



Board of Architectural Review

Design Review Criteria



Landmark
and
Architectural Preservation
District Properties

City of Centerville, Ohio
**Architectural
 Preservation
 District Map**



Map Not
 to Scale



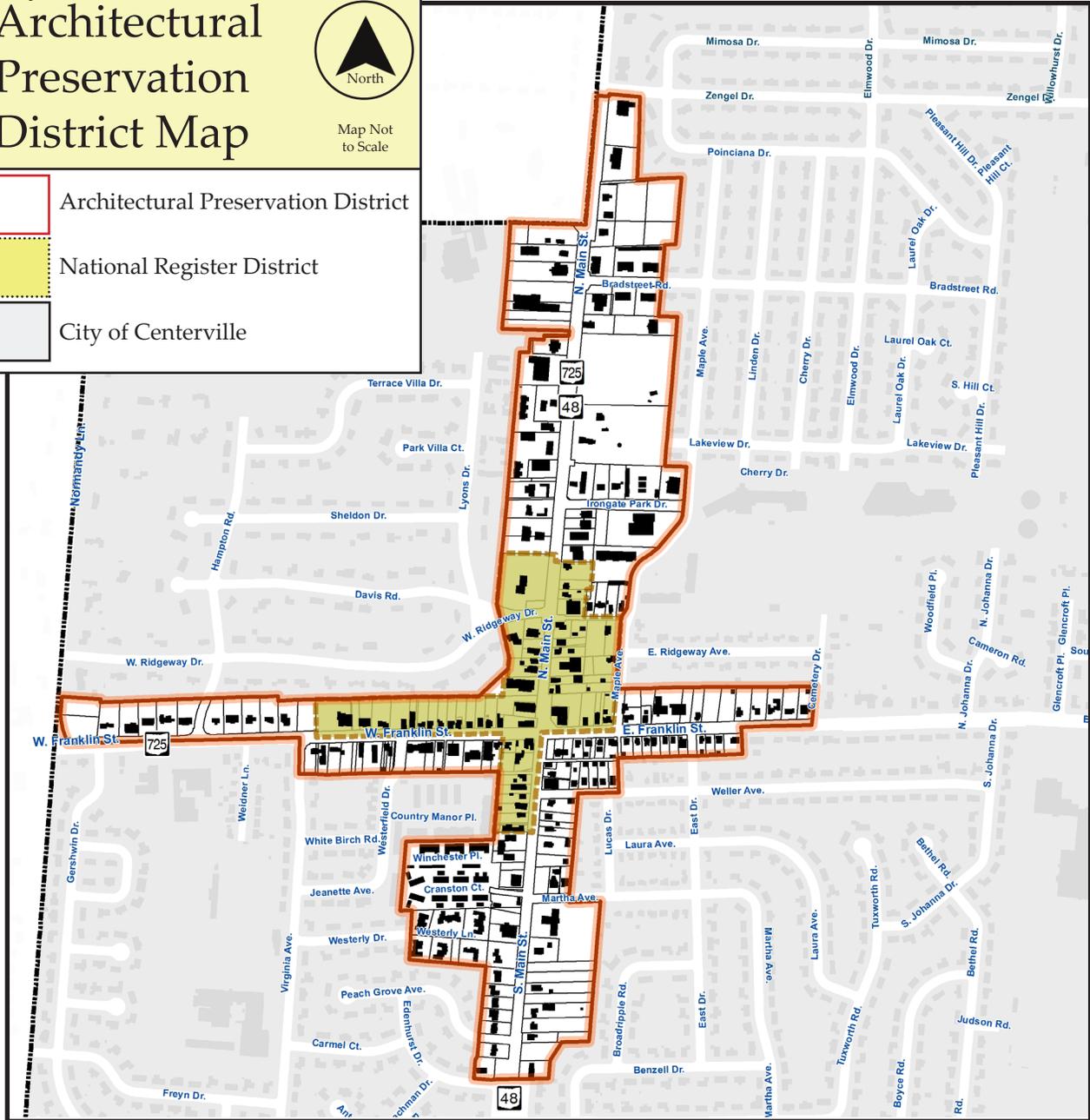
Architectural Preservation District



National Register District



City of Centerville



A National Register Historic District (NRHD) was created in Uptown Centerville to protect the development forms and structures of the early crossroads of the community. NRHD in Uptown Centerville is made up of an irregular pattern encompassing the intersection of Main and Franklin Streets. NRHD was established in 1974 to protect properties associated with the lives of significant people as well as those which embody the distinctive characteristics of a type, period, or method of construction integral to the rich history of the City's development.

For additional information regarding the City of Centerville National Register District, please contact the City Planning Department.

Architectural Preservation District Design Review Criteria



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Architectural Preservation District

Section I:

Introduction and Purpose



Uptown Centerville is identifiable through the unique panorama of architectural history that has developed along the major crossroads of the community. The City of Centerville, recognizing the value of an historic Uptown to a community, wanted to protect the historic and architecturally significant buildings in the Uptown as well as ensure that architectural harmony exists between buildings of widely varying architectural periods and styles. This soon made way for the design review process to be integrated into the City's land-use regulations.

The City of Centerville holds that the key to effective design review is the adoption and application of design standards. Without such standards, those involved in design review may rely too heavily on subjective feelings and opinions, encumbering the review process and leading to inequity. The City has adopted the design review criteria contained in this book for the purpose of establishing a uniform, rational set of design standards that represents the physical heritage and vision of this community. These standards are to be used as a primary source for decision-making in the design review process by City staff, the Board of Architectural Review, the City Council, the applicant, and other participants.

The design review process was introduced to Centerville in 1972 with the establishment of the Architectural Preservation District (APD). The main focus of the design review process was simple - to retain and maintain the historic heritage while strengthening the economy of down-town. All of this was to be accomplished through land-use regulations aimed at preserving, protecting, and perpetuating quality development that balances historic architectural elements with new forms of development. This would then create an atmosphere for both successful businesses and quality residential uses to coexist in a truly mixed-use district. These standards aid in protecting and enhancing the visual and aesthetic character, diversity, and interest in the area. The design standards preserve and enhance the exterior of buildings and encourage proper design, placement, type, and materials of site elements.

The design review criteria are based on the legal requirements contained in Section 9.53, D. Supplemental Standards for the Architectural Preservation District, APD and other portions of the City's Unified Development Ordinance relating to specific site design standards. These requirements apply to any property which is zoned APD or is a designated Landmark in the City of Centerville.

The Board of Architectural Review (BAR) was established to administer the design review process as codified through the City Zoning Ordinance. In 1991, additional properties known for their historic value to the community were designated as Landmark Properties, which are also subject to the Design Review process.

2019 APD Visioning Committee Vision Statement

Uptown Centerville is a vibrant district at the heart of our community. Uptown is a welcoming, walkable destination that is home to our history and a friendly gathering place where local businesses thrive.

Section II:

Design Review Process



The nature of the design review process depends upon what is being proposed by the applicant. Typically, City staff may review applications that only involve minor alterations to a property (a change in door style, for example). For applications that involve substantial changes to a property, such as a new development or a building addition/restoration, a review by the Board of Architectural Review (BAR) is required. This is also the case for any application that appears to conflict with the Design Review Criteria and/or the Unified Development Ordinance (UDO).

The BAR consists of seven Centerville residents who are appointed by the City Council. Board members serve voluntarily and are not compensated for their service. City Staff perform administrative functions for the Board, including processing applications, conducting staff reviews, and preparing reports, recommendations, and presentations. Meetings are scheduled for the first Tuesday of the month to review applications. A typical Board review consists of a presentation by the Staff Assistant, followed by comments from the applicant and the public, and concludes with a discussion and a decision by the Board. Anyone who is aggrieved by a decision of City staff or the BAR may file an appeal with the City.

Both staff and BAR design reviews require an application to be filed with the City Planning Department. Permits may be required upon approval of an application.

