

ARB-25-34

(ARB) Architectural Review Board
Application - Major Review (for
Additions to Principal structures
(including porches) , Additions to
Accessory structures, and New
Principal Structures that DO NOT
REQUIRE A VARIANCE. (You must
proceed to the BZAP application if
you wish to request a variance from
the Zoning Code) ARB meets on the
2nd Thursday of the month (except
December) applications are due 4
weeks prior.

Status: Active

Submitted On: 6/12/2025





Primary Location

303 N CASSINGHAM RD
Bexley, OH 43209

Owner

EMILY & SCOTT BROWN
N CASSINGHAM RD 303 BEXLEY, OH 43209

Applicant

 Amy Lauerhass
 614-371-3523
 amy@lauerhassarchitecture.com
 753 Francis Ave.
Bexley, Ohio 43209

Staff Review

Staff Notes

ARB Mtg Date

07/17/2025

Board Decision

—

Vote Count?

ARB Approval date

—

ARB Expiration date

Applicant / Agent Information

Applicant Name*

Amy Lauerhass

Applicant Address

753 Francis Ave. Bexley, Ohio 43209

Applicant Email*

amy@lauerhassarchitecture.com

Applicant Phone*

614-371-3523

Property Owner Name*

Emily & Scott Brown

Property Owner phone or Email*

614-560-6796

If owner will not be present for review hearing, you must submit a permission slip to represent the owner signed by the current owner.

Upcoming ARB Hearing Date ---(Hearings held the 2nd Thursday of the month. Application must be submitted 4 weeks prior to the upcoming hearing date)*


07/17/2025

Applicant (or representative of the project) must be present at the appropriate hearings


Project Information - NO HARD COPIES NEEDED - ONLY DIGITAL SUBMISSIONS

Brief Project Description :*

Conversion of existing screened porch into finished space; second floor addition over one-story section of house; demolish existing one-car detached garage; add 2 car detached garage

Have you downloaded and reviewed the ARB application checklist?* 

Yes

Have you reviewed and implemented the Bexley Residential Design Guidelines for this project ? * 

Yes


Please click all below that apply to your project

Architecture Review

☒

Complete Demolition/ New Build 


☐

Front porch 


☐

Corner Lot 

☐

Rear yard addition 

☒

Side yard addition 

☐

Sign Review

☐

Commercial Project

☐

Fee Worksheet

Estimated Valuation of Project*

250000

*Please refer to Bexley codified ordinances section 244 for the fees schedule

Lot Coverage Information

Zoning District* ?

R-6 (35% Building and 60% Overall)

Lot Width* ?

60

Lot Depth* ?

150

Total sq. ft. area of Lot ?

9000

If you need help find the zoning district, please refer to the Bexley zoning map [Click Here](#)

What is your proposed building coverage* ?

1791

Max allowable building coverage is ?

3150

Max allowable lot coverage is ?

5400

What is your proposed lot coverage?* ?

4355

% of proposed building coverage

19.9

% of proposed lot coverage

48.38888888888886

Are you proposing to modify the existing principal structure or build a new one?*

Yes

Principal Structure Setbacks

Your required front yard setback is 30 ft. **OR** the average distance back from the front lot line of the adjacent three structures on each side of your property **whichever is greater**

What is your required front yard setback* ?

30

What is your proposed front yard setback* ?

40.4

Your required side yard setback is ?

8

Proposed left side yard setback?* ?

16.4

Proposed right side yard setback* ?

19.9

Your required rear yard setback is **25 ft**

Proposed rear yard setback?*

61.6

Detached Garage

Are you modifying or building a new garage as a part of this project?

Yes

Distance from Primary Structure (ft)*

25.4

Proposed Detached Garage Info

Maximum building footprint is 624 sq. ft.

Maximum building height is 18 ft

Maximum eave height is 9 ft

Maximum finished attic floor area is 50% of base floorplate

Special permit from BZAP for functional dormer is required

Garage must be setback 3 ft minimum from rear and side property lines

Proposed Garage Footprint (SF)

616

Proposed ridge Height

17.75

Proposed right side setback distance* ?

3

Proposed left side setback distance* ?

35

Proposed rear setback distance* ?

8

Is there a 2nd Floor?

No

How many parking spaces?

2

Are you proposing another accessory structure?

No

Total sq. ft. all accessory structures

616

Architectural Review Worksheet: Roofing

Is roofing a part of this project? ?

Yes

Please provide the existing roof details (Please Note: slate, clay tile or wood shake require supporting information for Board Review)* ?

Standard asphalt shingles


Please provide the PROPOSED roof details (Please Note: slate,clay tile or wood shake require supporting information for Board Review)

Existing & New roof to get new dimensional asphalt shingles

Proposed Roofing Manufacturer*

GAF

Architectural Review Worksheet: Windows

Are windows a part of this project? 

Yes

Please provide the existing window types* 

Double hung; grids on top sash only; white

Please provide the proposed window types* 

Double hung; grids on top sash only; white to match existing

Proposed Window Manufacturer*

Pella


Architectural Review Worksheet: Doors

Are doors a part of this project?*

Yes

Please describe the existing door types, material and color* 

Fiberglass; faux wood finish

Please describe the proposed door type, material and color* 

Glass patio doors on rear; fiberglass; faux wood finish


Architectural Review Worksheet: Exterior Trim

Is exterior trim a part of this project?* 

Yes

Do the proposed changes affect the overhangs?

No

Please describe the existing exterior trim. * 

Fiber cement; white

Please describe the proposed exterior trim* 

Fiber cement; white

Architectural Review Worksheet: Exterior Wall Finishes

Are exterior wall finishes a part of this project? *

Yes


Please describe the existing exterior finishes* 

Fiber cement; hoiztonal siding with 7" exposure; blue

Please describe the proposed exterior finishes* 


Fiber cement; hoiztonal siding with 7" exposure; blue

Understanding of Process


By checking the following box I agree (as the applicant of record) to  monitor this application and respond to any additional information requested by the Zoning Officer, Design Consultant and Bldg. Dept. Staff, through the email in this application, in order to allow a notice to be written and sent out 2 weeks prior the next scheduled meeting and to be placed on the Agenda. I understand that incomplete applications may be withheld from the Agenda or only offered informal review.*

 Amy M Lauerhass
Jun 12, 2025


D: (Staff Only) Tree & Public Gardens Commission Worksheet

 Design plan with elevations (electronic copy as specified in instructions plus 1 hard copy)

☐










 Design Specifications as required in item 3 in "Review Guidelines and List of Criteria" above

☐

 Applicant has been advised that Landscape Designer/Architect must be present at meeting

☐

Attachments


	Slate or Tile Roof replacements GAF Timberline Shingles.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:49 AM	REQUIRED
	Architectural Plans which include Exterior Elevations and floor plans of existing and proposed 303 N.Cassingham PLAN ELEV.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:30 AM	REQUIRED
	Photographs (required) 303 N. Cassingham PHOTO.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:31 AM	REQUIRED
	Site Plan 303 N.Cassingham SITE.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:31 AM	REQUIRED
	Permission for Agent to represent owner. 303 N.Cassingham OWN PERM.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:32 AM	
	Photos of Existing House 303 N. Cassingham PHOTO.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:33 AM	REQUIRED
	Window Package Pella Lifestyle Series Windows and Doors.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:43 AM	REQUIRED
	Door package Pella Lifestyle Series Windows and Doors.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:44 AM	REQUIRED
	303 N.Cassingham GARAGE.pdf 303 N.Cassingham GARAGE.pdf Uploaded by Amy Lauerhass on Jun 12, 2025 at 9:32 AM	

Record Activity

Amy Lauerhass started a draft Record	06/12/2025 at 9:09 am
Amy Lauerhass added file 303 N.Cassingham PLAN ELEV.pdf	06/12/2025 at 9:30 am
Amy Lauerhass added file 303 N. Cassingham PHOTO.pdf	06/12/2025 at 9:31 am

Amy Lauerhass added file 303 N.Cassingham SITE.pdf	06/12/2025 at 9:31 am
Amy Lauerhass added file 303 N.Cassingham OWN PERM.pdf	06/12/2025 at 9:32 am
Amy Lauerhass added file 303 N.Cassingham GARAGE.pdf	06/12/2025 at 9:32 am
Amy Lauerhass added file 303 N. Cassingham PHOTO.pdf	06/12/2025 at 9:33 am
Amy Lauerhass added file Pella Lifestyle Series.pdf	06/12/2025 at 9:34 am
Amy Lauerhass removed file Pella Lifestyle Series.pdf	06/12/2025 at 9:40 am
Amy Lauerhass added file Pella Lifestyle Series Windows and Doors.pdf	06/12/2025 at 9:43 am
Amy Lauerhass added file Pella Lifestyle Series Windows and Doors.pdf	06/12/2025 at 9:44 am
Amy Lauerhass added file GAF Timberline Shingles.pdf	06/12/2025 at 9:49 am
Amy Lauerhass submitted Record ARB-25-34	06/12/2025 at 9:49 am
OpenGov system altered approval step Application processing, changed status from Inactive to Active on Record ARB-25-34	06/12/2025 at 9:49 am
OpenGov system altered payment step Payment, changed status from Inactive to Active on Record ARB-25-34	06/12/2025 at 9:49 am
OpenGov system assigned approval step Application processing to Colleen Tassone on Record ARB-25-34	06/12/2025 at 9:49 am
OpenGov system completed payment step Payment on Record ARB-25-34	06/12/2025 at 9:50 am
Colleen Tassone changed form field entry ARB Mtg Date from "" to "07/17/2025" on Record ARB-25-34	06/13/2025 at 10:39 am

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Payment	6/12/2025, 9:49:42 AM	6/12/2025, 9:50:25 AM	Amy Lauerhass	-	Completed
 Application processing	6/12/2025, 9:49:42 AM	-	Colleen Tassone	-	Active
 Zoning Officer	-	-	-	-	Inactive
 Design Planning Consultant	-	-	-	-	Inactive
 Architectural Review Board	-	-	-	-	Inactive
 Architectural Review Approval Letter	-	-	-	-	Inactive