

**November 25, 2014**

Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, November 25, 2014 at 7:30pm. Other Board members in attendance included: Pete Berbach, Joel Gruber, Nancy Cox, and Ann Harker. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretary, Kimberly Patterson.

Citizens signing the register: Mick Hostetter.

#### Absence

Chairman Bayliff **moved to excuse Mr. Ralph Brown from the meeting**, seconded by Ms. Harker and unanimously approved. Motion carried. Board Members did not entertain a motion to excuse Ms. Kuziinsky from the meeting.

#### Amend the Agenda

Chairman Bayliff noted the amended agenda to include New Business. Mr. Berbach **moved to approve the agenda as amended**, seconded by Mr. Gruber. **Motion carried.** Ayes: Berbach, Gruber, Bayliff, Harker, and Cox. Nays: None.

#### Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Gruber **moved to approve the October 28, 2014 meeting minutes as written**, seconded by Ms. Cox. **Motion carried.** Ayes: Gruber, Cox, Harker, Berbach, and Bayliff. Nays: None.

#### Chairman's Introduction

Chairman Bayliff explained Board procedure to all present to include the order of business; the appeal process; 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

**Steven & Janine Wert - 203 W. Main Street - Lots: Inlot 139, Pt. IL 146 & portion of vacated Fifth Street** – Applicant requested an approved Certificate of Appropriateness for the removal of the existing rolled roofing on the flat-roof in the rear of the building and replacement with a synthetic rubber roofing membrane (EPDT). In addition a ½" fiberboard will be fastened to the roof prior to the installation of the membrane.

**Zoning district:** R-2/RA – Two-Family Residential/ Old Tippecanoe City Restoration and Historic District

**Zoning Code Section(s):** § 154.05(C)

Mr. Spring stated that the applicant requested an approved Certificate of Appropriateness for the following items at the residential home located at 203 W. Main Street.

**November 25, 2014**

- Removal of the existing rolled roofing on the flat-roof in the rear of the building and replacement with a synthetic rubber roofing membrane (EPDM). In addition a ½" fiberboard would be fastened to the roof prior to the installation of the membrane.

Excerpt from the Design Manual on Roofs, Gutters and Downspouts

Standards and Guidelines for Roofs, Gutters, and Downspouts

- 1) The original roofing materials, shape, overhang style, roof structure, gutters, and downspouts shall be maintained and preserved to the maximum extent feasible.
- 2) If the roof or roof material is to be replaced, restoration to the original roof style, material, shape, and color is preferred. Metal roofs, if replaced, should be replaced with standing-seam metal roofing.
- 3) Changing the original roof shape or adding features inappropriate to the essential character of the roof, such as oversized dormer windows or connected dormers, is discouraged.
- 4) The replacement of an asphalt shingle roof with asphalt shingles is acceptable. Generally, light colored shingles are not appropriate because they are a more modern development.
- 5) The use of asphalt shingles as valley flashing is strongly discouraged. Copper, galvanized metal, and rolled aluminum with a baked-enamel finish are more appropriate choices for valley flashing than today's woven shingle technique.
- 6) Removing elements such as chimneys, skylights, light wells, dormers and cupolas that are part of the architectural style or era of the building's roof is not appropriate.
- 7) Low-profile ridge vents are not appropriate if they detract from the original design and destroy historic roofing materials or design.
- 8) Skylights, roof decks, and roof gardens may be permitted if they do not detract from the architectural character of the building. Generally, the use of skylights, roof decks, or roof gardens on a façade facing a public right-of-way is discouraged because of increased visibility and incompatibility with most architectural styles.
- 9) To the maximum extent feasible, the original roof materials should be retained. In cases where new roofing is required, the materials should match the old in composition, size, shape, color, and texture. Preserve or replace, where necessary, all architectural features that give the roof its essential character such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.
- 10) Adding antennae, satellite dishes, skylights, solar collectors and the like on the front of a building or street elevation. These items should be installed on non-historic accessory buildings or on non-character-defining areas of the roof that are not prominently visible from the streets.

