



# Mayor's Update to City Council

December 11, 2018

## Upcoming on the Calendar:

<b>December 18, 6:00 pm:</b>	ESAC Meeting
<b>December 19, 4:00 pm:</b>	Tree Commission Meeting
<b>January 8, 6:00 pm:</b>	City Council Meeting
<b>December 24-25:</b>	City Hall Closed
<b>December 31-1:</b>	City Hall Closed
<b>January 2, 5:30 pm:</b>	Recreation Board Meeting
<b>January 7, 4:00 pm:</b>	Diversity and Inclusion Meeting
<b>January 7, 6:00 pm:</b>	Bexley CIC Meeting
<b>January 8, 6:00 pm:</b>	City Council Meeting

## ARB Retreat Synopsis

At the November 9th ARB Retreat, members discussed the following items:



### **Procedural Issues:**



"No" votes versus abstentions. Abstentions should only be used with conflicts, etc. If you do not approve of a project, you need to vote "no". Members were encouraged to clearly express opinions prior to voting no so that the board and applicant could have a chance to consider and understand their position.



Differences between tabling, continuing, withdrawing, remanding to staff



Elimination of "informal" project reviews with members



Differences between "recommendations" and "conditions"



ARB/BZAP process issues



### **Design Discussions:**



Scope of ARB approvals



Architectural style not dictated



Color not dictated



Roof replacement issues



Karen Bokor reviewed new guidelines in order to clarify process and requirements with applicants as well as board members



Discussion of updating design guidelines



Vinyl siding and windows - currently not prohibited. Should they be?

I have attached the roof policy, as well as new design guidelines proposed TOC and 2000 design guidelines.

## Some of What I've Been Up To:

-  Met with Capital and developers re: Main Street redevelopment project
-  Attended community Menorah lighting at Jeffrey Park
-  Met with potential ARB appointee
-  Attended OSU holiday party
-  Attended Chamber of Commerce holiday party
-  Met with water department
-  Met with architects re: parks garage project
-  Met with Rumpke re: new trash contract
-  Attended December COMMA meeting
-  Volunteered at pancake breakfast
-  Attended Bexley Beautification Fund meeting
-  Met with architect on E. Main Street project
-  Met with development financial advisor re: E Main Street project
-  Met with Gay Street property owner
-  Met with Historical Society
-  Phone conference with Jeffrey design team
-  Standard cabinet and staff meetings

Ongoing Project Checkpoints  
Schneider Park

Project Component	Status	Project Completion Target
Schneider Park stairs	Structural design under way. Design due early 2019. Installation in 2019 projected.	<b>Spring to Fall, 2019</b>
Schneider Park playground	Equipment delivered. Build and install scheduled for Spring, 2019	<b>Spring, 2019</b>
Schneider Park trail extension	Conceptual plan complete, and onsite location complete. Installation in 2019.	<b>Fall, 2019</b>
Dog Park	Conceptual plan created. Waiting on revised plan. Once revised plan is received, need to schedule follow-up meeting with working group. Will then need to work through board reviews and fundraising efforts.	<b>Fall, 2019 to Spring, 2020</b>

Ongoing Project Checkpoints  
Residential Solar PACE Program

Project Component	Status	Project Completion Target
Ordinance enabling PACE	Complete	<b>Complete</b>
Join Regional ESID	Complete	<b>Complete</b>
Identify lenders for program	ID of lenders underway. This may require a more concerted state-wide effort.	<b>Spring, 2019</b>
Launch program		<b>2019</b>

Ongoing Project Checkpoints  
Major Initiatives

Initiative	Status	Project Completion Target
"Boarding House" Ordinance	Drafted - to be incorporated into zoning code clean-up, early 2019	<b>Early 2019</b>
Historic Preservation Committee	<b>Proposed Committee Membership:</b> Bill Heyer Robert Burke Chad Perry Connie Lewis Tim Valeszco David Greene Eloise Buker Jason Fout Betsy Farrar Sara Beam	<b>Launch early 2019; complete late 2019</b>
Joint Livingston Plan	In 2019 budget proposal; once funded, work on scope of work jointly developed with Columbus	<b>2019/2020</b>

## City of Bexley Roof Repair and Replacement Guidelines:

*Roofing materials are important contributing visual elements to the integrity of the built environment. Slate is one of the most aesthetically pleasing and durable of all roofing materials.*

(Below is taken from the National Park Service)

It is indicative at once of the awesome powers of nature which have formed it and the expertise and skill of the craftsman in handshaping and laying it on the roof. Installed properly, slate roofs require relatively little maintenance and will last 60 to 125 years or longer depending on the type of slate employed, roof configuration, and the geographical location of the property. Some slates have been known to last over 200 years. Found on virtually every class of structure, slate roofs are perhaps most often associated with institutional, ecclesiastical, and government buildings, where longevity is an especially important consideration in material choices. In the slate quarrying regions of the country, where supply is abundant, slate was often used on farm and agricultural buildings as well.

Because the pattern, detailing, and craftsmanship of slate roofs are important design elements of historic buildings, they should be repaired rather than replaced whenever possible. The purpose of this Preservation Brief is to assist property owners, architects, preservationists, and building managers in understanding the causes of slate roof failures and undertaking the repair and replacement of slate roofs. Details contributing to the character of historic slate roofs are described and guidance is offered on maintenance and the degree of intervention required at various levels of deterioration.

The relatively large percentage of historic buildings roofed with slate during the late nineteenth and early twentieth centuries means that many slate roofs, and the 60 to 125 year life span of the slates most commonly used, may be nearing the end of their serviceable lives at the end of the twentieth century. Too often, these roofs are being improperly repaired or replaced with alternative roofing materials, to the detriment of the historic integrity and appearance of the structure. Increased knowledge of the characteristics of slate and its detailing and installation on the roof can lead to more sensitive interventions in which original material is preserved and the building's historic character maintained. Every effort should be made to replace deteriorated slate roofs with new slate and to develop an effective maintenance and repair program for slate roofs that can be retained.

Although slate replacement roofs are expensive, the superiority of materials and craftsmanship will give years of continued service. If amortized over the life of the roof, the replacement cost can be very reasonable.

## SLATE ROOF REPAIR AND REPLACEMENT:

(should we include cedar shakes, clay tile)

other issues: include impact of weather - solar orientation

Any/all proposed repairs to existing roofs require Staff/Administrative or Board approval.

There are 3 categories of roof repair and replacement:

- Repair with original material
- Replacement in kind
- Replacement w non original roof material

The following information must be submitted as part of the application process:

### 1. Repair Options:

- For slate roofs being repaired, any/all missing, damaged, and deteriorated slate on all main and ancillary roofs should be repaired with new or used slate of same color and profile as existing, in accordance with the Architectural Review Board Design Guidelines and all applicable City Codes and industry standards.

### 2. Removal and Replacement:

- A Certificate of Appropriateness granted by the Architectural Review Board for a roof replacement is required prior to the removal of a slate roof.
- Pictures showing all roof surfaces and dominant street views shall be included in the submission.
- Applicants should provide written estimates for slate repair as well as both replacement of the roof with slate and replacement with proposed new replacement material.
- In addition to a written description of the existing condition of the slate, all slate roof assessments should provide the type and style of slate.
- Applicants should address:
  - the remaining life of the existing slate roof
  - the estimated future life of the roof repaired and remaining slate
  - the estimated life expectancy of a non slate replacement roof.  
*It important to understand the life cycle value/cost of a roof repair/ replacement vs simply present cost.*
- Applicant should provide a written statement of the architectural importance of the existing slate roof (its prominence on the street, its significance to the architecture/architectural style of the home, etc...)
- Applicants are to work with the Design Consultant to determine the additional level of documentation necessary for consideration of a slate roof removal.
- The applicant should submit a minimum of two written slate roof assessment by a qualified slate roofing contractor regarding the existing condition of the slate roof, and documenting, to the commission's satisfaction, that the slate is beyond its serviceable life.
- The City of Bexley will also engage a slate roofing contractor to evaluate the condition of the existing roof.

- When slate removal has been determined to be appropriate/necessary, the maintenance and repair of the slate on the primary elevation(s) will be considered in conjunction with replacing the deteriorated slate on secondary elevations.
3. Existing Conditions:
    - Damage
    - Photographs of flashing, leaks, underlayment, etc..
  4. Roof Maintenance History: The history of the roof maintenance should be documented and submitted.
    - Documentation
    - Professionals used and qualifications
  5. Roof Character Analysis and Further Considerations: The applicant must work with the Design Consultant to evaluate and document the following:
    - What is the significance or prominence of the primary elevations of the existing roof?
    - Is the structure on a primary street?
    - Does the existing roof contribute significantly to the architectural integrity of the design of the building?

*Residential Design Guidelines from 2000 (BZA served as the ARB):*

The purpose of the Architectural Review District is to maintain the quality and existing character of residential neighborhoods in the City of Bexley. The Board of Zoning Appeals (the "Board" or the "BZA") is charged with the responsibility of assuring that new homes and exterior changes to existing homes are compatible with and do not adversely affect the surrounding neighborhood.

The BZA, directly or through its staff, reviews all exterior changes and additions to homes in Bexley. The Board does not review normal repair and maintenance, which does not cause any visual change to a building. Board members are all residents of the City, including citizens with real estate, building and design experience.

No new home can be constructed and no existing home can be enlarged or have its architectural style and details changed, unless the City issues the property owner a certificate of appropriateness. In deciding whether to issue the certificate, the BZA considers elements such as architectural design, exterior materials and detail, height and building mass, placement of buildings on the site and grade levels. The purpose of the review is to determine whether the proposed new home or modifications are compatible with the neighborhood. The goal is not uniformity of design since Bexley has many different architectural styles. Instead the goal is to foster compatible design which respects a home's existing style and its surroundings.

The following design guidelines include:

**-Specific Standards:** For certain types of projects, the Board has established specific standards. If you comply with these standards, City staff or planning consultants will conduct an administrative review of your project and an appearance before the BZA will not be necessary.

**General Guidelines:** These guidelines are for projects which will be reviewed by the BZA. Please keep in mind that these guidelines are not absolute rules, although they are applicable in many cases.

For information about the design review process and submission requirements, please call the Building Department at (614)235-0956.



## **Repairs and Maintenance Projects Which May Not Require Architectural Review**

Routine repairs and maintenance do not require the approval of the BZA when the work is completed using matching materials and design. Existing architectural details, including trim, shutters, columns, porches, windows and other elements shall be retained. If certain elements have deteriorated beyond the point where they cannot be retained, they shall be replaced in kind. **However, any modification or deletion of existing exterior architectural details requires a certificate of appropriateness.** Examples of typical maintenance items are as follows:

**Re-pointing:** Mortar used to re-point existing brick or stone shall match the color of the mortar on the existing building; the width and profile of the mortar joints shall also match the existing condition.

**Roofs:** Areas of deteriorated shingles can be replaced without replacing the entire roof if the new shingles match the material, color, texture, and profile of the existing roof. Asphalt shingles shall not be used to patch a slate, wood shake or shingle, or tile roof.

**Porches, Railing, Steps, Decks:** When porches, railings, steps, decks, or other exterior elements are replaced, pressure-treated wood is acceptable for structural members but a higher grade of lumber, such as cedar, redwood or cypress, is recommended, but not required, for all finish elements, including posts, railings, fascia and trim, stair risers and treads, and other visible features.

**Shutters:** If shutters are replaced, the new shutters shall be equal to the height of the window and approximately half its width. The shutters shall be installed so that the bottoms of the shutters align with the tops of the windowsills.

## **Design Standards For Projects Which May Receive Administrative Review**

**Roofs:** Distinctive roofing materials, including slate, copper, clay tile, and wood shakes, shall be repaired and maintained whenever possible. If a roof is deteriorated beyond repair, asphalt or fiberglass reinforced asphalt shingles are acceptable alternatives in most cases.

Staff must approve shingle color. New roofs shall be compatible in color and texture with the architectural style of the house. The BZA has established a palette of pre approved colors, generally in the darker range, which are appropriate to various architectural styles. Since shingle colors vary with different manufacturers, please contact the City to see if your color choice is pre-approved.

Slate, synthetic slate, cedar shakes, and other roofing materials are encouraged for some houses, based on architectural style.

**Window and Door Replacements:** Replacement windows and doors which replicate the size, style, color and appearance of existing windows and doors are permitted and may be reviewed and approved by staff.

Any variation from these standards may require an appearance before the BZA. Also, applicants whose projects have been reviewed by staff may request and apply for review and approval by the Board. The staff may also decline to review a project and refer it to the BZA.

### **Design Guidelines For Projects Which Must Be Reviewed by the BZA**

The design of a new residence shall consider the rich architectural heritage of the City as well as the relationship in massing, scale, texture, and color of the residence to its neighbors. New homes shall be designed as a product of their own time but incorporate design elements of the primary architectural style(s) of the surrounding area. The design of alterations and additions shall be compatible with the existing structure in terms of architectural detail, scale, materials, and colors.

Materials for new construction and additions shall have architectural character and should be selected for harmony within a building and with adjoining buildings.

**Additions:** The scale and proportions of an addition shall be compatible with the principal structure and with the surrounding structures and context. Whenever possible, architectural elements on an addition shall align with similar elements on the existing building. For example, windows on an addition shall align with the windows on the principal structure. Also, fascia and other trim shall be used consistently and the details on additions and auxiliary structures shall relate to those on the main structure.

The BZA typically does not require that additions replicate the existing architecture; rather, residential additions shall be respectful and sensitive to the existing architecture. In most cases, additions shall be sided and roofed with materials that match the existing house in terms of scale, texture, and color.

Flat roofs are sometimes appropriate for additions; gabled roofs shall replicate the roof pitch on the existing house when possible.

Additions and bay windows shall fit into the existing architecture of a house, both physically and visually. Often, in maximizing the size of an addition, other elements on the house, including existing doors and windows, become overly crowded in a visual sense. Not all homes can accommodate a large addition or a bay window. These elements must be studied carefully to ensure that they do not disrupt the existing scale and proportions of a house.

**Windows:** Window replacements and new windows shall correspond to existing window styles and fit into the house's established pattern of fenestration. Windows, which make a strong architectural statement, such as arched windows and bay windows, shall be used

only in the appropriate context. These windows will act as a focal point on a house and should be used with restraint.

Roof windows and skylights may be inappropriate for some traditional houses. In many cases, dormers are encouraged as a more compatible solution. When used, skylights shall be located in inconspicuous locations, preferably where they are not visible from the street. Skylight placement shall relate to the exterior details of a house as well as to the interior constraints. Grouping several small skylights together is often preferable to installing one large skylight.

**Re-siding:** Every effort shall be made to preserve existing architectural details when re-siding a house. Special care shall be taken to address the relationship of the new siding to the existing architecture, especially at the rake of the roof and at the window and door casings. "Jumping" or siding over the existing casings is not permitted.

**Detached Garages:** Garages and other auxiliary buildings shall be roofed and sided to match the principal structure whenever possible. The pitch and orientation of a garage roof shall also relate to the roof on the principal structure.

**Porches, Decks, and Ramps:** Pressure treated wood is acceptable for structural members but a higher grade of lumber, such as cedar, redwood or cypress is recommended, but not required, for all finish elements, including posts, railings, fascia and trim, stair risers and treads, and other visible features.

### **Other Legal Requirements**

Architectural review is not the exclusive review procedure for residential structures. Structures are also subject to general zoning and building code requirements. Here are a few examples:

**Walls and Fences:** Walls and fences are not subject to architectural review but are regulated by Chapter 1256 of the City's Zoning Code. Please contact the Building Department for information regarding the requirements governing walls and fences.

**Demolitions:** A permit is required to demolish a structure, and in most cases an existing structure cannot be demolished until the replacement structure or a site restoration plan has been approved. Please contact the Building Department for further information.

**Setbacks, Etc.:** All structures in residential zoning districts are subject to a number of other requirements, including permitted uses, minimum lot size, minimum front, rear and side yard depth, maximum height and maximum lot coverage. Any departure from the standards set forth in the City's Zoning Code requires a variance from the BZA. All structures are also required to comply with the City's building regulations. All exterior air conditioning equipment, exterior lighting and private swimming pools also require permits. The City also has a building and property maintenance code, which requires



property owners to maintain building exteriors and property areas. Please contact the Building Department for further information.

### **A Final Word**

The preceding guidelines are intended to be just that, and not inflexible regulations. Therefore, the BZA reserves the right to deviate from the guidelines in appropriate cases. The BZA encourages homeowners, architects and builders to take advantage of the preliminary review process, especially for large or unusual projects. For a preliminary review, a simplified set of plans may be submitted early in the design development phase in order to get feedback and direction from the BZA. Please see the BZA submission packet for more details about the preliminary review process.

# RESIDENTIAL DESIGN GUIDELINES



THE CITY OF BEXLEY  
ARCHITECTURE REVIEW BOARD

draft - November 6, 2018

# TABLE OF CONTENTS

---

1. INTRODUCTION
  2. PRINCIPLES
  3. DESIGN REVIEW PROCESS AND PROCEDURES
  4. THE HISTORY AND ARCHITECTURE OF BEXLEY
  5. SITE PLANNING
  6. DESIGN GUIDELINES: REHABILITATION AND RENOVATION
  7. DESIGN GUIDELINES: NEW CONSTRUCTION
  8. REPAIR AND REPLACEMENTS
  9. ACCESSORY STRUCTURES
  10. LANDSCAPE DESIGN
- APPENDIX: RESOURCES

1. INTRODUCTION
  - Background
  - Purpose and Intent of the Design Guidelines
  - Organization of the Design Guidelines
  - Using the Design Guidelines
2. PRINCIPLES
  - Consistency
  - Compatibility
  - Quality
3. DESIGN REVIEW PROCESS AND PROCEDURES
  - Bexley Board and Commission Responsibilities
  - Property Owner Responsibilities
  - Obtaining a Certificate of Appropriateness
  - Administrative Approvals
  - Economic Hardships and Unusual and Compelling Circumstances
  - Denial of a Certificate of Appropriateness
  - Enforcement
4. THE HISTORY AND ARCHITECTURE OF BEXLEY
  - History
  - Architectural Styles
  - Building Types
5. SITE PLANNING
  - Design and Zoning Considerations
  - Neighboring Property Considerations
  - Streetscape Considerations
6. DESIGN GUIDELINES: REHABILITATION AND RENOVATION
  - The Secretary of Interior's Standards for Rehabilitation
  - General Rehabilitation Advice
  - Massing
  - Materials and Finishes
  - Facades
  - Siding and Trim
  - Gutters and Downspouts
  - Roofs
  - Windows and Doors
  - Porches and Stoops
  - Signage
  - Awnings
  - Colors



7. DESIGN GUIDELINES: NEW CONSTRUCTION

- New Buildings
- Additions

8. REPAIR AND REPLACEMENTS

- Using Substitute Materials
- Roofs
- Windows and Doors
- Siding

9. ACCESSORY STRUCTURES

- Garages
- Outbuildings
- Landscape Structures

10. LANDSCAPE DESIGN

- Landscape Plan Review
- Landscape Features
- Fencing
- Lighting

APPENDIX: RESOURCES

Bexley Zoning District Map  
Applications