

SPECIAL COUNCIL AS A WHOLE MEETING– AUGUST 28, 2019

A Special Zanesville City Council as a whole meeting was held on August 28, 2019 at 5:30 p.m. in the Council Chambers of Zanesville City Hall.

Council Members Present: Council President Daniel Vincent, Councilperson Connie Norman, Councilperson Sandy Gentry; Councilperson Ann Gildow, and Councilperson Mark Baker. A quorum was not present so the meeting was for information gathering only and no questions were asked.

Absent were the following members: Jan Bradshaw, Joey Osborn, J. Rob Sharrer, Steven Foreman, and Andrew Roberts.

Others present: Mayor Jeff Tilton; Keane Toney, Public Safety Director; William “Bill” Arnett, Community Development Director; R. Susan Jones, CIC; Jim Lepi, Citizen; Robert LaMay, Citizen; Lori Wince, Susan Stubbins, Historic Preservation Board members; Lauren Burke and Alice Sloan, Perspectus/CMB; Samuel Osborn, McIntire Historic Area; Cindy Northrup, Downtown Design Review Board; Jim Geyer, Muskingum County Historic Board; Carole Jordan, local resident; Shirley Labaki, Interested citizen; Morten Bach, Design Review Board; Jeff Jalbrzikowski, Design Review and Historic Preservation Boards; Paul Emory, Larry Zink, Kathy Seiler, Mark Goodall, and Pam Uddin, downtown property owners; Carol Bryan, owner of Bryan Place; Thomas Robertson, Zanesville Times Recorder; David Rogers, citizen; and Susan Culbertson, Clerk of Council.

Mr. Vincent called the Special Zanesville City Council-as-a-Whole meeting to order at 5:35 p.m. We have no minutes to go over. What we are here for tonight is to get information from Perspectus. Mr. Arnett will be introducing our speaker in a moment. This is an update from our 2006 guidelines which was a long time ago. This is for the Historic Preservation Guidelines and it is important and based on federal guidelines so we can be in compliance with them. We look forward to hearing this information. This will come back to Council for a vote for acceptance and it will go to the Planning Commission before that and Bill will add in some other stuff here that is going to be real important and he will introduce our speaker. I will turn it over to Mr. Arnett. Again, thank you everyone for coming.

Mr. William “Bill” Arnett: I think before introducing our presenter I wanted to provide a little background information on the project. All three of our Historic Districts: Brighton, Putnam, and McIntire Terrace are National Registered Historic Districts. So, they are federally designated through the U.S. Department of Interior. Our current historic guidelines, as Mr. Vincent mentioned are from 2006. They followed the U.S. Department of Interior Historic Preservation’s standards from 2006. Since then the Department of Interior Standards have been updated and they have changed. Times have changes since 2006, but our guidelines have remained the same. So, for an example, in the 2006 guidelines solar panels are not addressed. We will be hearing from Lauren and Alice that the new guidelines addressing solar panels based on what the National Standard is for solar panels in a historic district and the same with metal roofs. We have a lot of metal roofs or numerous metal roofs in the historic

districts and our current guidelines do not address metal roofs and the new ones will because they are part of that historic guideline from the U.S. Department of Interior.

So why is it important to update the guidelines? The City of Zanesville is a certified local government. By being one we have the ability to designate structures of local historical significance. You will remember Council did that with the building at the corner of Main and 4th Streets when the Zane-Zenith Downtown Redevelopment District was created. You had to have an historic structure to anchor the district because Zanesville is a Certified Local Government the City itself could designate that building as a local historic structure. Without the Certified Local Government status you can't do that. You have to go through the State Historic Preservation Office and then they have to come in and say yes, this building meets the requirements for a Historical Structure. There is some benefit to having that Certified Local Government designation.

Just in the last week we needed to complete an annual report for the State Historic Preservation Office. What did they want to know? They wanted to make sure our Historic Preservation Board is meeting. They wanted to make sure our meetings were being publicly noticed. They wanted agendas, minutes, and they wanted information on the board's decisions to see if they are aligned with the National Standards. So if someone comes in and says I want to replace my windows, are they being replaced with wood, are they being replaced with vinyl, are they divided light, are they simulated divided light? Those are the kinds of things that the State Historic Preservation Office is interested in knowing. So, to insure our guidelines reflect the current National Standards the administration and staff created an RFQ and we had three well qualified firms respond. When we did the scoring, Perspectus Architecture, Chambers, Murphy, and Burge scored the highest. They had the most relevant experience when it came to creating and updating historic guidelines. So, if you are with us tonight we have Lauren Burge and Alice Sloan from Perspectus Architecture and I think Lauren is going to be starting things off for us.

Lauren Burge: Thank you for having us here this evening. It has been a pleasure working on this project for the last few months. We are very excited about the results and it has been a pleasure to work with people in the community. This is the cover page. Tonight, Alice and I are going to go through with you kind of what the project scope and schedule has been. Alice is going to talk about the content of the actual document and then we will have some time at the end for comments and questions. The overall summary of the scope of the project was to prepare a single set of design guidelines that addresses the downtown in accordance with existing legislation and incorporate and update the existing guidelines for the three residential districts. That is a summary of the scope of the whole project.

Our schedule to date was to review your existing documents and that includes the Ordinance, the previously prepared documents, historic documents that were provided to us about the community, we have reviewed all of that. We sent a full day with a team of three here doing on site assessments, photographing buildings, inventorying building types, building styles, and then we had some stakeholder input meetings. I know there are quite a few people here who are participating in those. We had an evening meeting where people from the community came and offered input on what they would like to see happen with these guidelines and how they

would like to see them be used. Then we prepared draft guidelines and we have been working back and forth with City staff on fine tuning those as they have developed. Those general guidelines were complete this month and the next process is adoption of the guidelines. They are not an Ordinance as they are guidelines. They are meant to illustrate your Ordinance. So that is the next step in the process. With that I will turn this over to Alice to go through the whole document.

Alice then presented from a PowerPoint presentation which is attached.

Mr. Vincent: Thank you very much. We appreciate it. Following advice from our Law Director, because we do not have a quorum here, and with the Sunshine Laws we need a quorum to deliberate. So, we are only taking information. That really puts a cramp on this evening's meeting. Bill is there anything else you wanted to add to help clarify?

Mr. Bill Arnett: No, I think that the work that Alice, Lauren and the team did was right on target with what we were looking to receive. I think again the challenge was to understand that the three Historic Districts are different, but they are all nationally recognized districts. So, that is why I think the document is the way the document is when it is talking about what do you do when there is a roof that needs to be replaced? What do you do when you need windows replaced? Because whether you are in Brighton, Putnam, or McIntire Terrace or whether you are in another state the National Standards for replacing windows like Alice was saying means they want to preserve. So the standards are going to be the same regardless of where you are located. What we really needed them to do for us was to make a document that was easy to use where a home owner could literally pick it up, look at the flow chart and say I am going to be doing this so I need to talk to the City staff or I am going to be doing this so I don't need to talk to them. I think that is a huge improvement over the document that was created in 2006.

Mr. Vincent: So, just clarifying what you said is your goal is to make it easier for the community to understand and also submit for gaining permission to make changes.

Mr. Arnett: Hopefully, this will be an easier document not only for the public at large, but for staff, for the Historic Preservation Boards/Downtown Design Review Board to be able to easily look through and understand just at a glance this really is what the standard calls for to be in compliance. You could do that in the current guidelines, but I think it takes a little bit more work and the Downtown Design Code is in the Code. It is not in our guidelines. So, for those of you who have looked at the 2006 Guidelines they are just for the three districts so in order to get to the downtown information you have to actually go to the Codified Ordinances. This at least addresses the information that is represented in the Code in the guidelines. So, it is probably easier to understand than trying to read Code.

Mr. Vincent: I don't know timewise if you want to stick around as I don't know if we have people here that have questions, but for this meeting and the deliberation part, which I have covered a couple of times here, if you are able to stick around and maybe answer individual questions? You as a public body may gather and deliberate and discuss, but we may not. So, again my apologies; I know there are some issues going on so a couple members could not be here. We will work on planning to make this better in the future. Does that sound good to stick around

and talk to the public? For the future, where will questions go? They can go back to the Planning Commission to hear this information?

Mr. Arnett: Yes, I think what is going to happen is both the Downtown Design Review Board and the Historic Preservation Board and other interested stakeholders participated in the creation process. That was the stakeholder meeting and it was looking at the draft documents. So, from a city's standpoint the way the guidelines would ultimately be adopted would be through the process of the Planning Commission and then the City Council. So both the Downtown Design Review Board and the Historic Preservation Board will have copies of the entire document where they can provide feedback to the Planning Commission.

Mr. Vincent: We can make that available?

Mr. Arnett: Absolutely, it is a big file. I don't remember how many pages. It is over 100 pages. It is a very big document in terms of file size so that is what makes it challenging when you are trying to e-mail it out to people or something.

Ms. Burge said there are a lot of illustrations so it makes it big.

Mr. Vincent: With that, we do have Dropbox, and we are not there yet, but when we can make it available to people so they can e-mail in and get a link to download from Dropbox directly.

Ms. Burge: The only thing I would caution about that is that if it is not yet adopted we should make sure that there is something on it that says draft because what will happen is if it is out there floating on the internet forever you are going to have copies of it that may not be the final piece.

Mr. Vincent: Good point so we will make sure it has a watermark "draft" on there.

Ms. Burge: Yes, that has August 2019 and this version has an even improved graphics than what we have shown the City previously, so if you have seen any previous versions the graphics have been changed even more.

Mr. Vincent: We are going to go ahead and conclude our official meeting here. I think if Councilmembers one on one has a question you are welcome to go discuss that. I am sorry again to the public as I think there would be some really good input that would be helpful for Council to hear, but we will have to do that at the Council meeting when it comes before Council. If you have comments at that time you can come and comment then. So, again my apologies and thank you all for coming. We greatly appreciate it.

The meeting adjourned about 6:00 p.m.

Susan Culbertson, Clerk

Daniel Vincent, Council President