 South Main Street in the Historic District. As indicated in the application, the applicant is proposing to install a 6-square foot projecting sign on the south end of the building near the entrance to the yoga studio (located on the second floor of the building). Three other projecting signs may be found on the building facing South Main Street.

City staff requests that the Architectural Review Board place the following conditions on the approval of this Certificate of Appropriateness:

- 1. Applicant to contact the Architectural Review Board Staff liaison (937-748-6183) to schedule an inspection when the sign is installed.*
- 2. Certificate of Appropriateness approval expires after six months.*

The property at 140 South Main Street (Lyceum/Knights of Pythias Hall) is a contributing structure/site to the Downtown Historic Preservation District. Pages 89-90 (Signs) from the Historic Design Standards are applicable and are included in the meeting materials. Site photography of this and all other cases on the January 14th ARB agenda is included in the meeting materials.

Jessica Hecker, business owner, was present this evening to discuss the proposal.

Nicole Lewis joined the meeting in progress.

Ms. Hecker said that the sign would be outside of 140 South Main Street, and it would be a similar size to the other signs that are currently on the building. She said it would be a white sign with the logo, and the material would be metal.

Mr. Boron said that because it is projecting, and it is not under the sidewalk, it doesn't fall under the same head clearance standards, but there still needs to be plenty of clearance.

Ms. Hecker said that the sign would not be bigger than what is already there, and there would be graphics on both sides.

Mr. Haggerty made a motion, seconded by Ms. Ridd, to approve the COA for the projecting sign, at 140 South Main Street, subject to compliance with the City staff comments. (6 yes; 0 no; 0 abstain; motion carries unanimously).

155 South Main Street, projecting sign. Mr. Leedy said that there is one item that is being added to the agenda. He said there is a supplemental item for 155 South Main Street, and Mr. Boron provided information in the meeting packet.

Mr. Boron said that he apologized for doing it in this manner. He said this business is moving from another location, and he didn't want them to wait a whole month for approval. He said the sign would be replacing an existing sign on the building.

Holly Johnson, business owner, was present this evening to discuss the proposal. She said that they would be replacing the existing sign, which was made by same people. She said it would be a metal sign that is double-sided, and the colors would be black and white. She added that she would like it to be 4 x 4 square, instead of the submitted 4 x 2 rectangle.

Mr. Leedy said that she would need to check the clearance, because you must maintain an 8 foot clearance. Ms. Johnson said that she would double check the clearance.

Ms. Ridd made a motion, seconded by Ms. Berger-Lauson, to approve the COA for the projecting sign, maximum size, 16 square feet, at 155 South Main Street, subject to compliance with the City staff comments and meeting sign code requirements. (6 yes; 0 no; 0 abstain; motion carries unanimously).

Mr. Leedy asked about the applicant's request to paint the pole black, if necessary, and said it could be added to the original motion.

Ms. Johnson said the pole is rusty, and she would like to paint it.

Ms. Ridd amended the motion, seconded by Ms. Berger-Lauson, to include approval for painting the sign pole black at 155 South Main Street, subject to compliance with the City staff comments. (6 yes; 0 no; motion carries unanimously).

45 East Mill Street, residing. This agenda item is based on a Certificate of Appropriateness request submitted by Hubert Short, property owner, seeking approval to allow the primary structure located at 45 East Mill Street in the Downtown Historic Preservation District to be resided in vinyl. A Certificate of Appropriateness for this proposal was approved at the May 14, 2018 Architectural Review Board meeting, but was not acted upon. All Certificate of Appropriateness approvals expire after six months.

At the time of the May 2018 approval, vinyl was present on the rear (south) side of the building. Site photography included in the meeting materials shows that all siding has been removed in preparation for the residing project.

City staff requests that the Architectural Review Board place the following conditions on the approval of this Certificate of Appropriateness:

- 1. Applicant to contact the Architectural Review Board Staff liaison (937-748-6183) to schedule an inspection when the project is completed.*
- 2. Certificate of Appropriateness approval expires after six months.*

City staff also advises the applicant of the following:

- 1. The Certificate of Appropriateness approval of the deck replacement/expansion approved for the west Side of the building expires on January 9, 2019. If the proposal is to be executed, then a new Certificate of Appropriateness will need to be applied for. To date, no additional information (plan details, setbacks from property lines, any and all drawings required of the Building & Zoning Department) in support of the proposal have been submitted.*
- 2. New windows appear to have been installed on the home. The applicant is advised that approval of a Certificate of Appropriateness is required in advance of exterior changes to the property.*

The property at 45 East Mill Street (Jesse Wood property) is a contributing structure/site to the Downtown Historic Preservation District. Pages 33-34 (Exterior Walls/Wood) from the Historic Design Standards for Preservation & Rehabilitation are included in the meeting materials.

Hubert Short, property owner, was present this evening to discuss the proposal. He said that with the last approval for the siding, he got the materials and had a company that was going to start. He said he had numerous issues with the company over an extended period of time. He said he found another company, Hise Construction, to take over the project, but he doesn't have a time frame of when they will begin. He said that the siding would not change from the previous approval.

