

**August 25, 2020**

Due to the Covid-19 outbreak and Ohio's stay-at-home order, the Tipp City Restoration and Architectural Board of Review held its August 25, 2020 regular Board Meeting using Zoom, a remote meeting platform. City Planner/Zoning Administrator Colin Carville and Board Secretary Laura Tobias were physically present at the Tipp City Government Center. Chairman Lauryn Bayliff, Vice Chairman Ralph Brown, Heather Wendel, Lisa Lawson, April Group, and Gregory Kussman all dialed in using the Zoom system.

Other participants who dialed in to the meeting include: Tabitha Budenthal, Eric Boyd, and Shawn and Lisa Richards.

Chairman Lauryn Bayliff called the meeting of the Tipp City Restoration and Architectural Board of Review to order on Tuesday, August 25, 2020 at 7:31 p.m.

#### Minutes

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the July 28, 2020 meeting minutes as written**, seconded by Ms. Lawson. **Motion carried.** Ayes: Brown, Lawson, Kussman, Group, Bayliff, Wendel. 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

**Tabitha Budenthal & Eric Boyd -16 N. Third Street - Lot: Pt IL 45** – The applicant seeks an approved Certificate of Appropriateness for the residence located at 16 N. Third Street for the removal and replacement of roughly 20 windows total on the various sides of the home.

**Zoning District:** CC/RA – Community Center/Old Tippecanoe City Restoration and Architectural District

**Zoning Code Section(s):** § 154.05 (C)

Mr. Carville explained the applicant seeks approval from the Restoration & Architectural Board of Review for the removal and replacement of 20 exterior windows for the residence at 16 N. Third Street. The residence has frontage on N. Third Street as well as alley access to the south. The existing window size will be matched. The applicant proposes the use of historically appropriate vinyl clad or aluminum clad windows. The applicant is open to suggestions from the Restoration Board.

Mr. Carville included the regulations on windows in the staff report.

#### Excerpts 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.

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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 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 a 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.

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- 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.

Tabitha Bundenal from 16 N. Third Street stated she applied for the Restoration Board when she was in the beginning of the research process on windows. After getting a few quotes, she has decided she would like to use vinyl clad windows. She would like to use vinyl windows in the back of the house because of cost concerns.

Ms. Bayliff stated the Board always likes to try to first preserve the existing windows and asked Ms. Bundenal to speak about the condition of the windows and why she wants to replace them.

Eric Boyd from 16 N. Third Street explained the windows are unsalvageable. They are rotten and are being eaten by termites. They would like to use vinyl windows and put the wood detail on the outside to match exactly what they currently look like.

Mr. Kussman felt that the vinyl windows would be acceptable if the grids matched what is there currently.

Mr. Boyd reiterated that if they used vinyl windows, they would use wood grids on the outside. The only area of the window that would not be wood would be the inside of the window, which is exactly what vinyl clad is.

Mr. Brown said he does not have any issues with vinyl clad, but fake grids in the window would not be acceptable. It would need to be wood.

Ms. Bayliff asked what color the windows would be. Ms. Bundenal answered white.

Ms. Bayliff asked how many windows are front facing (facing Third Street). Ms. Bundenal answered there are six on the lower level.

Mr. Boyd inquired about using vinyl clad windows on the front of the home, but on the rear of the home and the upstairs where no one can see, using vinyl windows.

Ms. Bayliff asked about the transom window above the front door. Ms. Bundenal stated that window will be replaced with a new sheet of glass and will have the address on it.

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Ms. Group asked where the back of the house faces. Ms. Bundenthal stated it faces the parking lot of the library.

Mr. Brown suggested the front windows as well as the windows on the side facing the library parking lot should be vinyl clad, and the remaining could be vinyl, while still maintaining the original look of all the windows. He stated with the fence, some windows are hard to see, but the side facing the library and the front are highly visible.

Ms. Group agreed.

Mr. Brown added he drove by the house and the windows are in bad shape, so he does not believe saving them is an option.

Ms. Bayliff extended the Board's appreciation that they are taking such care to repair the home. The Board wants the historical integrity of the house maintained, but they also understand such a big project and the costs. She reminded Ms. Bundenthal and Mr. Boyd that the number of panes and muntins need to follow the same pattern. Therefore the windows that are split down the middle must be maintained. Ms. Bundenthal stated she understands and agrees.

Mr. Brown inquired about the siding.

Ms. Bundenthal stated it is scheduled for delivery on September 10<sup>th</sup> and will be installed the following weekends.

Mr. Carville stated a Certificate of Appropriateness was not necessary because the siding is wood and matches what already existed on the front exterior.

Ms. Lawson stated that the north side of the house is visible from the street. Ms. Bundenthal stated there are two windows on that side of the house and they plan to replace the first one with a vinyl clad window because it is located in the same room as one of the other windows that will be vinyl clad. The first window is the only one that you can visibly see from the outside of the home. Ms. Lawson said she feels it needs to match, and would like that modification added to the Certificate of Appropriateness.

The Certificate of Appropriateness shall state Vinyl Clad windows are authorized on the front side of the home as well as the side facing the library, Also Vinyl Clad windows shall be on the front room window of the north side of the home. The remaining windows can be vinyl. All windows should keep the original look of the home.

Chairman Bayliff asked for discussion. Being no further discussion, Mr. Brown **moved to approve the Certificate of Appropriateness with the modifications**, seconded by Mr. Kussman. **Motion carried.** Ayes: Brown, Kussman, Wendel, Bayliff, Lawson, Group. Nays: None.

**Shawn & Lisa Richards – Chaffee's Brewhouse - 15 S. Second Street - Lot: IL 21 76 & IL 39 –**  
The applicant seeks an approved Certificate of Appropriateness for the business located at 15 S. Second Street for the removal and relocation of an awning from the 7 S. Second Street entrance to the 15 S. Second Street entrance.

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

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Mr. Carville explained the applicant seeks an approved Certificate of Appropriateness for the removal and relocation of the awning covering above the entrance of the 7 S. Second Street door to the 15 S. Second Street door. The existing black awning will be relocated to the proper entrance of Chaffee's Brewhouse and will be repurposed using an outdoor sticker to place over the "Pink Ribbon Girls" logo with the logo of Chaffee's Brewhouse. The logo will be black and white as seen on Attachment "B-2".

Mr. Carville included the regulations on awnings in the staff report.

Excerpts 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.



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

Mr. Carville added the applicant will utilize any previously created mounting hardware or holes in the façade.

Shawn Richards, 15 S. Second Street, reiterated he would like to move the awning two doors down.

Ms. Wendel asked about how the sticker works, and would it peel off. Mr. Richards stated he can't really elaborate, because he has to speak to the sign company. He said it is not a permanent solution, but rather something to use for about a year, until they can get a new awning.

Ms. Bayliff asked if the awning was made out of vinyl. Mr. Richards answered yes, it is vinyl. He said he doesn't really know if the word "sticker" is the proper terminology, but they would be using very similar material to use their own logo on the awning.

Ms. Bayliff asked if it would be a black logo with a white background. Mr. Richards said it would have to be the reverse, so that the background is black like the awning. Ms. Bayliff stated that typically awnings are striped, or one solid color with a logo. Therefore, having a black panel with a white logo would not be as appealing from a historical standpoint. Mr. Richards agreed.

Ms. Bayliff added that for future planning, the Board prefers a canvas material.

The Board agreed the logo should have a black panel background to blend with the awning, with a white logo and writing.

Chairman Bayliff asked for discussion. Being no further discussion, Ms. Group **moved to approve the Certificate of Appropriateness with the modifications**, seconded by Mr. Brown. **Motion carried.**  
Ayes: Group, Brown, Lawson, Bayliff, Wendel, Kussman. Nays: None.

#### Old Business

Ms. Wendel asked about the status of the fence at Chaffee's Brewhouse. Mr. Richards stated they are working with the liquor department, and they need to wait until after the license is approved to begin building the fence.

#### Miscellaneous Business

None.

#### Adjournment

Chairman Bayliff asked for further discussion or comments. There being none, Mr. Brown **moved for adjournment**, seconded by Ms. Lawson and unanimously approved. **Motion carried.** Meeting adjourned at 7:57 p.m.

TIPP CITY, MIAMI COUNTY, OHIO

RESTORATION AND ARCHITECTURAL BOARD OF REVIEW

August 25, 2020

ATTEST:   
Board Secretary

APPROVED: 