



# *City of Napoleon, Ohio*

*Kevin Schultheis, Zoning Admin.*

*Code Enforcement*

*255 West Riverview*

*Napoleon, OH 43545*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

February 17, 2025

NPC-25-01

## **Certificate of Appropriateness For The Napoleon Library 310 W. Clinton St. Napoleon, Ohio 43545**

### **Memorandum**

**To:** Members of the Napoleon Preservation Commission

**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

**Subject:** Certificate of Appropriateness

**Meeting Date:** March 11, 2025 @ 12:00 PM or 4:30 PM

**Hearing#:** NPC-25-01

### **Background:**

An application has been filed by Kevin Kennedy representing the Napoleon City Library / Napoleon City School District located at 310 W. Clinton St. The applicant is requesting to build an addition onto the existing building connecting the newer portion to the original building located on Woodlawn Ave. This would be in an R-4 High Density Residential District and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

# Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

## Planning Commission

(MZON 100.1700.46690)

\_\_\_ Conditional Use

**\$125.00**

\_\_\_ Amendment

**\$125.00**

\_\_\_ Subdivision in City

**\$75.00 + \$5.00 each, after two**

\_\_\_ Preliminary Plat of Development

**\$125.00**

\_\_\_ Alley Vacation

**\$25.00 + publication cost**

## Preservation Commission

(MZON 100.1700.46690)

☒ Certificate of Appropriateness

**\$25.00**

## Board of Zoning Appeals

(MZON 100.1700.46690)

\_\_\_ Certificate of Zoning

**\$25.00**

\_\_\_ Re-Zoning

**\$125.00**

\_\_\_ Variance

**\$125.00**

\_\_\_ Administrative Appeal

**\$50.00**

Address of property: 310 West Clinton St., Napoleon, OH 43545

Description of request:

Request for a Certificate of Appropriateness from the Preservation Commission for an addition connecting two (2)

existing buildings.

Betsy Eggers

OWNER(S) NAME (PRINT)

310 West Clinton St., Napoleon, OH 43545

ADDRESS- CITY, STATE, ZIP

419-592-2531

PHONE NUMBER



SIGNATURE

\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.\*\*\*

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

Kevin Kennedy

APPLICANT NAME (PRINT)



APPLICANT SIGNATURE

1382 West Ninth St, Suite 300

ADDRESS

Cleveland, OH 44113

CITY, STATE, ZIP

216-241-1100

PHONE

Hearing #: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Office Use Only**

Batch # \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_



# *City of Napoleon, Ohio*

## *Zoning Department*

*255 West Riverview Avenue, P.O. Box 151*

*Napoleon, OH 43545*

*Kevin Schultheis, Zoning Administrator / Code Enforcement Officer*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

# **CERTIFICATE OF APPROPRIATENESS**

**Awarded to**

**Napoleon City Library / Napoleon City  
Schools**

**at the location of**

**310 W. Clinton St.  
Napoleon, Ohio 43545.**

**This Certificate is awarded in compliance to  
the Findings and Orders of Hearing No. NPC-25-01  
on Date.**

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*Chairperson, Napoleon Preservation Commission*

City of Napoleon  
Preservation District Preservation Commission Review  
Application for Certificate of Appropriateness

Applicant: Napoleon Library  
Location of Property: 310 W. Clinton St. Napoleon

## *Applying for a Certificate of Appropriateness*

### Why do I need a Certificate of Appropriateness?

The City of Napoleon declared as a matter of public policy that distinctive areas of the City where structures tend to be more than fifty (50) years of age exemplify a predominant architectural style, possess historical significance, and/or portray the early development of the City collectively contribute to the economic, cultural, and educational development of the City. The City declared as a matter of public policy that the preservation and enhancement of such historic buildings and areas in the City is a public necessity and is required in the interest of the health, safety, and welfare of the people.

The City declared the necessity to identify areas, places, buildings, structures, sites, objects, and works of art based upon historic, architectural, archaeological, or cultural significance related to the historical development of the City for establishment as a preservation district. Therefore, the City established a Preservation District along with procedures for the enforcement of historic design review guidelines whereby historic, architectural, archaeological, and cultural resources within a duly designated preservation district are afforded protection from actions that would be detrimental to their preservation, enhancement, and continued use, as well as to prevent inappropriate or incompatible construction within the preservation district. Purely residential structures were expressly exempt from regulation.

### When should I get one? Answer: Before making *any* exterior changes.

Within the boundaries of any preservation district established, a certificate of appropriateness is required from the Preservation Commission, **before** any owner of property used for commercial purposes may receive a zoning permit or commence work for any proposed construction, reconstruction, alteration, replacement, repair, modification, or demolition of a structure, exterior wall, or exterior architectural feature of any building or structure, including installation or visible changes to fences, signs, or other visible exterior improvements (See 1138.05(a) Codified Ordinance).

Exclusions are provided for normal maintenance and repair, demolition after substantial damage, and emergency orders (See 1138.05(b) Codified Ordinance).

If you intend to make a change to the exterior of your property, complete this application packet and return it to the City Building, at 255 W. Riverview, P.O. Box 251, Napoleon, Ohio 43545.

If you are changing or installing signage, please note that the certificate of appropriateness is still required, however, there are separate signage requirements within City code; see section 1335 of Napoleon's codified ordinances (available online at [www.napoleonohio.com](http://www.napoleonohio.com) - click on

- The public shall be given notice of: the date, time, and place of the administrative hearing; a short description of the purpose, location of the subject property, and the review body involved; and informed that a copy of the application, together with all maps, plans, and reports submitted with reference thereto, shall be on file for public examination in the office of the Zoning Administrator.
- Public notices shall be provided as described in §1138.09(b).

#### **Step 4 - Administrative Hearing Held, Decision Rendered**

- All administrative hearings of the Preservation Commission shall be open to the public, and conducted according to the procedures set forth in Ordinance 1138.09(c).
- Regardless of any continuances of the hearing, the Preservation Commission shall make every reasonable effort to render a decision on the application within forty-five (45) days after the application was received, unless an extension of time is agreed to by the applicant. § 1138.09(d)
- The Preservation Commission shall consider the application(s), plans and specifications, and determine whether the proposed construction, reconstruction, alterations, or demolition is appropriate, or whether it has an adverse effect upon the purposes of the Preservation District.
- The Preservation Commission shall issue its decision in the form of a written Final Order in which it expressly sets forth the findings and conclusions of fact used as the basis or rationale for the decision.
  - Approval. If the applicant has proven by the preponderance of the evidence on the whole record that the proposed activity will have no adverse effect on a Historic Resource or the historic character or architectural integrity of all or a portion the Preservation District, then the Preservation Commission shall vote to grant the application and cause the Chairman to endorse a Certificate of Appropriateness and return the applications, plans and specifications to the applicant.
  - Approval Subject to Modifications. The Certificate of Appropriateness may include any reasonable conditions placed upon the approval regarding the proposed activity. Such conditions shall be made part of the Certificate of Appropriateness and of any subsequent zoning approval. Receiving a Certificate of Appropriateness does not negate requirements to adhere to all other City zoning regulations and City, County and/or State building regulations.
  - Demolition application approvals – see Ordinance No. 1138.09
  - The Certificate of Appropriateness will be valid for one (1) year from the date of approval.
  - Denial. If the Certificate of Appropriateness is denied, the applicant shall be notified in writing of the following:
    - The reasons for denial, and recommendations for a subsequent resubmission of a modified application, if any.
    - The Preservation Commission shall offer to undertake continuing and meaningful discussions with the applicant over a period of at least thirty (30) days, but not to exceed six (6) months, from the date of denial, during which time the Preservation Commission shall search for an acceptable compromise proposal that would allow for approval.
    - Denial of Application for Demolition – (see Ordinance 032-09 Section 9

**Name of Applicant:**

## ***Certificate of Appropriateness***

### **Application Checklist**

Description of proposed changes, including materials, dimensions, and color scheme (can be in the form of a drawing)\*:

\_\_\_\_\_

Written contractor's construction proposal for each change to be made:

\_\_\_\_\_

Photo of building facade or real property where changes will be made:

\_\_\_\_\_

If necessary, copy of construction permit issued by the City of Napoleon Building Dept:

\_\_\_\_\_

Completed application packet:

\_\_\_\_\_

Applicant has reviewed the U.S. Secretary of the Interior's *Standards for Rehabilitation*,\*\* the City's sign ordinance (if applicable), and other criteria for evaluation set forth in Chapter \_\_\_\_\_ of the City's Codified Ordinances:

\_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Acknowledgement:**

I understand that changes made to buildings in the designated preservation District or to designated landmark properties, and/or the placement of signs without the issuance of a Certificate of Appropriateness, building permit (if applicable), and sign permit (if applicable) could subject me to enforcement action up to and including possible criminal penalties under Chapters 1138, 1301 & 1335 of the Codified Ordinances of the City of Napoleon, as well as other applicable provisions of law.

I understand that compliance with the BOCA Property Maintenance Code will be required as prescribed in Chapter 1311 of Codified Ordinances.

I understand that my application for a Certificate of Appropriateness must be complete prior to posting in the Zoning Administrator's office for ten (10) days, and that after the posting period the Preservation Commission may or may not approve a Certificate of Appropriateness. The Preservation Commission may review the application prior to the completion of the ten-day posting period, but cannot issue a Certificate of Appropriateness prior to the completion of the ten-day posting period. I understand that I may need to apply for a building permit (Chapter 1301) from the Building and Zoning Department for certain types of construction.

Signed: \_\_\_\_\_  
Property Owner Lessee

**For office use:**

Date Received by Code Enforcement Official: \_\_\_\_\_

Date posted by Code Enforcement Official: \_\_\_\_\_  
(Application must be complete; must be at least ten (10) days prior to a hearing date or prior to the issuance of a Certificate of Appropriateness)

Preservation Commission review date: \_\_\_\_\_



**NOT FOR CONSTRUCTION**

