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Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, September 27, 2016 at 7:30 p.m. Other Board members in attendance included: Ann Harker, Vonda Alberson, and Heather Wendel, and Joel Gruber. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretary Laura Tobias.

Citizens signing the register: Amanda Carl, William Jones, Stephen Bowser, and Brian Land.

Absence

Chairman Bayliff announced that Mr. Brown was absent. Ms. Alberson **moved to excuse Ralph Brown from the meeting**, seconded by Ms. Wendel and unanimously approved. **Motion carried.**

Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Ms. Harker **moved to approve the August 23, 2016 meeting minutes as written**, seconded by Ms. Wendel. **Motion carried.** Ayes: Harker, Wendel, Gruber, Bayliff, Alberson. Nays: None

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

William Jones – Property Owner & Proprietor of Browse Awhile Books – 118 E. Main St. – Lot: Pt. IL 23 – The applicant seeks an approved Certificate of Appropriateness for the property located at 118 E. Main Street for the following:

1. The removal and replacement of 24 exterior windows
2. The removal and replacement of the existing shingles

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

Mr. Spring stated the following: On June 21, 2016 the building located at 118 E. Main Street, Browse Awhile Books, was damaged by fire. Since the fire, the owner, Bill Jones, and the contractor, Boone Restoration, have been working to restore the structure. Staff notes that the fire partially destroyed some structural elements including a portion of windows and shingles under consideration this evening. Accordingly, the applicant seeks an approved Certificate of Appropriateness for the following:

1. The removal and replacement of 24 exterior windows
2. The removal and replacement of the existing shingles

Matt continued with a bit of background on the building. The structure at 118 E. Main consists of two sections being: a front (northern) historical section, fronting E. Main Street, (c.1871); and a rear (southern) section constructed of cinderblock (c. 1960). In addition to Browse Awhile Books (commercial), the building also contains upper floor apartments (residential).

Regarding the windows, the applicant proposes the removal and replacement of 24 exterior windows. The existing window sizes will be matched. The applicant proposes the use of aluminum clad windows

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on the three windows of the northern façade facing Main Street, and vinyl windows on the balance of the building.

Mr. Spring pointed out the following chart:

Northern Section - 9 windows as follows:

<u>Number</u>	<u>Location</u>	<u>Type</u>
3	Northern façade	Aluminum clad
4	Eastern façade	Vinyl
2	Western façade	Vinyl

- The windows are all on the upper floor off the building
- The eastern façade windows face the adjacent alley, and partially blocked from view due to the adjacent buildings
- The western façade windows are only visible from the rear of the building

Southern Section - 15 windows as follows:

<u>Number</u>	<u>Location</u>	<u>Type</u>
2	Southern façade	Vinyl
4	Eastern façade	Vinyl
9	Western façade	Vinyl (6 upper floor & 3 lower floor)

- The eastern façade windows face the adjacent alley, and partially blocked from view due to the adjacent buildings
- The western and southern façade windows are only visible from the rear of the building

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.

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- 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 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.

Matt continued regarding shingles. The applicant seeks an approved Certificate of Appropriateness for the removal of the existing dimensional shingles and replacement with "flagstone" color dimensional shingles. The proposed shingles are *Oakridge* shingles manufactured by *Owens-Corning*, and provide a limited lifetime warranty.

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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.
- 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.

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Mr. Spring also added some information on Structural Significance for the Board's review. Staff notes that Code allows the Restoration Board to relax or waive the standards or guidelines based on the significance of the structure as follows:

DETERMINING THE SIGNIFICANCE OF A STRUCTURE

When making decisions or recommendations about changes to structures in the Restoration District, the

Restoration Board shall have the authority to make a determination of the historical significance of the structure based on this section. For structures that the Restoration Board finds are not historically significant, the board may relax or waive the standards or guidelines of this document. If the Restoration

Board finds that the structure is historically significant, the standards and guidelines of this manual may be fully applied.

The Restoration Board shall determine whether a structure or site is significant based on the following criteria:

- Its value as a reminder of the cultural or archaeological heritage of the city, state, or nation;
- Its location as a site of a significant local, state, or national event;
- Its identification with a person or persons who significantly contributed to the development of the city, state, or nation;
- Its identification as the work of a master builder, designer, or architect whose individual work has influenced the city, state, or nation;
- Its value as a building that is recognized for the quality of its architecture and that it retains sufficient elements showing such architectural significance;
- Its characteristic of an architectural style or period;
- Its contribution to the historical nature of the overall site; and/or
- Its character as a contributing element in the Restoration District.

Finally, Mr. Spring added a couple of additional notes. The applicant has also submitted a request for the repainting of the entire building with the existing colors. Staff notes that repainting with the same colors is considered maintenance, and does not require an approved Certificate of Appropriateness. If the Restoration Board approves the applicant's request, a Certificate of Appropriateness will be issued in accordance with code.

Mr. Spring concluded that he would be happy to answer any questions and Mr. William Jones was present that evening.

Mr. William Jones, 10495 Frederick Pike, Vandalia, Ohio approached the dais and stated he was the owner of the store located at 118 E. Main Street. He also brought two others to the dais. They stated their names as Steven Bowser with Boone Restoration and Matt Byinski with Cipco Building Products.

Mr. Jones stated he did not have anything to add that Mr. Spring had not already covered.

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Ms. Bayliff clarified that, based on the pictures, the lower floor display windows in the store would remain.

Mr. Jones confirmed that the wood will be repaired and repainted but nothing will change.

Ms. Bayliff asked if any of the windows that are being replaced are original windows.

Mr. Jones answered with hesitation about what is considered original because there has been so much work done on the building over the years. He said some of the windows on the front were in terrible repair before the fire, and therefore they may have been original. In the back, he said he believes those are original from 1960.

Ms. Bayliff inquired about the back windows, asking if they were aluminum and if they have a storm window.

Mr. Jones responded yes, they have a storm window. He also clarified that the only windows on the first floor that will be replaced face the parking lot behind That Place on Main. If you want to look at them closely, you would have to trespass. He confirmed the upper windows have been damaged completely.

Mr. Jones continued that the shingles are invisible from the ground. He said currently there is a dark green, unattractive industrial shingle installed. He'd like to replace it with a more attractive reddish-brown shingle that no one will ever see, but in his mind he knows it matches the colors of the building.

Ms. Bayliff asked if the upper detailing of the front façade and around the sign area will be replaced.

Mr. Jones confirmed that everything, aside from the windows and shingles that they are requesting, will be identical and will be fresher. The green paint will look a little more intense due to the fact that the old paint was faded from weather. He added he has the original sign in his garage at home to protect it from vandalism.

Ms. Bayliff asked if the original windows had any separation in the panes.

Mr. Jones replied no. Then his team showed several sample windows to the Board. He pointed out that the samples do have grids, and those would not be included on the windows he is replacing.

Ms. Alberson asked what the borders of the windows would look like.

Mr. Jones responded he has made a decision on that yet.

Ms. Bayliff inquired how the window would be installed. She asked, when the window is installed, would they add wood trim to close in the window and match the previous designs.

Mr. Bowser responded with a yes.

Ms. Alberson indicated that their request for the remaining windows being vinyl is a concern because the requirements ask for "vinyl clad wood" not just "vinyl". She added that this concern needs to be discussed.

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Mr. Jones indicated that the three windows in front are the only windows readily visible from the streetscape, then there are four windows in the alley, as well as three more tucked into the building that can barely be seen. The vinyl window is a high efficiency window, is preferable to wood, and is a third of the price. They are also more energy efficient. He again stated vinyl clad wood would triple his costs, which are not insignificant.

Ms. Bayliff indicated a concern for the four windows in the alley because they are visible from the front of the building.

Mr. Bowser commented that a vinyl clad wood window is going to look like a vinyl window from the outside.

Mr. Jones agreed that there would not be any significant difference in appearance.

Ms. Bayliff inquired if any of the openings would be changed.

Mr. Jones confirmed that none of the openings would be changed, and all of the windows will be measured and custom made to fit the existing openings.

Ms. Bayliff asked where the building transitions to cinderblock. She asked if the whole alley side is in the wood portion of the building or the cinderblock portion of the building. She continued that, regarding the historical portion of the building, the main concern for her is the three windows on the upper part of the front of the building, which fit into the guidelines. She feels that the four on the side of the building also have historical significance to the appearance of the building.

Mr. Jones agreed with Ms. Bayliff, and said he is prepared to replace those four windows with aluminum clad as well. He added that, as the person writing the checks, he isn't sure the difference in appearance is significant enough.

Ms. Alberson also agreed that those four windows are visible from the street and should be consistent in appearance with the three on the front of the building. She added, the Board is just implementing guidelines that have been established. She quoted the standards as follows: "The replacement of wood windows with vinyl windows shall be prohibited." It goes on to say that you can replace wood windows with vinyl clad windows if it does not detract from the historic character and style of the building. She continued that the Board has to discuss the Standards in order to be consistent with Mr. Jones as well as to others who come before the Board.

Mr. Gruber commented on the scope of the project. He said the Board needs to take into consideration what happened, and remember this isn't a vanity project. It was an unwanted fire. On the other hand, the Board has guidelines that they are required to interpret and follow. He said he comes into the middle somewhere. He admitted he cannot tell the difference between all the windows they have displayed, but as far as fairly interpreting the guidelines for the next applicants who come before the Board, he feels a good compromise would be for the windows on the front of the building to be aluminum clad, while the back windows can be vinyl.

Ms. Bayliff agreed. However she would prefer the aluminum clad windows to include the three on the front of the building as well as the four in the alley, to maintain the guidelines and the historic significance of that section of the building. The cinderblock building did not have any decorative or architectural value to begin with.

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After more discussion, Ms. Bayliff and Ms. Alberson recommended to amend the Certificate of Appropriateness. On the Northern Section of the building, the three windows on the Northern façade as well as the four windows on the Eastern façade would be aluminum clad, and the balance of the windows (17 remaining windows) would be vinyl clad.

Mr. Jones indicated he would be happy to replace the windows in the way the Board has indicated.

Ms. Bayliff added that would be the best way to maintain the historical significance and the visual architectural value, especially due to the visibility of those windows.

Ms. Alberson said the Board has exhibited that latitude to other people who have come before the Board, allowing them to make changes on the backs of the buildings.

Ms. Harker added the Board must be consistent.

Mr. Jones offered samples of the shingles, which he and his team passed around for the Board to see. He said the shingles he was showing were the color he had chosen.

Ms. Bayliff indicated the dimensional shingles are what is recommended in the guidelines, so she doesn't have any objections.

Ms. Alberson asked if fascia, gutters, and downspouts would be replaced.

Mr. Jones said there will be no aesthetic changes, but they will all be in much better repair. Everything will be replaced identically.

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

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. Wendel and unanimously approved. **Motion carried.** Meeting adjourned at 7:55 p.m.

ATTEST:


Board Secretary

APPROVED:

