

**January 24, 2017**

Vice-Chairman Ralph Brown called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, January 24, 2017 at 7:31 p.m. Other Board members in attendance included: Heather Wendel, Vonda Alberson, and Lisa Lawson. Also in attendance were City Planner/Zoning Administrator Matthew Spring and Board Secretary Laura Tobias.

Citizens signing the register: Walter Burton, Kevin Guigou, Lauryn Bayliff, and Heather Dorsten.

#### Absence

Vice-Chairman Brown announced that Mr. Gruber was absent. Mr. Brown **moved to excuse Joel Gruber from the meeting**, seconded by Ms. Wendel and unanimously approved. **Motion carried.**

#### Minutes

Vice-Chairman Brown asked for discussion. Being no further discussion, Ms. Alberson **moved to approve the November 22, 2016 meeting minutes as written**, seconded by Ms. Wendel. **Motion carried.** Ayes: Alberson, Wendel, Brown, Lawson. Nays: None

#### Election of Chairman and Vice Chairman

Vice-Chairman Brown **moved to table the election of Chairman and Vice-Chairman until the next meeting**, seconded by Ms. Wendel. **Motion carried.** Ayes: Brown, Wendel, Lawson, Alberson. Nays: None

#### Citizens Comments Not on the Agenda

There were none.

#### Chairman's Introduction

Vice-Chairman Brown 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 – 3 E. Main St. – Lot: Pt. IL 28 –** The applicant seeks an approved Certificate of Appropriateness for the removal and replacement of N. Third Street doors at the Tipp City Municipal/Tipp-Monroe Community Services building located at 3 E. Main Street.

**Zoning District:** CC/RA – Community Center/Old Tippecanoe City Restoration and Architectural District  
**Zoning Code Section(s):** § 154.03 (E)

Mr. Spring stated that the applicant seeks an approved Certificate of Appropriateness for the removal and replacement of the N. Third Street doors at the Tipp City Municipal/Tipp-Monroe Community Services building located at 3 E. Main Street. The existing 2-door doorway will be removed and replaced with a single ADA compliant powered door and side glass panel. The structural opening into the building will not change. The proposed door will be composed of identical clear anodized aluminum as the existing door. The proposed door replacement is being accomplished as a part of a restroom renovation project recently approved by City Council that will provide ADA public access restroom facilities to the patrons of the downtown historic district. Staff notes that a matching ADA compliant door replacement was previously approved by the Restoration Board on January 24, 2012 for the Main Street doors of this building.

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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.

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

Mr. Walter Burton, 637 Primrose Lane, approached the dais and stated he was the Project Manager for the City of Tipp City. He explained that the proposed new doorway would be identical to the door that is presently facing Main Street. The only visual difference is that it would be a single door, and the existing doors are double doors.

Mr. Brown asked if the new door would be a power door and if it would retract in, or swing out.

Mr. Burton confirmed it would be a power door and it would swing out, but since the door opening is recessed, it would not swing into the sidewalk.

Ms. Alberson asked where the actuator button would be located.

Mr. Burton explained it would be surface-mounted on the wall, identical to the Main Street entry, and he explained there would be conduit running to the box.

Ms. Alberson inquired if the glass was clear.

Mr. Burton confirmed the glass is clear.

Vice-Chairman Brown asked for further discussion. There being none, Mr. Brown **moved to approve the Certificate of Appropriateness as presented**, seconded by Ms. Lawson. **Motion carried.**  
Ayes: Brown, Lawson, Alberson, Wendel. Nays: None.

### **Presentation from Downtown Tipp City Design Committee**

Mr. Spring reminded the Board that one of the items discussed in the November 2016 meeting, while reviewing the annual plan, was to try to build a relationship with the Downtown Tipp City Partnership.

Mr. Spring announced he invited the Director of the Downtown Tipp City Partnership, Heather Dorsten, and the Design Committee Chairman, Kevin Guigou to speak.

Heather Dorsten, 6615 Peters Road, approached the dais and stated she is the Director of the Downtown Tipp City Partnership, and mentioned they are dropping the word "Partnership" and are now "Downtown Tipp City." They are located at 6 S. Third Street, in the Monroe Township Building.

Ms. Dorsten explained they are a "Main Street Program" whose goals are to enhance, preserve, and promote the district. They have fifteen members on their Board, and four committees that are run through the group: The Operations Committee, the Promotions Committee, the Economic Development Committee, and the Design Committee.

Ms. Dorsten explained some events that Downtown Tipp City is working on, including a Founders' Affair. She discussed event calendars that are sent to the local residents annually. She mentioned they are looking to fill a space at the pipe shop on Main Street that will be vacant soon due to the owner retiring. With "Partnership" being removed, Downtown Tipp City has created a new logo and a new 2017 Membership Campaign.

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Ms. Dorsten added that, through Heritage Ohio, their parent company, they became accredited as a Main Street Program. This opens up opportunities by giving more access to training, communication with other Main Street managers, and more knowledge on grant and funding opportunities.

Kevin Guigou, 10990 Frederick Pike, approached the dais and stated he is the Chairman of the Design Committee for Downtown Tipp City.

Mr. Guigou explained the Façade Improvement Program, or the FIP Grant Program, which has been active since 2008. Their interests focus mainly from the railroad tracks to Canal Lock Park. Recently they have decided to extend their focus to the side street area: the four sides of every full block that abut Main Street. Unless the demand for Façade Grants gets out of control, they are trying to reach out and influence the success of the physical fabric of Downtown. He added that the City's improvement of the streetscape several years ago set the stage for improved facades. There was a rejuvenated interest from building owners and business owners. The Design Committee does not want to control the project, but encourage it. They offer advice to building owners, whether they are interested in a grant or not.

Mr. Guigou explained that the grant provided is a 50% matching grant, up to \$1000, and the applications are on their website and must be applied for in advance. The project must be pre-approved, and once it is completed and invoices provided, the money is released. They have provided approximately \$8500 in matching grants to thirteen building owners over the last eight years, but are also interested in helping residential buildings as well. The Committee has helped approximately fifteen other building owners or business owners with advice on architectural design, both interior and exterior. That amounts to directly assisting about 35% of our Downtown buildings on Main Street. The average assistance is about \$650 per building.

Mr. Guigou continued, giving specific examples of how the grants helped local businesses in the previous year. He gave an example of how a specific project may be able to get more than \$1000, if it is a special case where someone has granted money that they want to have invested in a particular project. He discussed a \$1725 donation, plus an additional \$1000 that was added by Downtown Tipp City for the FOE Building.

Mr. Guigou pointed out they are interested in first-stories, second-stories, and alley-ways, not just a thin facade interest. He explained their interest is holistic, and he pointed out that while some buildings may look great from the front, they are in terrible condition if you see them from behind.

Mr. Guigou concluded by sharing information on a Design Committee project called, "Key Into Tipp", an Educational Program to add plaques to the side of each building, giving a brief history.

Ms. Alberson asked how many people contact the Design Committee, versus the Design Committee tactfully contacting them with suggestions.

Mr. Guigou said about half. He reminded the Board that some building owners don't even live in town.

Mr. Guigou announced the Downtown Tipp City Board meets the last Wednesday of every month at 1:15 pm at Midwest Memories, and that Mr. Spring is the City Representative serving on the Board.

Ms. Wendel asked how the Restoration Board and Downtown Tipp City can work as a team.

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Mr. Guigou suggested more interaction and more communication.

Ms. Wendel asked if Restoration Board members could attend the Downtown Tipp City Board meetings or Design Committee meetings.

Mr. Spring explained the Design Committee rarely has a formal agenda, but they could add the Restoration Board Members to their emails, reminding them of meetings, if they would like to attend.

Mr. Spring stated he would provide email addresses to Ms. Dorsten.

Lauryn Bayliff, 115 N. Seventh Street, approached the dais and mentioned she will hopefully be reinstated to the Restoration Board by the next meeting in February. She praised opening up the lines of communication. She also suggested the value in a meeting with the entire Restoration Board and the entire Design Committee.

Old Business

There was none.

Miscellaneous Business

There was none.

Adjournment

Vice-Chairman Brown asked for further discussion or comments. There being none, Mr. Brown **moved for adjournment**, seconded by Ms. Wendel and unanimously approved. **Motion carried.** Meeting adjourned at 8:05 p.m.

ATTEST:

  
Board Secretary

APPROVED:

