

**February 23, 2016**

Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, February 23, 2016 at 7:31pm. Other Board members in attendance included: Joel Gruber, Vonda Alberson, Ralph Brown, and Ann Harker. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretaries, Kelly Rowlands and Laura Tobias.

Citizens signing the register: Brian Mealy and Ashley Mealy

#### Oath of Office

Board Secretary Kelly Rowlands administered the Oath of Office to Board Members Ralph Brown and Joel Gruber.

#### Election of Chairman

Ms. Alberson **moved to nominate Ms. Bayliff as Chairman of the Restoration and Architectural Board of Review**, seconded by Mr. Brown. **Motion carried.** Ayes: Alberson, Brown, Gruber, and Harker. Nays: None. Ms. Bayliff abstained from the vote.

#### Election of Vice Chairman

Ms. Harker **moved to nominate Mr. Brown as Vice Chairman of the Restoration and Architectural Board of Review**, seconded by Ms. Alberson. **Motion carried.** Ayes: Harker, Alberson, Bayliff, and Gruber. Nays: None. Mr. Brown abstained from the vote.

#### Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the November 24, 2015 meeting minutes as written**, seconded by Ms. Bayliff. **Motion carried.** Ayes: Brown, Bayliff, Alberson, Harker, and Gruber. 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

**Michael Hurley – Commander – Tipp City VFW Post 4615 – 125 E. Main St. – Lot: IL 17** – The applicant seeks an approved Certificate of Appropriateness for the removal and replacement of the existing awning on the commercial store front located at 125 E. Main Street  
**Zoning District:** CC/RA – Community Center/Old Tippecanoe City Restoration and Architectural District  
**Zoning Code Section(s):** § 154.05 (C)

Mr. Spring stated that the applicant seeks an approved Certificate of Appropriateness for the removal and replacement of the existing awning on the commercial store front located at 125 E. Main Street. Mr. Spring gave some background regarding the case. On January 29, 2016, staff noted that the exterior awning located at 125 E. Main Street had been removed without the required Certificate of Appropriateness (CoA). Code § 154.05 (C) (2) (a) states: No person shall make any exterior construction, reconstruction, alteration, or demolition on any property within the district unless a Certificate of Appropriateness has been issued by the Restoration Board or Zoning Administrator, as may be applicable.

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Mr. Spring continued, stating that staff contacted the tenant of That Place on Main (the storefront of the property), Jennifer White, by phone and she explained that the awning was in need of repair, and was removed by her husband due to a potential danger to pedestrians. Ms. White indicated that it was her understanding that the VFW, who were actually the owners of the building, was to repair or replace the awning in a timely manner.

Mr. Spring detailed the following additional points on this particular case. A Certificate of Appropriateness for the removal and replacement of the awning has not yet been issued. The applicant has indicated that it is their intention to replace the awning, fabric, and supporting framework "as close as possible" to the original (the same size, material, color, etc.) The applicant has not provided any specifics as to the proposed replacement awning, and the applicant has not provided a timeframe as to the completion of the replacement.

Excerpt from the Design Manual on Awnings

**AWNINGS**

Historically, awnings were used during summer months to reduce heat and prevent sun damage. They provide decorative protection from the elements on both commercial and residential structures. Typically, they were not permanent features of a building, but were used seasonally, and stored during the winter.

Awnings are available in a wide range of colors and styles and can often be retracted to a position against the structure to which it is attached. When properly maintained, canvas material has proven to be durable and long lasting. For prolonged life, it is recommended that awnings be stored indoors during the winter months.

***Standards and Guidelines for Awnings***

- 1) Existing canvas or canvas-based awnings shall be maintained and preserved to the maximum extent feasible.
- 2) Awnings shall not be used or placed in locations that will obscure significant architectural features or require the removal of such features.
- 3) New awnings should be designed and constructed with materials that are equal to or mimic the material of the original awning (e.g., canvas or canvas-based materials). The size and scale of the original awning shall also be maintained.
- 4) When replacing awnings, the applicant shall utilize any previously created mounting hardware or holes in the façade.
- 5) No awning shall be installed that will cover or damage architectural details of the building that are important features to the architectural era or style.
- 6) Simple awning extensions from the face of the building, similar to what is seen in many historic photographs of early Tippecanoe, are preferred. Inappropriate awning enclosures or modern shapes are discouraged.
- 7) Solid colors or simple stripes are usually appropriate. Colors should correspond with those appropriate to the building on which the awning is mounted.
- 8) Cloth or canvas awnings are strongly encouraged.
- 9) Any visible steel frames or supports should be of a like color to that of the awning, so they do not detract from the awning itself.
- 10) Awnings shall be constructed of a canvas or other pliable material. Metal and other modern, rigid awning materials are prohibited.
- 11) Back-lit vinyl awning are prohibited.

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12) Use existing hole for replacement to the maximum extent feasible. Do not damage any architectural details in installation of the awning.

Mr. Spring mentioned staff would suggest that since the awning was removed without an approved Certificate of Appropriateness, the Board should seek specifications on the size, color, material, and a timeframe for completion of the project in association with the approved Certificate of Appropriateness.

Mr. Brian Mealy, 121 E. Main Street, Tipp City, Ohio approached the dais. Mr. Mealy stated he represented the applicant, Michael Hurley. He detailed the following: The original manufacturer of the awning has been located and is going to replicate it exactly. It is expected to be completed in three to six weeks. He stated that the tenants of That Place on Main removed the awning as well as the structure without their permission. He also questioned the Board's concern about the structure being down during the winter months, considering the design manual's explanation that awnings were typically seasonal.

Chairman Bayliff responded that the awning has traditionally been displayed year round, and this was an unexpected change. Because it was an unexpected and unplanned removal, the Board had concerns.

Vice Chairman Brown continued that typically, only the cloth awning should be removed for repair, not the entire frame.

After more discussion about the awning, Mr. Spring indicated that, in the future, if they would like to remove the cloth awning during the winter months for preservation, they can simply contact him via phone call, email, or letter so that he is aware of the temporary change.

Mr. Mealy indicated that due to the twelve hundred dollar replacement cost of the awning, he requests that the Board consider an April 1, 2016 deadline to hang the awning. He verified the colors and shape of the awning would remain the same and the frame would remain the same.

Mr. Brown mentioned that now would be the time to request a change in color on the awning, if they were interested in a change.

After discussion, Mr. Mealy declined any change of color.

Chairman Bayliff asked for further discussion. There being none, Mr. Gruber **moved to approve the Certificate of Appropriateness with conditions of an April 1, 2016 deadline**, seconded by Mr. Brown. **Motion carried.** Ayes: Gruber, Brown, Alberson, Bayliff, and Harker. Nays: None.

#### Old Business

There was none.

#### Miscellaneous Business

Mr. Spring announced that Tipp City is embarking on a Ten Year Comprehensive Master Development Plan. He explained this will be the framework for the next ten years of growth for Tipp City, it is an open-ended process, and the city is looking for citizen participation. To date, there have been no meetings, but the process is expected to take place over the next ten months. City Council has appointed a steering committee and there will be a series of stakeholder meetings beginning on Monday, March 14, 2016. He stated that he requested Ms. Bayliff to attend the stakeholder meetings representing the Restoration District. On March 15, 2016, there will be a formal kickoff meeting at 6:00 pm. He

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invited everyone to attend. He explained that, at the kickoff meeting, a hired consultant will go over the overall timeline of the process and discuss opportunities for input.

Mr. Spring explained further that the Master Development Plan will help determine how Tipp City wants to grow. If the city did choose to expand, in which direction would it expand and would the property be industrial, commercial or residential. With regard to the existing Restoration District, the plan would not focus on code, but rather determine if the city wanted to expand the district, make it smaller, or keep it the same.

Mr. Brown called to attention his concern that City Council isn't as interested in the preservation of the Historic District as it was in the past. He questioned if this Master Development Plan was an opportunity for the Council to do away with the Historic District.

Mr. Spring assured Mr. Brown that he has not been made aware of anything so drastic. However he did indicate that if there were any concerns from City Council, this would be the time that it would be discussed.

Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Ms. Alberson **moved for adjournment**, seconded by Ms. Harker and unanimously approved. **Motion carried.** Meeting adjourned at 7:50 p.m.

ATTEST:

  
Paula K. Towler  
Board Secretary

APPROVED:

