



Restoration & Architectural Board of Review
7:30 p.m. Tuesday, June 24, 2014
Tipp City Government Center
260 South Garber Drive
Tipp City, Ohio 45371

1.	Call to Order - Roll Call
2.	Approval of Minutes – May 27, 2014
3.	Citizens Comments on Items Not on the Agenda
4.	Chairman's Introduction
5.	New Business A. Steve & Sarah Gustavson - 439 W. Main Street - Lot: Inlot 201 – The applicants request an approved Certificate of Appropriateness for the removal of the existing 3-tab gray color shingles and replacement with dimensional charcoal color shingles, for the home and detached garage at 439 W. Main Street. Zoning district: R-2/RA – Two-Family Residential/Old Tippecanoe City Restoration and Historic District B. Pamela Holsapple, Vice-President – Monroe Federal - 24 E. Main Street - Lot: Pt. Inlot 39 – The applicant requests Restoration Board approval for the removal of an existing window and a ± 13" x 28.5" section of marble trim for the installation of a drive-thru Automatic Teller Machine (ATM) at the Monroe Federal Savings & Loan located at 24 E. Main Street. Zoning: CC/RA- Community Center/Old Tippecanoe City Restoration and Historic District
6.	Old Business
7.	Miscellaneous Business
8.	Adjournment

**** The next regularly scheduled meeting will be held on Tuesday, July 22, 2014. All applications must be submitted by Tuesday, June 15, 2014.**



Restoration Board Training Session

1. Introductions

2. The Role of the Restoration Board

- a. Certificate of Appropriateness

3. Relationship of the Restoration Board with Other Boards of Review

- a. City Council
- b. Board of Zoning Appeals
- c. Planning Board

4. Ethics

- a. Tipp City Code of Ethics
- b. **Remember:** All board members should be acting without bias or prejudice toward the applicant or any parties of interest.
- c. If you have a conflict of interest, you must recuse yourself from taking part in the public meeting, any discussions or deliberations, and the decision. Conflicts of interest include, but are not limited to:
 - You being the applicant;
 - Any familial or financial ties to the applicant or subject development where there is an inherent benefit to you, the board member, if the application is approved;
 - This also applies in cases where a denial of an application may result in a benefit to you; or
 - Living on or owning property adjacent to the property subject to review.
- d. Being friends with the applicant is not necessarily a conflict but you always need to ask whether you believe you can be completely unbiased in your deliberations and decisions. If not, recuse yourself.
- e. **Remember:** If there is ever any doubt, discuss any issues with the city's attorney and/or with the board to determine if you should recuse yourself from a decision-making process. Sometimes even a slight appearance of bias is enough to make the public question the decision made by the board.



- f. Ex parte communications are discussions an applicant may attempt to engage you in outside of the public meeting process (e.g., phone calls, lunches, informal discussions, etc.). While not completely illegal, they are **highly inadvisable**. All presentations and discussions should be made in a public setting so everyone on the board and in the audience gets the opportunity to hear the same information. Ex parte communications can lead to the appearance of a conflict or, at a minimum, a biased decision maker.

5. Things to Remember

- a. Decisions should not be based on whether you personally like or dislike the proposal. It needs to be about compliance with the applicable code requirements and with the guidelines.
- b. You are not a committee of compassion. You may feel very bad about an individual's situation and wish you could help but a sad story is not always justification for an approval – it depends on the FACTS. See discussion below.
- c. Focus on the facts and the standards at hand. You will likely here a lot of opinions as well as facts (and not necessarily by the same person) but it is your responsibility to determine the facts and make your judgment using that information. While it may not necessarily be politically correct to disregard some of the public's input or opinion, it is a necessary part of board membership to weigh the evidence based on facts and standards.
- d. The burden of proof is on the applicant. The new code requires a complete application before they come in front of the board to prevent "designing at the podium." If the applicant amends their plans, you can postpone the decision until the revised plans are provided to the board.

Kim Patterson

From: Kim Patterson
Sent: Wednesday, June 18, 2014 1:56 PM
To: Liz with Chamber; Nancy Bowman; Tippecanoe Gazette (editor@tippecanoe gazette.com); Troy Daily News AgendaPress Release ; Vandalia Drummer
Cc: Matt Spring
Subject: RAB Agenda for 6-24-2014 Meeting
Attachments: RAB Agenda 06-24-2014.pdf

Kimberly Patterson

ASST. TO THE DIRECTOR OF UTILITIES
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PLEASE SIGN IN

**RESTORATION & ARCHITECTURAL
BOARD OF REVIEW**

June 24, 2014

NAME (Please Print)

ADDRESS (Please Print)

Bill HENNER

24 E. MAIN ST

Michael Bowle

24 E. Main St

Darby Mahan

670 Redwood Sq.

Michael Mahan

670 Redwood Sq.

* Tony Heintl WAS PRESENT BUT DID
NOT SIGN IN. K.P. Board Secretary