

Downtown Design Guidelines



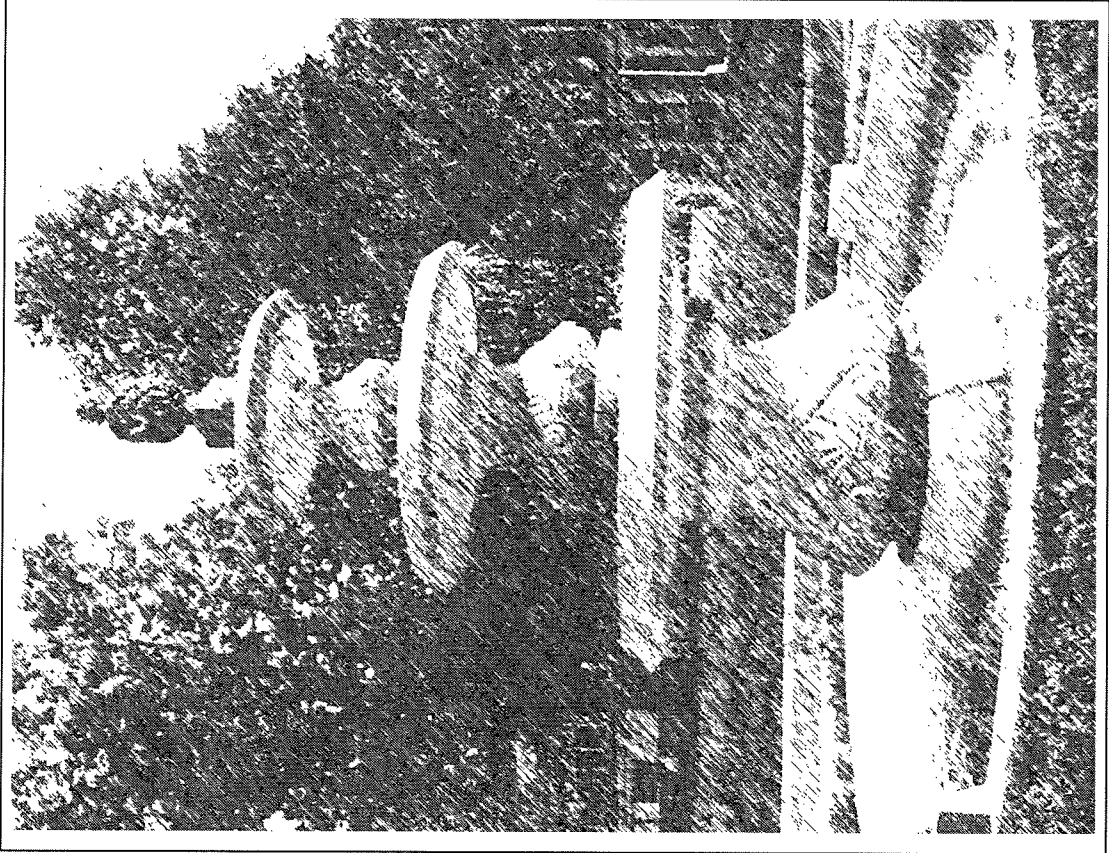


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Introduction

A downtown is more than a collection of buildings and much more than just another shopping center. It is the traditional center of a community; a center defined more socially than architecturally or graphically. It is a place where people doing a quick errand run into people they know and end up spending several hours. It is a place for strolling and window shopping, and watching people go by. It is a place where people live and work. It is a place where merchants know customers by face, if not by name. It is a place where parades, celebrations and sidewalk sales are held. It is a place where every citizen of our town feels at home. In short it is a place for activities of all kinds, for all people.

The Downtown Bellefontaine Partnership (DBP) and the City of Bellefontaine have adopted these design guidelines to provide property owners with information and assistance on their buildings. These guidelines apply to planning for new construction, rehabilitation and renovation of commercial and residential facades in

the defined downtown area. These guidelines will be a tool as we work together to establish our downtown as the true center of Bellefontaine. The DBP's goal is to work with property owners to develop a downtown which has character and consistency from block to block. This, in turn, will promote economic development and business expansion through new mixed-use development and help make the downtown into a thriving civic and retail center.