The following chart lists the request type, application type, and approval/appeal authority for APD and Landmark Property requests:

Request	UDO Application	UDO Permit(s) Required Before Construction	Approval Authority	Initial Appeal	Second Appeal
Accessory Use, Major	Zoning Certificate Application	Certificate of Zoning Compliance (CZC)	BAR	City Council	Court of Common Pleas
Accessory Use, Minor	Zoning Certificate Application	CZC	City Planner	BAR	City Council
Certificate for Nonconformance	Certificate for Nonconformance	CZC	City Planner	BAR	City Council
Certificate of Zoning Compliance (CZC)	Certificate of Zoning Compliance (CZC)	CZC	City Planner	BAR	City Council
Change in Use	Change in Use	CZC	City Planner	BAR	City Council
Landscape Plan, Major	Zoning Certificate Application	CZC	BAR	City Council	Court of Common Pleas
Landscape Plan, Minor	Zoning Certificate Application	CZC	City Planner	BAR	City Council
Sign	Zoning Certificate Application	CZC	City Planner	BAR	City Council
Site Plan, Major	Site Plan, Major	CZC	BAR	City Council	Court of Common Pleas
Site Plan, Minor	Site Plan, Minor	CZC	City Planner	BAR	City Council
Temporary Use	Zoning Certificate Application	CZC	City Planner	BAR	City Council
Use Interpretation	Zoning Certificate Application	CZC	City Planner	BAR	City Council
UDO Interpretation	Zoning Certificate Application	CZC	City Planner	BAR	City Council

Section III:

Design and Sense of Place

Any new development or alteration to existing development in the Architectural Preservation District (APD) or on a Landmark Property will reflect sensitivity toward the surrounding environment, particularly historic places, buildings, and structures. New development will take into account the location and scale of the site, existing natural and built features (on-site and on neighboring properties), and the historical and architectural character of the APD and Landmark buildings. In general, new buildings, additions, and alterations will exhibit the following characteristics: (as stated in the UDO)

1. A building location and orientation that establishes a visual relationship with neighboring buildings;
2. A building scale that establishes a visual and functional relationship with the human scale;
3. A building form consisting of simple, integrated masses;
4. Roof form(s) that contain visual breaks and details;
5. Building elevations that depict a balance between wall area and wall openings (including windows and doors);
6. Wall openings that reflect an orderly pattern;
7. Architectural details that are integrated with the building design and enhance the attractiveness of the building; and
8. Exterior building materials and colors that are appropriate for the building design and are compatible with the APD and Landmark buildings.

Additional features such as signs, parking, paving, stormwater systems, fences, landscaping and lighting will be designed to be compatible with new and existing buildings and will create a unified setting.

For purposes of the Design Review Criteria, 'sense of place' will refer to the characteristics of a property, block face, or district that in conjunction with all other site elements, creates an experience that the consumer or resident takes with them. The standards contained in this document aim at preserving and enhancing the existing elements throughout the Uptown. Historic forms should be preserved with new construction taking on the general characteristics of the existing built environment.

Properties that have a mixture of site elements that tend to clash with one another creating a cluttered appearance on site are discouraged. The design review process is aimed at strengthening the 'sense of place' for the historic crossroads of the community, and any application requests straying from the standards located herein shall be reviewed by the Board of Architectural Review.



Section IV: Building Design

Architectural Details and Building Elevations



Architectural details add interest to an otherwise plain building wall and enrich the architecture of the overall building by making it look complete. Whether the addition of detail is authentic to the historical era in which the building was developed or is a contemporary design compatible with the premises, building facades are strengthened through their application.

Architectural details refer to items such as cornices, dentils, soffits, gutters, vents, lentils, sills, shutters, window mullions and muntins, cupolas, railings, ornamental glass, lighting fixtures, or other architectural items adorning building walls of Architectural Preservation District (APD) and Landmark Properties.

Historic details provide interest along building walls and the removal or alteration of these architectural details is prohibited without prior approval of the BAR. Protection of these historic architectural embellishments are a priority, as many were typically hand-fashioned using unique construction methods.

In instances where new architectural details are being introduced, the use of traditional materials and styles is recommended. The application of architectural details shall provide a balanced design on the building elevation. Too sparse of a building facade or one that is cluttered and over-burdened with details can negate from the attractiveness of the building elevation.

The following are examples of acceptable Architectural Details for buildings in the APD.



Refer to the Exterior Materials portion of this Section for additional information. The application, alteration, or removal of Architectural Details shall be subject to approval by the Board of Architectural Review through a Zoning Certificate Application request. Refer to Section 9.53, D. of the UDO for Architectural Detail standards.

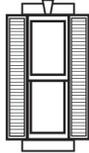
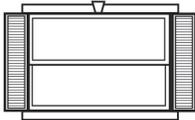
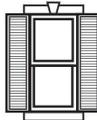
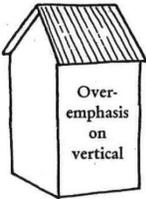
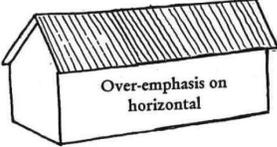
Architectural Details and Building Elevations



While building elevations vary greatly, there are certain desirable characteristics that are common to most. Perhaps the most important characteristic is a pattern or rhythm of windows, doors, and other wall openings. This translates into rows of wall openings that reflect the floor levels of the building. The wall openings are regularly spaced and aligned vertically and horizontally. Patterns that are common to local historical buildings are 3, 4, or 5 windows across. In most cases, windows are vertical in nature, with the height being greater than the width.

Proportion is another important aspect of a building elevation. Building profiles should not over-emphasize either the vertical or horizontal profile (building proportions depicted below). This applies to both the shape of the building and the shape and spacing of the wall openings. Windows and doors that are placed very close to a wall edge appear unbalanced and awkward. This is also true of unusually narrow or broad windows (window proportions depicted below).

A proper building elevation also contains details such as cornices and molding, brackets and scrollwork, lintels, sills, shutters, decorative windows, doors and vents, canopies, awnings, porches, etc.

<p>Unusually narrow or broad windows should not be used:</p>			<p>Examples of appropriate wall opening patterns</p> 
<p>Too Narrow</p> 	<p>Too Wide</p> 	<p>Balanced Proportions</p> 	
<p>Building Elevations should not over-emphasize vertical or horizontal profiles:</p>			
 <p>Over-emphasis on vertical</p>	 <p>Over-emphasis on horizontal</p>	 <p>Balanced</p>	

Section IV: Building Design

Building Size, Height and Massing



A building's scale and form are as important as its relationship to the street and other buildings. Suppose someone wanted to build a large-scale office tower within the Architectural Preservation District (APD). The tower could be designed to meet regulations pertaining to building setback, proximity to adjacent buildings, and architectural details, yet appear completely out of place with the surrounding environment. For this reason, buildings are restricted in their size, height, and mass. The Unified Development Ordinance contains requirements for building height and requires large buildings to be divided into more than one mass. Typical buildings in the APD have a ground floor area of 2,000 square feet or less, a height of two stories or less, and consist of a simple composition of rectangular masses.

Items to take into consideration:

- Buildings should be small to moderate in scale, with a height that is consistent with the surrounding architecture.
- Building mass should reflect a simple composition of basic geometric forms.
- Building walls and forms that are not typical of APD and Landmark buildings, such as fin walls or cantilevered walls, are not permitted.



This 5,000 square foot building footprint is broken apart into separate masses. The visual impact of an otherwise large building size is negated due to the appearance of separate buildings. The building scale and form fits well with the surrounding setting.

Section IV:

Building Size, Height and Massing

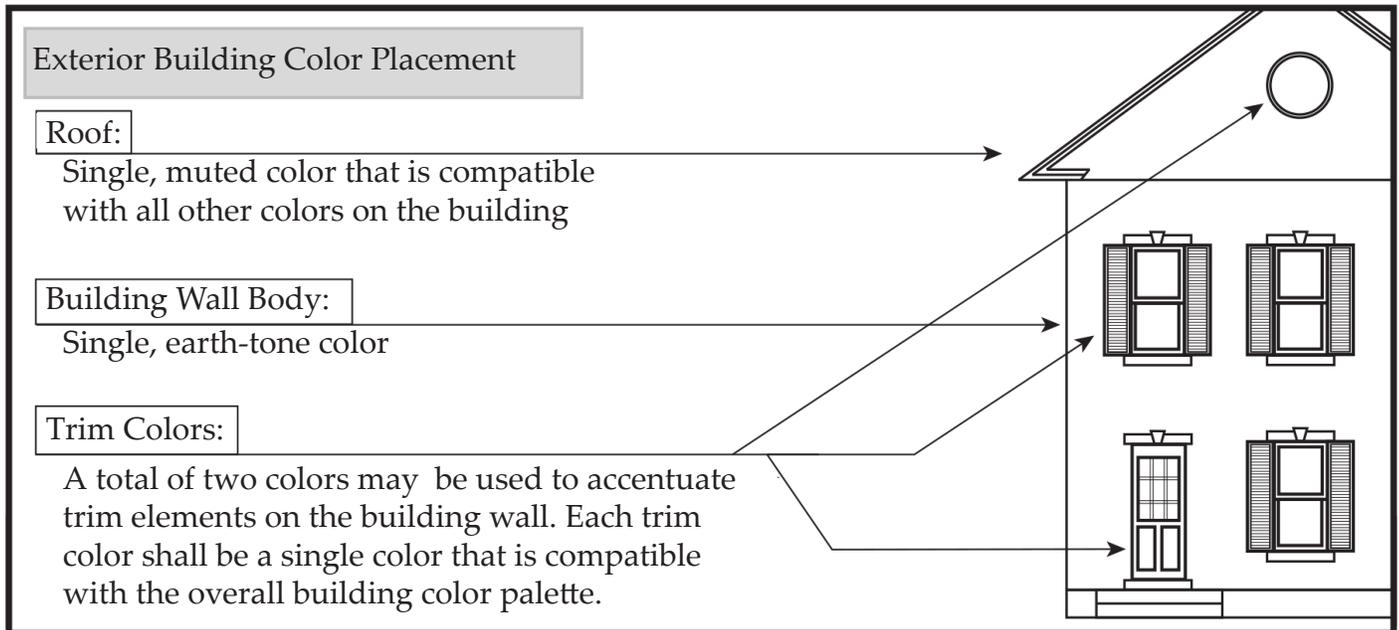
The following are examples of buildings and block faces which demonstrate proper building scale and form in the APD:



Exterior Building Color



The color scheme of a building is an essential aspect of its overall appearance. Care must be used when choosing building colors, particularly on historic structures. The Building Color Chart contains color schemes and standards for APD and Landmark buildings. The chart permits buildings to use a single, earth-toned color for the main body of building walls, plus two additional complimentary colors for use on trim and architectural details. The roof shall be a single, neutral color that is compatible with the overall color scheme of the building.



Items to take into consideration:

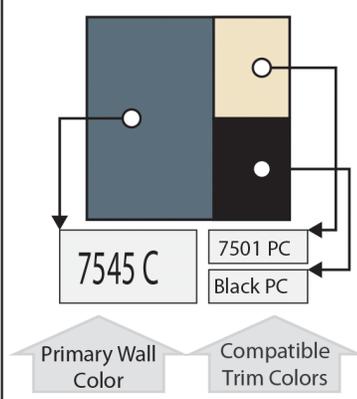
- The overall color scheme of a building shall be compatible with existing buildings or structures on a property and neighboring buildings
- Bright or vivid colors should be avoided.
- Finishes should be low gloss or matte. High gloss finishes should be avoided.
- Buildings with brick or stone wall portions shall utilize colors compatible with their respective surface color.
- The BAR encourages color usage which is compatible with the specific period of architectural style for historically significant structures and Landmark properties.

All building colors shall be in accordance with the Building Code Color Chart. The color palette applied to Architectural Preservation District and Landmark Properties shall consist of colors that provide a balanced aesthetic look for the building. Colors outside of those specified by the color chart may be approved on a case-by-case basis by City Staff or the BAR.

Section IV: Building Design

Exterior Building Color





How to Use the Chart...

This palette provides examples of acceptable building colors for the exterior of APD and Landmark buildings chosen from historic color collections. It is arranged with the primary base building wall color and compatible trim colors that establish a balanced, harmonious aesthetic when applied to exterior building walls and trim elements. This guide displays the Pantone color values for the primary base building wall color within the larger portion of the color box, with corresponding trim colors shown in the smaller boxes to the immediate right, as shown in the graphic to the left.

NOTE: Pantone color values are provided for color matching. The accurate replication of the colors within this palette is achieved through using the provided Pantone values and not by relying on the printed colors shown as printer color output varies.

617 C	614 C 627 C	147 C	White 724 C
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600 C	Black 505 C	614 C	1817 C 7532 C
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5807 C	7546 C 7504 C	7503 C	505 C 7501 C
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728 C	732 C 727 C	732 C	7403 C 7499 C
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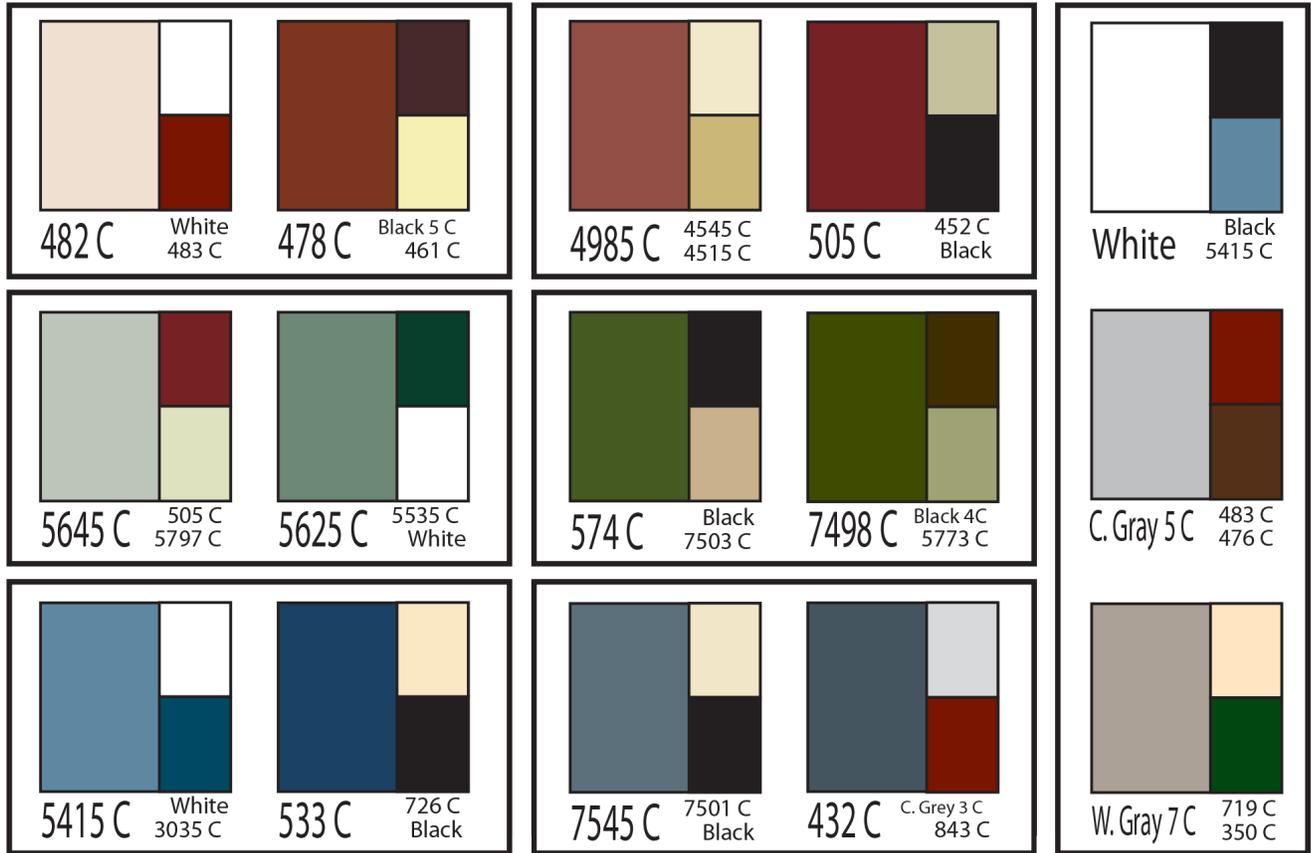
7505 C	1605 C 7503 C	411 C	White 408 C
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4525 C	476 C 4545 C	4495 C	461 C 476 C
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Section IV: Building Design

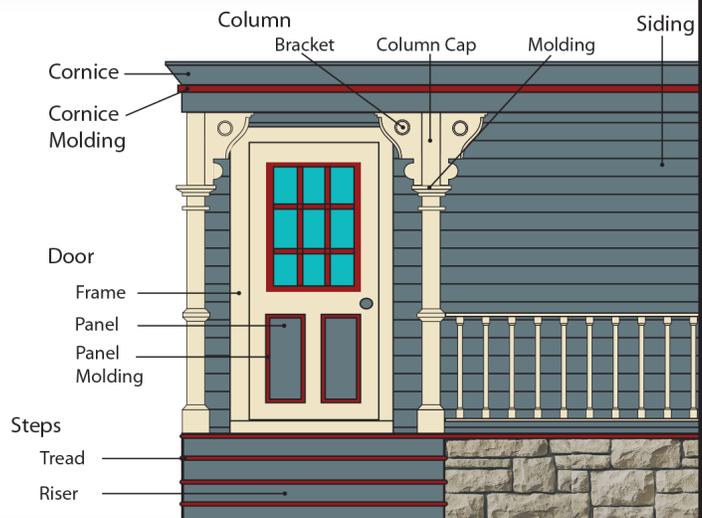
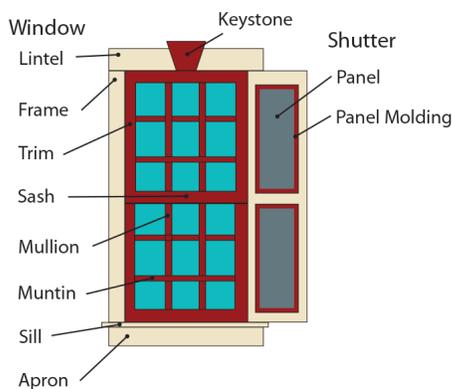
Exterior Building Color



The boxes bounding the various color sets within the chart identify a range of compatible values. Corresponding trim colors within these boxes may be interchanged between the base values provided therein.

ALSO: The CMYK values equivalent to the above Pantone values are shown in Section XI. References of this document.

Acceptable Color Placement on Building Wall & Trim Features

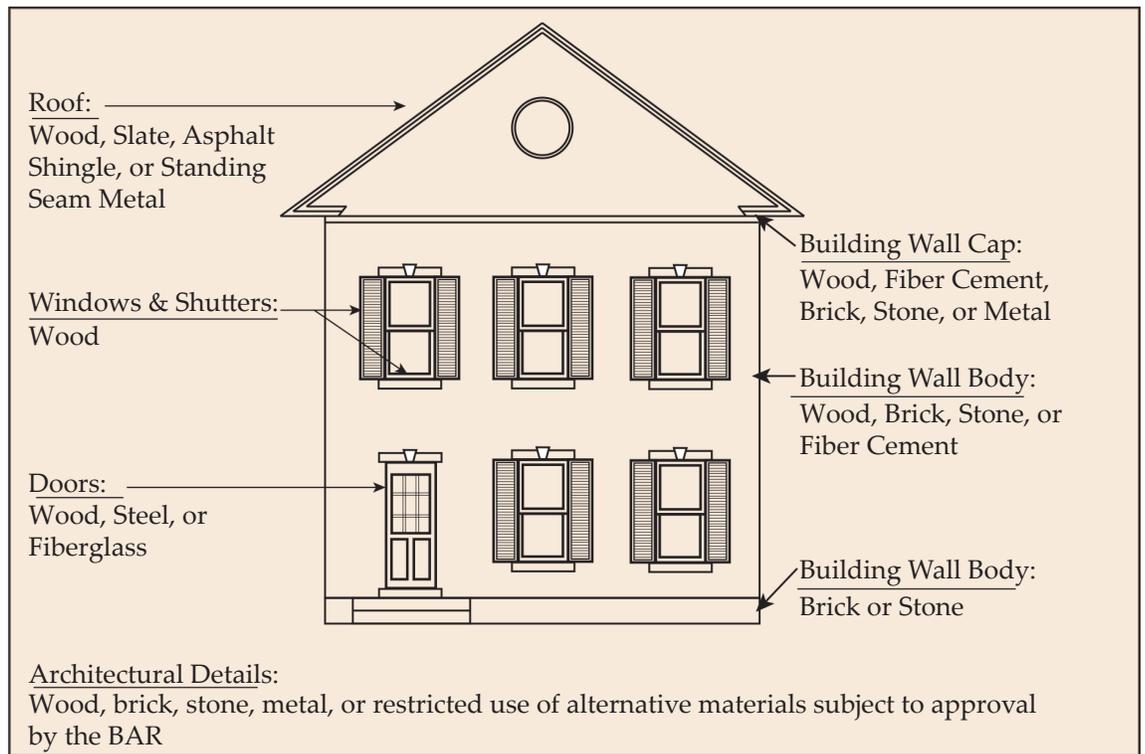


Section IV: Building Design

Exterior Building Materials

Historically, buildings in Centerville were built using wood, brick, and/or stone. These materials were popular because of their wide availability in the region and their ability to withstand severe weather. Since World War II, a variety of similar materials have been introduced to the building industry. The results have been mixed, and the appropriateness of these materials is the subject of continuous debate. For this reason, the use of vinyl and other modern materials are limited to minor applications on buildings. Such applications are subject to approval by the City and may not be used to replace existing historic architectural features to the extent practicable.

Exterior Building Materials Template:



Note: All building materials shall be in accordance with the City's Unified Development Ordinance. Any change in material must be specifically approved by the City.



Exterior Building Materials



Items to take into consideration:

- Materials shall be functionally and aesthetically compatible with each other.
- Changes in materials shall be subject to approval by the City.
- Wood siding should have a smooth texture and finish. Rough sawn siding is considered inappropriate for APD and Landmark buildings.
- Historic materials should be preserved in place except in instances of rotting or structure deficiency.

The following non-traditional materials may be used for the applications noted below if it is determined by the City that the historic and architectural character of Architectural Preservation District and Land- mark buildings will not be adversely affected:

Material	Limited Use of Non-Traditional Materials
Vinyl	Windows (strongly discouraged), Shutters, Soffits (maximum depth of 4 feet), and Sign Lettering
Fiber Cement	Soffits (maximum depth of 4 feet), Fascias (painted), and building wall applications
Steel	Doors (painted)
Fiberglass	Doors (painted)
Fypon	Columns, Lintels (painted)
Concrete	Lintels, Sills, Foundations, Stoops, Steps

The introduction of non-traditional materials may be permitted with case-by-case approval by the Board of Architectural Review. The use of non-traditional materials is discouraged over traditional materials such as wood, brick, and stone. Replacement of historical architectural features with non-traditional materials is strongly discouraged.

Section IV: Building Design

Porches, Canopies and Covered Structures

Covered structures come in a variety of forms and styles, providing additional opportunities for enhancing building designs. Typical covered structures include porches, canopies, and awnings, although other forms may be appropriate for a particular building. These structures are an integral part of a building's architectural design.

Historic covered structures are to be preserved where practical and feasible. New structures should be carefully designed to integrate with the building and not appear as an afterthought. They should appear simple in form but contain adequate detailing that is appropriate for the design of the building. The materials and proportions should be consistent with the building. In general, porches should be made of wood (roof materials should match that of the building) while awnings and canopies may be composed of fabric, wood, or metal (under frame only). Other materials may be approved as long as they are compatible with the design of the building. Backlit canopies and umbrellas with advertising are prohibited within the Architectural Preservation District.

Examples of appropriate covered structures within the Architectural Preservation District:



Porches, Canopies and Covered Structures



Items to take into consideration:

- Historic porches, canopies, awnings, and other covered structures should be preserved unless it is demonstrated that the preservation of such features is not practical and/or feasible.
- New covered structures should be simple in form, and consist of materials and details that are compatible with the design of the building. Porches should be made of wood and contain columns, a cornice, a railing, and other appropriate details. Canopies and awnings should consist of wood, fabric, and/or metal, and should be cantilevered perpendicular to the wall. Exceptions may be granted in cases where it is demonstrated that the proposed covered structure will result in a more appropriate building design.
- Canopies, awnings, and umbrellas shall consist of a uniform color scheme compatible with the color palette of the existing building and the Building Color Chart. Commercial advertising prohibited unless specially approved.
- Signs may be displayed on covered structures as permitted wall signage contingent on their compatibility with the building design. Refer to Section 9.51 of the Unified Development Ordinance for applicable sign regulations.
- Outdoor display of small amounts of merchandise shall be limited to covered, recessed porches at main entrances to businesses during regular operating hours. Placement must be outside the public right-of-way or drive/walkway. The amount of display shall be minimized to reduce visual clutter and to not disrupt sight lines to building architectural details. Additionally, sight lines for vehicular paths of travel will need to remain clear and unobstructed.
- Porches provide a good, visible location for temporary sign display. All other applicable signage requirements shall apply.

Windows, Doors and Wall Openings



Part of an historical building's value lies in its windows and doors. Their materials and construction reflect the period of construction and contribute to the character of the building. For this reason, the preservation of old windows and doors in their original context is strongly encouraged. In cases where new or replacement units are necessary, the proposed design(s) should be compatible with the character of the Architectural Preservation District (APD) and Landmark buildings.

Windows are typically rectangular and vertical in nature, with a width-to-height ratio ranging from 1:1 to 3:4. Sashes, mullions/muntins, lintels and sills are appropriate for most building designs. These details should be rationally related to the window design and must be compatible with the building architecture.

Doors are either solid with rectangular panels or contain a combination of panels and a window. Details include doorknobs, latches, locks, mullions/muntins (for door windows), lintels, thresh- olds, and where appropriate, transoms and sidelights. Like window details, they should be compatible with the design of the doors and the building.

Only clear, transparent glass should be used for window panes. Tinted or colored glass is not appropriate for APD and Landmark buildings and should not be used. Etched glass is generally inappropriate, but may be appropriate in certain cases, such as decorative windows on doors.

Items to take into consideration:

- Historic windows and doors should be preserved and maintained in their existing locations where possible. It is the responsibility of the applicant to demonstrate that preservation is impractical or unfeasible.
- New and replacement windows and doors should be similar in style to those depicted on the following page, respectively. Other styles should not be used except for purposes of architectural consistency with an existing building. Storefront windows are exempt from this provision but require specific approval by the Board of Architectural Review.
- Windows should be rectangular and vertical in nature, with the height exceeding the width.
- Windows and doors shall contain details that are appropriate for and rationally related to the building design.
- Window and door materials shall be in accordance with the Exterior Materials section of the Design Review Criteria.

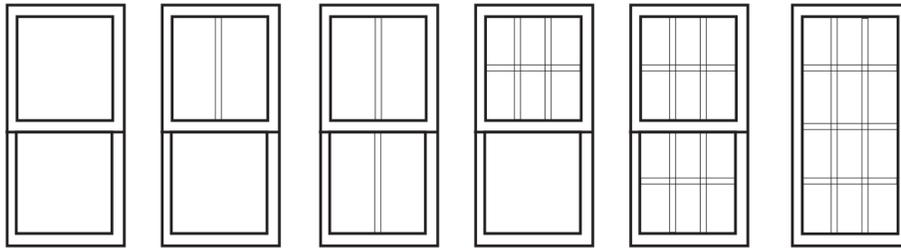
Section IV: Building Design

Windows, Doors and Wall Openings

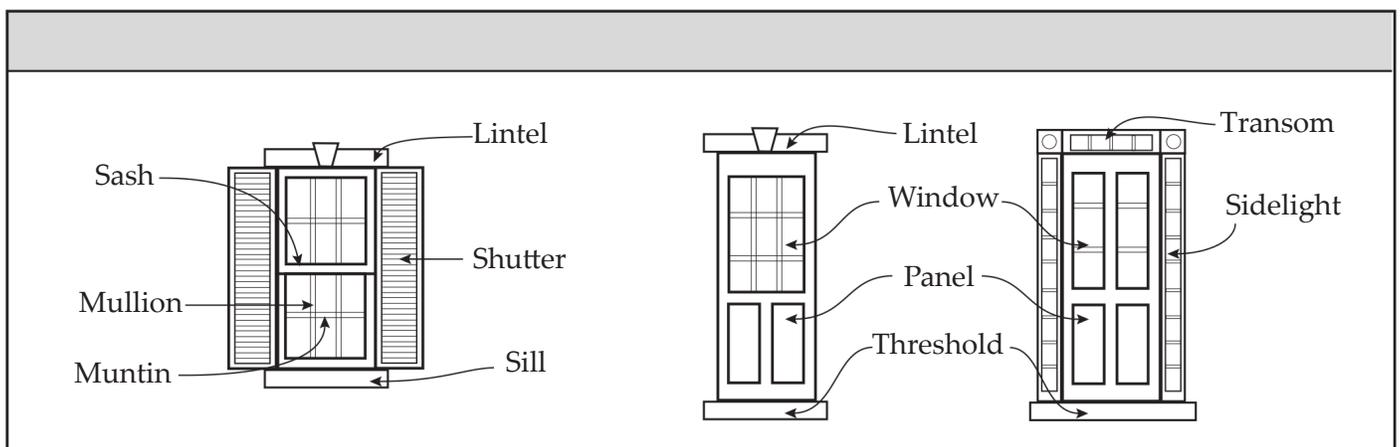
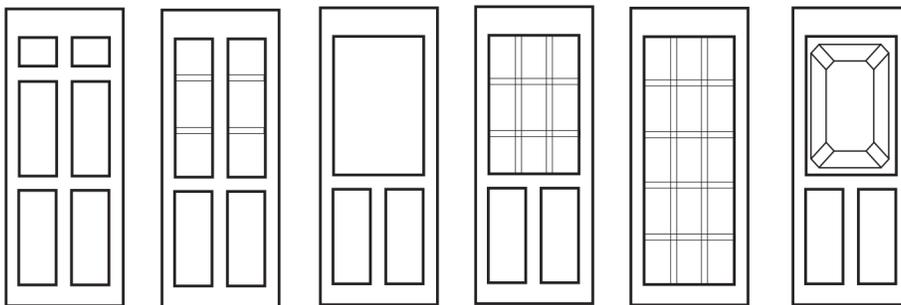


The following examples of wall openings showcase the typical designs of windows and doors found within the majority of Architectural Preservation District (APD) and Landmark Properties. The styles and designs depicted below are consistent with the character of these properties and shall be utilized over modern, contemporary styled wall openings.

Typical Window Design



Typical Door Design



Refer to the Exterior Materials portion of this Section for additional information. The replacement, alteration, or new construction of wall openings shall be subject to approval by the Board of Architectural Review through a Zoning Certificate Application request. Refer to Section 9.53, D. of the Unified Development Ordinance for Architectural Detail standards.

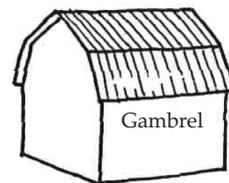
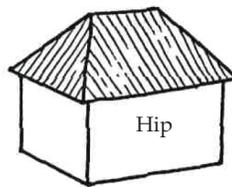
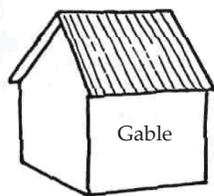
Roofs

In general, roofs and roofing elements for Architectural Preservation District (APD) and Landmark Properties should not appear as a dominant component of a building. Roofs that are greater than one-half of the overall building height may appear disproportional and are, therefore, prohibited. Required roof materials, cornices, and gutters/downspouts are addressed in separate sections.

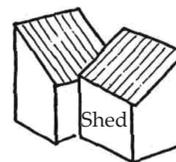
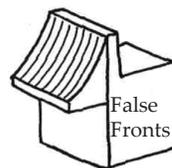
Items to take into consideration:

- Buildings shall contain one of the following roof types: gable, hip, gambrel, or gable on hip.
- Flat, Mansard, false front, shed, and other roof styles not specifically permitted shall be prohibited.
- Gable roofs recessed to hide mechanical units may be used for new construction with case-by-case approval by the Board of Architectural Review.
- Roof height shall not exceed one-half of the overall height of the building.
- Roofs shall consist of appropriate materials, a cornice, and working gutters/downspouts.
- Large roof sections should contain visual breaks such as variations in elevation, pitch, and/or style, plus dormer windows, risers, cupolas, weather vanes, or other enhancements.
- Roof-mounted pipes and other functional elements should be painted to blend in with the roof color.
- Roof variations and details that serve to enhance the roof design are strongly encouraged.

The most common roof types among APD and Landmark buildings are the gable roof and the hip roof. Other roof styles include the gambrel and the gable on hip.



Certain styles, including flat, Mansard, false front, and shed roofs are prohibited by the UDO as they are not characteristic of the APD and Landmark properties.



Section V: Site Design

Accessory Buildings and Structures



Accessory buildings and structures include sheds, detached garages, barns, and other enclosures that are intended to service the main building on a property. Early accessory buildings are a part of the historic fabric of a property and add great aesthetic character. The materials and design of outbuildings should match other buildings and structures on site with an emphasis on their compatibility of character, era, or architectural style of the surroundings. Accessory structures may also include works of art, per Section 9.53(D)(2)(o) of the UDO.

There are various outbuildings present within the Architectural Preservation District. The following examples are acceptable for Uptown:



29 Maple Street
Outbuilding



25 West Franklin Street
Historic Stone Cottage



50 South Main Street
Outbuilding



166 North Main Street - Benham's Grove
Historic Barn Structure

Accessory buildings shall be subject to approval by the Board of Architectural Review through a Zoning Certificate Application request. Refer to Section 9.39 & 9.53, D of the Unified Development Ordinance for Accessory Building standards.

Building Location and Orientation



The distance between buildings to property lines vary throughout the Uptown. The core Uptown located at the intersection of Main and Franklin Streets is characterized by little to no distance between buildings and the sidewalk and close proximity to one another. As one moves further out along the corridors of the down- town, the building setbacks increase slightly and tend to fluctuate as developmental trends become evident.

Locating buildings with close proximity to the street is encouraged as it enhances the character setting of block faces in conjunction with traditional building massing and placement. Larger setbacks from the street tend to create a disjointed relationship from structures and street activity, while also breaking down the profile of the block face.

This distance is referred to as a building setback. Setback distances are measured from the property lines or public right-of-way to the closest, front-facing building wall. Building setback requests are reviewed for new principle and accessory buildings as well as building additions. The Board of Architectural Review will take into consideration surrounding building setbacks, current or future easements, character of the block face, Create the Vision goals and objectives, or the standards from the Unified Development Ordinance (UDO) in their review of setback requests.

Items to take into consideration:

- Building setback should be consistent with that of the adjoining properties. If the adjoining setbacks are
- dissimilar, the required setback shall be determined by calculating the average of those setbacks.
- Buildings shall have a parallel or perpendicular orientation towards the street.
- Building elevations that are oriented to a street should contain windows, doors, and other wall elements in
- accordance with the UDO.
- Functional issues such as parking, traffic access and circulation, stormwater drainage, landscaping and screening, and signs should be considered in determining the location and orientation of a new or altered building.



View looking east along West Franklin Street. The buildings are located within close proximity and oriented toward the street.

Section V: Site Design

Building Location and Orientation



Examples of typical building setbacks to the street or public right-of-way:



Refer to the Unified Development Ordinance for additional building location and orientation standards.

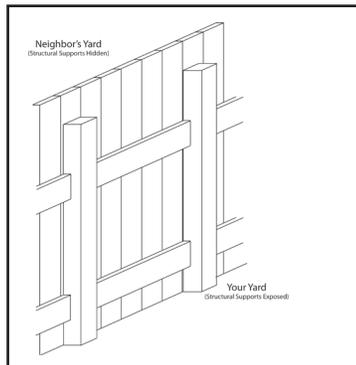
Fences

There are many different types of fences, ranging from whimsical decorative fences made of wood or iron to tall, solid board privacy fences. Regardless of its purpose, a fence should be constructed of durable materials and made to appear attractive on all sides.

The four key elements of an attractive and appropriate fence are: style, size, materials, and color. The first three elements are specifically addressed in the Unified Development Ordinance (UDO). Permitted fence styles include solid plain vertical board fences, picket fences, split rail fences, and ornamental fences. Permitted fence height depends on the location of the fence on the lot. Preferred fence materials include wood, iron, aluminum, or similar materials. Use of vinyl and plastic is highly discouraged. Fences should be a single, uniform color that is compatible with the building(s) on the property. This also holds for the other fence elements. The finished side of the fence must face out.

Items to take into consideration:

- Only solid plain vertical board fences, picket fences, split rail fences, and ornamental fences shall be permitted.
- Chain link fences are specifically prohibited.
- Fences should be a single color (white, black, brown, dark green, or natural, depending on the fence) that is compatible with the building(s) on the property. Metal fences must be anodized with a colored paint; bare or natural metal finishes are not permitted.



The finished side of the fence shall face outwards from the property. This does not apply to wrought iron or picket style fencing.

A Certificate of Zoning Compliance shall be required for all fences. Refer to Section 9.53, D of the UDo for standards pertaining to fences within APD and Landmark Properties.

Section V: Site Design Landscaping



Landscaped areas are necessary to soften the built environment and serve as a transition between buildings and pavement. The Unified Development Ordinance requires landscaping in buffer- yards, parking areas, and around/underground signs. Landscaping in other areas is optional but encouraged. There are several forms of landscaping – grass yards, flower beds, planters, trees, etc. An attractive landscape plan combines a mixture and balance of several compatible plant types and species. Care should be taken in selecting appropriate species of plants that will thrive together. Existing mature trees and other significant plants on the site should be preserved.

Proper maintenance of landscaping is required. Mowing, trimming, pruning, mulching, fertilizing, and watering are essential for viable landscaping.



60 N. Main - Horse & Hare
Landscaping around Signage



221 West Franklin
Landscaped Building Base



166 North Main Street - Benham's Grove
Landscaping at entrance



89 West Franklin Street - Walton House Museum
Planter-Bed Landscaping & Window Boxes

Refer to the standards of the Unified Development Ordinance for additional regulations pertaining to the landscaping of bufferyards, parking areas, and ground signs.

Section V: Site Design

Parking and Pavement

A majority of property lots in the Architectural Preservation District (APD) are small and narrow, which create some interesting challenges for parking. New or modified parking areas must be carefully designed to integrate with the existing environment and function safely. This is also true of other paved areas, such as driveways, aisles, and turnarounds.

The City of Centerville has standards for the location and design of parking and traffic circulation areas. These standards are included in the Unified Development Ordinance (UDO). These areas should be rationally designed to efficiently accommodate the movement and parking of vehicles on the premises while not over-whelming the balance of existing site elements.

Items to take into consideration:

- All parking in the APD shall be located in the side or rear yard. Consult Section 9.29 of the UDO for additional standards.
- It is recommended that an applicant consult with City staff to learn about parking setback, design, and landscaping requirements, and to achieve the best design solution for the property.



View of an existing rear-yard parking area shared by several properties at the northwest corner of the intersection of Main & Franklin Streets

A Certificate of Zoning Compliance shall be required for all new or expanded areas. Refer to the UDO standards pertaining to parking requirements within APD and Landmark Properties.

Signage



Signage is an important component of the Architectural Preservation District (APD). It not only provides an outlet for business owners to advertise their services and location to the public, but also plays a crucial role in building a quality aesthetic for properties in the APD. The character of the signs in a business district directly affects the public perception of that district. Signs utilizing large, non-durable materials, or poorly designed structures can negate the attractiveness and charm of a Uptown business district, especially districts incorporating a rich, historic fabric. On the other hand, signs that are of a simple graphic nature, constructed with durable materials, and integrated into an existing site can enhance the character of our Uptown and reflect community pride.

Signs in the APD are regulated by the Signs section of the Unified Development Ordinance. This section contains requirements for sign materials, size, height, number, and location. Signs may be made of wood, metal, or other opaque durable material; graphics may be applied with sandblasting, painting, or low-gloss vinyl lettering. Permitted sign size and height is dependent on the type of sign and the length of the property's respective building or lot frontage.



Items to take into consideration:

- Sign placement shall not negate the attractiveness of properties by creating a cluttered appearance in conjunction with existing site elements.
- Sign structures should be designed to incorporate architectural elements of the principal building to the greatest extent practical.
- Internal illumination of signs is prohibited. Signs may be illuminated by an external light source of white light provided they are screened to prevent glare. See Site Lighting for additional requirements
- Changeable copy and electronic message center signs are prohibited in the APD.
- Ground mounted signs shall be accompanied by landscaping.
- Wall signs shall not mask or conceal any architectural details on a building elevation. Display shall not extend higher than a building's first floor height.

Section V: Site Design

Signage Color Chart

- Applies to all signs within the Architectural Preservation District (APD).
- Provides color ranges typical of Uptown properties; individual hues outside of the provided Pantone color ranges are discouraged for the APD.
- Modern or vibrant colors utilizing a fluorescent or 'neon' appearance are prohibited unless specifically approved by the B.A.R.
- Sign colors should match the color palette of the principal building color(s) to the greatest extent practical.
- Colors shall be flat, semi-gloss, or gloss finish. Colors utilizing glass beads, metal flakes, or any materials that create a reflective appearance shall be prohibited.
- The background sign color should be a single, uniform color. Images, patterns, or multiple colors should be used for logos, branding, and other symbols related to business.

Recommended Sign Background Colors

Pantone 7499c	Pantone 7503c	Pantone 643c	Pantone 580c	Pantone 7521c
Pantone 7501c	Pantone 7504c	Pantone 543c	Pantone 577c	Pantone 7522c
Pantone 7509c	Pantone 7505c	Pantone 7458c	Pantone 576c	Pantone 7524c
Pantone 7412c	Pantone White c	Pantone 7477c	Pantone 7491c	Pantone 7525c
Pantone 7511c	Pantone Black c	Pantone 648c	Pantone 575c	Pantone 7526c

Additionally:

- Grey scale colors may be used for sign background colors
- Gold-Leaf may be used as a copy color

Recommended Sign Copy Colors		
	Red	Pantone 400c
	Orange	Pantone 402c
Pantone 719c	Yellow	Pantone 404c
Pantone 721c	Green	Pantone 405c
Pantone 725c	Blue	Pantone Black c

Refer to the standards of the Unified Development Ordinance for additional regulations pertaining to signage within the APD. Landmark Properties shall follow the standards of the Zoning District in which located.



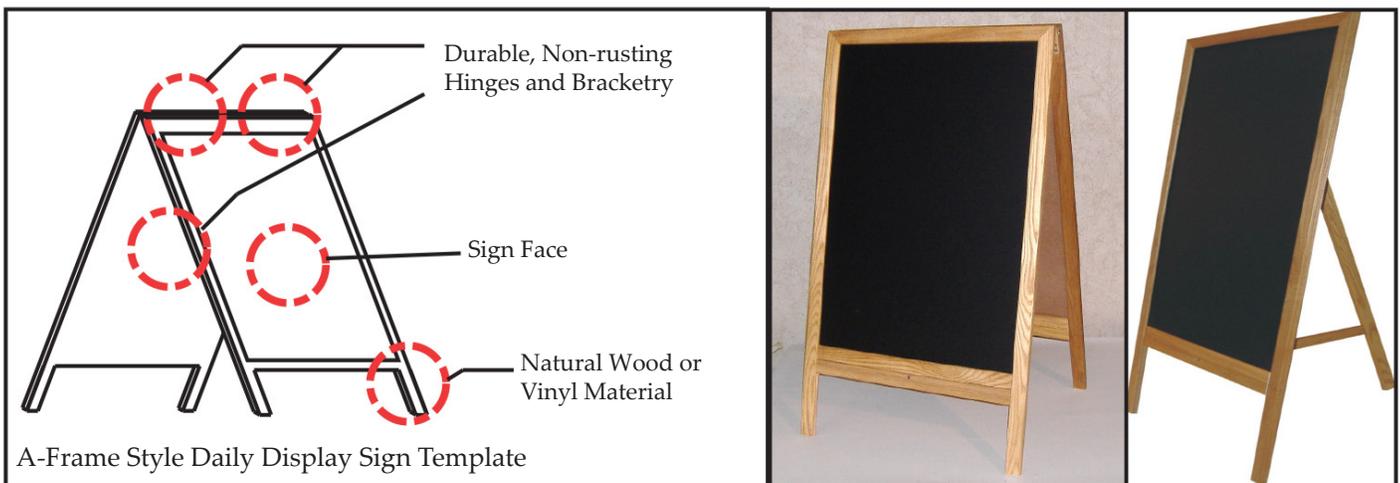
Temporary Signage



Temporary signs are as equally important to the character of the Uptown as permanent signage, as their display affects the overall aesthetics of the Architectural Preservation District (APD). The Unified Development Ordinance (UDO) permits two types of temporary signs which may be used by a property owner with approval from the City - daily display and those truly of a temporary nature.

Daily display signs are permitted to be displayed during the regular operating hours of a business, contingent upon meeting the standards of the UDO. Daily display signs, unlike permanent signs, are essentially for viewing by pedestrians within sidewalk areas rather than street viewing. A daily display sign, which may be displayed during business hours, must adhere to the following criteria:

- An A-frame style sign structure constructed of durable, quality materials shall be used for daily display signs. Acceptable styles for the APD are illustrated below.
- The sign must be located on the front porch or within close proximity to the main entrance of a business on a level surface.
- Signs must not create an unbalanced, cluttered appearance on a property. Placement of buildings, existing signage, or other site elements will be taken into consideration.
- Sign structures must use a solid, uniform color.
- Daily display signs must meet the size and height requirements as illustrated in Section 9.51, H. of the UDO.



Additional temporary sign types utilizing limited display times may be approved by City Staff on a case-by-case basis. Refer to the UDO for size, height, location, and other requirements applicable to temporary signage.

Site Lighting



The installation of exterior lighting on a property requires a good bit of knowledge and care. One reason for this is the diversity of light types, each of which exhibits characteristics that are visibly distinct from the other types. Our eyes are able to distinguish the soft, yellow glow of an incandescent bulb from the intense, white light of a L.E.D. fixture. We are also able to detect variations in light output and concentration. Because of these variations, it is important that lighting decisions take into consideration the affect a particular light type and fixture will have on its setting. The City of Centerville carefully regulates lighting to mitigate the impacts of light glare to the public. This is especially true for non-residential uses.

Before you install exterior lighting, contact the Planning Department to obtain specific lighting requirements from the Unified Development Ordinance (UDO). In general, incandescent lights of a decorative nature do not require specific approval by the City. All other lights, including non-incandescent lights, pole-mounted lights, and lights used to illuminate signs, are subject to approval by the City. Pole-mounted lights must be down-directed and the lens recessed in the fixture (wallpacks are prohibited). Signs may only be externally illuminated using white lights, with the fixtures oriented away from the property boundary so as to avoid glare off of the premises.

Things to take into consideration:

- Lights installed without required approvals are a zoning violation subject to citation. Lights of a decorative nature are exempt from this provision.
- Any proposed parking lot requires a minimum amount of lighting subject to approval by the City.
- No exterior lighting shall be positioned so as to extend glare onto an adjacent property or public right- of-way.
- Exterior neon lights and colored lights are prohibited.
- Sign lighting shall have a soft and subdued appearance.

Holiday Decorations & Lighting

Things to take into consideration:

- Display of holiday decorations should follow traditional times of display with removal of decorations/lighting occurring shortly after each Holiday.
- Simple, subdued arrangements are encouraged.
- Must not conflict with Signage or Site Lighting standards of the UDO.

Section VI:

Landmark Properties



The City of Centerville recognizes that certain houses, buildings, structures, areas and places throughout the community possess a character, interest or value as part of the development, heritage or cultural characteristics of the City, the State or the United States. The conservation and designation of such houses, buildings, structures, areas or places as landmarks will benefit all citizens of Centerville for years to come. Such landmarks will help preserve the historical, cultural and social environment that is reflective of the quality of life that citizens of the City have enjoyed since 1796.

It is through the Landmark designation process that historic properties are provided protection through land-use regulations otherwise allocated to properties within the Architectural Preservation District (APD). This means that any renovation, rehabilitation, remodel, addition, alteration, development, or construction on Landmark Property shall be reviewed by the Board of Architectural Review and subject to their review.

*Landmark Designated
Properties within
Centerville*

*595 East Alex-Bell
650 East Alex-Bell
8661 Dayton-Lebanon Pike
1200 Forest Walk Drive
5285 Wilmington Pike
6239 Wilmington Pike
7155 Wilmington Pike
9505 Yankee Street
9679 Yankee Street*



*650 East Alex-Bell Road - Aaron Nutt, Jr. House
Registered Landmark*

For additional information on the Landmark process or for specific requests to designate, rescind, or demolish a potential Landmark, please refer to section 9.45 of the Unified Development Ordinance.

Section VII:

Maintenance

Attractive properties don't remain attractive without regular care. Maintenance is not just a good idea, it is required by City codes. From buildings to paved areas to landscaping, every property in Centerville must maintain a safe, neat, and attractive appearance.

Special care must be used when cleaning a historic building or structure. Materials, finishes, and architectural details are vulnerable to damage by certain cleaning methods. Blasting methods that utilize solid particles, such as sandblasting, are prohibited, as is high-pressure water blasting. Limestone is vulnerable to damage by chemical cleaners, which are prohibited for such applications. A soft water wash is usually the best way to clean a historic building. Contact the Planning Department for more information on cleaning historic buildings.

Cleaning and repair work do not require City approval as long as the scope of the project conforms to City codes. Examples of repair work include tuck pointing, stabilization of concrete, and replacement of small sections of siding or roofing. Particle blasting and high-pressure water blasting as well as the use of chemical cleaners on limestone shall be prohibited. Major replacement of siding or roofing must be approved by the City prior to performing work. In most cases, historic materials can and should be restored and kept in place. Replacement materials must match the form of the original materials. Paved surfaces may be patched or repaved without City approval as long as the paved area is not expanded.

Screening, including fences and landscaping, must be kept viable, neat, and uniform in appearance. The City requires screening for any non-residential use that abuts a residential use. For this reason, do not remove, replace, or alter a landscape or fence screen without prior approval by the City.

The City also enforces proper maintenance of lawns, trees, shrubs, fences, accessory buildings, painting, roofing, gutters/downspouts, cement and paved surfaces, outdoor storage, and other items.



Section VIII:

Property Tax Abatement



Recognizing that investment and reinvestment in the Architectural Preservation District (APD) and Landmark Properties has a unique public value, the City of Centerville, has adopted a property tax abatement program for property owners.

Under this program, the value of significant exterior remodeling, additions to an existing building, or construction of a new building may qualify to have the increased value of the property held off the property valuation for property tax purposes for a period of up to 15 years.

In order to qualify:

1. The project must be completed;
2. You must apply through the Centerville Planning Department;
3. You must prove that the value of the improvement exceeds the legal minimum;
4. You must agree to maintain the property for the duration of the exemption; and
5. You must adhere to all other City and State regulations related to payment of property taxes.

Properties Qualifying for Tax Abatement:

Any property located in the APD or designated as a Landmark may qualify for this program in the following manner:

Single and two-family residential units, remodeled at a cost of at least \$2,500.00 may qualify for an exemption of the tax value of the remodeling for a period of 10 years.

-Or-

Residential dwelling units containing more than 2 units and commercial or business properties remodeled at a cost of at least \$5,000.00 may qualify for an exemption of the tax value of the remodeling for 12 years.

-Or-

Construction of any dwelling, commercial or business structure may qualify. No minimum value is required for an exemption of the tax value due to the new construction and may be exempted for a period of 15 years.

For additional information on the Property Tax Abatement process or to request an application, please contact the City of Centerville Planning Department.



Architectural Preservation District

Section IX:

Demolition or Moving of Buildings

Preservation is a primary goal of the design review program. When an Architectural Preservation District (APD) or Landmark building is demolished or moved, the character of that building's environment is compromised. For this reason, the demolition or moving of these buildings may only be permitted with the approval of the Board of Architectural Review (BAR). In order for such an approval to be granted, one of the following must be true of the building proposed to be demolished or moved:

- The building constitutes a health or safety hazard as determined by the City;
- The building is a deterrent to a major community improvement;
- Rehabilitation of the building is not economically feasible; or
- Retaining the building would not be in the interest of the community.

In cases where an extreme health or safety hazard exists, City Staff may approve the demolition or moving of a building.

Items to take into consideration:

- The demolition or moving of APD and Landmark buildings requires the approval by the BAR. The Board may only approve a demolition or moving request if one or more of the demolition and moving criteria are met as stated in Section 9.53, D. of the UDO.
- Consider alternatives to demolishing or moving a building. Think creatively about what uses the building could accommodate and actively market the building accordingly. Contact the City of Centerville to make sure that the uses would meet local zoning and building codes.
- There are a number of community programs available that provide financial assistance for the rehabilitation of APD and Landmark properties. Contact the Centerville Planning Department for more information.





**Consult Unified Development Ordinance definition for any other undefined terms.*

Accessory Use, Building, or Structure - any secondary use, building, or structure situated on the same lot with, and of a nature customarily incidental and subordinate to, the principal building, or structure. A detached garage is an accessory use to a residence.

Alteration – an external change to an APD or Landmark Property.

Appropriate – consistent or compatible with existing characteristics. Example: a brick addition is appropriate for a brick building because the proposed materials are consistent with the existing materials.

Architectural Elevation - the front, side, or rear of a building or structure.

Architectural Feature - doors, windows, siding, chimneys, dormers, moldings, trim, sills, casing, paneling, pediments, bracketing, quoins, or other similar features that typify a specific architectural period or periods, or project a distinctive appearance that is unique to a building or structure.

Architectural Preservation District (APD) – a special zoning district in Centerville that includes the historic Uptown area. The APD is a design review district where the City regulates the design of buildings and related uses.

Board of Architectural Review (BAR) – the review Board for APD and Landmark Property requests within the City of Centerville, Ohio.

Blasting – a method of cleaning buildings that utilizes pressurized solid particles to abrade dirt from surfaces. Blasting damages historic building materials and is prohibited for APD and Landmark buildings.

Building, Principal - a building in which the main or principal use of the lot is conducted including areas such as garages, carports, and storage areas that are attached to the principal building.

Cantilever – a suspended building form that is anchored perpendicular to a supporting wall. Example: an awning is cantilevered from a building wall.

Certificate of Zoning Compliance - a document issued by the City certifying that plans for a proposed use, re-use, development, building, or structure meet all applicable Codes and regulations.

Compatible – creating a unified and harmonious appearance. Example: a brick wall is compatible with a stone foundation.

Cornice – a horizontal band that serves as a transition between a roof and a wall. A cornice may contain either profile lines or dentils.

Cupola – a turret-like window structure that projects above a roof.

Demolition – the destruction and/or removal of a building/structure or a part thereof. Substantial deterioration due to willful neglect may be construed as a demolition.

Dentil – a shape that is repeated in a horizontal row below the continuous band of a cornice.



Glossary

Design Review District – a physically defined area, usually an historic commercial district or neighborhood that is subject to architectural and design review by a public board or commission. Standards for design review must be adopted by the local government.

Design Review Criteria - a booklet containing architectural design guidelines for buildings, signs, landscaping, and screening which is formally titled the "Board of Architectural Review's Design Review Criteria for Landmark & Architectural Preservation District Properties."

Dormer Window – a window that is built into a roof structure, parallel to the wall plane.

Easement - a right given by the property owner for specific limited use of that land by a public agency, governmental body, corporation or another person or entity.

Facade – the front or street-side elevation of a building. The facade is typically more decorated than the other elevations.

Fence - a structure, solid or otherwise, which is a barrier and used as a boundary or means of protection, confinement, or concealment.

Ground Floor Area – the total area of the ground floor of a building.

Historic – identified with a person, place, event, activity, trade, technology, construction method, architectural style, or other significant defining characteristic of American or world history that existed at least 50 years ago. The Planning Department utilizes a customized standard analysis for determining historic significance.

Human Scale – sizes, dimensions, and proportions associated with the human body. Example: a low wall that accommodates sitting is related to the human scale.

Landscaping or Gardening – areas consisting of planting materials such as trees, shrubs, ground covers, grass, flowers, decorative rock, mulch, bark, and other similar materials.

Landmark – an official, locally-designated historic place, building, or structure that is subject to the City's design review regulations and procedures.

Legal Non-Conforming Use, Lot, Structure (including buildings and signs) – Some properties in the Architectural Preservation District contain uses that do not conform to the requirements of the Unified Development Ordinance (UDO) because the use(s) lawfully existed prior to the establishment of the current requirements. The UDO contains provisions for the continuation of legal non-conforming entities, provided the degree of non-conformity is not increased. Legal non-conforming uses, lots, and structures are not precedent-setting and shall not be construed as a basis or justification for permitting new entities that do not conform to the UDO. See the UDO for further information.

Lintel – a horizontal architectural detail located directly above a wall opening. Lintels are typically composed of stone, concrete, or brick. Lintels were historically used to span bearing wall openings, supporting the masonry above.

Mass – the bulk of a building as defined by an object or shape. Large buildings should be composed of several masses integrated together.

Glossary



Mullion/Muntin - a vertical/horizontal element used in a window grid to divide the window into smaller panes.

Preservation – the act or process of keeping, protecting, restoring, repairing, cleaning, and/or maintaining an historic building, structure, material, feature, detail, design, style, or appearance.

Profile – the outline of an object or shape.

Proportion – the ratio of width to height; applies to building mass, roof, walls, wall openings, architectural details, etc. Proper proportions fall into a certain range of ratios for particular building characteristics. Typical roof and wall ratios range from 5:1 to 1:1 (width to height). Typical window ratios range from 1:1 to 3:4. The appropriateness of a given proportion ultimately depends on the nature of the building design.

Rehabilitation – the act or process of altering a property for a suitable use while preserving the historic, architectural, and cultural value of that property.

Restoration – the act or process of accurately depicting a property as it appeared in a particular time in history through the removal of features from other periods and the addition of features from the subject period.

Riser – a horizontal wall or window that “rises” above the roof.

Scale – relative size; building size should bear a close relationship with the size of neighboring buildings and the human scale.

Screening - A physical barrier of living or non-living material that separates and/or obscures vision from a higher intensity land use to a residential use.

Setback – the distance a building, structure, or paved surface is located from a lot line. The UDO contains minimum setback requirements.

Sign – The UDO defines a sign as “any visual communication device utilizing a letter, a word, a number, a symbol, a picture, an object, color, illumination, or motion, the major function of such device being to convey visual information to or attract the visual attention of a person within a public right-of-way and/or not on the premises on which the visual communication device is located. The term “sign” shall specifically include the following:

1. Any localized background which is a part of or is placed in conjunction with a sign for the purpose of improving the visibility of the sign;
2. Any material whose major function is providing structural support for a sign; and,
3. Any artificial illumination device whose major function is to provide illumination of the visual information conveyed by a sign.



Glossary

The following are types of signs:

1. Ground Sign - A sign not attached to a building;
2. Projecting Sign - A sign supported by a building wall or column and extending a distance exceeding 12 inches from the wall; and
3. Wall Sign - A sign which is located on or formed by the surface of the wall of a building. A mansard roof facade on a building shall be considered part of the wall."

See the UDO for the full text regarding sign regulations.

Sign Face - See U.D.O. for specific definition.

Sign Height - See U.D.O. for specific definition.

Sign, Permanent – A sign permitted to be located on a premise for an unlimited period of time.

Sign, Temporary - A sign permitted to be located on a premise for a limited period of time.

Sill – a horizontal architectural detail located directly below a wall opening. Sills are typically composed of stone, concrete, or brick.

Traditional Materials – wood, brick, stone, i.e. building materials that were commonly used in the region prior to World War II.

Variance – a special exception to a City code requirement, which may be granted by the City in cases of unique hardship or practical difficulty .



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Section XI:

References

Building Color Chart - Color Reference Sheet

Pantone Color Value	CMYK Equivalent (C,M,Y,K)	Pantone Color Value	CMYK Equivalent (C,M,Y,K)
147 C	0,28,100,56	574 C	34,0,81,71
1605 C	0,56,100,30	5773 C	9,0,43,38
1817 C	0,90,100,66	5797 C	5,0,24,9
3035 C	100,0,5,72	5807 C	2,0,14,3
350 C	79,0,100,75	600 C	0,0,29,0
408 C	0,10,11,34	614 C	0,0,20,4
411 C	0,27,36,72	617 C	0,2,48,17
432 C	23,2,0,77	627 C	90,0,75,83
4495 C	0,20,95,46	719 C	0,10,25,0
4515 C	0,9,50,24	724 C	0,51,100,36
452 C	24,18,42,0	726 C	0,8,23,2
4525 C	0,7,39,17	727 C	0,15,34,5
4545 C	0,3,19,6	728 C	0,21,48,10
461 C	3,3,35,0	732 C	0,55,100,64
4685 C	0,7,14,4	7403 C	0,10,50,0
471 C	0,59,100,18	7498 C	25,0,100,80
473 C	0,23,36,0	7499 C	0,2,15,0
476 C	57,80,100,45	7501 C	0,4,20,6
478 C	40,86,100,30	7503 C	0,12,35,25
482 C	5,11,15,0	7504 C	0,25,45,40
483 C	0,91,100,60	7505 C	0,30,70,55
491 C	0,79,100,52	7532 C	0,17,50,65
497 C	0,70,100,78	7545 C	23,2,0,63
4985 C	0,59,48,48	7546 C	33,4,0,72
505 C	50,100,100,25	843 C	0,91,100,60
533 C	100,83,46,13	Black 4 C	0,22,100,89
5405 C	58,17,0,46	Black 5 C	0,40,22,87
5415 C	42,8,0,40	Cool Gray 3 C	0,0,0,17
5535 C	66,0,57,82	Cool Gray 5 C	0,0,0,29
5625 C	28,0,29,48	Warm Gray 7 C	0,8,14,38
5645 C	7,0,11,23		

Design Review Criteria

Section XII:

Certifications



I hereby certify that this document, entitled 'Board of Architectural Review's Design Review Criteria for Landmark & Architectural Preservation District Properties' is officially adopted by the Centerville Board of Architectural Review and City Council for design review and reference purposes, supplementary to the Unified Development Ordinance. This certification shall be effective as indicated below. The Board of Architectural Review shall review the document annually for applicable additions, revisions, and changes as necessary.

Chair of the Board of Architectural Review

June 4, 2019
Adoption Date

