

**May 3, 2016**

Chairman Lauryn Bayliff called the *special meeting* of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, May 3, 2016 at 6:00 pm. Other Board members in attendance included: Ralph Brown, Ann Harker, Vonda Alberson, Heather Wendel, and Joel Gruber. Also in attendance were City Planner/Zoning Administrator Matthew Spring, and Board Secretary Laura Tobias.

Citizens signing the register: Walter Burton and Chris Stapleton

#### Oath of Office

City of Tipp City staff member and notary, Dawn Gross, administered the Oath of Office to Board Member Heather Wendel.

#### Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Ms. Alberson **moved to approve the March 22, 2016 meeting minutes as written**, seconded by Ms. Harker. **Motion carried.** Ayes: Alberson, Harker, Brown, Gruber, and Bayliff. Nays: None. Ms. Wendel abstained from the vote.

#### Citizens Comments Not on the Agenda

There were 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.

#### New Business

**Walter Burton – Project Manager for the City of Tipp City – 3 E. Main St. – Lot: Pt. IL 28** – The applicant seeks an approved Certificate of Appropriateness for the removal and replacement of 23 windows at the Tipp City Municipal building located at 3 E. Main Street.

**Zoning District:** CC/RA – Community Center/Old Tippecanoe City Restoration and Architectural District  
**Zoning Code Section(s):** § 154.05 (E)

Mr. Spring stated that the applicant seeks an approved Certificate of Appropriateness for the removal and replacement of 23 windows at the Tipp City Municipal building located at 3 E. Main Street. The project will include the removal of all 23 existing wood windows and replacement with custom aluminum clad wood double hung windows manufactured by *Marvin*. The project will match the appearance of the existing windows "like for like". The exterior sash color will be "Wineberry", and the frame and brick mold will be "Sierra White". Mr. Spring explained that can be seen a little better on "Attachment C". The new windows will be provided with a lower half screen to facilitate fresh air circulation in the upper floor. The new windows for the lower floor will mimic the existing windows with a shorter top sash versus the lower sash. The upper floor windows will have equal top and bottom sashes to match the existing.

Mr. Spring provided an excerpt from the Design Guidelines regarding windows and mentioned that Mr. Burton was present to answer questions.

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Excerpt from the Design Manual on Windows

**WINDOWS**

Windows make an important contribution to the character of a building. Their shape, type, size, and placement help create building styles. Historically, windows first functioned as a means of providing light and air circulation within a building. As glass-making processes improved, windows could also be used to embellish buildings. Eliminating or changing windows may affect the balance and proportion of a building and thus why the preservation of these elements is so important to the character of the district.

Of all the parts of the building that protect from weather coming in, windows are usually the first to need attention. Beyond normal cleaning, windows may also need to have screens installed in summer and storm panels in winter. In addition, to remain in good working order, periodic adjustments need to be made and old dried-out caulk needs to be replaced. A good wooden framed window can last for hundreds of years provided it is given routine care and maintenance.

***Standards and Guidelines for Windows***

- 1) The original windows, window components, window openings, and window patterns shall be maintained and preserved to the maximum extent feasible.
- 2) Replacement windows may be permitted when the new or refurbished windows match the original window in size, shape, design, and material. Matching the size and thickness of muntins and mullions is especially important to keep from losing the style of the building.
- 3) Replacement windows clad in materials other than wood or vinyl (See # 8 below.) may be permitted if the Restoration Board finds that the proposed material or design maintains the architectural character of the building.
- 4) Old "wavy" glass should be replaced with glass similar in appearance.
- 5) In multi-pane windows, the replacement of one pane with dissimilar glass can adversely affect the overall appearance of the window and as such, this type of glass replacement is prohibited.
- 6) The addition of snap-in grids or grids placed between full panes of glass to give the appearance of a multi-pane sash is prohibited.
- 7) Windows of an architectural style or era different than the original building shall not be used.
- 8) New or replacement storm windows (exterior) should be of wood or metal with a painted finish.  
The use of interior storm windows shall not require a COA.
- 9) Window openings should not be reduced or enlarged in size, especially on street facades.
- 10) If new windows are to be installed where there previously was no window opening, the new windows should match the existing windows in the building in shape, size, design, material, and spacing between windows. New opening shall be of the same size and height as other window openings.
- 11) The closing or filling of window openings on the side or rear façade shall be discouraged unless the Restoration Board finds that such windows do not contribute to the historic nature of the building and can be closed without loss of a unique architectural element. In doing so, the

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Restoration Board may require that the opening be filled in a manner that retains the original sills and lintels.

12) The closing or shuttering of a window opening on a side or rear façade if it is closed through the installation of operable shutters that are closed and latched into position to maintain the appearance of a window.

13) The replacement of wood windows with vinyl windows shall be prohibited. The replacement of wood windows with vinyl clad windows may be permitted if the applicant demonstrates that the replacement windows will not detract from the historic character and style of the building, as determined by the Restoration Board.

14) The installation of vinyl storm windows shall be prohibited. The installation of vinyl clad storm windows may be permitted if the applicant demonstrates that the storm windows will not detract from the historic character and style of the building, as determined by the Restoration Board.

15) The closing or filling of window openings on the primary façade of a building or on any façade that faces Main Street shall be prohibited.

Mr. Walter Burton, 637 Primrose Lane, Tipp City, Ohio approached the dais.

Mr. Brown commented that it was too bad the windows couldn't be rounded out like they used to be.

Chairman Bayliff asked for further discussion. There being none, Mr. Brown **moved to approve the Certificate of Appropriateness**, seconded by Ms. Alberson. **Motion carried.** Ayes: Brown, Alberson, Wendel, Bayliff, and Harker. Nays: None. Mr. Gruber abstained from the vote.

**Tom and Chris Stapleton – Owners – 414 W. Main St. – Lot: Pt. IL 366 –** The applicant seeks an approved Certificate of Appropriateness for the following for the single-family home at 414 W. Main Street:

1. Removal of the existing slate colored 3-tab asphalt shingles and replacement with "Dual Brown" colored architectural laminated shingles.
2. Removal of the existing two roof vents and replacement with two Velux skylights.

**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 seeks an approved Certificate of Appropriateness for two items at 414 W. Main Street. First, the removal of the existing slate colored 3-tab asphalt shingles and replacement with "Dual Brown" colored architectural laminated shingles. Second, the removal of the existing two roof vents and replacement with two Velux skylights.

Regarding the shingles, Mr. Spring mentioned they can be seen better on "Attachment B". The applicant would like to replace the existing shingles with "Dual Brown" colored architectural laminated shingles. The proposed shingles are *Cambridge* shingles manufactured by *IKO*, and do provide a lifetime limited warranty.

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Regarding the roof vents/skylights replacement, Mr. Spring mentioned they could be seen better on "Attachment C". The applicant seeks an approved Certificate of Appropriateness for the removal of two existing static roof vents. The vents will be replaced with two low profile Velux skylights. The skylights will be deck mounted on the East and West second floor rooftops. The applicant states that these rooftops do not face public right-of-way, which would be West Main Street, with the low profile design to make them inconspicuous to passersby.

Mr. Spring provided an excerpt on roofs, gutters, and downspouts, and mentioned that Ms. Stapleton was present, but Mr. Stapleton was unable to attend the meeting.

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.

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- 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.

Ms. Chris Stapleton, 414 W. Main Street, Tipp City, Ohio approached the dais.

Ms. Alberson clarified that the skylights are brown in color and framing.

Ms. Bayliff mentioned they would be lower profile than the existing vents on the roof's surface.

Ms. Stapleton explained that Mr. Stapleton chose a brown color to create a "weathered look."

Mr. Brown wanted to verify that the skylights were not facing Main Street.

Ms. Stapleton confirmed that the skylights were not facing Main Street.

Mr. Brown also asked if the roof was a complete tear-off.

Ms. Stapleton confirmed that yes, it is a complete tear off, and that there are three layers of roofing. She mentioned that, when they moved in twenty-six years ago, the roof wasn't in very good condition, and stressed that it is now time to replace it.

Chairman Bayliff asked for further discussion. There being none, Mr. Brown **moved to approve the Certificate of Appropriateness**, seconded by Ms. Harker. **Motion carried.** Ayes: Brown, Harker, Bayliff, Alberson, and Wendel. Nays: None. Mr. Gruber abstained from the vote.

#### Old Business

There was none. Mr. Spring thanked everyone, including the applicants, for attending the special meeting for the Restoration Board.

#### Miscellaneous Business

There was none.

#### Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Mr. Gruber **moved for adjournment**, seconded by Ms. Wendel and unanimously approved. **Motion carried.** Meeting adjourned at 6:10 p.m.

TIPP CITY, MIAMI COUNTY, OHIO

RESTORATION AND ARCHITECTURAL BOARD OF REVIEW

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ATTEST:

  
Board Secretary

APPROVED:

