

**June 28, 2016**

Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, June 28, 2016 at 7:30 pm. Other Board members in attendance included: Ralph Brown, Ann Harker, and Vonda Alberson. Also in attendance were City Planner/Zoning Administrator Matthew Spring, and Board Secretary Laura Tobias.

Citizens signing the register: Chris Stapleton and Brian Land

#### Absence

Chairman Bayliff announced that Ms. Wendel and Mr. Gruber had both made the board aware that they would be absent. Ms. Alberson **moved to excuse Heather Wendel and Joel Gruber from the meeting**, seconded by Ms. Harker and unanimously approved. **Motion carried.**

#### Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Ms. Harker **moved to approve the May 24, 2016 meeting minutes as written**, seconded by Ms. Alberson. **Motion carried.** Ayes: Harker, Alberson, Bayliff. Nays: None. Mr. Brown 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

**Brian Land – Owner – 10 E. Walnut St. – Lot: Pt. IL 44** – The applicant seeks an approved Certificate of Appropriateness for following three items at the single-family home located at 10 E. Walnut Street.

1. The removal of the existing 96" wide rear door/sidelights and replacement with a 36" wide door and corresponding screen door
2. The removal of the existing 34" x 62" 2<sup>nd</sup> floor rear window and replacement with a 36" (w) x 34" (h) window
3. The over-siding of the entire home with vinyl siding

**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 following three items at the single-family home located at 10 E. Walnut Street. First of all, the removal of the existing 96" wide rear door and sidelights and replacement with a 36" wide door and corresponding screen door. Second, the removal of the existing 34" x 62" 2<sup>nd</sup> floor rear window and replacement with a 36" wide by 34" high window. Finally, the over-siding of the entire home with vinyl siding.

Regarding request number one, the removal of the existing 96" wide rear door and replacement with a 36" wide door and corresponding screen door. The applicant requests an approved Certificate of Appropriateness for the removal of the existing 96" door and sidelights to be replaced with a 36" white, 9-lite fiberglass door and corresponding 36" white aluminum screen door. The applicant proposes to rebuild the structural wall where the proposed new door would not cover the opening from the previous

June 28, 2016

door and then add siding as delineated in the staff report. Mr. Spring indicated he had included an excerpt from the Design Manual in the staff report.

#### Excerpt from the Design Manual on Doors

### **DOORS**

Doors are an important element of the fenestration of a building. The front door of a structure is usually the focal point of the design. It often reflected the owner's taste, character, and wealth. In commercial buildings lighting, signage and showcase windows were incorporated into the design of the front door area. Rear doors and side doors were often less elaborate and were used as service or delivery doors. Even so, they were usually sympathetic in design and style to the more decorative front door.

#### ***Standards and Guidelines for Doors***

- 1) The original doors, original hardware, existing glazing, and other details shall be maintained and preserved to the maximum extent feasible.
- 2) Doors shall not be reduced or enlarged in size, or filled in, especially on street facades unless such change will allow for the reinstallation or restoration of historically accurate sidelights and/or transoms.
- 3) Original transoms and sidelights should be retained to the maximum extent feasible.
- 4) If the original doors are not desired (for use), the door may be fixed in place to retain the original appearance of the building. If the original door openings are filled in on the side or rear the outline of the original door should remain apparent by setting infill material back from the surface of the façade and leaving original sills and lintels in place.
- 5) If a new door is required, a replacement door may be permitted when the new or refurbished door matches the original door in size, shape, design, hardware, and material. The design of the original door should be duplicated to the maximum extent feasible.
- 6) New doors installed where there are no existing openings should match the existing doors or doors styles that are typical of the building's architectural style or era, to the maximum extent feasible. The creation of new door openings shall be prohibited on the primary façade of the building as determined by the street frontage.
- 7) Replacement of a door should never include elimination of original casing trim pieces or ornamental surrounds, such as door hoods.
- 8) Storm or screen doors are not always used at every door, but some historic periods did include them. Original storm or screen doors should be repaired if at all possible.
- 9) New storm or screen doors should be chosen for their decorative abilities, as well as for their energy conservation and protective properties.
- 10) Plain, bare aluminum storm doors shall never be added to an historic building. Storm doors should be chosen for their compatibility with the style of the building. A Colonial cross-buck storm door should not be installed on an Italianate home, for example.
- 11) The color of the storm door should also be chosen to fit the color scheme of the building. On some buildings, a door may be painted an accent or trim color, while on another it may need to be painted to match the body of the wall.

Mr. Spring detailed request number two: the removal of the existing 34" x 62" 2<sup>nd</sup> floor rear window and replacement with a 36" wide by 34" high window. The applicant requests an approved Certificate of Appropriateness for the removal of this existing window to be replaced with a vinyl Pella window with 6-

June 28, 2016

lite internal grille. As with the door, the applicant proposes to rebuild the structural wall where the proposed new window does not cover the opening from the previous larger window, and then add siding as delineated in the staff report. The applicant has also indicated that the existing trim would be cut to fit and reinstalled around the new window opening.

Mr. Spring indicated he had included an excerpt from the Design Manual on Windows.

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.

June 28, 2016

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

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.

Finally, Mr. Spring addressed the third request. The applicant requests the board's approval for the over-siding of the entire home with vinyl siding. The applicant seeks an approved Certificate of Appropriateness to oversee the existing 2 ½" wood lap siding with CertainTeed® vinyl siding, which would be a double 4" lap. The proposed color of the siding is "Charcoal Gray". Matt indicated that a sample of the vinyl siding was available for the board members to look at.

Mr. Spring indicated he had included an excerpt from the Design Manual on Siding and mentioned that Mr. Land was present.

#### Excerpt from the Design Manual on Siding and Exterior Wall Materials

##### **SIDING AND EXTERIOR WALL MATERIALS**

The major visual element of any building is the material that makes up the body of the wall surfaces. For wood frame buildings, this is usually a form of siding, in other cases, it may be brick. One of the reasons the Restoration District has survived to this date relatively intact is because a significant number of buildings were constructed of brick as encouraged by John Clark. Brick and better frame buildings tended to last longer than crude log buildings. Nevertheless, brick buildings need occasional maintenance. On the other hand, there are many sturdy, long-lasting buildings that have wooden siding. It can be vertical boards and battens, as in the B & O Freight Station's original walls, or the more common horizontal siding. Because one of the goals of the Restoration District regulations is to preserve and maintain that unique character of historical Tippecanoe City, the Restoration Board strongly

**June 28, 2016**

discourages major changes such as replacing exterior siding with other than like material or painting over brick or masonry.

Although many property owners might consider placing new siding materials over old siding to be an improvement, it is a very destructive practice from a historic preservation viewpoint. The application of new siding materials over old siding may result in physical damage to a building, increasing the potential for long-term damage and destroying important historical elements. The practice of "oversiding" is strongly discouraged in the Restoration District.

***Standards and Guidelines for Wood and Other Siding***

- 1) Existing siding material shall be maintained and preserved to the maximum extent feasible with the exception of artificial siding, which should be removed and replaced with original siding materials.
- 2) Wood clapboard siding should be used as the repair and replacement material on wood frame buildings. The repair or replacement of wood siding with cementitious board (e.g., Hardiplank) may be permitted if the applicant demonstrates that the replacement materials will not detract from the historic character and style of the building, as determined by the Restoration Board.
- 3) Artificial stone, asbestos, asphalt shingles, and other similar resurfacing materials are prohibited except where needed to repair buildings already using such materials.
- 4) Siding of any kind shall not be used to cover or replace brick walls.
- 5) Siding should be applied horizontally unless the architectural style or era of the building typically used vertical siding such as board and battens.
- 6) Replacing a horizontal lap siding with a vertical panel-type plywood siding is prohibited.
- 7) All wood siding should be painted.
- 8) Wood shingles were often used as a siding element. Decorative patterns such as fishscales, sawtooth, diamond, square, scalloped and diagonal boards were used in Victorian homes. Every effort should be made to preserve and protect these original boards.
- 9) The removal of previously installed modern siding materials and restoration of original materials is strongly encouraged.
- 10) The use of aluminum or vinyl siding, asbestos, and formed stone are not appropriate. These sidings can drastically change the appearance, scale and texture of the structure and often require the removal of ornamentation and trim, therefore altering the historical character of the house. In addition, the relationship of the trim to the body of the wall is changed when the new thickness of material is applied. If artificial siding is allowed, the original scale (height and width) of the siding, the trim, fascia, sills and other elements should all be maintained to the maximum extent possible to reflect the historic form of the building.

Mr. Brian Land, 263 North Third Street, Tipp City, Ohio approached the dais and stated he was the owner of the house located at 10 East Walnut.

Ms. Bayliff commented on the siding request, stating that the Guidelines are set to preserve the original siding material, which would be wood, and the use of vinyl siding is not appropriate.

**June 28, 2016**

Mr. Brown agreed that the siding is a concern, but commented that the back door has no historical significance. Replacing the door and rebuilding the structural wall around it would not be a problem, as long as it is finished to match the rest of the house.

Mr. Land reminded the board that he already taken some concerns to the City Council and his requests were denied, and so he didn't want to argue. He inquired further regarding the siding, stating that it seems to be a very touchy point, and he doesn't understand why. He said this property is next to a house that does not have the original, historical siding on it, and many buildings in the area do have vinyl siding. He stated that the wood siding he could buy today is not the same quality as it was years ago. He added that there are also problems with matching it, and he had concerns about it not holding up as well or weathering as well. He mentioned if the Board did not want to approve the vinyl siding, it was their choice, however he pointed out that the bookstore downtown that recently caught fire is eventually going to want to rebuild. He warned the Board that if they weren't going to let him use vinyl siding, he wanted to be sure that the bookstore would not be allowed to either. He further stated that he expects others to be held to the same standards as he is held to.

Mr. Brown reminded him that Guidelines are Guidelines, and therefore everyone will be held to the same standards.

Ms. Bayliff responded that the Board is aware of examples of vinyl siding in the Historic District.

Mr. Land pointed out that the reason he chose that particular vinyl siding was because it came in twenty foot lengths, and although it is a little pricier, it allows him to avoid any seams. He believes without the seams, no one would be able to see that it is vinyl siding unless they are very close to it. He was disappointed that the Board wants to hold him to the standard of using the original material, when just about every house around his property does not have the original material. He concluded it is too late to start upholding the Guidelines now.

Ms. Bayliff reminded Mr. Land that two years ago, the Guidelines were reviewed and compared to other Historic Districts in the Midwest, as well as the rest of the country. The Board's goal is to hold anyone else to the same standard if they come in and request to replace their vinyl siding. The Board has a "no vinyl siding" Guideline for that purpose.

Mr. Land asked the Board to clarify that, under no circumstances will they allow anyone to have vinyl siding on a building in the Historic District.

Ms. Bayliff and Mr. Brown answered yes, that is what the Guidelines state.

Mr. Land commented that he has no plans to move out of town, and he will be following the actions of the Board. He personally does not want to have to paint the house himself, and he isn't fond of having to hire a painting company either, because of the expense. In order to make the house look nice, the painting would have to be done frequently. He added that last time he painted, he completely stripped the paint down and it was an extremely large project, so he hasn't been able to do that again for quite some time.

Ms. Bayliff noted that the Board sees a lot of potential in that structure because it has scallops on the eaves, and it has a lot of historical character in the trim.

**June 28, 2016**

Mr. Land reminded the Board that the vinyl siding was only going to cover the lap boards, and was never going to cover the trim.

Mr. Brown asked what the Board could do for Mr. Land that evening, and asked about the rear door.

Mr. Land described the original rear door. It was a single, 36-inch wide door, and he regretted replacing it with a double-wide door twenty years ago. He wanted a 36-inch door again.

Mr. Brown said he thinks the Board is willing to approve that request.

Mr. Land explained that the main reason why he wanted to replace the window, other than the fact that he doesn't really like long windows, is that it would mostly be an identical window. He commented that, if he replaced it without requesting the Board's approval, he felt most people would never even notice it had been replaced. It would be the identical width and the trim would not be changed.

Mr. Brown inquired about the grilles in the glass of the window, and Mr. Land clarified that those would give it a "separated glass look".

Mr. Brown clarified that the window would have to have actual panes, not dividers in between the glass.

Mr. Land argued that does not match the style of the current windows in the house.

Mr. Brown stated in the Guidelines that are currently written, that is not authorized.

Ms. Alberson clarified which windows had a grille.

Mr. Brown remarked that the window would be a wood-framed window with a vinyl clad.

Mr. Land explained further that one of the reasons he wants the window to be higher is because it extends to within a foot of the floor, and because his grandson lives in the room, it is a safety concern. He reminded the Board that it is a rear window, and no one would really be able to see it, aside from library patrons.

Ms. Alberson inquired if Mr. Land could procure siding that would match, to install around the new, smaller window opening.

Mr. Land answered that he could still buy the siding, but that the quality wouldn't be as good because it is a pine material versus a hardwood material, and it won't be quite as thick.

Mr. Brown suggested that the Board break the requests into three separate votes.

Ms. Bayliff reviewed the Board's thoughts on the requests. No on the vinyl siding. Yes on the door, and yes on the window.

Mr. Land inquired about the conditions of being able to replace the door and window, and confirmed he would replace both with no grilles, remove the sidelights, and would repair with wood lap siding.

