

Certificate of Appropriateness Historic District Review Process

Application

Whenever a structure, public or private, within the historic district(s) is proposed to be constructed or erected or whenever an existing structure is proposed to be altered, reconstructed, enlarged or remodeled involving the exterior design, material, finish grade line, landscaping or orientation of the structure an application for certificate of appropriateness and the associated fee must be filed with the Zoning Enforcement Officer.

The application shall be accompanied by:

- A site plan and building elevations drawn to scale including (at a minimum):
 - Lot dimensions
 - Size, shape and dimensions of the structure
 - The location and orientation of the structure on the lot
 - The actual or proposed building setback lines
- A detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure.
- Colored elevation showing, at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings and any significant architectural features. This is required for construction or remodeling increasing or decreasing the total gross building area by 50 percent or more. Single family residential districts are exempted from this requirement.
- The Historic Review Commission may require the submission of colored perspectives or architectural renderings in applications where the Commission feels it is required.

Upon receipt of an application, the Zoning Enforcement Officer shall place the application on the agenda for the Commission at its next regular meeting. Public notice of the application and a general description of the application will be published in the newspaper ten (10) days prior to the date of the hearing. In addition, a notice placard will be placed on the property stating the application has been filed and the date of the hearing.

Historic Review Commission

The Commission consists of the members of the Planning Commission and two additional members representing the historic districts.

Standards for Review

In conducting its review the Commission shall examine and give consideration to the elements of the application including, but not limited to:

- Height
- Building massing
- Window treatment

- Exterior detail and relationships
- Roof shape
- Materials
- Compatibility of design and materials
- Landscape design and plant materials
- Pedestrian environment
- Signage

The Commission may request such additional information, sketches and data as it shall reasonably require. It may call upon experts and specialists for testimony and opinion. It may recommend changes in the plans that it considers desirable and may accept a voluntary amendment to the application to reflect such changes.

Determination

When the review is concluded, the Commission will determine whether the application shall be approved.

If approved, the Commission will return the application to the Zoning Enforcement Officer with the instruction the certificate be issued, provided all other requirements for a zoning permit are met. The certificate will be valid for one year from the date of approval or such extension as may be granted by the Commission.

If disapproved, the Commission will return the application to the applicant with a notice that the certificate shall not be issued.

In the case of denial, the Commission shall attempt to work out an alternate plan with the owner. If the Commission and the owner are unable to work out an alternate plan or if the owner does not wish to take that action, the owner may make an appeal to the Board of Zoning Appeals.

Demolition

Whenever a structure is proposed to be demolished, an application for certificate of appropriateness shall be filed. The Commission shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed. Nothing in the chapter shall prevent the demolition of a structure whether public or private.

Repair or Maintenance Exception

Nothing in the chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting or landscaping now in the district(s).



City of Mount Vernon, Ohio
Historic Review Commission

Application for Certificate of Appropriateness

Applicant:

Name: _____

Address: _____

Email: _____ Phone: _____

Site Information:

Address: _____

Parcel Number: _____ Deed Volume and Page: _____

Zoning District: _____

Owner: _____

Address: _____

Project Description: _____

Site plans, building elevations, renderings, and any other drawings, details, or brochures, as well as the detailed narrative statements must be attached to this application.

Projects that required a Public Hearing require a \$75.00 deposit. Applicant will be billed for any costs which exceed the deposit. General maintenance projects typically do not require a Public Hearing.

Applicant hereby certifies that the information submitted on this application and on any sketches, drawings or other documents required to be submitted with the application are true and exact.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

Case No.: _____



1106.02 HISTORIC OVERLAY DISTRICT (HO).

(a) Purpose. The purpose of the HO District is to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by regulating the exterior historical characteristics of structures throughout the hereinafter defined HO District. City Council has hereby declared, as a matter of public policy, that the preservation, protection, and use of areas, places, buildings, structures and works of art in recognized historic districts is a public necessity and is required in the interest of the health, safety and welfare of the people. The purpose of this district is to:

- (1) Safeguard the heritage of the City by preserving sites and structures within recognized historic districts which reflect the City's history and its architectural past;
- (2) Stabilize and improve property values;
- (3) Strengthen the economy of the City;
- (4) Protect and enhance the City's attractions to residents, tourists and visitors;
- (5) Enhance the visual and aesthetic character, diversity and interest of the past;
- (6) Foster civic pride in the beauty and notable accomplishments of the past;
- (7) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City; and
- (8) Preserve sound existing housing stock and safeguard the residential character of primarily residential neighborhoods.

(b) District Overlay Boundaries. There is hereby established HO District which shall include all lots and land within the following described areas, as illustrated on the zoning map, and as described in the National Register:

- (1) East Gambier Street District: Encompassing the addresses from 100 to 519 East Gambier Street.
- (2) East High Street District: Roughly bounded by East Chestnut Street, South Catherine Street, East Vine Street, and South Gay Street.
- (3) North Main/North Gay Streets District: Roughly bounded by Curtis Street, North Gay Street, Public Square, and North Main Street.

(c) Historic Standards and Guidelines for the HO District.

- (1) In conducting its review of COA applications, the HRC or ZEO, as applicable, shall make examination of, and give consideration to, the elements of the application including, but not necessarily limited to:
 - A. The overall height of new construction or additions should relate to the existing building, for additions, or relate to adjacent buildings. As a general rule, new buildings or additions should generally be the same height as the average height of existing buildings within the vicinity of the subject site and within the HO District. The HRC may authorize slightly taller buildings on corner sites to create a focal point for the intersection.



APPROPRIATE HEIGHT AND WIDTH
CONSISTENT WITH NEIGHBORHOOD BUILDINGS



Figure 1106 A: The top image illustrates buildings that are constructed with appropriate heights and widths relative to the surrounding neighborhood whereas the bottom image illustrates a building that is inconsistent in height and scale.

- B. Building massing, which shall include the relationship of the building width to its height and depth, and its relationship to the viewer's and pedestrian's visual perspective, should generally reflect the predominant massing along the same block face, within the applicable HO District;
- C. Window treatment, which shall include the size, shape, orientation, and materials of the individual window units and the overall harmonious relationship of window openings shall reflect the typical window treatments of buildings along the same block face, within the applicable HO District;
- D. Exterior detail and relationships, which shall include all projecting and receding elements of the exterior, including but not limited to, porches and overhangs, and the horizontal or vertical expression which is conveyed by these elements, shall reflect the typical exterior detailing of buildings along the same block face, within the applicable HO District;
- E. The roof shapes and forms of new buildings shall resemble, but shall not necessarily duplicate, the shape, style, form, and material of roofs for nearby structures.
- F. The materials, texture, and the use of color shall reflect the predominant materials, texture, and color found within the historic district. The use of materials, textures, and colors that reflect the original architectural style and era of the building is strongly encouraged;
- G. Compatibility of design and materials, which shall include the appropriateness of the use of exterior design details, shall also be considered as it relates to the original design of the structure or the consistency with the architectural style of the building;
- H. Freestanding signs be constructed of wood, High-Density Urethane (HDU) foam, or other composite materials that the ZEO determines to have the appearance of wood. The amount, height, and types of signage shall be established in Chapter 1113: Signs, however the HRC or ZEO, as applicable may restrict the use of certain signage materials in an HO District based on traditional signage materials used during the era of when the majority of buildings in the HO District were constructed.

- (2) In conducting its inquiry and review, the HRC or ZEO, as applicable may request from the applicant such additional information, sketches and data as it shall reasonably require. It may call upon experts and specialists for testimony and opinion regarding the matters under examination. It may recommend to the applicant changes in the plans that it considers desirable and may accept a voluntary amendment to the application to include or reflect such changes. The HRC shall keep a record of its proceedings and shall append to the application copies of information, sketches and data needed to clearly describe any amendment to it.
 - (3) When its review is concluded, the HRC or ZEO, as applicable will determine whether the application for a COA shall be approved in accordance with Section 1103.05.
- (d) Preservation of Property Upon Demolition of a Structure.
- (1) Whenever a structure within the HO District is proposed to be demolished, an application for a COA shall be filed with the ZEO as provided in this Section 1103.05. In considering such application, the Historical Review Commission shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed.
 - (2) Nothing in this section shall be construed to prevent the demolition of a structure whether public or private, within the HO District.
- (e) Repair Or Maintenance Exception. Nothing in this section shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting and landscaping now in the HO District.
(Ord. 2024-032. Passed 7-22-24.)