Mr. Boron said that he apologized for not bringing the samples, but they are the same two colors as in May 2018. He said that the reason the applicant is here is that so much time has passed from when the approval took place in May of last year. He said that approvals are for six months, which gives an applicant enough time to develop the project, but doesn't allow for the project approval to linger on.

Mr. Short said that the City has filed a case against him, and he was supposed to go to court on January 9th. He said he got that postponed until January 23rd, and he didn't want to go back without any information.

Mr. Leedy said that tonight, they could reapprove the same Certificate of Appropriateness that was approved six plus months ago.

Mr. Boron said that it would be for the horizontal siding and vinyl siding on the main portion of the building, and does not include the closure on the east side.

Mr. Short said that he stopped on that because he didn't think he could get it done. He said someone from the City came out and said he would have to have tempered glass on the two sides, and he didn't know if he could get the tempered glass in the windows in time, so he decided to wait. He added that he would come back to the board for the deck.

Mr. Boron apologized to the new members for not having the information, but he does have the sample. He said that he could vouch for it being the same material in the field, and report back to the board.

Ms. Ridd made a motion, seconded by Mr. Haggerty, to re-approve the COA for the residing only at 45 East Mill Street, subject to compliance with the City staff comments. (6 yes; 0 no; 0 abstain; motion carries unanimously).

Mr. Boron said that he would report to the Building Department and the Mayor's Court regarding the approval from ARB for the siding. He asked Mr. Short if the windows had been replaced.

Mr. Short said, yes.

Mr. Boron said that he looked at the old pictures and there have been some changes and those exterior changes need to be reviewed by this ARB. He said that in some cases they may just be a replacement, or repair and maintenance. He asked Mr. Short to call him in advance to talk these things through because he is not sure what was exactly there before the change. He added that usually one to one matches do not need any kind of review by the ARB.

Mr. Short said that they kind of talked about the windows when he was here before. He said he thought the general idea was the windows needed to have grids. He said that some of them had grids, some of them were aluminum, but they were generally falling apart. He said he thought the consensus from the previous meeting was the windows just had to have grids on them.

Mr. Boron asked how many windows were changed.

Mr. Short said, all of them. He said that it was taking forever to get the siding done, and he thought he could get the windows done during that time because it was easier for him to do it before the siding.

Mr. Boron asked what material was on the windows before.

Mr. Short said that some of them were aluminum on the west side, and some of them were wood.

Mr. Boron said he just wants to make sure that we are clear about exterior changes. He said that when it's a change in material, color, or appearance; one of those three means ARB approval is required. He said they would need to know these items in advance. He said he would need to look at the record, because he didn't remember the discussion regarding the windows taking place. He said he is available to answer questions anytime regarding long-term plan for the property.

Mr. Short said that he hasn't had any experience with the court, and asked what the possible outcomes would be with them.

Mr. Boron said that it would be best to continue working with the prosecutor, and any effort to have it rectified would be a positive step.

535 South Main Street, door and window replacement. This agenda item is based on a Certificate of Appropriateness request submitted by GNC Properties, LLC, property owner, seeking approval to install new doors and replacement windows for their property located at 535 South Main Street in the Downtown Historic Preservation District. As indicated in the application and additional submitted materials, the applicant is proposing to paint the following on the building:

- *Replace the solid wood front door with a replacement door with glass upper half. This improvement has been completed as indicated in site photography and is subject to a stop work order.*
- *Replace the north side solid wood door with a replacement door. This improvement has been completed as indicated in site photography and is subject to a stop work order.*
- *Replace two windows on the south elevation. This improvement has been completed.*
- *Install storm doors on the two doors mentioned above. There is no description of the proposed storm door other than a picture provided from 65 South Main Street that is intended to match at the subject property.*

City staff requests that the Architectural Review Board place the following conditions on the approval of this Certificate of Appropriateness:

1. *Provide material samples or manufacturer's information for installed/proposed windows and doors.*
2. *Applicant to contact the Architectural Review Board Staff liaison (937-748-6183) to schedule an inspection when the project is completed.*
3. *Certificate of Appropriateness approval expires after six months.*

The property at 535 East Street, James Linder property, is a contributing structure/site to the Downtown Historic Preservation District. Pages 45-48 (Windows & Doors) from the Historic Design Standards are applicable and are included in the meeting materials. Site photography is included in the meeting materials.

Nancy Coomer, property owner, was present this evening to discuss the project.

Mr. Leedy said that the entry doors were replaced prior to approval, and asked the applicant to tell the board the work they have done thus far.

Ms. Coomer said that they have done a lot of work on the interior, when they were doing that, they found that quite a few of the windows needed to be replaced. She said five were faulty, two upstairs, and three down stairs. She said that they pretty much changed out the windows with the same materials, same size as before.

Mr. Leedy said that looking at the pictures, he assumes that the window with the Pella sticker is one of the new ones.

Ms. Coomer said, yes. She said there are two downstairs on the north side, one small one upstairs, and she is not sure of the others. She added that there were some that had already been replaced and were relatively new.

Mr. Leedy said that the applicant can't be held accountable for anything that was replaced prior to ownership. He said of the ones they replaced, those windows are vinyl, and asked what material were the ones they took out.

Ms. Coomer said that they took out vinyl. She said there are two entry doors, one on the north side, and one on the east side. She said when they started doing renovations on the inside, they started seeing all kinds of cracks. She said the doors that were taken out were wood doors, and she doesn't have the actual material of the replacement. She said she thought it was a fiberglass door. She said they would have storm doors, and she sent a picture of what it looks like on their other historic property.

Mr. Leedy said that he didn't know how much purpose it would serve to dig their heels in on something they have already done. He said that his biggest concern was to make sure everyone is moving forward on the right foot. He said that since the applicant owns multiple historic properties, it would benefit everyone to work together proactively in the future.

Ms. Coomer agreed, and said they realize they should have brought this beforehand.

Mr. Leedy said that the door used to be wood, and it's now a different style. He said we are past that because he doesn't know there would be any option to go back to where you started short of having a large expense and a large project on your hands, and he doesn't believe that would be asked at this point. He said he would like to help the applicant to approach this differently in the future to try and get ahead of this. He said there have been some different situations this evening that can become more complicated, and he doesn't want that to be the case with the applicant and the homes they have in the historic district. He said that taking the applicant's word that the windows were changed from vinyl to vinyl, it appears that they seem to be a similar size and style, and assuming that wood windows were not removed, a like-in-kind replacement is permitted. He said in the case of the doors, that would be something they could vote on tonight to approve as already installed. He said that the hope would be for future projects, to contact Mr. Boron or any member of the board instead of discussion after the fact on something that had already been done.

Ms. Coomer said that the whole back half of the house is probably going to have to come off.

Mr. Leedy said that the removal of an addition is an ARB item as well as a City item. He said it could be as simple as sharing some photos with Mr. Boron, and explaining the need of why it would need to come down. He said he won't speak to what the City process would be, but it helps them to work well with the applicant, as they go through these kinds of things.

Ms. Ridd asked if the same doors that are at the applicant's other property had already been approved by the ARB.

Mr. Boron said that he believed it was the storm door, and it would have to be full glass.

Mr. Leedy said that the item for tonight would be to approve the two doors currently installed, two full light storm doors, with a picture submitted to Mr. Boron, and also approve replacement windows that have been installed thus far. He said that if there are other windows that the applicant wants to replace, they would need to come back and discuss that again.

Ms. Ridd made a motion, seconded by Ms. Berger-Lawson, to approve the COA for the existing installed doors and windows, and the future installation of storm doors on the existing exterior doors, at 535 South Main Street, subject to compliance with the City staff comments. (6 yes; 0 no; 0 abstain; motion carries unanimously).

Other Business

There was discussion among members regarding deed restrictions, education for homeowners, and possible solutions for more open communication with homeowners.

Mr. Boron said the annual awards program is coming up, and it is something they typically do leading up to preservation month in May. He said he would provide members with a listing of cases from last year so they can discuss possible nominees.

Mr. Boron said that the 2019 grant program will be gearing up next month, and he would like to have discussion and input from members regarding suggestions and changes for this year's program.

Mr. Boron said that Ashley Null would be in town visiting next month. He said that the Null log home was re-clad by the City with a matching grant from Mr. Null, who is a descendant of the Nulls. He said that Mr. Null may be at the next meeting, and he would like to arrange for him to see the Null log home. He added that he would have more information in the future.

Appointment of Officers for 2019

Members of the ARB discussed the appointment of officers for 2019. Following that discussion the following actions were taken:

Ms. Ridd made a motion to nominate Mr. Leedy for Chair, seconded by Ms. Berger-Lauson and approved. (5 yes; 0 no; 1 abstain; motion carries)

Ms. Ridd made a motion to nominate Mr. Haggerty for Vice Chair seconded by Mr. Leedy and approved. (5 yes; 0 no; 1 abstain; motion carries)

Mr. Haggerty made a motion to nominate Ms. Ridd for Secretary seconded by Ms. Berger-Lauson and approved. (5 yes; 0 no; 1 abstain; motion carries)

Guest Comments

There were none.

Adjourn

Mr. Leedy asked for a motion to adjourn. A motion to adjourn was made by Mr. Haggerty, seconded by Ms. Ridd. (6 yes; 0 no; motion carries unanimously). The meeting adjourned at 7:10 p.m.

Upcoming ARB Meeting Schedule

Monday, February 11, 2019, 6:00 p.m., 320 South Main Street in the Historic District

Monday, March 11, 2019, 6:00 p.m., 320 South Main Street in the Historic District



Matthew Leedy, Chair



Janie Ridd, Secretary