

Sylvania, Ohio

Downtown/Central Business District

Design Guidelines

Prepared for

The City of Sylvania

Prepared by

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Preface

Board of Architectural Review

The role of the Board of Architectural Review is to provide individuals and business owners with design guidance and assistance, as well as to approve applications for building, site and sign improvements which maintain, enhance and promote the high quality of design set forth in the Downtown/Central Business District Design Guidelines.

Approval Procedure

The Board of Architectural Review meets regularly the first Wednesday after the second Monday of each month in City Council chambers to review Applications for Improvements. To be considered by the Board, applications should be filed with the Board's secretary approximately ten (10) working days prior to the regular meeting date. The secretary will then forward the application with all supporting documents to the Board's Design Consultant for consideration..

The Board will generally review and approve an Application for Improvement within thirty (30) days as follows:

- **Week One**

The Board, with the assistance of the Design Consultant, considers the Application for Improvement during its regular meeting and either issues an **Approval Letter** or requires changes. If changes are required, the Board will immediately notify the applicant and request that the Design Consultant consider the application, address the required changes and make recommendations as to alternative design concepts.

- **Week Two**

The Board's Design Consultant provides the applicant with plans, sketches and/or recommendations which address the required changes and illustrates alternative design concepts for his/her consideration.

- **Week Three**

The Board considers the applicants revised proposal addressing the required changes.

- **Week Four**

The Board issues an **Approval Letter** valid for one year.

Application for Improvement

Prior to initiating an Application for Improvement, individuals and business owners are encouraged to meet with a member of the Board of Architectural Review, as well as with the Board's design consultant, to discuss the District's design guidelines and procedures, and the overall building, site or sign improvement being considered.

To be considered complete, Applications for Improvements should include the following items:

- a written description of the proposed work to be performed,
- drawings to scale accurately illustrating the design of proposed improvements,
- photographs of existing conditions and
- descriptions of proposed materials (brick, shingles, siding, etc.) to be used.

Information and Assistance

Additional information regarding the Board's procedures and design assistance program can be obtained by calling the Board of Architectural Review at (419) 885-8947 Monday through Friday during business hours.

Board Members and Secretary

Calvin E. Smith, Chairman

Nancy S. Lehmann, Vice Chairman

Lami Y. Coyle

David E. Richards

James E. Seney

Barbara A. Taylor, Secretary



Sylvania, Ohio

Downtown/Central Business District

Design Guidelines

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I. Design Guidelines

Sylvania, Ohio

Downtown/Central Business District Design Guidelines

Section 1. Introduction

In order to make sure that construction or erection of new buildings, structures, signage and site elements as well as alteration, expansion and remodeling of existing buildings, structures, signage and site elements is compatible with the desired architectural character of the Downtown/Central Business District, the City of Sylvania has established the Downtown/Central Business District Design Guidelines.

Section 2. Purpose

Through establishment and implementation of the Downtown/Central Business District Design Guidelines, the City of Sylvania seeks to accomplish the following:

- A. Protect and enhance the attractiveness of the Downtown/Central Business District as it relates to residents, tourists and visitors; serves as a support and stimulant to business; and thereby strengthens the economy for the City and its residents;
- B. Promote the use and preservation of historic buildings, structures and sites within the Downtown/Central Business District which reflect the cultural, social, economic or architectural heritage of the community for the education and general welfare of the residents of the City;
- C. Maintain and enhance property values by establishing the desired architectural character of the Downtown/Central Business District and preventing intrusions and alterations that would be incompatible with this character;
- D. Provide for a means of design review to make sure that the upkeep, rehabilitation, renovation and re-use of desirable older structures, as well as the construction of new structures, is compatible with the desired architectural character and will contribute to the continuance, conservation and improvement of the historical, cultural and economic resources of the City; and
- E. Enrich the quality of life for residents of the City.

Section 3. The District

The Downtown/Central Business District Design Guidelines are applicable primarily to business, commercial and office properties within the area generally bounded by Erie Street on the north; Parkwood Boulevard on the west; Ten Mile Creek on the south; and Interstate 23 on the east.

Section 4. General Design Guidelines

In general, the following specific design guidelines should be considered:

- A. The overall arrangement of buildings, parking areas and site structures should compliment the District.
- B. The overall architectural design and features of buildings and structures should be compatible with the District.
- C. The overall materials used on exterior surfaces of buildings and structures should be harmonious with the District.
- D. The overall arrangement and architectural design of buildings and structures should respect areas of historical interest in the District.
- E. The overall appearance of buildings, parking areas and site structures should promote the well being of the Community and the District.

Section 5. Specific Design Guidelines

A. Architectural Elements

- 1. **Roofs** - Roofs which are visible from streets and other public areas should present an attractive and organized appearance, such that
 - a. Surfaces should be free of mechanical equipment, vents, hatches, antennas and other objects.
 - b. Necessary roof-mounted equipment, should be painted to blend with roofing material color.
 - c. All roof surfaces shall be maintained in a clean, neat and attractive condition and in good repair at all times.

2. **Walls** - Walls which are visible from streets and other public areas should present an attractive and organized appearance, such that
 - a. Surfaces should be free of mechanical equipment, vents, hatches, air conditioners and other objects.
 - b. Necessary wall-mounted equipment should be painted to blend with the wall material color.
 - c. Necessary ground-mounted equipment located near walls should be well maintained and screened from view.
 - d. Materials used should be suitable and compatible with the traditional materials predominant throughout the District.
 - e. Wall surfaces trim and detailing (i.e. fascia, soffit, downspouts, gutters, etc.) should be maintained in a clean, neat and attractive condition and in good repair at all times.
3. **Windows** - Windows which are visible from streets and other public areas should present an attractive and organized appearance, such that
 - a. Glass should be clear, avoiding colors, tints and plastic appliqué materials.
 - b. Frame and sash materials should be painted, stained or cladded and consistent throughout the building facade.
 - c. Grills creating the appearance of divided light mullion/muntin designs should be consistent throughout the building facade.
 - d. Windows should be maintained in a clean, neat and attractive condition and in good repair at all times.
4. **Facades** - Facades which are visible from streets and other public areas should present an attractive and organized appearance, such that
 - a. Entrance doors should be painted, stained or cladded and incorporate large glass areas whenever possible.
 - b. Framing, when exposed, should be painted, stained or cladded and consistent throughout the facade.
 - c. Display windows, when used, should be large areas of clear glass.

- d. Mullion and muntin patterns, when used, should be consistent throughout the facade.
- e. Transoms, when used, should be constructed of glass or painted wood.
- f. Bulkheads, when used, should be constructed of masonry or painted wood.
- g. Awnings, when used, should be of medium or dark colored canvas or acrylic fabric on a metal frame. Generally, shed-style shingle covered canopies are not encouraged.
- h. Facade areas should be maintained in a clean, neat and attractive condition and in good repair at all times.

B. Signage - In general, the following specific design standards should be considered:

1. **Design** - Signs should identify the business, complement the building and contribute to the character and visual quality of the District.
2. **Placement** - Signs should be applied or erected at traditional locations on the building or property such that
 - a. Flat wall signs should be placed on the wall surface of the first floor facade and should not exceed twenty percent of the first floor wall area to which they are applied.
 - b. Projecting wall signs, where permitted, should be placed no higher than the second floor window sills, no closer than thirty foot to an adjacent projecting sign, and should not exceed twelve square feet in area for each sign face.
 - c. Awning signs should be placed on the valence of first floor facade awnings.
 - d. Permanent window signs should be placed on the glass of first floor facade windows and should not exceed twenty percent of the window area to which they are applied.
 - e. Freestanding signs, where permitted, should be ground mounted in front yard areas and should not exceed five feet in height and forty square feet in area for each sign face. The Board of Architectural Review may grant a special exception from the preceding limitation as to a particular property, upon such conditions as it deems proper, if the Board finds the

following: (1) that a ground mounted sign of the kind referred to herein would pose a safety hazard if located on the property; or (2) that the occupant of the property would not be able to advertise the presence of its business in a reasonable manner if the foregoing limitations were to apply; or (3) that there are no locations on the property where a ground mounted sign as described herein could be located so as to remedy the problems referred to in (1) and (2) hereof.

- f. Sign placement should not conceal or obscure important architectural details or elements of the building.
 - g. Sign placement should not exceed two per building facade.
 - h. Sign placement should not be painted directly onto the wall material of a building.
3. **Materials** - Sign construction should generally be of traditional materials such as finished wood and metal on Main Street, Summit Street, Maplewood Avenue and on Erie Street within the District north of Monroe Street. Plastic case signs and neon/argon signs may be used within the District only on Monroe Street and on Main Street south of Monroe Street and north of Ten Mile Creek.
4. **Illumination** - Sign illumination should generally be by an exterior light source on Main Street and Summit Street north of Monroe Street and south of the centerline of Erie Street and on Maplewood Avenue and Erie Street east of the Conrail tracks and south of the centerline of Erie Street. Elsewhere in the District, illumination may be by an internal light source.
5. **Colors** - Sign colors should coordinate with the overall building facade and adjacent building facades. Generally, dark backgrounds and light lettering should be used.
6. **Maintenance** - Signs should be maintained in a clean, neat and attractive condition and in good repair at all times.
7. **Temporary Signs** - Temporary signs shall not be permitted in the District unless approved by the Board of Architectural Review, upon such conditions as it deems proper, for use in the District generally, or on specific properties in the District. This prohibition shall take effect on January 1, 1996.
- C. **Parking Areas** - In general, the following design guidelines should be considered:

1. Location - Parking lots should be located behind or at the side of buildings, whenever possible, rather than adjacent to street frontage.
2. Design - Parking lots should be hard-surfaced and curbed to control storm drainage and vehicular circulation, and to protect landscaped areas.
3. Landscaping and Screening - Parking lots visible from streets and other public places should provide landscape planting areas to screen parking such that:
 - a. A perimeter landscape planting area approximately ten feet wide is located the length of parking areas adjacent to streets or other public places.
 - b. Approximately one-half the width of the perimeter landscape planting area should contain evergreen plant material maintainable to a height of three feet.
 - c. Where space is restricted and a structure is necessary to screen parking, walls or fences should be installed. The materials and colors of such walls or fences should coordinate with the materials and colors of the adjacent structures.
 - d. Where parking lots exceed 5,000 square feet of vehicular use area, internal landscape planting areas should be provided the total area of which should be approximately ten percent of the total vehicular use area.
 - e. Each internal landscape planting area should be approximately 100 square feet in area and at least five feet wide. One tree measuring two-inch caliper should be installed within interior landscape areas for each 100 square feet of required landscape area; three evergreen shrubs with a maintainable height of three feet should also be installed for each 100 square feet of required landscape area.
 - f. Plant materials for parking areas should be predominantly evergreen shrubs and canopy shade trees.
4. Lighting - Parking lot lighting fixtures should either duplicate the current decorative style fixtures used along District streets or be of a high mast design type which utilizes a sharp cut-off "shoe-box" style luminaire. All service wiring should be located underground.
5. Maintenance - Parking lots should be maintained in a clean, neat and attractive condition and in good repair at all times.

D. Exterior Storage and Service Areas - In general, the following design guidelines should be considered:

1. **Location** - Exterior storage and service areas should be located behind the building whenever possible.
2. **Landscaping and Screening** - Exterior storage and service areas visible from streets, parking lots and other public areas should be screened from view using fencing or walls approximately five feet in height, supplemented by landscape plantings of evergreen materials.
3. **Materials** - Materials and colors selected for screen walls and fences should coordinate with adjacent buildings. Plant materials should be predominantly evergreens.
4. **Maintenance** - Exterior storage and service areas should be maintained in a clean, neat and attractive condition and in good repair at all times.

E. Landscape Planting Areas -In general, the following design guidelines should be considered:

1. **Location** - Landscape planting areas should be used to screen less-desirable elements such as parking lots, exterior storage and service areas, as well as to enhance street corridors, development areas and people places.
2. **Design** - Landscape planting areas should be simple and functional such that a limited variety of select plant species are installed in large beds or continuous areas, rather than random placement of a great variety of individual plants.
3. **Materials** - Plant materials used should be suited to the rigorous urban conditions of the District. For a list of preferred plant materials, see Appendix Section 2.
4. **Maintenance** - Landscape planting areas should be maintained in a clean, neat and attractive condition and in good repair at all times.

F. Site Furnishings - In general, the following design standards should be considered:

1. **Description** - Site furnishings include, but are not limited to, benches, trash receptacles, bus shelters, gazebos, telephone booths, vending machines, newspaper stands and bicycle racks.
2. **Location** - Placement of site furnishings should not interfere with pedestrian or vehicular traffic movement.

3. Design - Site furnishings should compliment adjacent structures and contribute to the character and visual quality of the District.
4. Materials - Site furnishings should be suited to the rigorous urban conditions of the District.
5. Maintenance - Site furnishings should be maintained in a clean, neat and attractive condition and in good repair at all times.

II. Illustrative Design Drawings

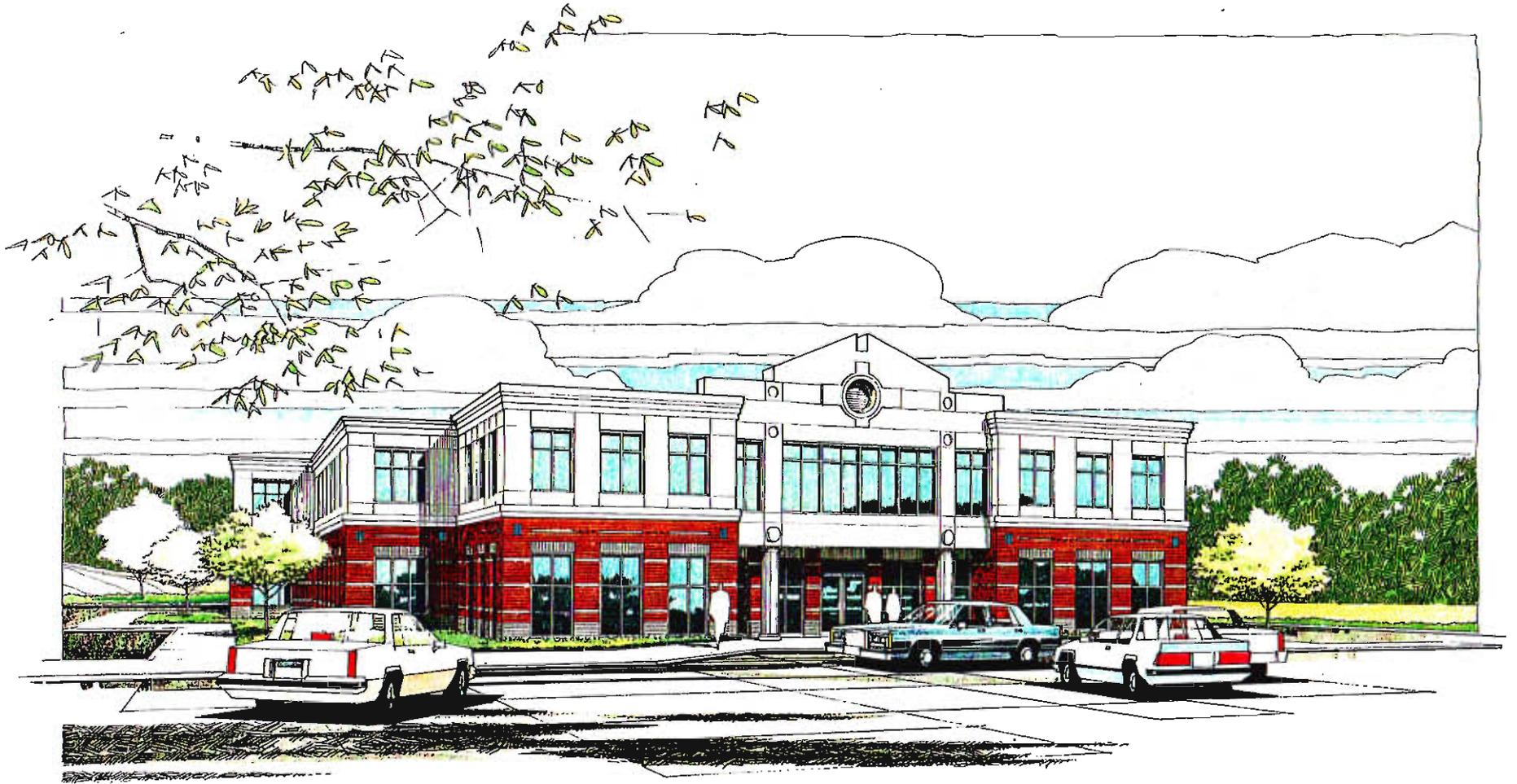
Section 1:
New Development



Architectural Art



Architectural Art

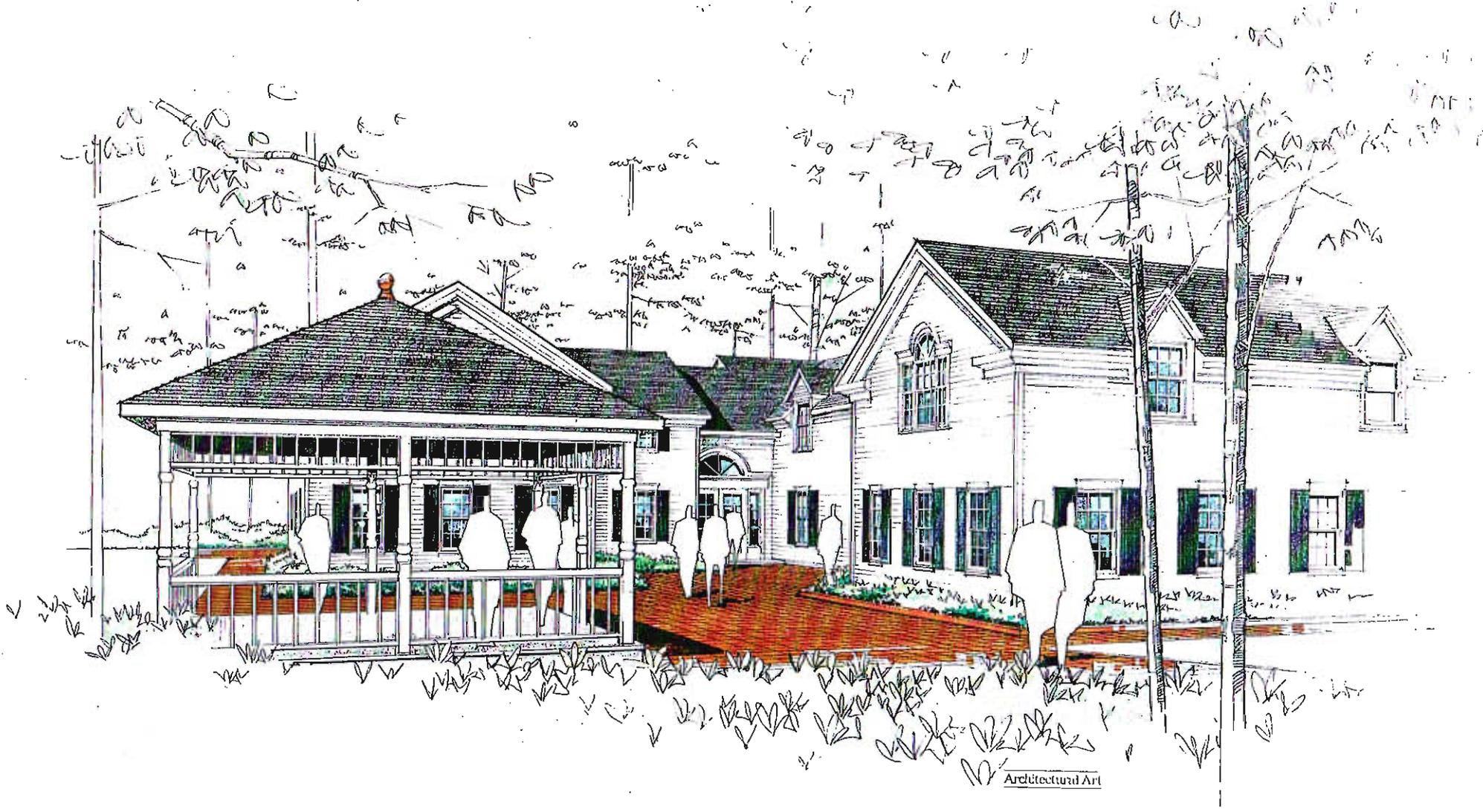


Architectural Art



Architectural Art





Architectural Art









Architectural Art



Architectural Art

**Section 2:
Renovation/Rehabilitation**

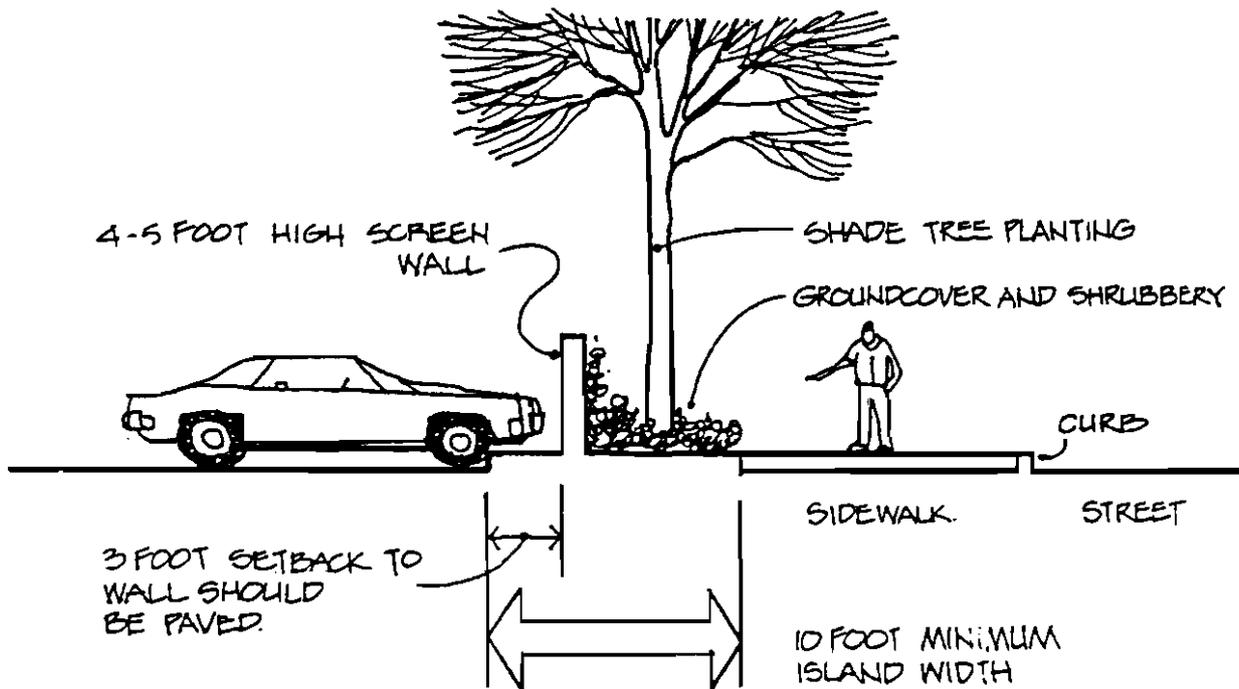
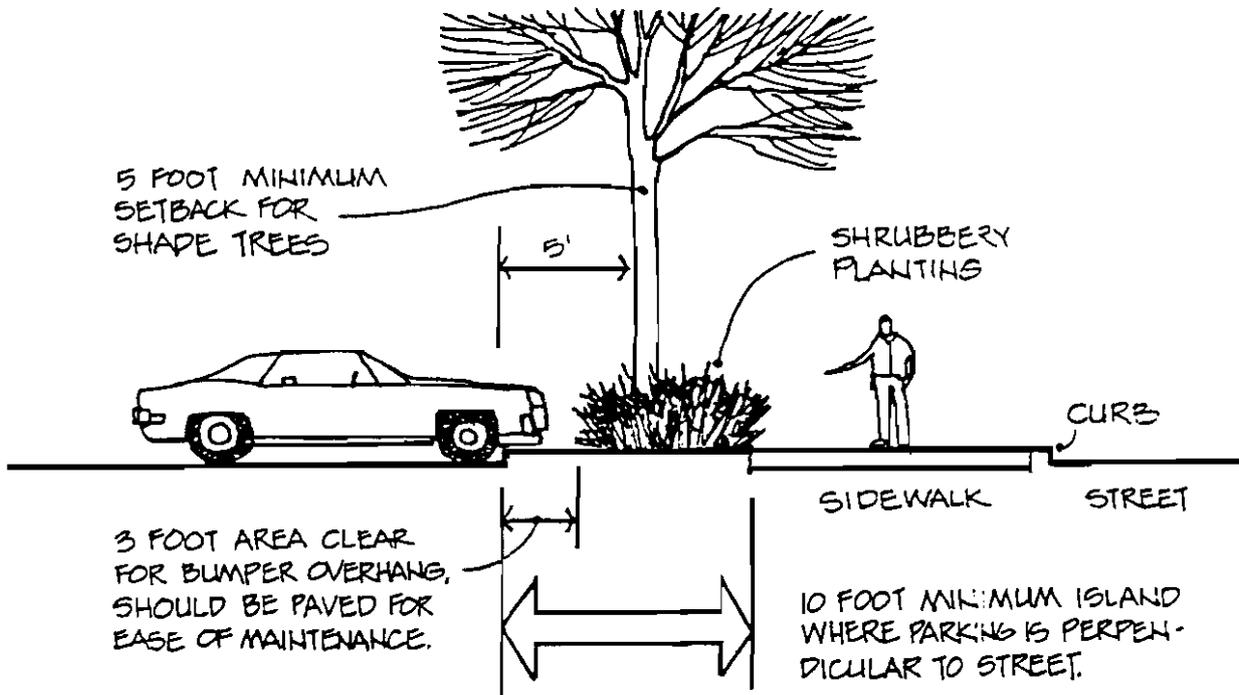






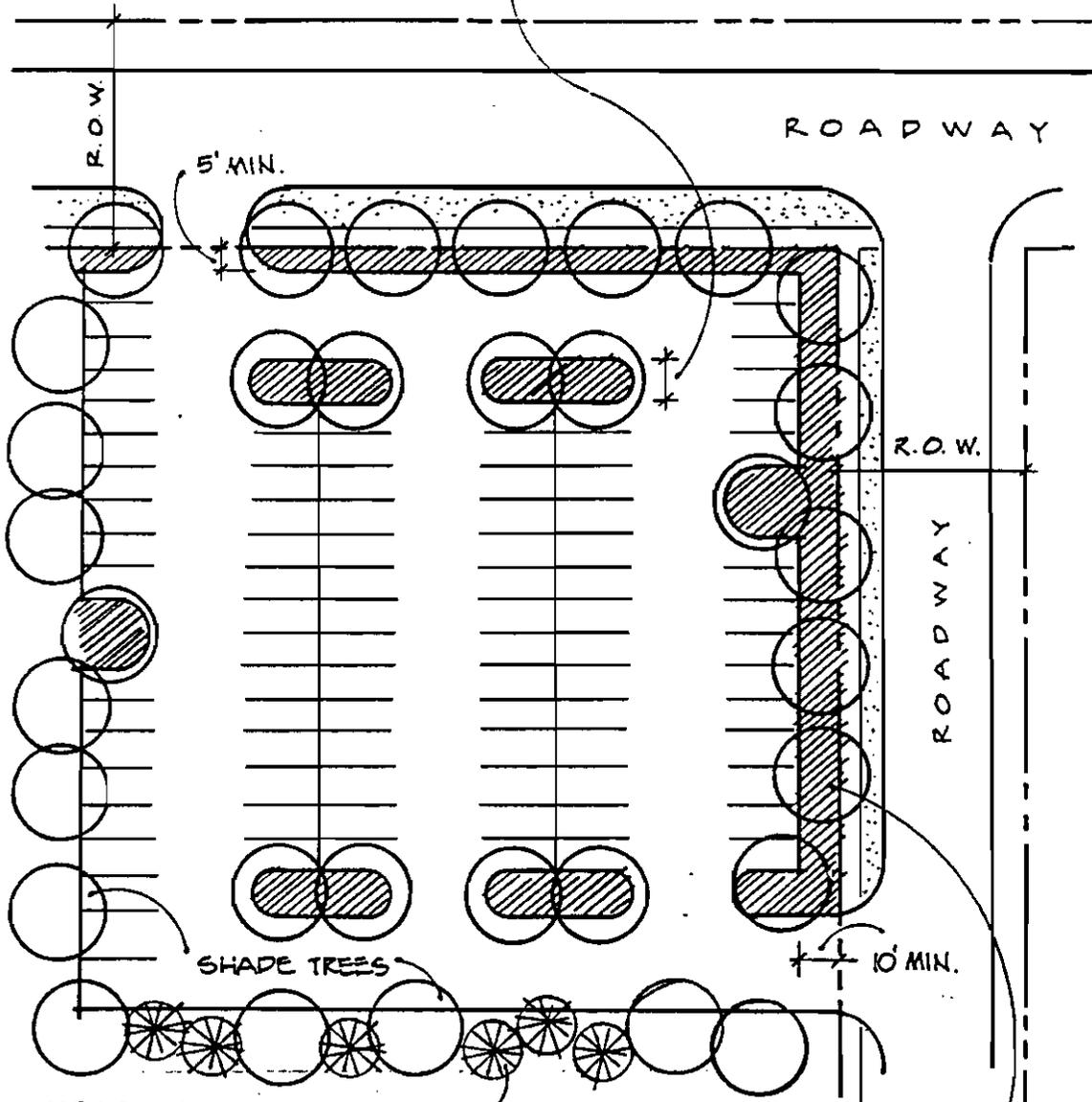
III. Appendix

Parking Area General Guidelines



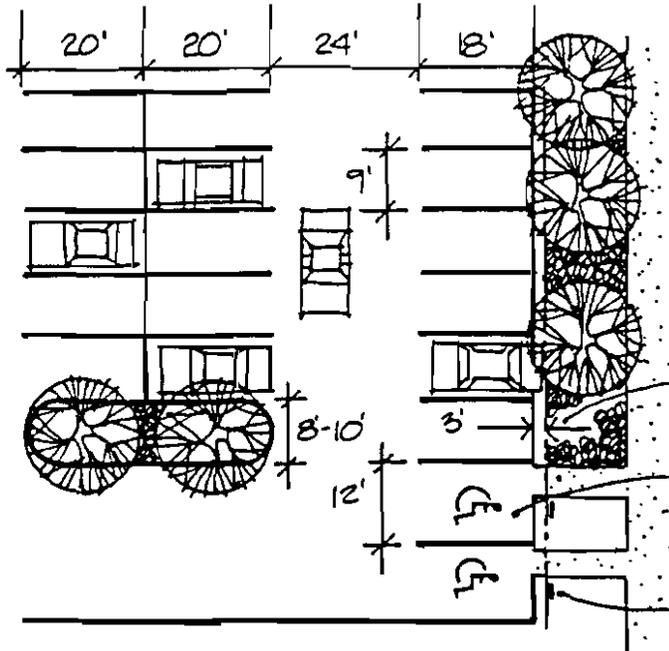
END ISLANDS PROTECT AND REFINE
CIRCULATION PATTERNS FROM
PARKING FUNCTION. 5 FOOT MINIMUM
WIDTH, 8 FOOT MORE DESIRABLE.

CONCRETE CURBING AROUND
ALL ISLANDS.



EVERGREEN TREES AS SCREEN
PLANTING ALONG PROPERTY EDGE.

MINIMUM 10' FOOT WIDE PLANTED STRIP
WHERE PARKING IS PERPENDICULAR TO STREET.



180 SQUARE FEET PER CAR MINIMUM.

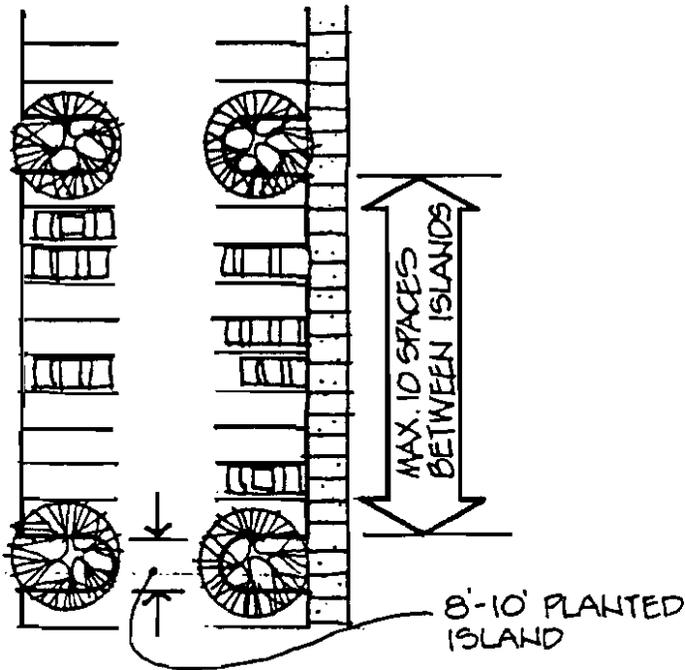
9x20-FOOT, INTERIOR SPACES (DOUBLE LOADED ROW)

9x18-FOOT, WHERE CLEAR OVERHANG IS PROVIDED.

BUMPER OVERHANG AREA SHOULD BE PAVED; 3-FOOT WIDTH MINIMUM.

DESIGNATED HANDICAPPED SPACE - 12' MIN. WIDTH

RESERVED IDENTIFICATION SIGN.



RESERVED SPACES SHOULD BE CLEARLY IDENTIFIED WITH SIGNS DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESS.

SIDE WALLS LOCATED ALONG ALLEYS, PARKING LOTS AND ABOVE ADJACENT SHORTER BUILDINGS OFTEN ARE HIGHLY VISIBLE FROM THE STREET. OFTEN NEGLECTED, IN NEED OF REPAIR, OR COVERED WITH SIGNS THESE WALLS HAVE A STRONG VISUAL IMPACT ON THE CORRIDOR IMAGE.

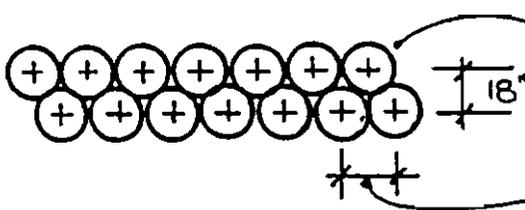


REDESIGN STOREFRONT, NEW SIGN AND AWNING.

SCREEN PARKING AREA FROM STREET.



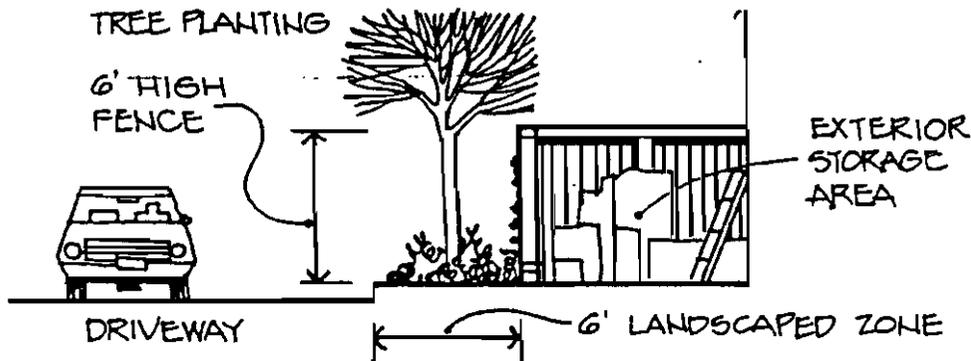
HEDGE PLANTING



SINGLE PLANT SPECIES SHOULD BE USED IN THE HEDGE (SEE RECOMMENDED HEDGE SHRUBS UNDER THE PLANTING SECTION).

PLANT 24" O.C. STAGGERED ROW.

STORAGE AREA SCREENING

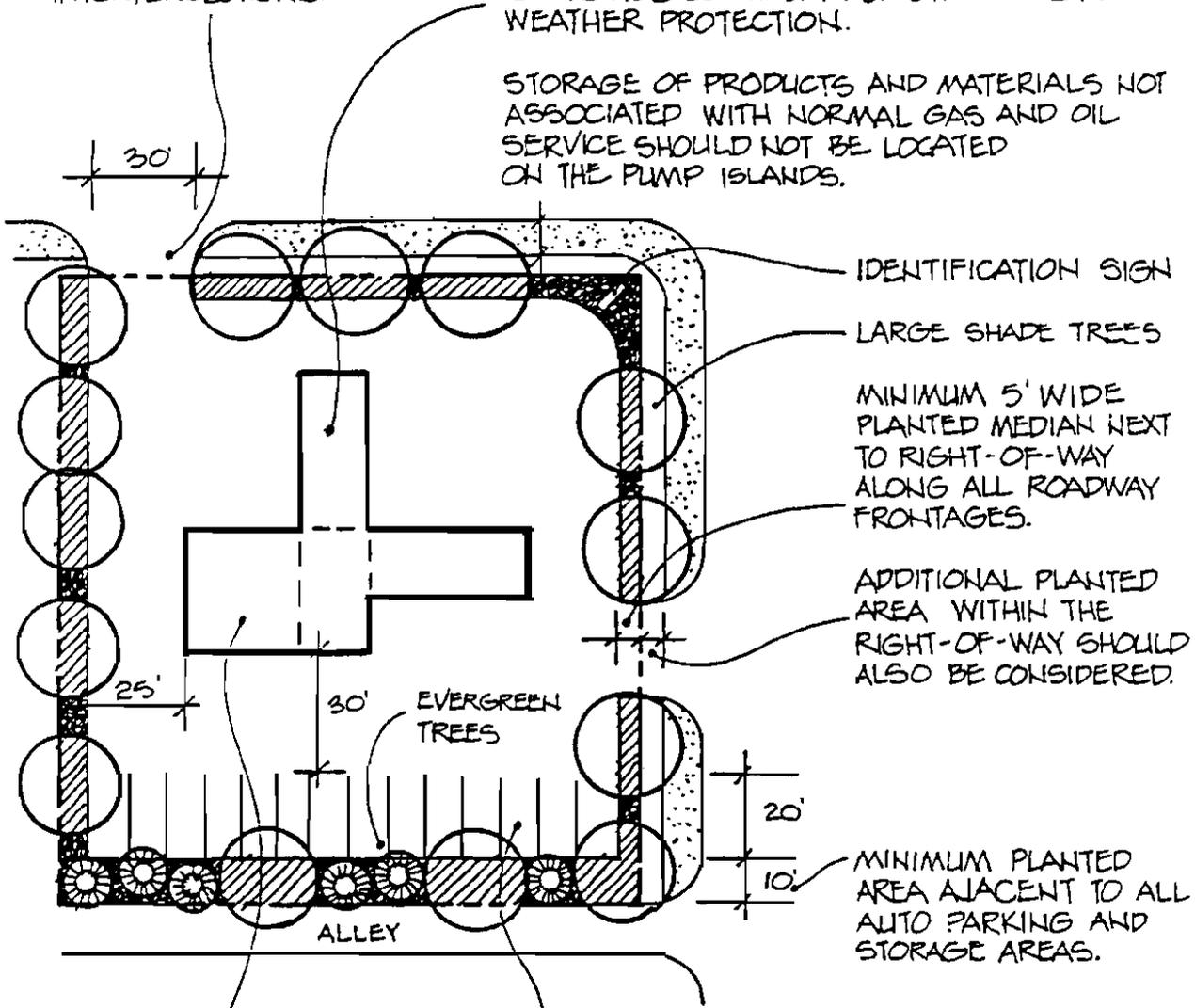


SERVICE STATION RECOMMENDATIONS

LOCATE SITE ENTRY POINT AWAY FROM INTERSECTIONS.

PUMP ISLANDS SHOULD BE SHELTERED WITH A ROOF CONNECTED TO THE MAIN BUILDING TO PROVIDE CONTINUITY OF STRUCTURE AND WEATHER PROTECTION.

STORAGE OF PRODUCTS AND MATERIALS NOT ASSOCIATED WITH NORMAL GAS AND OIL SERVICE SHOULD NOT BE LOCATED ON THE PUMP ISLANDS.



IDENTIFICATION SIGN

LARGE SHADE TREES

MINIMUM 5' WIDE PLANTED MEDIAN NEXT TO RIGHT-OF-WAY ALONG ALL ROADWAY FRONTAGES.

ADDITIONAL PLANTED AREA WITHIN THE RIGHT-OF-WAY SHOULD ALSO BE CONSIDERED.

MINIMUM PLANTED AREA ADJACENT TO ALL AUTO PARKING AND STORAGE AREAS.

SERVICE BAYS WITH ENTRANCE LOCATED AWAY FROM MAJOR STREET.

PARKING AND STORAGE AREA MUST BE VISUALLY SCREENED AND LOCATED TO THE SIDE OR REAR OF THE PROPERTY.

Appendix

Section 2

Landscape Plantings: List of Preferred Materials

Trees and shrubs best suited for the urban conditions of the Downtown/Central Business District include:

Street Trees

- *Acer rubrum* - Red Maple species
- *Acer saccharum* - Sugar Maple species
- *Fraxinus pennsylvanica lanceolata* - Seedless Green Ash
- *Ginkgo biloba* (male only) - Maidenhair Tree
- *Gleditsia triacanthos inermis* - Thornless Honeylocust
- *Pyrus calleryana* - Flowering Pear species
- *Quercus rubra* - Red Oak
- *Tilia cordata* - Littleleaf Linden
- *Ulmus parviflora* - Chinese Elm
- *Zelkova serrata* - Japanese Zelkova

Flowering Trees

- *Amelanchier* - Serviceberry
- *Cornus* (in variety) - Dogwood
- *Crataegus* (in variety) - Hawthorn (thornless variety)
- *Magnolia soulangiana* - Saucer Magnolia
- *Magnolia virginiana* - Sweet Bay Magnolia
- *Malus* (in variety) - Flowering Crabapple

Shrubbery Planting

- *Azaleas* (in variety) - Azaleas (some evergreen)
- *Cotoneaster* (in variety) - Cotoneaster (some evergreen)
- *Euonymus* (in variety) - Eunoymus (some evergreen)
- *Ilex crenata* (in variety) - Japanses Holly
- *Juniperus* (in variety) - Juniper
- *Mahonia aquifolia* - Oregon Grape Holly
- *Pieris japonica* - Japanese Andromeda
- *Pyracantha* (in variety) - Pyracantha
- *Taxus* (in variety) - Yew
- *Viburnum* (in variety) - Viburnum

Screen Planting Material

- *Euonymus alatus compactus* - Compact Burning Bush
- *Forsythia intermedia* (varieties) - Border Forsythia
- *Ligustrum obtusifolium* - Regal Privet
- *Taxus media 'Hicksii'* - Yew
- *Viburnum* (in variety) - Viburnum

IV. Glossary

Glossary

Articulation	Elements of a building which are expressed with a design emphasis by special painting, detailing or other special treatment.
Appointments	Decorative details which are applied to building cornices, window trim, doors, etc.
Arch	A structural element which is usually curved and used to span the opening over a window or doorway, etc.
Bay	A structural division of a building.
Bracket	A member which supports a cantilevered section.
Bulkhead	The unit that occupies the lowest level of the storefront and can be described as the base which supports the display window.
Casing	The fixed frame which is placed around a door or window opening.
Cladding	A rigid material covering another material to reduce maintenance and increase durability.
Clapboards	Narrow boards applied horizontally to an exterior wall, each of which overlaps the one below to create a continuous covering over a frame.
Coping	The finish or closure piece at the top of a masonry wall.
Corbel	A design treatment used with brick and masonry in which one or several courses of brick project slightly from the surface of the wall.
Cornice	A continuous horizontal molding which projects from the face of the wall and is applied at the top of a wall or large opening.
Dentils	A series of small projecting blocks which are often used as part of the decorative detail of a building cornice.
Dormer	A structure which projects from a pitched roof which usually contains a window.
Double-Hung Window	A window with two vertical sliding sash, each closing half of the window opening.

Downspout	The vertical portion of a rainwater drainage pipe which is often placed on the front of a building.
Eave	The lower edge of a roof which projects beyond the face of the building wall.
Facade	The finished, outside face of a building.
Facia	A flat, vertical trim element often used to conceal a portion of construction.
Gable	The triangular part of an end wall under the pitched roof.
Gable Roof	A single-pitched roof having a gable at each end.
Head	The top part of a window or door opening.
Header	A masonry unit which is laid flat with its greatest dimension perpendicular to the face of the wall.
Hipped Roof	A roof having a slope on all four sides; a hip is the line of meeting of two of these slopes.
Jamb	The side of a window or door opening.
Keystone	The top member of an arch.
Light	An individual pane of glass.
Lintel	A beam over a window, door or other opening.
Mansard Roof	A pitched roof having two slopes, the lower one of which is much steeper than the upper.
Mullion	A framing or separating member between adjacent door or window sections.
Muntin	A horizontal member dividing a window into individual lights.
Parapet	A low protective wall at the edge of a roof.
Plane	A smooth, flat surface without bends, interruptions, projects or recesses.
Pediment	A triangular or segmental-curved gable.

Pier	A vertical supporting member.
Pilaster	An engaged pier, sometimes having capital and base.
Portico	A usually pedimented porch supported by columns.
Repointing	The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.
Sash	The moving portion of a window within the fixed frame or casing. Double-hung sash refers to a window with two moving sashes.
Siding	Exterior wall covering which generally consists of wood boards nailed to a frame.
Sill	The lowest horizontal member in a frame or opening of a window or door.
Soldier Course	A horizontal row of upright bricks used for decorative effect in brick work, often used over window and door openings.
Span	The distance between supports such as in a beam or lintel.
Tooled Joint	The pulling or rubbing of a tool along a masonry joint to form a tight, smooth junction of a desired shape.
Transom	An operable or fixed window over a doorway or a window.
Veneer	A layer of material applied over an existing surface to change its appearance.
Vernacular	A local architectural building style.

V. Selected Bibliography

SELECTED BIBLIOGRAPHY

The following is a list of publications and resource information concerning material suppliers and technical assistance for the rehabilitation of commercial buildings. Several of these sources were consulted in preparing this publication.

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Hornbostel, Cabel. *Construction Materials: Types, Uses and Applications*. New York: John Wiley and Sons, Incorporated, 1970.

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PERIODICALS

The Association for Preservation Technology (APT) (bi-monthly).

1100 17th Street, N.W.

Suite 1000

Washington, D.C., 20036

Commercial Renovation (bi-monthly).

P.O. Box 3192

Oak Brook, Illinois 60522-3192

The Old House Journal (bi-monthly).

Brooklyn, New York 11217

PAMPHLETS, BROCHURES AND OTHER SPECIALIZED LITERATURE

Klee, John and McKnight, James. *Enhancing Your Business... with Landscaping* Cleveland: Clean-Land, Ohio, 1988

Technical Preservation Services: Preservation Assistance Division, National Park Services, U.S. Department of the Interior, P.O. Box 37127, Washington, D.C. 20013-7127:

Preservation Brief No. 1. *The Cleaning and Waterproof Coating of Masonry Buildings*. Robert C. Mack, AIA. 1975.

Preservation Brief No. 2. *Repointing Mortar Joints in Historic Brick Buildings*. Robert C. Mack, de Teel Patterson Tiller and James S. Askins. 1980.

Preservation Brief No. 4. *Roofing for Historic Buildings*. Sarah M. Sweetser. 1979.

Preservation Brief No. 6. *Dangers of Abrasive Cleaning to Historic Buildings*. Anne E. Grimmer. 1979.

Preservation Brief No. 7. *The Preservation of Historic Glazed Architectural Terra-Cotta*. de Teel Patterson Tiller. 1979.

Preservation Brief No. 8. *Aluminum and Vinyl Sidings on Historic Buildings*. John H. Myers. 1979.

Preservation Brief No. 9. *The Repair of Historic Wooden Windows*. John H. Myers. 1980.

Preservation Brief No. 10. *Exterior Paint Problems on Historic Woodwork*. Kay D. Weeks and David W. Look, AIA. 1982.

Preservation Brief No. 11. *Rehabilitating Historic Storefronts*. H. Ward Jandle. 1982.

Preservation Brief No. 12. *The Preservation of Historic Pigmented Structural Glass*. Thomas Hensley. 1984.

Preservation Brief No. 13. *The Repair and Thermal Upgrading of Historic Steel Windows*. Sharon C. Park, AIA. 1984.

Preservation Brief No. 14. *New Exterior Additions to Historic Buildings: Preservation Concerns*. Kay D. Weeks. 1984

OTHER RESOURCES

American Institute of Architects (AIA)
The Arcade
401 Euclid Avenue
Cleveland, Ohio 44114

Asphalt Roofing Manufacturers Association
6288 Montrose Avenue
Rockville, Maryland 20852

Brick Institute of America
1750 Old Meadow Road
McLean, Virginia 22102

Friends of Terra-Cotta
c/o California Historical Society
2090 Jackson Street
San Francisco, California 94109

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**VI. Regulated Architectural District and
Board of Architectural Review
Ordinance**

TITLE NINE - Architectural Standards
Chap. 1187. Architectural Districts.

CHAPTER 1187
Architectural Districts

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1187.01 PURPOSES.

The purposes of this chapter are to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by regulating the exterior architectural characteristics of structures throughout the hereinafter defined Regulated Architectural District and by making recommendations as to the exterior architectural characteristics of structures throughout the hereinafter defined Unregulated Architectural District.

These purposes will be served by the regulation of exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled in the hereinafter defined Regulated Architectural District and by recommendations as to exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled in the hereinafter defined Unregulated Architectural District.
(Ord. 49-86. Passed 5-6-86.)

1187.02 DISTRICT BOUNDARIES.

(a) There is hereby established a Regulated Architectural District and an Unregulated Architectural District.

(b) The Regulated Architectural District is comprised of the following described area:
Beginning at the intersection of the centerline of the Consolidated Rail Corporation with the centerline of Erie Street; thence in an easterly direction along the said centerline of Erie Street and said centerline of Erie Street extended to the West line of Haverford Subdivision; thence in a southerly direction along the said West line of Haverford Subdivision to the extension of the centerline of Firth Road; thence in an easterly direction along the said extension of the centerline of Firth Road and the centerline of Firth Road to the East right-of-way line of U.S. 23; thence in a northerly direction along the said East right-of-way line of U.S. 23 to the extension of the centerline of Randall Street; thence in an easterly direction along the said extension of the centerline of Randall Street and the centerline of said Randall Street to the centerline of Acres Road; thence in a southerly direction along the said centerline of Acres Road to the centerline of Alexis Road; thence in an easterly direction along the said centerline of Alexis Road to the East line of a parcel of land as described in Volume 1810, Page 217 Lucas County Deed Records; thence in a southerly direction along the said East line of a parcel of land as described in Volume 1810, Page 217 Lucas County Deed Records to an angle point in the said East line of a parcel of land as described in Volume 1810, Page 217 Lucas County Deed Records; thence in a southwesterly direction along the said East line of a parcel of land as described in Volume 1810, Page 217 Lucas County Deed Records and the East line of a parcel of land as described in Microfiche 86-579-C01 Lucas County Deed Records to the southerly right-of-way line of Monroe Street; thence in a northwesterly direction along the said southerly right-of-way line of Monroe Street to the said East right-of-way line of U.S. 23; thence in a southwesterly direction along the said East right-of-way line of U.S. 23 to the center of the Ten Mile Creek (AKA Ottawa River); thence in a westerly direction along the said center of the Ten Mile Creek (AKA Ottawa River) to the intersection of the East line of Lot 212 in Block 34 of the Plat of Sylvania (now vacated); thence in a southerly direction along the said East line of Lot 212 in Block 34 of the Plat of

Sylvania (now vacated) to the South line of said Lot 212 in Block 34 in the Plat of Sylvania (now vacated); thence in a westerly direction along the said South line of Lot 212 in Block 34 of the Plat of Sylvania (now vacated) and said South line of Lot 212 extended to the West line of Main Street; thence in a southerly direction along the said West line of Main Street to the South line of a parcel of land as described in Volume 1490, Page 480 Lucas County Deed Records; thence in a westerly direction along the said South line of a parcel of land as described in Volume 1490, Page 480 Lucas County Deed Records and said South line extended westerly to the said centerline of the Consolidated Railway Corporation; thence in a northerly direction along the said centerline of the Consolidated Railway Corporation to the said centerline of Ten Mile Creek (AKA Ottawa River); thence in a westerly direction along the said centerline of Ten Mile Creek (AKA Ottawa River) to the centerline of Silica Drive; thence in a northerly direction along the said centerline of Silica Drive and the centerline of so-called "School Drive" to the centerline of Maplewood Avenue; thence in an easterly direction along the said centerline of Maplewood Avenue to the said centerline of the Consolidated Rail Corporation; thence in a northerly direction along the said centerline of the Consolidated Rail Corporation to the point of beginning. Excepting therefrom all parcels zoned R-1 and R-2.

(c) The Unregulated Architectural District is comprised of the area within the boundaries of the Fire District as set forth in Section 1313.02 excepting therefrom the area comprising the Regulated Architectural District as set forth in subparagraph (b) of this section. (Ord. 104-94. Passed 10-3-94.)

1187.03 APPLICATION AND NOTICE FOR REGULATED
ARCHITECTURAL DISTRICT.

(a) Whenever a structure, as defined by this Zoning Ordinance, whether public or private, within the Regulated Architectural District is proposed to be constructed or erected and whenever an existing structure within such Regulated Architectural District is proposed to be altered, reconstructed, enlarged or remodeled, if such alteration, reconstruction, enlargement or remodeling involves the exterior design, material, finish grade line, landscaping or orientation of the structure, an application for a certificate of appropriateness shall be filed with the Clerk-Auditor together with a fee based upon the following schedule:

- (1) If the cost of the proposed project is to be two thousand dollars (\$2,000) or less the applicant shall pay a fee of two dollars (\$2.00).
- (2) If the cost of the proposed project is to exceed two thousand dollars (\$2,000) a fee of one dollar (\$1.00) for each one thousand dollars (\$1,000) or fraction thereof of the estimated total cost shall be paid. In no case shall such fee be less than two dollars (\$2.00) or more than two hundred dollars (\$200.00) .

(b) The application shall be accompanied by a line drawing indicating at a minimum, the lot dimensions, size, shape, and dimensions of the structure, the location and orientation of the structure on the lot and the actual or proposed building setback lines. In addition, the application shall be accompanied by a detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure. Except in single-family residential zoning districts, application for structures to be constructed or remodeled, which

remodeling would increase or decrease the total gross building area by fifty percent (50%) or more, shall be accompanied by a colored elevation showing at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings. In addition, the Board of Architectural Review may require the submission of colored perspectives or architectural renderings.

(c) Upon receipt of an application for a certificate of appropriateness, which is accompanied by the material required by the provisions of subsection (b) hereof, the Clerk-Auditor shall refer the application to the Board of Architectural Review at its next regular meeting not more than thirty days from the date the application is filed and the chairperson of the Board may call a special meeting to consider such application. The applicant shall be notified by mail of the date and time of the meeting, unless such notice is waived. The Board shall consider and grant or deny the certificate of appropriateness within thirty days from the date of the filing of the application therefor or the certificate shall be deemed granted as applied for. The thirty-day limit within which such application must be considered and granted or denied may be extended by any amount of time consented to by applicant, in writing.

(Ord. 49-86. Passed 5-6-86.)

1187.04 BOARD OF ARCHITECTURAL REVIEW.

(a) The Municipal Planning Commission shall constitute the Board of Architectural Review for all purposes under this chapter.

(b) The Board of Architectural Review shall adopt its own rules of procedure and provide for regular and special meetings in order to carry out the purposes of this chapter. (Ord. 49-86. Passed 5-6-86.)

1187.05 STANDARDS FOR REVIEW; CERTIFICATE OF APPROPRIATENESS.

(a) The Board of Architectural Review, in deciding whether to issue a certificate of appropriateness, shall determine that the application under consideration promotes, preserves and enhances the architectural character of the community and would not be at variance with existing structures within that portion of the district in which the structure is or is proposed to be located as to be detrimental to the interests of the Regulated Architectural District as set forth in Section 1187.01. In conducting its review, the Board shall make examination of and give consideration to the elements of the application including, but not necessarily limited to:

- (1) Height.
- (2) Building massing, which shall include the relationship of the building width to its height and depth, and its relationship to the viewer's and pedestrian's visual perspective.
- (3) Window treatment, which shall include the size, shape and materials of the individual window units and the overall harmonious relationship of window openings.

- (4) Exterior detail and relationships, which shall include all projecting and receding elements of the exterior, including but not limited to, porches and overhangs and the horizontal or vertical expression which is conveyed by these elements.
- (5) Roof shape, which shall include type, form and materials.
- (6) Materials: texture and color, which shall include a consideration of material compatibility among various elements of the structure.
- (7) Compatibility of design and details, which shall include the appropriateness of the use of exterior design details.
- (8) Landscape design and plant materials, which shall include, in addition to requirements of this Zoning Ordinance, lighting and the use of landscape details to highlight architectural features or screen or soften undesirable views.
- (9) Pedestrian environment, which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (10) Signage, which shall include the appropriateness of signage to the building.

(b) In conducting its inquiry and review, the Board may request from the applicant such additional information, sketches and data as its shall reasonably require. It may call upon experts and specialists for testimony and opinion regarding the matters under examination. It may recommend to the applicant changes in the plans that it considers desirable and may accept a voluntary amendment to the application to include or reflect such changes. The Board shall keep a record of its proceedings and shall append to the application copies of information, sketches and data needed to clearly describe any amendment to it.

(c) When its review is concluded, the Board will determine by a vote of its members, whether the application for a certificate of appropriateness shall be approved or denied. If approved by a majority of its members, the Board shall return the application and appended material to the Clerk-Auditor with the instruction that the certificate of appropriateness be issued, provided all other requirements for a building permit, if applicable, are met. If not approved, the Board shall return the application and appended material to the Clerk-Auditor with instructions that the certificate of appropriateness shall not be issued because the application did not meet the criteria and standards set forth herein. (Ord. 49-86. Passed 5-6-86.)

1187.06 PRESERVATION OF PROPERTY UPON DEMOLITION OF A STRUCTURE IN THE REGULATED ARCHITECTURAL DISTRICT.

(a) Whenever a structure within the Regulated Architectural District is proposed to be demolished, an application for a certificate of appropriateness shall be filed with the Clerk-Auditor as provided in this chapter. In considering such application, the Board of Architectural Review shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed.

(b) Nothing in this chapter shall be construed to prevent the demolition of a structure whether public or private, within the Regulated Architectural District.
(Ord. 49-86. Passed 5-6-86.)

1187.07 REPAIR OR MAINTENANCE EXCEPTION.

Nothing in this chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting and landscaping now in the Regulated Architectural District or the Unregulated Architectural District.
(Ord. 49-86. Passed 5-6-86.)

1187.08 APPLICATION AND NOTICE FOR UNREGULATED ARCHITECTURAL DISTRICT.

(a) Whenever a structure, as defined by this Zoning Ordinance, whether public or private, within the Unregulated Architectural District is proposed to be constructed or erected and whenever an existing structure is proposed to be altered, reconstructed, enlarged or remodeled, if such alteration, reconstruction, enlargement or remodeling involves the exterior design, material, finish grade line, landscaping or orientation of the structure, an application for a recommendation of appropriateness shall be filed with the Clerk-Auditor together with a fee based upon the following schedule:

- (1) If the cost of the proposed project is to be two thousand dollars (\$2,000) or less the applicant shall pay a fee of two dollars (\$2.00).
- (2) If the cost of the proposed project is to exceed two thousand dollars (\$2,000), a fee of one dollar (\$1.00) for each one thousand dollars (\$1,000) or fraction thereof of the estimated total cost shall be paid. In no case shall such fee be less than two dollars (\$2.00) or more than two hundred dollars (\$200.00) .

(b) The application shall be accompanied by a line drawing indicating at a minimum, the lot dimensions, size, shape and dimensions of the structure on the lot and the actual or proposed building setback lines. In addition, the application shall be accompanied by a detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure. Except in single-family residential zoning districts, applications for structures to be constructed or remodeled, which remodeling would increase or decrease the total gross building area by fifty percent (50%) or more, shall be accompanied by a colored elevation showing, at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings. In addition, the Board of Architectural Review may require the submission of colored perspectives or architectural renderings.

(e) Upon receipt of an application for a recommendation of appropriateness, which is accompanied by the material required by the provisions of subsection (b) hereof, the Clerk-Auditor shall refer the application to the Board of Architectural Review at its next regular meeting not more than thirty days from the date the application is filed and the chairperson of the Board may call a special meeting to consider such application. The applicant shall be notified by mail of the date and time of the meeting, unless such notice is waived. The Board shall consider and make its recommendations of appropriateness within thirty days from the date of the filing of the application therefor or the recommendation of appropriateness shall be deemed granted as applied for. The thirty-day limit within which such application must be considered and such recommendation of appropriateness made may be extended by any amount of time consented to by applicant, in writing.
(Ord. 49-86. Passed 5-6-86.)

1187.09 STANDARDS FOR REVIEW; RECOMMENDATION OF APPROPRIATENESS.

(a) The Board of Architectural Review, in making a recommendation of appropriateness, shall determine whether the application under consideration promotes, preserves and enhances the architectural character of the community and whether it would be at variance with existing structures within that portion of the district in which the structure is or is proposed to be located as to be detrimental to the interests of the Unregulated Architectural District as set forth in Section 1187.01. In conducting its review, the Board shall make examination of and give consideration to the elements of the application including, but not necessarily limited to those elements mentioned in Section 1187.05(a)(1) to (10).

(b) In conducting its review, Section 1187.05(b) shall apply.

(c) When its review is concluded, the Board, by a majority vote of its members, shall make a recommendation of appropriateness. Whether positive or negative, the recommendation of appropriateness shall be issued forthwith and a copy thereof served by mail or hand delivered on such applicant and the applicant may then apply for zoning approval and a building permit.
(Ord. 49-86. Passed 5-6-86.)

1187.10 ZONING APPROVAL AND BUILDING PERMIT PROHIBITED WITHOUT COMPLIANCE WITH THIS CHAPTER.

No zoning permit incidental to the issuance of a building permit and no building permit shall be issued for property in either architectural district unless the applicant has first complied with the provisions of this chapter.
(Ord. 49-86. Passed 5-6-86.)

1187.11 PRESERVATION OF PROPERTY UPON DEMOLITION
OF A STRUCTURE IN THE UNREGULATED
ARCHITECTURAL DISTRICT.

(a) Whenever a structure within the Unregulated Architectural District is proposed to be demolished, an application for a recommendation of appropriateness shall be filed with the Clerk-Auditor as provided in this chapter. In considering such application, the Board of Architectural Review shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed.

(b) Nothing in this chapter shall be construed to prevent the demolition of a structure whether public or private, within the Unregulated Architectural District.
(Ord. 49-86. Passed 5-6-86.)

1187.12 APPEALS.

Appeals from decision of the Board of Architectural Review shall be heard and decided by the Zoning Board of Appeals in accordance with the procedure set forth in Section 1105.06 and recourse from decisions of the Zoning Board of Appeals shall be to the courts as provided by law.
(Ord. 49-86. Passed 5-6-86.)