

**January 28, 2014**

Chairman Pro-tem Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, May 28, 2013 at 7:30pm. Other Board members in attendance included: Ann Harker, Ralph Brown, and Nancy Cox. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretary, Kimberly Patterson.

Absence

Board Members did not excuse the absences of fellow Board Members: Pete Berbach, Karen Kuziinsky, and Joel Gruber.

Citizens signing the register: Michael Boyde, Joe Gibson, Rick Brownlee, and Rianna Brownlee.

Oath of Office

City Council President Joe Gibson administered the Oath of Office to returning Board Members Lauryn Bayliff and Ann Harker.

Election of Officers

Mr. Brown **moved to nominate Ms. Bayliff as Chairman of the Restoration and Architectural Board of Review**, seconded by Ms. Cox. **Motion carried.** Ayes: Brown, Cox, and Harker. Nays: None. Ms. Bayliff abstained from the vote. There were no other nominations and nominations were closed.

Election of Vice Chairman

Ms. Bayliff **moved to nominate Mr. Brown as Vice Chairman of the Restoration and Architectural Board of Review**, seconded by Ms. Harker. **Motion carried.** Ayes: Bayliff, Harker, and Cox. Nays: None. Mr. Brown abstained from the vote. There were no other nominations and nominations were closed.

Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the November 26, 2013 meeting minutes as written**, seconded by Ms. Cox. **Motion carried.** Ayes: Brown, Cox, Harker, and Bayliff. Nays: None

Chairman's Introduction

Chairman Bayliff explained Board procedure to all present to include the order of business; the appeal process and ten day waiting period; citizens wishing to speak for or against a request; and the acquisition of all required permits upon any approval.

Citizens Comments Not on the Agenda

There were none.

New Business

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**Michael Boyde, Vice-President – Monroe Federal - 24 E. Main Street, Tipp City - Lot: Pt.**

**Inlot 39** – Removal of existing window; ATM installation;; ATM sign.

**Zoning District:** CC/RA- Community Center/Old Tippecanoe City Restoration and Historic District

**Zoning Code Section(s):** §154.052

Mr. Spring stated that the applicant requested Restoration Board approval for the removal of an existing window and the corresponding installation of a drive-thru Automatic Teller Machine (ATM) at the Monroe Federal Savings & Loan located at 24 E. Main Street. The proposed exterior facing ATM would be installed internal to the existing building, current position of the existing window on the west side of the building, south of the existing drive-thru banking window and include a matching surround.

Mr. Spring also stated the existing window (48" x 62") to be removed was the southern-most of three existing windows on the western façade of the primary building. The proposed ATM installation was 60" x 72", and included a surround, and associated signage.

Mr. Spring noted that the ATM was black in color, the aluminum surround was blue to match the existing "ATM" sign on the northern façade of the building, and the ATM signage (12" x 50") was constructed of Lexan and includes the Monroe Federal logo and associated 24-Hour ATM copy.

Mr. Spring also noted that the applicant would also install bollards on either side of the ATM as a protective element and three wall-pack lighting fixtures for illumination of the ATM area. Two of the lighting fixtures would be installed on either side of the ATM at a height of 9'. The third lighting fixture would be installed on the southern inset of the building proximate to the ATM.

Mr. Spring noted that if approved by the Board, a Certificate of Appropriateness would be issued in accordance with Code.

Mr. Michael Boyde, Vice President of Monroe Federal, 24 E. Main Street, Tipp City, approached the dais. Mr. Boyde stated that following about the request: more convenient for customers to have drive-up access, currently have to park car and walk to building for ATM access; safer for customers; existing ATM machine requires updating and looking to move machine for more convenient access.

Board Members inquired if the machine could be located in the window without cutting the existing marble down 5 to 7 inches. Mr. Boyde stated that the machine would have to be placed at the proposed height level to be accessed via a vehicle and access via

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a vehicle was not possible if placing the machine at the bottom level of the current window sash.

Board Members discussed amending the request to prohibit the cutting of the marble.

Chairman Bayliff asked for further discussion. Being no further discussion, Chairman Bayliff **moved to approve the originally submitted Certificate of Appropriateness with the following modifications: cutting of any marble at window area/opening prohibited**, seconded by Ms. Cox. **Motion carried.** Ayes: Bayliff, Cox, Harker, and Brown. Nays: None.

Mr. Spring mentioned to the applicant that he had ten days to appeal any decision given by the Restoration Board of Review.

**Rick Brownlee - 127 E. Main Street, Tipp City - Lot: Pt. IL 16** - Refacing of an existing projecting sign.

**Zoning District:** CC/RA- Urban Community Center/Old Tippecanoe City Restoration and Historic District

**Zoning Code Section(s):** §154.052

In association with the addition of Liberty Tax to the existing Associates Staffing business, the applicant requests a Certificate of Appropriateness for the re-facing of an existing 38" x 38" projecting sign on the southern façade of the structure located at 127 E. Main Street to add Liberty Tax. The existing sign is ± 10.03 square feet in area and attached to the façade using the existing bracket. The existing sign was previously approved by the Restoration Board on 10/28/08.

The proposed re-facing will leave the existing Associates Staffing logo/copy as is and remove the Laura Demetrician Counseling panel. The Liberty Tax logo/copy will be added in the currently vacant portion of the sign and will include Red lettering with white trim over a graduated gray background and black trim.

Code §154.052(l)(9) states:

Appropriate architectural and design controls. The architectural style, applicable generally to the principal and accessory building or structure, or buildings and structures, should adhere as closely as possible to the original architectural styles represented in the district; including, but not necessarily limited to, such characteristics as:

9. Signage.

Mr. Spring provided an excerpt from the Guidelines Booklet for signs for the Board Members in their staff reports for their review.

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The proposed sign meets all other zoning requirements for projecting signage in the district. A separate Sign Permit (and corresponding fee) will be required upon approval of the Restoration Board.

Mr. Rick Brownlee, 127 E. Main Street, Tipp City, Ohio, approached the dais. Mr. Brownlee stated that did not have anything more to add.

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the Certificate of Appropriateness as submitted**, seconded by Ms. Harker. **Motion carried.** Ayes: Brown, Harker, Bayliff, and Cox. Nays: None.

Old Business

There was none.

Miscellaneous

There was none.

Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Ms. Cox **moved for adjournment**, seconded by Mr. Harker and unanimously approved. **Motion carried.** Meeting adjourned at 7:53 p.m.

APPROVED:

  
Board Chairman Lauryn Bayliff

ATTEST:

  
Kimberly Patterson, Board Secretary