**November 25, 2014**

- 11) Modern hanging gutters shall only be permitted on the side and rear of the building and shall not be located on the façade facing a public right-of-way. Hanging gutters should be half-round.
- 12) Exposed gutters and downspouts that are not made of copper should be of a color similar to the color of the structure or other trim.
- 13) Baked enamel finishes are preferred for gutters, downspouts, and flashings, rather than bare aluminum, zinc, or galvanized steel. Copper flashings and gutters should be kept unpainted.
- 14) New downspouts shall be round in shape.
- 15) Cast iron boots, scuppers, and other ornamental roof accessories shall be cleaned, repaired, and painted.

Mr. Spring stated that if the Restoration Board approved the roof replacement, a Certificate of Appropriateness would be issued in accordance with code.

Mr. Mick Hostetter, with F.B. Wise, PO Box 665, Tipp City, Ohio approached the dais. Mr. Hostetter stated that the Werts had contacted him requesting a roof repair and the roof was shot and has had a tarp over it. Mr. Hostetter noted that the best thing was to replace the roof and was beyond repair and recommended total replacement. Rolled roof looked like an asphalt shingle but it was flat.

Mr. Berbach stated that there was not much you could do with a flat roof and the look of what was originally there and were not much choices such as rubber or self-adhered granulated.

Mr. Hostetter noted that the color was gray and matched closely to the existing rubber material, but if another color was needed there was a type of paint that could be used but you could not see the roof at all.

Chairman Bayliff inquired if there was water damage. Mr. Hostetter said that he had not been inside was did not know.

Chairman Bayliff asked for further discussion. There being none, Mr. Gruber **moved to approve the Certificate of Appropriateness as submitted**, seconded by Mr. Berbach. Motion carried. Ayes: Gruber, Berbach, Bayliff, Harker, and Cox. Nays: None.

#### Old Business

There was none.

#### Miscellaneous

Mr. Spring stated that per Zoning Code 36.047(B) requires that Restoration Board to prepare an annual plan outlining its priorities and activities for the coming year. Accordingly, staff had prepared a draft Annual Plan for the Restoration Board for 2015.

**November 25, 2014**

Board Members discussed the plan and agreed upon the following to be passed onto City Council:

RESTORATION AND ARCHITECTURAL  
BOARD OF REVIEW  
2015 ANNUAL PLAN

1. Continue distribution of the new Design Manual Guidelines for the Old Tippecanoe City Restoration and Architectural District Booklet to all existing residents, tenants, property owners and business owners within the Restoration District.
2. Review photograph file and update as necessary.
3. Review physical limits of the Restoration District when property owners request addition to district.
4. Seek grant opportunities and funding sources in accordance with the goals delineated in the Tipp City Historic Preservation Plan.
5. Explore opportunities to work with the Downtown Tipp City Partnership and the Design Subcommittee regarding the education and motivation of the public.
6. Develop and disseminate new promotional materials to further the purposes of the Restoration Board and communicate the advantages of a strong Historic District.

Chairman Bayliff asked for further discussion. There being none, Ms. Cox **moved to approve the Restoration and Architectural Board of Review 2015 annual Plan to be forwarded to City Council**, seconded by Mr. Gruber. Motion carried. Ayes: Cox, Gruber, Berbach, Bayliff, and Harker. Nays: None.

Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Ms. Harker **moved for adjournment**, seconded by Ms. Cox and unanimously approved. **Motion carried**. Meeting adjourned at 7:49 p.m.

APPROVED: \_\_\_\_\_

*VICE* Board Chairman Lauryn Bayliff

*RALPH BROWN*

ATTEST: \_\_\_\_\_

*Kimberly Patterson*  
Kimberly Patterson, Board Secretary