

## APPENDIX A

### *Getting Approval to Change Historical Properties*

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**Applicant** - Any owner, owners, person, persons, association, partnership, or corporation that applies for a Certificate of Appropriateness to undertake any change on property subject to chapter 1229 of the City of Springboro Zoning Ordinance.

**Architectural Significance** - Being exemplary of one or more periods or styles of architecture typical of one or more eras in the city's history, or being part of an assemblage of structures important to the city's history. **Certificate of Appropriateness** - A certificate issued by the Architectural Review Board indicating that a proposed Change affecting a Protected Property is in compliance with the provision of Chapter 1229 of the City of Springboro Zoning Ordinance.

**Change** - Any restoration, new exterior construction, demolition, removal, protection, or preservation work, visibly affecting the exterior of a building or structure, or the grounds of, a Protected Property, but not including landscaping.

**Contributing Structure or Site** - Any structure or site within a Historic Preservation District which has been identified by Ordinance or Resolution of the City Council as having significant value in enhancing, identifying, or defining a District. All other structures or sites within a Historic Preservation District are noncontributing.

**Demolition** - The substantial deterioration or complete removal or substantial removal or destruction of any Contributing Structure or Site, located within a Historic Preservation District, or of any Landmark.

**Historic Preservation District** - an area which 1) includes structures having historic or architectural significance; and 2) is an identifiable area; and 3) has been designated as a Historic Preservation District by official action of the City Council.

**Historic Significance** - The attributes of a Historic Preservation District, Landmark, or Contributing Structure that possess integrity of location, design, setting, materials, workmanship, feelings, and association, and 1) are associated with events that have made a significant contribution to the broad patterns of our history, or 2) are associated with the lives of persons significant in our past, or 3) embody the distinctive characteristics of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction, or 4) have yielded or may be likely to yield information important in history or prehistory.

**Historic Site** - The real property on which a structure having historic significance is located, or on which there is no structure but which is of itself of historical significance.

**Historic Structure** - Any improvement to real property which has historic significance.

**Landmark** - A structure or site with historical or architectural significance, not within or contiguous to a designated Historic Preservation District, which has been designated a Landmark by official action of the City Council.

**Owner** - The owner or owners of record of real property.

**Protected Property** - Any Contributing Structure or Site within a Historic Preservation District, and any Landmark, is a property protected by Chapter 1229 of the Springboro Zoning Ordinance, and subject to its regulations. All vacant lots within a Historic Preservation District are Protected Properties. If a noncontributing structure in a Historic Preservation District is damaged in excess of 50% of its then-current market value, or is to be enlarged by more than 50% of its floor area, such structure shall become a Protected Property for the purposes of Chapter 1229 of the Springboro Zoning Ordinance.

**Site** - One or more lots, parcels, or tracts of land which are historically, architecturally, functionally, or esthetically cohesive.

## Building Permits

Permits are generally required for

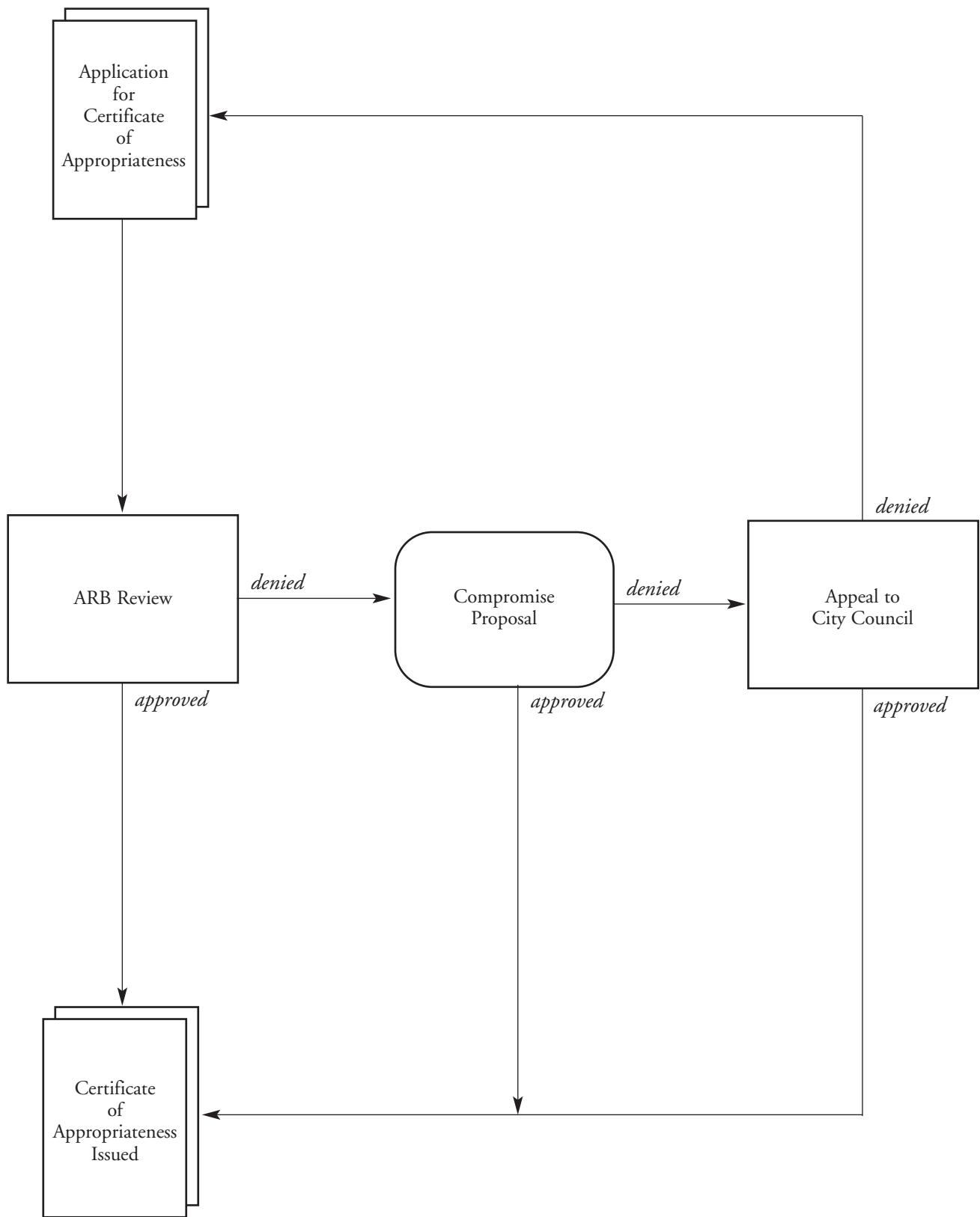
- New construction
- Additions
- Alterations
- Demolitions
- Installation of new signs

These processes are in their most basic form zoning processes; therefore, they require zoning approvals. This means you may have to apply for a Certificate of Appropriateness and obtain a building permit from the Building and Zoning Department. This permit assures compliance with the applicable building code as well as the zoning ordinance.

Repair work and replacement of materials to match existing construction generally do not require a permit.

For more information concerning obtaining a building permit, contact the Building and Zoning Department at (513) 748-9791.

**Approval Process for New Construction,  
Additions, Exterior Rehabilitation, and Signs**



## Approval Process

City Ordinance Section 1229.07 states that

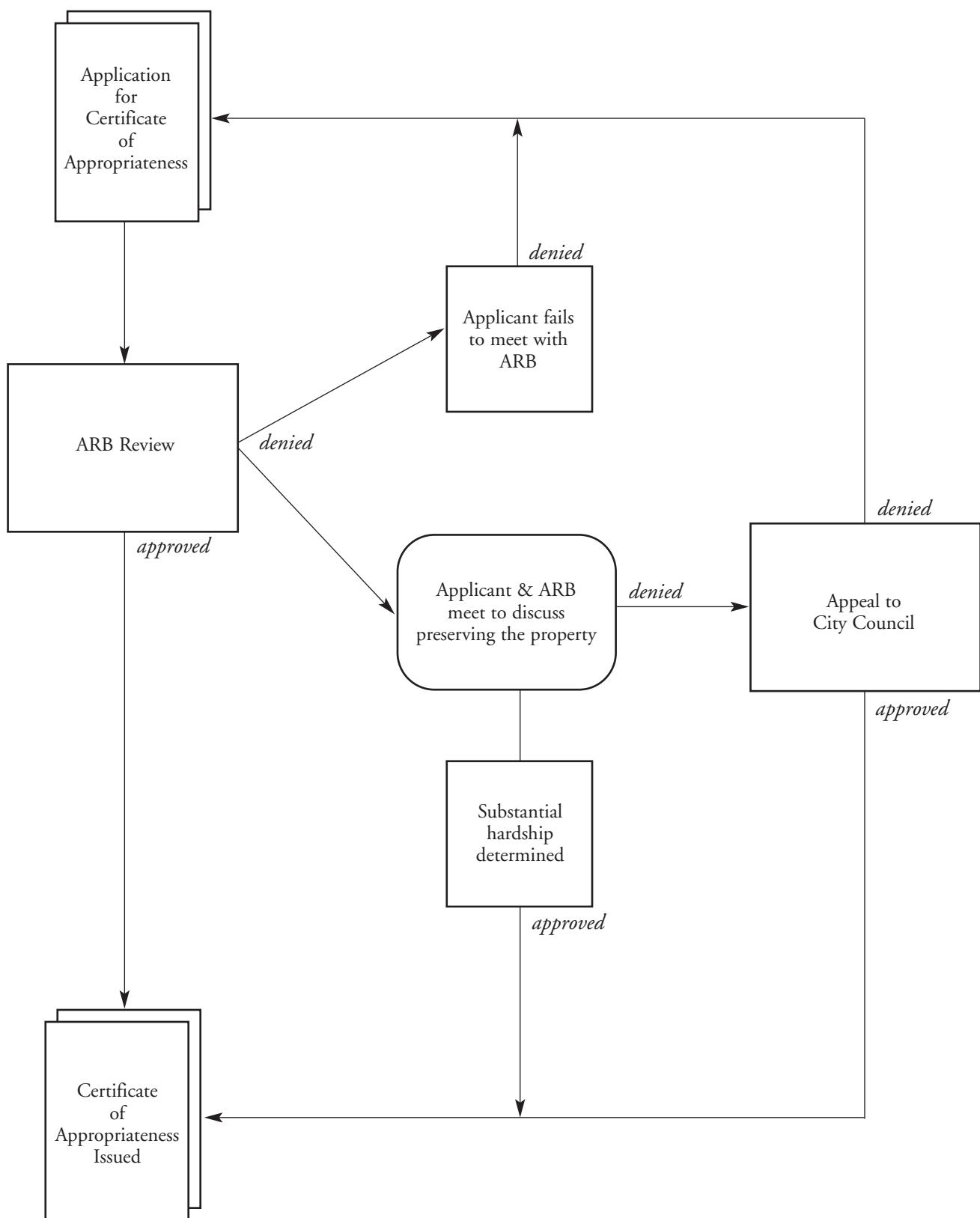
*No Person shall make any change to any Protected Property without first obtaining a Certificate of Appropriateness.*

As outlined on the facing page, requesting a Certificate of Appropriateness is a simple process:

1. Assemble the following information to be included with your application (see page A-10 for examples of this information.)
  - Site plan
  - Elevation(s)
  - Floor plan(s)
  - Detail section(s)
  - Photo(s)
2. Complete the application for a Certificate of Appropriateness in the Building and Zoning Office and attach the information you assembled in step 1. (See the application on pages A-7 and A-8.)
3. The zoning inspector will present your application to the Architectural Review Board (ARB) at their next regularly scheduled meeting. The ARB meets on the second Monday of each month at 7 P.M. in the City Council Chambers. Emergency sessions are scheduled as needed on the fourth Monday of the month. ARB meetings are open to the public.
4. When the ARB approves your application, you receive a Certificate of Appropriateness (see this certificate on page A-9).
5. When the ARB denies your application, it negotiates with you to develop a compromise proposal acceptable to both parties.
6. Should an agreement on an alternate plan not be reached, you may appeal to City Council.
7. Once an agreement is reached, you receive a Certificate of Appropriateness.

The City Planning Commission also must review and approve most site modifications and alterations.

**Approval Process for  
Demolition of Historic Structures**



## Approval Process

City Ordinance Section 1229.07 states that

*No Person shall make any change to any Protected Property without first obtaining a Certificate of Appropriateness.*

As outlined on the facing page, requesting a Certificate of Appropriateness is a simple process:

1. Assemble the following information to be included with your application (see page A-10 for examples of this information.)
  - Site plan
  - Mitigation plan
  - Cost analysis
  - Photo(s)
2. Complete the application for a Certificate of Appropriateness in the Building and Zoning Office and attach the information you assembled in step 1. (See the application on pages A-7 and A-8.)
3. The zoning inspector will present your application to the Architectural Review Board (ARB) at their next regularly scheduled meeting. The ARB meets on the second Monday of each month at 7 P.M. in the City Council Chambers. Emergency sessions are scheduled as needed on the fourth Monday of the month. ARB meetings are open to the public.
4. When the ARB approves your application, you receive a Certificate of Appropriateness to proceed with demolition (see the certificate on page A-9).
5. When the ARB denies your application, you may appeal to the ARB, which may undertake a meaningful and continuing discussion to find a means of preserving the property.
6. Should an agreement on an alternate plan not be reached, you may appeal to City Council.

Application for  
Certificate of Appropriateness,  
Side One

**CITY OF SPRINGBORO, OHIO  
ARCHITECTURAL REVIEW BOARD**

**APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**

Any exterior changes made to buildings, outbuildings, landscape, or features located within the Springboro Preservation District or to an individually designated historical landmark shall not be permitted unless and until a Certificate of Appropriateness for such action is issued by the Architectural Review Board. The Architectural Review Board will review plans and specifications, monitor work in progress, and administer Chapter 1229 of the Codified Ordinances of the City of Springboro.

Contact the City Planning Commission for the time and location of the Architectural Review Board meeting. You are welcome to appear before the Board in support of your application.

- Preservation District
- Historical Landmark

**Property Address:** 123 Main Street, Anytown, USA 12345

Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Contact Person/Contractor:**

**Telephone:** \_\_\_\_\_ **Facsimile** \_\_\_\_\_

(Notification of Architectural Review Board action will be mailed to owner, unless otherwise requested.)

Request for:  Principal structure  Carriage house, garage, outbuilding  
 Landscape/streetscape/trees  Other

#### **DESCRIPTION OF WORK TO BE DONE**

Be sure to specify the exact location on the structure, the nature of the work, the materials used, and the existing historic features repaired or replaced. Landscaping, fencing, etc., should include a sketch of the property showing the proposed location. In order to make an appropriate, fair, and timely decision, the Architectural Review Board may require additional detailed information such as sketches, photographs, and information about the proposed materials to be used (e.g., brochures, paint chips, catalog data). The Board will be happy to help you with this. For changes in paint colors and roofing, please complete the questions on the reverse.

Application for  
Certificate of Appropriateness,  
Side Two

Existing Fixed Colors:

Existing roof color: \_\_\_\_\_  
 Unpainted brick, house, or porch: \_\_\_\_\_  
 other fixed colors: \_\_\_\_\_

If your project includes roofing, please describe the kind of material (slate, metal, asphalt/fiberglass, built-up flat roof, etc.) existing: \_\_\_\_\_

Is it dimensional? (Diamond-shaped, rounded, imitation wood shake or slate, standing seam metal, etc.) \_\_\_\_\_

Proposed new roof (manufacturer, color, material, pattern, etc.) \_\_\_\_\_

If your project includes repainting:

Paint manufacturer or color palette: \_\_\_\_\_

| <i>Color Name</i> | <i>Color Number</i> | <i>Location on Structure</i> |
|-------------------|---------------------|------------------------------|
| _____             | _____               | _____                        |
| _____             | _____               | _____                        |
| _____             | _____               | _____                        |
| _____             | _____               | _____                        |

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Filed:  In Person  By mail  Fax  
 From Building Department  Phone

Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received Architectural Review Board Office: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Scheduled for Meeting of: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Architectural Review Board Action on Request: \_\_\_\_\_

Project Completed as Approved?  Yes  No

## CERTIFICATE OF APPROPRIATENESS

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the Springboro Architectural Review Board does hereby issue this Certificate of Appropriateness for the property located at \_\_\_\_\_. The Springboro Architectural Review Board has examined the plans and approves the changes and/or improvements to be made to the above referenced structure as listed below:

**DESCRIPTION OF PROPERTY CHANGES/IMPROVEMENTS:**

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The said changes/improvements listed above on this Certificate of Appropriateness do not constitute, in themselves, waivers from the City of Springboro building code, zoning code, or other regulations. Plans for changes to, addition to, and/or signage for property will still require review of the City Planning Commission and acquisition of appropriate permits.

It is the opinion of the Springboro Architectural Board that such proposed changes are in conformance with the character of the City of Springboro Preservation District as prescribed by Chapter 1229 of the Codified Ordinances of Springboro.

**Date of Board Approval:**

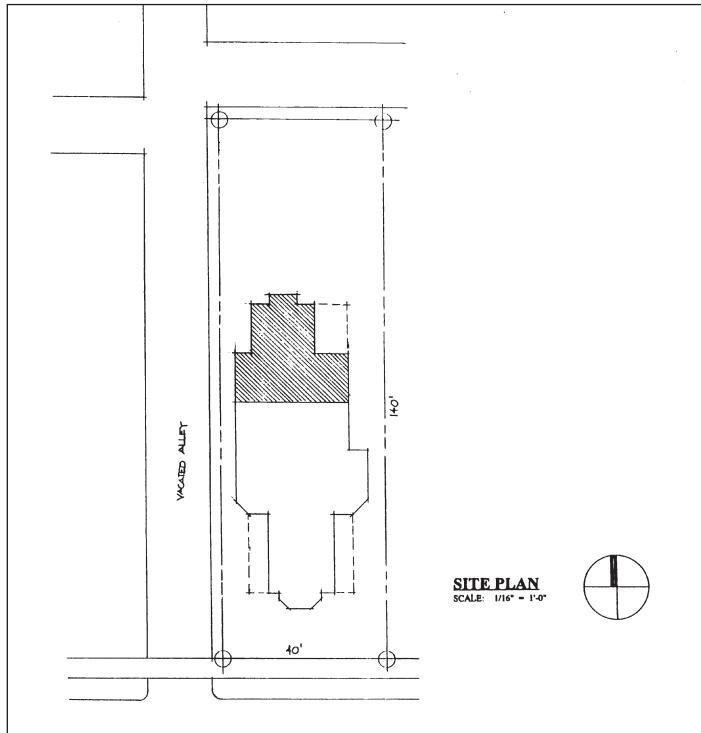
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**Signed by:**

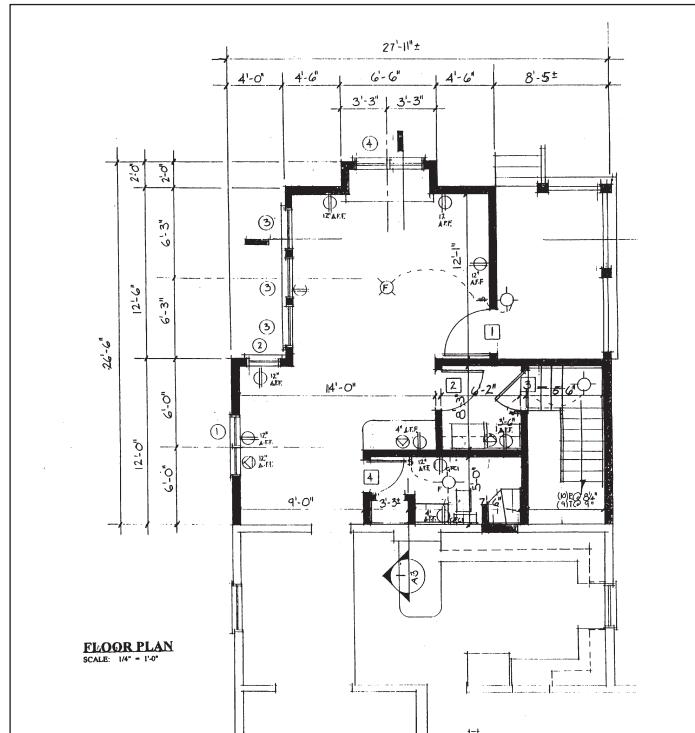
Architectural Review Board, City of Springboro, Ohio

Certificate of Appropriateness expires six (6) months after date of approval.

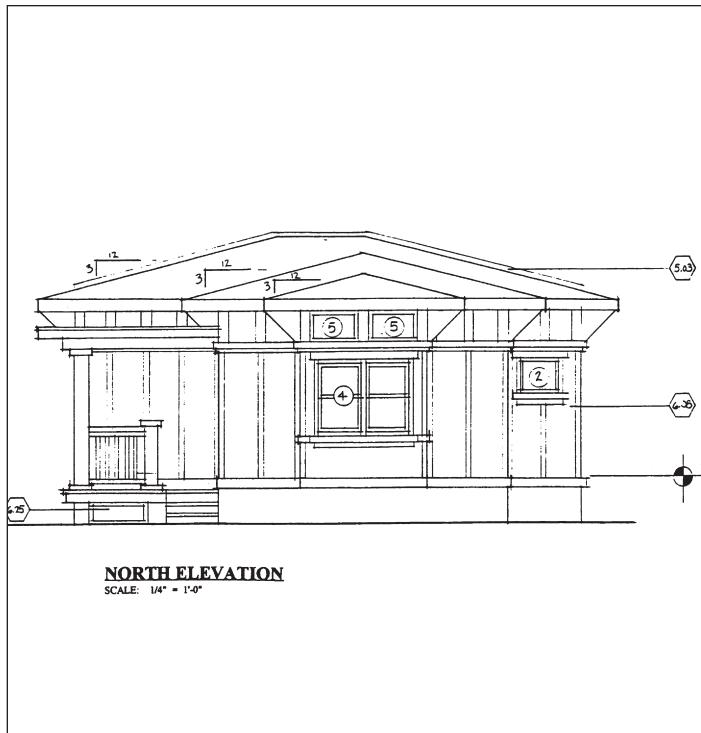
Sample of  
Certificate of Appropriateness



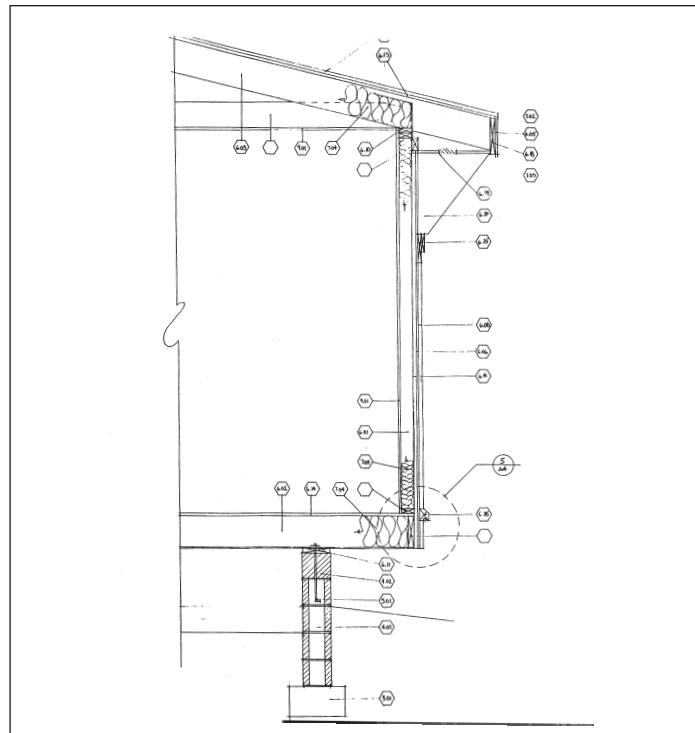
## Site plan example



## Floor plan example



## Elevation example



## Section example

**LIST OF LANDMARKS AS DEDICATED BY  
THE CITY OF SPRINGBORO CITY COUNCIL**

**1. Wright-Doyle House, 513 West Central Avenue**

**Designated on December 14, 1998.**

This lovely home was built in 1853 by Aron Wright, son of the town's founder, Jonathan Wright. Aron, a physician, also served as president of the short-lived Miami Valley College in Springboro. The home is a community landmark in the truest sense of the word because of the prominent spot that it occupies near the center of the city. The house is also named in honor of Mary Doyle who was born in the house and lived there all of her 98 years until she passed away in 1997. The structure itself is an excellent example of early architectural style and workmanship, well preserved and well worth preservation.

**2. Samuel McCray House, 300 McCray Boulevard**

**Designated September 6, 2001**

The Samuel McCray House in its present form was built in 1928 as the result of a major reconstruction of an existing farmhouse. The 210-acre property included a farm that was developed into a golf course in the 1960s. This beautiful home remains as a reminder of the rural character of this area in the early 20th Century.

**3. Null Log House, 544 Heatherwoode Circle**

**Designated September 6, 2001**

The oldest on-site exposed log structure existing in Warren County, this structure was built (circa) 1798 by Charles and Christian Null. Natives of Virginia, the brothers were pioneer settlers of Clearcreek Township in the years prior to the arrival of Jonathan Wright. Charles Null lived the balance of his life in the home with his larger family. The Null Log House and adjoining property was purchased by the City of Springboro in the 1990s. The Log House was restored 1995-96 by the City, Springboro Area Historical Society, Springboro Historical Commission and scores of volunteers.

**4. Jacob Null Homestead, 15 Keevers Point**

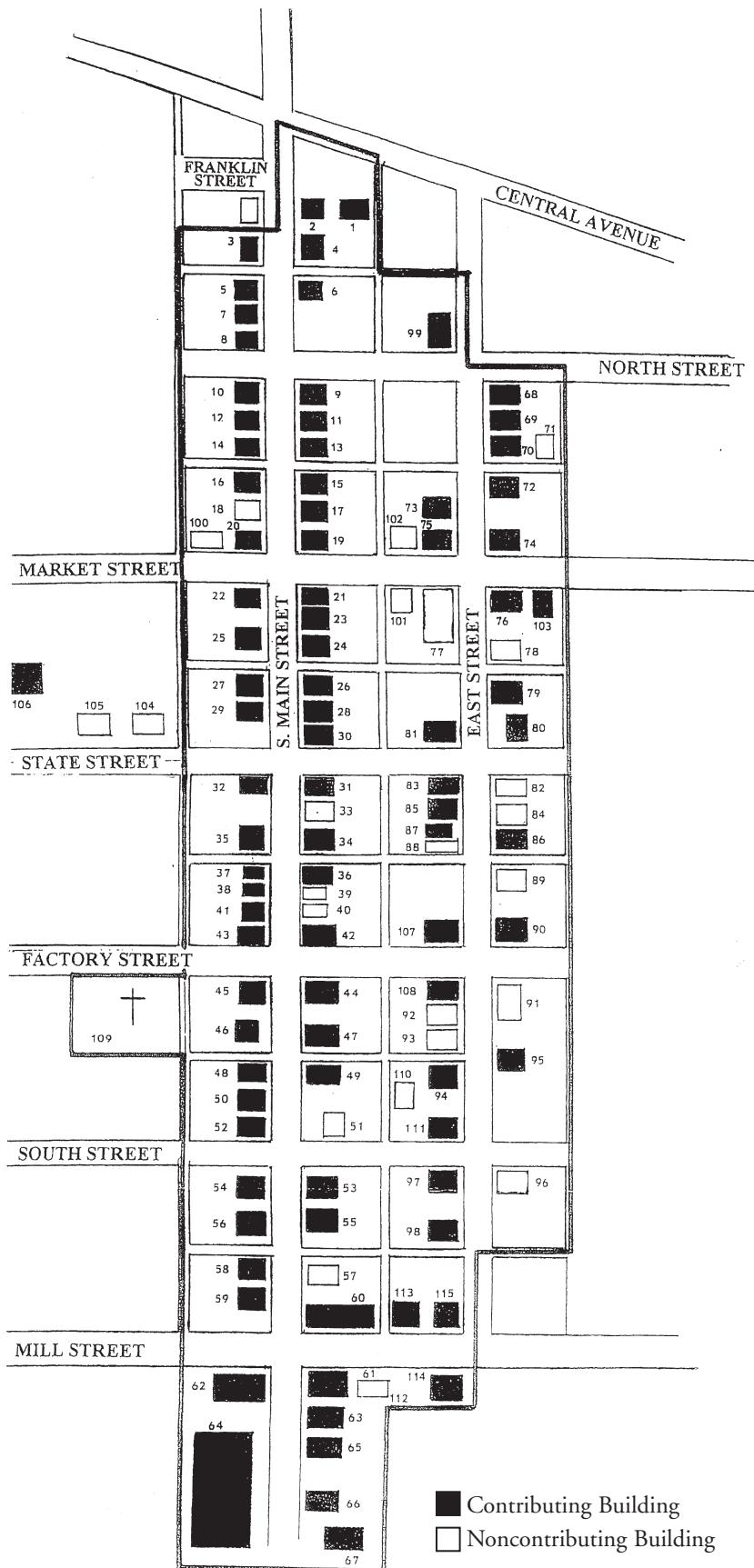
**Designated September 6, 2001**

This structure was built circa 1820 by Jacob Null, son of Charles Null, who came to the Springboro area from Virginia as a boy with his family in the 1790s. He raised his family of ten children in the home with his wife Nancy and lived there until his death in 1866. The home presently serves as a clubhouse for the Heatherwoode Farms residential development and is an important link to the original settlement of the area.

**5. United Brethren Church Cemetery, Red Lion-Five Points Road**

**Designated September 6, 2001**

The United Brethren Church and Cemetery was established in 1822 on this site on Red Lion-Five Points Road. The log church building is long gone following the relocation of the congregation to Springboro in 1874. The cemetery remains as the final resting place for many of the area's pioneer settlement families.



DOWNTOWN HISTORIC PRESERVATION DISTRICT PROPERTY LIST

| <i>No. on<br/>Map #</i> | <i>Address</i>         | <i>Historic Name</i>  |
|-------------------------|------------------------|---|
| 1*                      | 25 East Central Avenue | Griest Property – U.B. Church Parsonage   |
| 2*                      | 20 South Main Street   | Edward Moses Property   |
| 3*                      | 35 South Main Street   | Nathan Hunt – Chase Bradford Property   |
| 4*                      | 40 South Main Street   | Washington Hall, Morton House   |
| 5*                      | 45 South Main Street   | Trotter – Potts Property  |
| 6*                      | 50 South Main Street   | Carey House   |
| 7*                      | 55 South Main Street   | Job Borton Property   |
| 8*                      | 65 South Main Street   | Fox – Bauta Property  |
| 9*                      | 100 South Main Street  | Williams House  |
| 10*                     | 105 South Main Street  | Jonathan Stanton House  |
| 11*                     | 110 South Main Street  | Griffy Griffis House – Old Post Office – Wachter Property   |
| 12*                     | 115 South Main Street  | Dabney House  |
| 13*                     | 120 South Main Street  | William L. Dearth House   |
| 14*                     | 125 South Main Street  | David F. Corwin Property  |
| 15*                     | 130 South Main Street  | Rees – Haines Property  |
| 16*                     | 135 South Main Street  | Stanton Property, Haines House  |
| 17*                     | 140 South Main Street  | Lyceum, K of P Hall   |
| 18                      | 143 South Main Street  | Unknown   |
| 19*                     | 150 South Main Street  | William H. Seigfried House  |
| 20*                     | 153 South Main Street  | William H. Newport Store and Residence  |
| 21*                     | 200 South Main Street  | Jonah D. Thomas House – J.C. Merritt Grocery and Bakery   |
| 22*                     | 205 South Main Street  | Dearth House, Jonah Thomas House & Harness Shop, Springboro Library, Farmer's Bank of Springboro          |
| 23*                     | 210 South Main Street  | Possibly Elizabeth Cowman House   |
| 24*                     | 220 South Main Street  | William H. Newport House  |
| 25*                     | 225 South Main Street  | Pence-Bradstreet House  |
| 26*                     | 230 South Main Street  | William L. Peebles House, Thomas Property, Duke Property  |
| 27*                     | 235 South Main Street  | William Langsdon House  |
| 28*                     | 240 South Main Street  | Spring House  |
| 29*                     | 245 South Main Street  | M & J Wright General Store, John Reichel Dry Goods, W.H. Seigfried General Merchandise, Springboro Grange |
| 30*                     | 250 South Main Street  | Joseph Stanton House  |
| 31*                     | 300 South Main Street  | Springboro Universalist Church  |
| 32*                     | 305 South Main Street  | Emmor Bailey Property, Henry Rees House, Jack Decker House  |
| 33                      | 310 South Main Street  | Unknown   |
| 34*                     | 320 South Main Street  | George Filbert Residence  |
| 35*                     | 325 South Main Street  | Springboro Town Hall  |
| 36*                     | 330 South Main Street  | Unknown   |
| 37*                     | 335 South Main Street  | Unknown   |
| 38*                     | 337 South Main Street  | Unknown   |

DOWNTOWN HISTORIC PRESERVATION DISTRICT PROPERTY LIST

| <i>No. on<br/>Map #</i> | <i>Address</i>                | <i>Historic Name</i>  |
|-------------------------|-------------------------------|---|
| 39                      | 340 South Main Street         | Unknown   |
| 40                      | 342 South Main Street         | Unknown   |
| 41*                     | 345 South Main Street         | Joseph Laton (Layton) House, Edward & Ellen Null Residence                          |
| 42*                     | 350 South Main Street         | Jeremiah Stansel House  |
| 43*                     | 355 South Main Street         | Ezekiel Cleaver General Store, Peter Sellers Residence, John Robinson Grocery Store |
| 44*                     | 400 South Main Street         | Bateman House, James Griffin House  |
| 45*                     | 405 South Main Street         | IOOF Building   |
| 46*                     | 415 South Main Street         | Pence Residence   |
| 47*                     | 420 South Main Street         | Wallace Baird – George Beck House   |
| 48*                     | 435 South Main Street         | Tamsen Mullin House   |
| 49*                     | 440 South Main Street         | John Bateman Tannery Site, Joseph K. Haines Property, Lewis N. Miller House         |
| 50*                     | 445 South Main Street         | Unknown   |
| 51                      | 450 South Main Street         | Unknown   |
| 52*                     | 455 South Main Street         | Haines – Easton Property  |
| 53*                     | 500 South Main Street         | Samuel Sheets Property, Fred Mayne House  |
| 54*                     | 505 South Main Street         | Thomas Miller House   |
| 55*                     | 510 South Main Street         | James F. Bennett Property   |
| 56*                     | 515 South Main Street         | James F. Bennett Property – Daniel Weidner House                                    |
| 57                      | 530 South Main Street         | Unknown   |
| 58*                     | 535 South Main Street         | James Linder Property   |
| 59*                     | 545 South Main Street         | Daniel Weidner Property   |
| 60*                     | 550 South Main Street         | Ford Service Station / Garage   |
| 61*                     | 600 South Main Street         | Isreal Hibbard, James M. Janney, James Farr, Joseph S. Thomas Property              |
| 62*                     | 605 South Main Street         | German Reformed Church of Springboro  |
| 63*                     | 610 South Main Street         | Charles A. Haines – Grafton Bell House  |
| 64*                     | South Main Street             | Clear Creek Township High School  |
| 65*                     | 630 South Main Street         | Unknown   |
| 66*                     | 660 South Main Street         | Joseph Penrose Property   |
| 67*                     | 700 South Main Street         | Joseph D. Stanton, Eli Somer Property   |
| 68*                     | 100 East Street               | George Archdeacon Property  |
| 69*                     | 110 East Street               | George Archdeacon – Joseph Mentz Property   |
| 70*                     | 120 East Street               | Unknown   |
| 71                      | East Street                   | Urban Barn  |
| 72*                     | 130 East Street               | Unknown   |
| 73*                     | 135 East Street               | Methodist Episcopal Church  |
| 74*                     | 150 East Street               | Noah Webb Property  |
| 75*                     | 155 East Street               | Methodist Episcopal Parsonage   |
| 76*                     | 200 East Street               | John Ford Property  |
| 77                      | 205 East Street               | Unknown   |
| 78                      | 220 East Street               | Unknown   |
| 79*                     | 230 East Street               | Jonathan J. Baner Property  |
| 80*                     | N.E. Corner East & State Str. | Blacksmith Shop   |
| 81*                     | 255 East Street               | M. Smith Property   |

DOWNTOWN HISTORIC PRESERVATION DISTRICT PROPERTY LIST

| No. on<br>Map # | Address                | Historic Name                             |
|-----------------|------------------------|---|
| 82              | 300 East Street        | Unknown                                   |
| 83*             | 305 East Street        | Joseph K. Haines Property                 |
| 84              | 310 East Street        | Unknown                                   |
| 85*             | 315 East Street        | William S. Bedford Property               |
| 86*             | 320 East Street        | Edward Nills – James Duke Property        |
| 87*             | 323 East Street        | Unknown                                   |
| 88              | 325 East Street        | Unknown                                   |
| 89              | 330 East Street        | Unknown                                   |
| 90*             | 340 East Street        | Charity Lynch Property                    |
| 91              | 404 East Street        | Unknown                                   |
| 92              | 415 East Street        | Unknown                                   |
| 93              | 425 East Street        | Unknown                                   |
| 94*             | 435 East Street        | Unknown                                   |
| 95*             | 408 East Street        | Sawmill Lot Building                      |
| 96              | 500 East Street        | William F. Hayner Property                |
| 97*             | 505 East Street        | William F. Hayner House                   |
| 98*             | 525 East Street        | William Gregg House                       |
| 99*             | 60 East North Street   | Centennial Chapel of U.B. Church          |
| 100             | 20 West Market Street  | Unknown                                   |
| 101             | 35 East Market Street  | Unknown                                   |
| 102             | 80 East Market Street  | Unknown                                   |
| 103*            | 125 East Market Street | Unknown                                   |
| 104#            | 50 West State Street   | Unknown                                   |
| 105#            | 60 West State Street   | Unknown                                   |
| 106*+           | 80 West State Street   | Jonathan Wright Homestead                 |
| 107*            | 50 East Factory Street | Jacob Bateman Property – Cyrus Farr House |
| 108*            | 55 East Factory Street | William Nodler Property                   |
| 109*            | East Factory Street    | Friends Cemetery                          |
| 110             | 40 East South Street   | Unknown                                   |
| 111*            | 60 East South Street   | Elias Vickers Property                    |
| 112             | 15 East Mill Street    | Unknown                                   |
| 113*            | 40 East Mill Street    | George Dumbacher Property                 |
| 114*            | 45 East Mill Street    | Jesse Wood Property                       |
| 115*            | 50 East Mill Street    | Unknown                                   |

\* Denotes that this property is listed as a Contributing Structure or Site by Resolution of the City Council.

# Denotes that the property is included in the Downtown Historic District listed on the National Register of Historic Places, but the property is not included in the City's Old Springboro Historic Preservation District.

+ Denotes that the property is included in the Downtown Historic District listed on the National Register of Historic Places, but the property is not included in the City's Old Springboro Historic Preservation District, however, the site is a designated City Landmark.