**June 28, 2016**

Ms. Bayliff reviewed the three votes. The first would be to remove the vinyl siding from the Certificate of Appropriateness. Second, the rear door would be approved with a modification to remove the grille, or rather a half-lite door. Finally, the window would be approved with a modification to remove the grille.

Mr. Brown inquired if the Board was going to allow a different size window, or if it would have to remain the same size. He explained that, according to the Guidelines, the window should remain unless it cannot be repaired. Mr. Brown determined he would move to deny the request for a change in window with regard to size.

Ms. Alberson referred to the Window Guidelines and read aloud that, on the side or rear façade, closing or filling shall be discouraged, but she interpreted that to mean removing an entire window.

Mr. Brown pointed out that there is nothing wrong with the window.

Ms. Bayliff continued to read from the Window Guidelines, saying new openings shall be of the same size and height as other window openings, and that window openings should not be reduced or enlarged in size, especially on the street side. Therefore, because it is not on the street side, there is some flexibility.

Mr. Land expressed his frustration, stating again, that if he would have replaced the window over the weekend without permission, no one would have noticed. He said he doesn't want to have to fight in court, because the house isn't worth that much to him. He already wasted money going to City Council.

Ms. Bayliff said the Board appreciates him appearing before them.

Mr. Brown added the Board doesn't like denying a request.

Ms. Alberson pointed out that the Board is upholding the City's Guidelines. They aren't their personal Guidelines.

Ms. Bayliff re-focused on the window request. She said she is willing to approve a smaller window, as long as the width would remain the same, because it is not located in an area that would be facing the street. She added that she understands that Mr. Brown was against it.

Ms. Alberson agreed that she would be willing to approve the window with no grille, and is willing to accept a shorter height.

Ms. Harker agreed as well.

Ms. Bayliff clarified that the Certificate of Appropriateness would no longer have the siding, the window would be replaced without the grille, and the door would be replaced without the grille.

The Board prepared to vote three separate times.

**June 28, 2016**

Chairman Bayliff asked for a motion to deny the Certificate of Appropriateness for the vinyl siding. Ms. Bayliff **moved to deny the Certificate of Appropriateness**, seconded by Mr. Brown. **Motion carried.** Ayes: Bayliff, Brown, Harker, and Alberson. Nays: None.

Chairman Bayliff asked for a motion to approve the Certificate of Appropriateness for the door, as amended, without the grille. Mr. Brown **moved to approve the Certificate of Appropriateness**, seconded by Ms. Alberson. **Motion carried.** Ayes: Brown, Alberson, Harker, and Bayliff. Nays: None.

Chairman Bayliff asked for a motion to approve the Certificate of Appropriateness for the window, as amended without the grille. Ms. Alberson **moved to approve the Certificate of Appropriateness**, seconded by Ms. Harker. **Motion carried.** Ayes: Alberson, Harker, and Bayliff. Nays: Brown.

**Tom and Chris Stapleton – Owners – 414 W. Main St. – Lot: 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 22 existing wood windows and associated storm windows and replacement with new aluminum clad wood windows.

**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 the removal of 22 existing wood windows and associated storm windows, and replacement with new Marvin Ultimate® aluminum clad wood windows. The applicant has indicated that the windows will be full wood sashes and inset frames, with an evergreen exterior aluminum cladding. The applicant also notes that the style of the windows will closely match the home's original windows. Top sashes will include grills to match the grill layout of the original windows. All of the windows will be the same size as the existing windows.

Mr. Spring indicated he had included an excerpt from the Design Manual on Windows.

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

**June 28, 2016**

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 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

**June 28, 2016**

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.

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

Ms. Stapleton explained that she has lived on Main Street for 28 years. She has replaced some windows already, and she has been told in the past that windows behind the house (not seen by passersby) are treated differently than those that are visible from the street. The price to maintain the historic homes is astronomical. She added that she agrees with Mr. Land, not necessarily about the vinyl siding, but that she would like to see a hardy board option, because she and her husband have painted and also have hired painters.

Ms. Bayliff asked for clarification on which windows are original.

Ms. Stapleton confirmed that the 22 they have requested to replace are all original.

Ms. Alberson asked if the proposed windows match the current windows.

Ms. Stapleton answered, yes, they tried to match the windows.

Mr. Brown inquired if the windows had actual panes, not grilles in the glass.

Ms. Stapleton confirmed that she has tried very hard to make sure that historically, everything on her house looks nice. She referred to all of her front windows as well as two on the side, as "Special 9" windows. These are the windows they would be putting the most money into, because those can be seen from the street. She said the cost is just astronomical. She continued that, for the windows that cannot be seen from the street, which are located on the back part of the side of the house, as well as the windows on the back of the house, they would have panes on the interior. These are similar to the ones that were already approved and replaced years ago.

Ms. Bayliff asked why the original windows need to be replaced, and inquired if they are damaged.

Ms. Stapleton said they are replacing their windows, just as the windows in the City Building are being replaced down the street. She said she loves them, but they leak, the ropes are broken, and they rattle. She said they are over 100 years old and it is time to replace them.

Ms. Alberson asked if they currently have storm windows.

Ms. Stapleton confirmed she has some, but many are broken, and some of the windows don't open anymore.

Ms. Bayliff commented that, after reviewing the Guidelines, the goal is to keep original windows unless there is significant damage that prevents them from serving their purpose, or if they are beyond repair. This is the first item in the Guidelines.

**June 28, 2016**

Ms. Stapleton pointed out that the Guidelines also state that wood windows last for 100 years. She said they have air coming in the windows. They aren't replacing them for the heck of it, but because they are leaky and they all don't open, indicating they are damaged. She said it is a very expensive project, and they are willing to do it. They have put so much money into the home, and they've been on the Christmas Tour twice. She said she completely understands, she lives on Main Street and she wants it to remain nice and historic. They've always made sure their home was historically correct, for 28 years, and that is why they live where they live. There are three different styles of windows to choose from, and they chose the historic style for that reason.

Ms. Alberson asked if they would be maintaining the awnings.

Ms. Stapleton answered that they would maintain the awnings, although they would have to replace them.

Ms. Alberson inquired about the casement windows, and asked if they are replacing casement windows, or if they were replacing double hung windows.

Ms. Stapleton clarified that, right now, they have four windows that open differently. They open inward. Those are astronomically priced, so they would like to replace them with two that open inward and two that open outward. The window would look the same, it would just open differently. Those are located on the side of the house, near the back. She mentioned that the window that was replaced years ago already has that same outward opening, so it would match that existing window.

Ms. Bayliff commented that it is very important to her that the original windows are maintained.

Ms. Stapleton questioned why the City Building was just authorized to replace their windows.

Ms. Bayliff answered that she did not recall.

Ms. Stapleton referred to the Guidelines, and commented that they state "to the maximum extent feasible." She did not believe it is feasible to keep the windows.

Ms. Bayliff stated that she understands, because she lives in an older home with original windows. She knows that they leak and that they are single paned. She understands the struggles, but she is a preservationist, and she chose to keep the windows, even though she doesn't live in the Historic District, because they are important to her. That is why she is on the Board. It is very important for her to follow the Guidelines, and uphold the historic integrity of the building. She realizes the Board may feel differently.

Mr. Brown agreed. However, he indicated that he understands Ms. Stapleton is not just replacing one or two windows, but rather almost the entire home. His concerns are that they need to be single-paned, they should not have the grille inside, and they would have to match. He shared that he lives on Main Street, he has a hundred windows, and he would never be able to replace them. They leak, but there are items available to seal windows. He said that it does not make them unfunctional, and he has glazed every pane in his home, which it takes a lot of time and effort, but it is possible.

Ms. Alberson confirmed where each window is that would be replaced.

June 28, 2016

Mr. Brown moved to approve the windows, with a condition that they all had panes, without the grilles inside the glass. He said the only reason for his motion was because Ms. Stapleton is replacing so many, but he understood Ms. Bayliff's concerns that the Guidelines state that you should repair.

Ms. Bayliff said they wouldn't match the ones that were previously replaced.

Mr. Spring confirmed that Mr. Brown would want all of the windows to be "Special 9" windows.

Ms. Alberson suggested that, because two windows have already been replaced, she inquired about allowing the rear windows to be replaced to match those.

Mr. Brown agreed to that idea.

Mr. Brown **moved to approve the Certificate of Appropriateness**, with the condition that all the front and side windows be "Special 9" windows, and all rear windows be replaced as proposed, seconded by Ms. Alberson. **Motion carried.** Ayes: Brown, Alberson, and Harker. Nays: Bayliff.

Old Business

There was none.

Miscellaneous Business

There was none.

Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Ms. Alberson **moved for adjournment**, seconded by Ms. Bayliff and unanimously approved. **Motion carried.** Meeting adjourned at 7:45 p.m.

ATTEST:

  
Board Secretary

APPROVED:



