



BOARDS & COMMISSIONS APPLICATION

132 North Elmwood Avenue
330-722-9038
www.medinaoh.org

Application Number H25-18

GENERAL	Date of Application _____
	Property Location _____
	Description of Project _____

CONTACT INFORMATION	Applicant
	Name _____
	Address _____ City _____ State _____ Zip _____
	Phone _____ Email _____
	Property Owner
	Name _____
	Address _____ City _____ State _____ Zip _____
	Phone _____ Email _____
APPLICATION TYPE	Planning Commission Site Plan ☐ Conditional Zoning Certificate ☐ Code or Map Amendment ☐
	Preliminary Plan ☐ Final Plat ☐ Conditional Sign (EMC/Shopping Ctr) ☐ TC-OV ☐ Other ☐
	Historic Preservation Board Certificate of Appropriateness ☐ Conditional Sign ☐
	Board of Zoning Appeals Variance ☐ Appeal ☐
APPLICANT SIGNATURE	<i>By signing this application, I hereby certify that:</i> 1) <i>The information contained in this application is true and accurate to the best of my knowledge;</i> 2) <i>I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record;</i> 3) <i>I assume sole responsibility for correspondence regarding this application; and</i> 4) <i>I am aware that all application requirements must be submitted prior to the formal acceptance of my application.</i>
	Signature <u><i>Ker Roberts</i></u> Date _____
OFFICIAL USE	Zoning District <u>C-2</u>
	Meeting Date <u>10/9/25</u>
Fee (See Fee Sheet) \$ <u>50</u>	
Check Box when Fee Paid ☒	

H25-18 Off the Wagon Facade Alterations - Continued

Property Owner: Birch Family Limited Partnership IV
Applicant: Kevin Robinette
Location: 101 Public Square
Request: Certificate of Appropriateness approval for facade renovations

LOCATION AND SURROUNDING USES

The subject site is composed of 0.15 acres located on the northwest corner of Public Square and North Broadway Street. Adjacent properties contain the following uses:

- North – Church
- South – Uptown Park
- East – Retail
- West – Parking



BACKGROUND & PROPOSED APPLICATION

At the September 11th Historic Preservation Board meeting, the following changes were approved on the building's front facade:

- First floor windows replaced with three panel dark bronze framed aluminum windows
- Second floor windows replaced with dark bronze aluminum framed windows without muntins

The applicant is also requesting approval for the following changes to the building's front facade:

- Removal of two semi-circular carpentry accents above the second story windows
- Installation of a new light fixture between the second story windows

The applicant has also indicated that the existing black fabric awnings with scalloped valences will be replaced with duplicates.

DESIGN GUIDELINES/DEMOLITION CRITERIA (SECTION 145.07)

- (a) Preservation/rehabilitation/renovation. With respect to preservation/rehabilitation/renovation generally it is the interest of the Board that buildings within the Historic District be preserved, thus maintaining the character of the Historic District. Consistent with the U.S. Secretary of the Interior, Standards for the Treatment of Historic Properties, the intent of these Guidelines is to preserve and restore the features which establish a building's architectural character while making alterations and renovations necessary for the efficient and contemporary use of the building.

The rehabilitation process assumes that some alterations may be necessary to meet the needs of the building Owner and the health, safety, and welfare of the building occupants. Such alterations should be done so as not to destroy the materials and features which help to define a building's historic, cultural and/or architectural character. The historic materials, features and/or craftsmanship are important in defining the building character and should be retained, protected, and repaired when possible.

When the preservation of architectural features is not possible, alterations should be done in a manner respectful of the existing character, but done in a manner that is representative of architectural design and construction of contemporary times.

PRESERVATION/REHABILITATION/RENOVATION – COMMERCIAL STOREFRONT

Recommendations

Missing Element

- Replace or reconstruct the missing element using materials that match the original as closely as possible.
- If no evidence can be found to document the element's original appearance, replacement should be consistent with the building's size, scale, and materials. The replacement should be simplified in order to avoid creating an elaborate detail that may not have been part of the original design.
- Examining other buildings of the same architectural style can help determine what may be appropriate.

Deteriorated Element

- Repair of deteriorated historic elements should not alter the appearance of the storefront. Repair deteriorated elements as soon as possible to prevent further damage or loss of material.
- If a historic element is deteriorated beyond repair and removal has been approved, document with photographs and measurements before removal. Then reproduce the element, matching the original design and materials.

Non-original Element

- If an element has been previously replaced, consider retaining the existing element if it is unique, aesthetically complements the building, or is a good example of what was in style in its own time (i.e., a well-designed and constructed 1920s storefront on an 1870s commercial building).
- If the element is considered inappropriate for the building, replace the element with one that is acceptable.

COMMUNITY DEVELOPMENT DEPARTMENT STAFF RECOMMENDATION

Staff recommends approval of application H25-18 with the condition that the proposed light fixture shall be similar to the existing light fixture on the front building facade.

Andrew Dutton

From: Megan Harbath <meganharbath@gmail.com>
Sent: Wednesday, October 22, 2025 4:58 PM
To: Andrew Dutton
Cc: robin.c.kevin@gmail.com; Michelle Sahr; Sarah Tome
Subject: Re: 101 Public Square

Just a word on the awnings as I ordered them personally. They will duplicate the black and the scallop design that was removed Saturday as confirmed yesterday in a conversation with the fabricator. I used historical photos to confirm the oldest that I could find were scalloped.

Thanks,
Megan

- New Lighting Fixture, per product literature



- Wrought Iron Railings to refurbish and remain

Elevation with Window Head Trim and awnings



Elevation without Window Head Trims and with Awnings



Elevation without Window Head Trims and Awnings



Window Graphics

Customer:	Michelle Sahr
Company:	Off the Wagon
Address:	101 Public Square
City:	Medina
State/ZIP:	Ohio 44256
Phone:	330-697-6098
Email:	michsahr@gmail.com

Medina Signs
 Since 1947
 411 West Smith Rd.
 Medina, Ohio 44256
 330-723-2484 medinasigns@gmail.com

Job No.:	NA	Date:	9/5/2025
Order Date:		Salesperson:	Dave Sterrett
		Estimate:	0.00
Comments:			

HISTORICAL REFERENCE PHOTOS





Overall Exterior





Exterior door and remaining lites to remain, to paint, like colors.



First Floor Window Replacement -



Remove existing awnings. Verify condition of the metal roofing material and flashing condition at window sill.

- If in appropriate condition, re-caulk at masonry and paint.
- Repair/prep and paint wood trims at 'juliette porch'.
- Verify mounting condition of wrought iron railing?
- Paint wrought iron railing.