The City of Bellefontaine currently enforces planning and zoning ordinances. The downtown is zoned as a B-2 district and the ordinances regulate building usage, height and frontage, in addition to lot area and setback requirements. With the creation of the Design Review Board, there is now an entity which regulates all exterior improvements in the downtown area to protect the character of our historic downtown.

The overall approach in sound preservation guidelines is to respect the character of the historic downtown. This principle does not prevent changes

to a historic building or neighborhood but does require careful planning before making repairs, alterations, undertaking demolition or designing a new structure.

The Downtown Bellefontaine District is an "overlay" district within the Codified Ordinances of the City of Bellefontaine, Ohio. As an overlay, the designated district must follow these design guidelines as well as the regulations of B-2 classification. In any areas of overlap, the Downtown Design Ordinance supercede the City's B-2 Ordinance.

Before any significant changes are made to a downtown property, the owner must obtain approval from the Design Review Board. Once the applicant receives approval from the DRB they must apply for a state building permit.



Downtown Bellefontaine District Map Application of Design Guidelines

Architectural design guidelines are a very important part of maintaining the unique character of Downtown Bellefontaine. The guidelines serve as a communication tool in educating property owners and developers as to the community expectations for new construction and renovations to existing buildings.

These architectural guidelines also serve as a guide for the DRB in reviewing applications prior to the issuance of a zoning permit by the City of Bellefontaine. Given the architectural variety and multiple uses in our downtown, the review of proposed alterations and new construction will be conducted on a case-by-case basis.

These architectural guidelines are not meant as a check-list for "good" design. Nor are they meant to be applied in such a stringent manner as to prevent creative design alternatives. However, it is the intent of these architectural design guidelines to provide the regulatory authority to ensure that new construction and renovation of existing

structures is consistent with the character-defining elements identified in these guidelines.

Review Principles

- These guidelines shall apply only to the exterior of buildings and to portions of existing and proposed buildings that would be visible at the pedestrian level including public rights-of-way and alleys.
- While economic costs are not a primary factor in the review process, economic costs will be considered in relation to the adherence to these guidelines.
- It is understood that a project might not meet every guideline in order to conform to the document's intent.
- It is not the intent of these guidelines to require existing buildings to be in full compliance with these guidelines. Existing buildings that contain non-conforming elements are encouraged to make alterations that will improve the overall appearance of the building. As non-conforming buildings are altered, the proposed

alterations shall be in compliance with these design guidelines.

- The Design Review Board will use these guidelines to review proposed projects in a consistent, fair and equitable manner. If the board believes that a project does not meet the intent of the guidelines, the applicant may appeal to the City of Bellefontaine, Board of Zoning Appeals.

Use the guidelines when considering:

- Renovations
- Additions
- Demolition
- Any exterior changes to your building
- New downtown building projects
- Sidewalk improvements
- Landscaping and historic improvements
- Parking and service improvements
- New storefronts or lighting

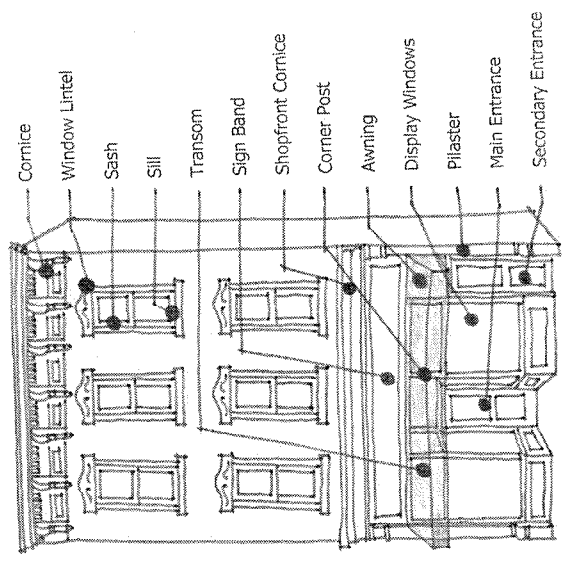
Overview of General Design Guidelines

The overall goals behind Design Guidelines are to:

1. Reduce the visual incompatibility of future construction and current buildings.
2. Provide for appropriate improvements, signage, amenities and street tree planting in order to achieve a coherent downtown district.
3. Ensure that new additions or alterations shall not detract from the overall architectural character of a property or its neighbors.
4. Strive to make the pedestrian environment more comfortable and secure.

The design guidelines to be applicable in the Bellefontaine Downtown Business District are based on the "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as adopted by the Secretary of the Interior, U.S. Department of

Interior, National Parks Service. While the "Secretary's Standards" offer a good starting point for considering rehabilitation and new construction in historic areas, more detailed guidance is necessary to facilitate well-designed modifications in downtown Bellefontaine. The following guidelines pay close attention to the special building elements and patterns which are present in downtown Bellefontaine. These elements and patterns give our downtown its unique character.



Design Guidelines

A. GENERAL

1. If an element cannot be seen from the street or alley, DRB has no jurisdiction.
2. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

B. BUILDING MATERIALS

1. Power washing is allowed if less than 400psi pressure is used.
2. Mortar should be of a nature that duplicates the original used as closely as possible in appearance, texture, hardness and joint width. The original building material (whether located on primary, secondary or rear facades), shall be retained when possible. If the original material has been overlaid by such coverings as aluminum or stucco, these alterations should be removed and the original material maintained, repaired or replaced with similar materials.

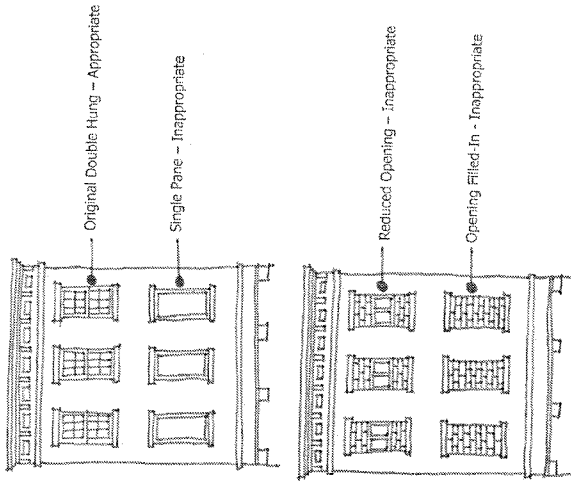
3. New construction shall use traditional construction materials appropriate to the downtown.
 4. Storefront and upper levels should have materials that are compatible.
- C. STOREFRONTS**
1. Storefronts may be replaced when there is no historic integrity; however, if historic integrity is present components may be replaced only if irreparable.
 2. Wood may be placed over glass panels on a storefront facade, only if muntins are retained, and the wood is painted a compatible color.
 3. Porches and steps that contribute to a building's historic integrity should be retained, wherever possible. Likewise, it is not recommended to enclose porches and steps in a manner that is contrary to their intended appearance.
 4. Storefronts shall be designed to reflect the traditional pattern of containment of space. The storefront shall be bounded by the framing storefront cornice and piers on the side and the sidewalk on the bottom.
5. Remodeled storefronts shall be designed to fit within the original opening.
 6. Storefronts should provide for a recessed entry.
 7. Storefronts shall be pedestrian oriented and consist primarily of transparent glass.

7. Maintain the existing theme of façade and detail.
8. If the site is large, the mass of the façade should be broken into smaller bays to maintain a theme similar to surrounding buildings.
9. Themes that carry throughout the block such as window spacing, cornice height, etc., shall be incorporated in the new façade.
10. Storefront and display windows are encouraged in all buildings.
11. Building facades should have a sense of unity and balance.
12. Maintain the original qualities and character of the building, structure or site. The removal or alteration of any historic material or distinctive architectural feature shall be avoided.

D. FAÇADE:

1. The height of the building must be in proportion to its width and the story-to-story height of the building must be appropriate.
2. The height of new buildings and additions shall relate to the surrounding contributing buildings; avoid new construction that greatly varies in height from adjacent buildings.
3. Where possible maintain the existing skyline created by the roofline and cornice elevation.
4. Corner buildings should be higher than those that are interior to the block.
5. Corner buildings shall be a minimum of two stories in height.
6. In infill construction, the façade width should fill the entire space.

15. Preserve significant ornamental elements whenever possible. Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, texture, design and other visual qualities. The composition, type of joint, size of units, placement and detailing should be appropriate for the building. Imitation or synthetic materials such as aluminum or vinyl siding, imitation stone or similar plastic materials are inappropriate. Some vinyl clad windows might be considered by the review board.

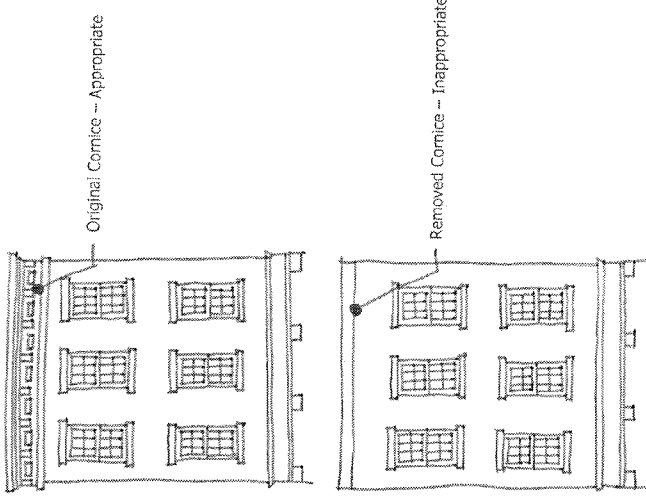


13. Rehabilitation work should fit the character of the original building.

14. All buildings, structures and sites shall reflect the time of its construction. Alterations which have no historical basis shall be discouraged. Changes which may have taken place in the course of time are part of the history and development of a building, structure or site. These changes may have acquired significance in their own right, and where appropriate, this significance shall be recognized and respected.

16. The use of contemporary design in the alteration or addition to existing structures is not discouraged when such changes do not destroy the historical, architectural or cultural character of the property.

17. Buildings located on corner sites are considered anchor buildings and their building forms should reflect this designation. Anchor buildings are typically larger in scale and massing and are often more ornate than infill buildings.

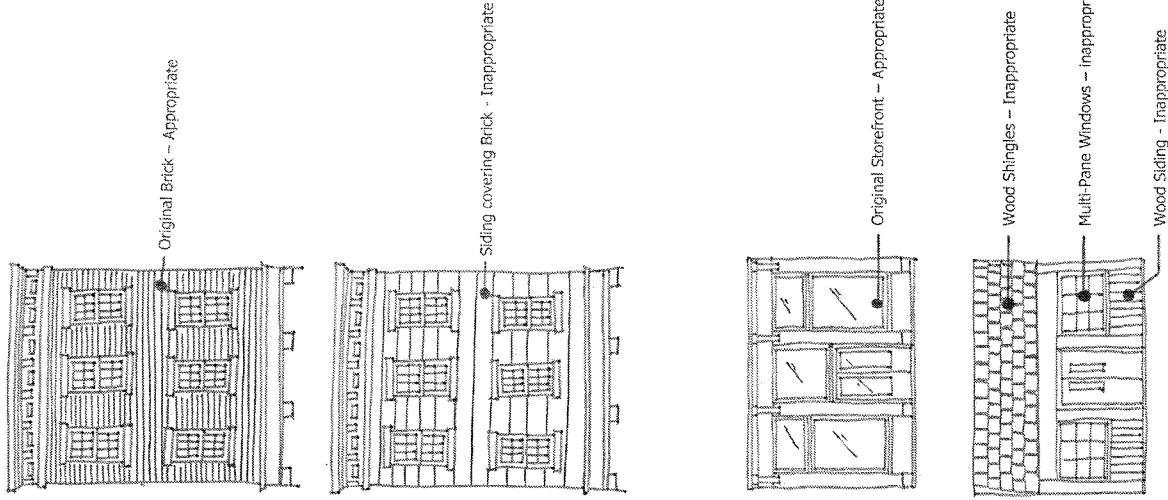


18. Buildings located on a corner shall have a primary façade and a secondary façade.

19. The main entrance of corner buildings shall be oriented toward the primary street. Corner entrances are also encouraged.

20. For buildings that provide a separate upper-story entrance on the exterior façade, the street level use entrance should be the primary focus of the building façade while entrances for upper story uses shall be secondary.

21. Maintain the existing setbacks of adjoining properties.



E. AWNINGS/CANOPIES:

1. Storefronts are encouraged to have awnings or canopies to provide pedestrians with sun/rain protection unless the structure is physically unsuited. The overall form of the awning shall compliment the character of the building and reflect the shape of the window or door opening that it covers.

2. Back-lit awnings/canopies are discouraged. These awnings function more as signs than a means of providing comfort and protection for the pedestrian.

3. Awnings on the storefront level shall not extend into the second story of the building façade.

4. Upper-floor awnings shall be mounted within the window opening.

5. Canopies shall be narrow in profile and shall not contain residential design elements such as mansard roofs or shake shingles.

6. Awnings and canopies should not project more than 6 feet from the lot line and must be suspended from the building.

7. Awnings should not cover architectural elements or span across structural bays.

8. No awning or canopy may extend within two (2) feet of the curb line.

9. All awnings and canopies shall be erected so that their lowest point is at least eight feet above the sidewalk.

10. One double-faced nameplate may be suspended from an awning or canopy perpendicular to the store front, provided the requirements of the sign section.

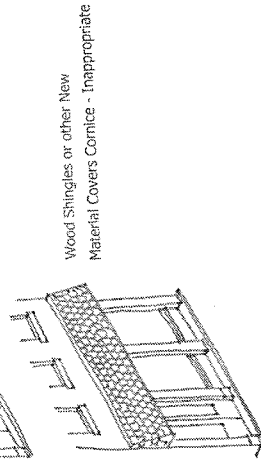
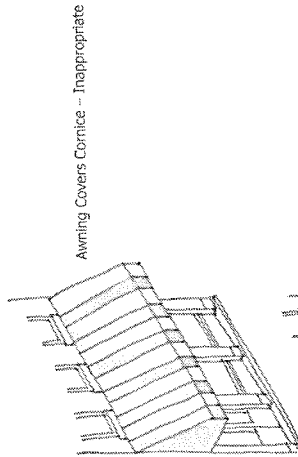
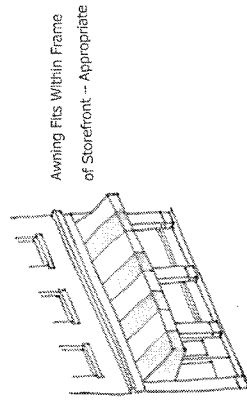
11. Each applicant must complete a statement holding the City harmless from any liability resulting from accident or injury caused by erection and maintenance of such sign(s) and must provide throughout the time that such sign(s) exist proof of insurance in the amount of one hundred thousand dollars (\$100,000.00).

12. Awnings are permissible only if of the traditional, 45 degree style, are of canvas material, and are of compatible color. Waterfall awnings

1. Before any downtown business/property owner erects, constructs, reconstructs, replaces, or modifies any exterior sign on any building or structure or paints a sign on the glass of a building in a Downtown Bellefontaine District, an application must be filed with the City Engineer. The application will be reviewed by the Design Review Board. The application shall be accompanied by a full and accurate description of the size, attachment method, materials, color, illumination and any other items deemed necessary by the City Engineer or Design Review Board.

are specifically not permissible. Awnings must be attached to mortar joints and not to brick.

13. Metal awnings may be replaced only if they contribute to the historic integrity of the building. If not, metal awnings may be replaced only if in the rear of a building. No new metal awnings will be approved.



2. The Design Review Board shall make its decision within seven working days after the application was first considered by the Board at a regular or special meeting. Any rejection by the DRB shall describe the basis for such finding and the person or entity aggrieved by the decision of such Design Review Board may appeal the decision to the Board of Zoning Appeals within ten days of such Design Review Board decision.

3. No new signs, including replacements of existing signs, shall be permitted in the Downtown

- a) Wall signs: One principal wall sign shall be permitted on the business establishment which it represents. One secondary wall sign is permitted where a business has frontage on another street or where there is a rear or side entrance commonly used by the public.

- b) Directory signs. Each building may have one directory sign, in addition to the above wall sign, that shall provide not more than two square feet of area for each building occupant. Directory signs shall be mounted flat against the face of the building like a wall sign.

- c) Painted Window signs: Professionally installed windows signs may be lettering and approved logos only.

- d) Projecting signs: special exception. One projecting sign shall be allowed for each business establishment occupying a building subject to the following conditions:
 - i. Maximum area: ten(10) ft²
 - ii. Minimum vertical clearance to grade: eight (8) feet.

F. SIGNS:

- iii. Maximum horizontal projection from face of building – two (2) feet.
 - iv. May not project above the roofline of the building to which it is attached.
 - v. Each applicant must complete a statement holding the City harmless from any liability resulting from accident or injury caused by erection and maintenance of such sign(s) and must provide throughout the time that such sign(s) exist proof of insurance in the amount of one hundred thousand dollars (\$100,000.00).
 - e) Incidental signs. Not to exceed four(4) ft² each and sixteen(16) ft² in total area for any one business. These signs shall contain no advertising messages.
 - f) Temporary signs on public sidewalks. One temporary sidewalk sign may be displayed by any business in the Downtown Bellefontaine District, providing said temporary sign conforms to the following criteria:
 - i. Maximum sign area dimension: three(3) feet wide and four(4) feet high for any free standing sign.
 - ii. Temporary sign may be used by a new business, a business changing location or to advertise a special sale.
 - iii. Temporary sign may not be used for longer than two weeks.
 - iv. Temporary sign may not be used more than four times each year per business.
 - v. Each applicant must complete a statement holding the City harmless from any liability resulting from accident or injury caused by erection and maintenance of such sign(s) and must provide throughout the time that such sign(s) exist proof of insurance in the amount of one hundred thousand dollars (\$100,000.00).
 - vi. All temporary mobile or portable banners, pennants, streamers and balloons shall be considered temporary sidewalk signs, and shall be subject to the restrictions of subsection (3) above, except
- for those contained in paragraphs thereof.
4. Prohibited signs- All animated signs (blinking lights or moving parts), all mobile or portable banners, pennants, & streamers, all signs that interpret movement of any kind and all internally lighted signs are prohibited unless the design is based on a historic sign of that building.
 5. All signs shall conform to the sign ordinance of the City of Bellefontaine.
 6. Existing signs of particular historic or architectural merit should be preserved.
 7. The primary focus of signs shall be oriented toward pedestrian traffic and not vehicular traffic.
 8. Signs identifying the name of the building, the date of construction or other historical information should be composed of materials similar to the building or of traditional plaque materials such as bronze or brass. These building identification signs should be affixed flat against the building and should not obscure architectural details elements.

the same materials, color and/or style as the primary building in order to be architecturally compatible with the adjacent building.

windows and planter boxes can improve the appearance.

9. The rear entrance should be used by staff and customers alike.

9. Signs should be subordinate to the buildings façade. The size and scale of the sign shall be in proportion to the size and scale of the street level façade.

3. If the utility area is separate from the building it serves, it should be consistent with the City of Bellefontaine streetscape theme.

10. Storefront signs should not extend past the storefront cornice line. Storefront signs are typically located in the transom area and shall not extend past the storefront opening.

4. All roof equipment must be screened from public view if visible from the street.

11. Signs shall reflect the overall symmetry of the building and should not cover architectural detail.

5. All exterior trash and storage areas, service yards, loading areas and air conditioning units must be screened from view.

12. Signs for multiple storefronts within the same building should align with each other.

6. Camouflaging air conditioning units is an acceptable screening method.

G. UTILITY AREAS/REAR ENTRANCES:

3. Colors must be appropriate to the style and period of the building's construction.

7. Rear entrances and entrances from parking areas are encouraged. These entrances should provide sufficient architectural features to articulate the building façade.

4. Franchise or corporate structure, logo or sign colors will be reviewed on a case by case basis for their appropriateness.

2. The screening of exterior trash and storage areas, service yards, loading areas, transformers and air conditioning units must use

8. The rear entrance should be clean and well maintained. A small sign, awnings, display

H. COLOR:

1. Use historical paint colors appropriate to the downtown to ensure compatibility.

2. The color of buildings should complement the adjacent buildings' colors. The color of brick or other natural building materials should dictate the color family choice. Bricks in the red and brown tones are encouraged. Buildings should use primarily earth tones with historical colors use only as minor accents. The accent colors should complement the primary color.

3. Colors must be appropriate to the style and period of the building's construction.

4. Franchise or corporate structure, logo or sign colors will be reviewed on a case by case basis for their appropriateness.

5. Neon colors are prohibited for use on all buildings and features.

6. Bold colors that attract undue attention are prohibited.

I. STREETSCAPE:

1. The streetscape should be uniform so that it acts to provide continuity throughout downtown.
2. When making improvements to private property (including the addition of benches, trash receptacles, fencing, lighting, bike racks, trash enclosures or other accessories) owners should match approved Bellefontaine styles for these elements.

3. When a redevelopment project disturbs existing streetscape elements those items must be replaced with approved streetscape elements.

J. LIGHTING:

1. Lighting in the downtown should serve to illuminate facades, entrances and signage and provide an adequate level of personal safety while enhancing the aesthetic appeal of the buildings.

2. Avoid colored lighting schemes in order to achieve continuity in

building lighting within the downtown.

3. Building and signage lighting must be indirect, with the light source(s) hidden from direct pedestrian and motorist view. For exterior sign illumination, shaded gooseneck lamps are encouraged.

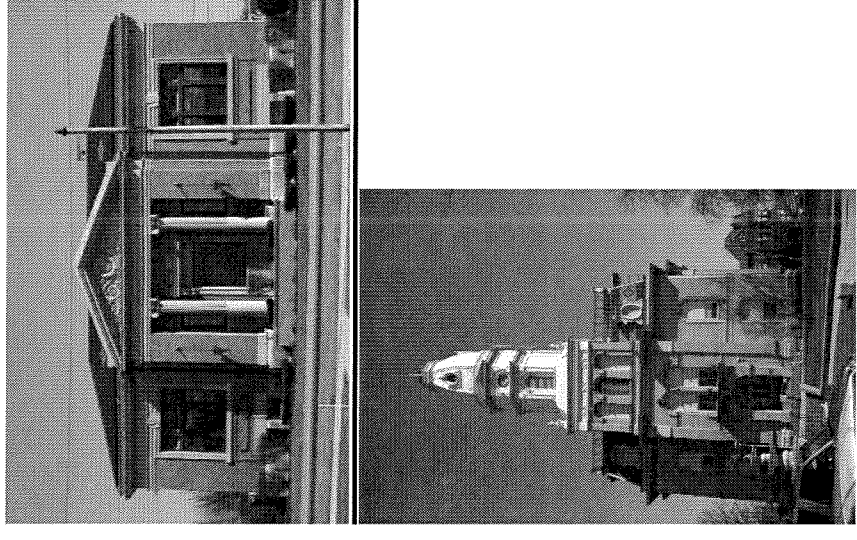
K. DOORS AND WINDOWS

1. The size and proportion of window and door openings of the new construction or alteration should be similar to surrounding buildings. Maintain original door and window openings. The size and location of openings are an essential part of the overall design and an important element in the building's architecture. Openings should not be altered. When windows cannot be repaired, replacements should match the character and size of the original window. Replacing the original windows with an entirely different type of window can appear out of place given the type of window commonly found on buildings of particular styles and time periods.

J. VACANT LOTS:

1. Lots that will remain vacant for more than 120 days shall be planted with grass and be maintained to be free of weeds, trash and vehicles.

EXAMPLES OF ARCHITECTURAL CHARACTER IN DOWNTOWN BELLEFONTAINE



Board may appeal the decision to the Board of Zoning Appeals within ten days of such Design Review Board decision. Such appeal shall be heard at the next regularly scheduled meeting of the Board of Zoning Appeals.

(C) REMEDIES.

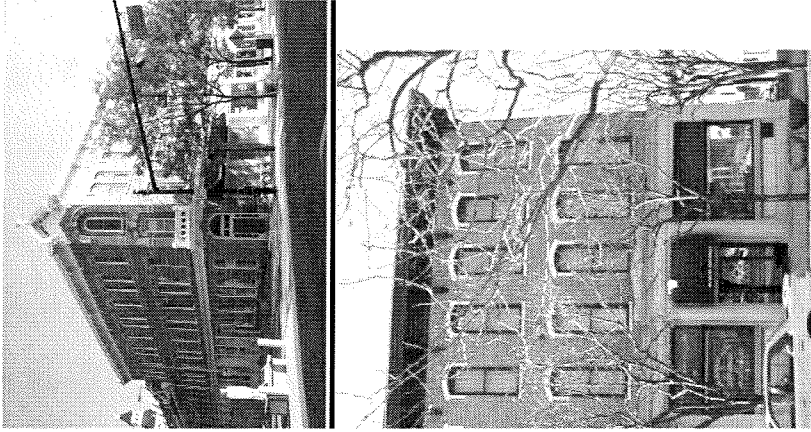
In case any building, structure landscaping, plantings, fence or other exterior visible improvement is in violation of the provisions of these guidelines or any Design Review granted by a Design Review Board, then, Council, the Law Director, the Zoning Inspector, or any adjacent or neighboring property owner who would be specifically damaged by such violation, in addition to other remedies provided by law, may institute injunction, mandamus, abatement or any other appropriate action, actions, proceeding or proceedings to prevent, enjoin, abate or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance or use.

(D) VIOLATIONS

No person shall locate, erect, construct, reconstruct, enlarge, change, maintain or use any building or land in violation of any of the provisions of these Design

- (1) A color photograph of the present facade of each exterior wall of the building which is proposed to be modified or of the existing landscaping, plantings, fence, or other visible exterior improvement(s) to be changed.
- (2) The name and address of the owner of the property and the building, together with the name and address of the business which occupies the structure, if any.
- (3) A detailed sketch of the proposed project, drawn as near as possible to scale.
- (4) A description of the proposed colors, proposed materials to be used, and all related information fully describing the proposed modifications and additions.

(B) The Design Board shall make its decision approving, denying, or denying with proposed modifications, the application submitted to it within thirty days after the application was first considered by the Board at a regular or special meeting. Any denial shall be based upon failure to comply with the applicable design review standards and shall describe the basis for the finding of such Design Review Board of such non-compliance. Any person aggrieved by the decision of such Design Review



Review of Building Applications and Plans

(A) Before any changes are made to a property in the Bellefontaine Downtown District an application must be filed with the City Engineers Office for review by the Design Review Board. The application must contain the following information:

Downtown Bellefontaine Design Guidelines
be filled for the unexpired term in the same manner as original appointments. Vacancies shall be filled within forty-five days from the date of vacancy, unless extenuating circumstances require additional time

(H) ORGANIZATION AND OFFICERS.

The Secretary of the Design Review Committee shall perform the following duties:

- keep all meeting minutes
- keep the calendar of meetings and events pertaining to such Board
- keep each member apprised of meeting times, dates and agendas
- distribute a copy of documents, drawings, and other papers for each item of business which comes before such Board
- maintain records of and communicate all correspondence to and on behalf of such Board
- sign any certificates or documents as ordered by a vote of such Board.

(I) QUALIFICATIONS OF MEMBERS.

The members of the Design Review Board shall have, to the highest extent possible, a recognized knowledge or interest in architecture and/or historic

serve as a liaison for the City in an advisory, non-voting capacity.

(G) TERMS.

(1) The terms of the Planning Commission member serving on a Board shall be concurrent with that member's term on the Planning Commission. The term of the Council member shall be two years from the time of appointment, or until such person is no longer a member of City Council, whichever is shorter. The remaining members shall serve three year terms which shall be staggered according to the following schedule:

- (a) The first three members shall be appointed to serve for an initial term of one year.
- (b) The second two members shall be appointed to serve for a term of three years.

(2) All terms shall begin on January 1st of any given year, with the exception of the first appointed members who shall begin their terms on the day of appointment, and shall continue in that position until their term expires. Members of a Board may be removed for cause by the Mayor at any time. Vacancies caused by death, resignation or otherwise shall

Review Guidelines, or any amendment or supplement thereto adopted by Council.

(E) PENALTY

Whoever violates any of the provisions of this Zoning Ordinances or any amendment or supplement thereto, shall be fined one thousand dollars (\$1,000) per offense. A separate offense shall be deemed committed each day during or on which such erection, construction, reconstruction, enlargement, change, maintenance or use occurs or continues.

(F) ESTABLISHMENT, COMPOSITION.

There is hereby established a Design Review Board designated as the Downtown Bellefontaine Design Review Board, which shall consist of seven voting members, the majority of which shall be residents of the City and shall serve on this Board without compensation. The City Planning Commission shall designate one of its members for membership on such Board. City Council, at its first meeting of every other year, shall appoint one of its members for membership on the Board. The remaining five members of such Board, shall be appointed by Downtown Bellefontaine Partnership, Inc. The City Zoning Inspector shall

preservation and a determination to work for the overall improvement of the quality of the physical environment of the City.

- The appointment of at least two Board members employed or experienced in the fields of archeology, architecture, architectural history, history, interior design, planning, law, or a related discipline is encouraged, but not required.
- At least one Board member shall be an owner of a property or business in a design district in the City after such district has been designated and approved by Council.
- Any Board member may possess one or more of the aforementioned qualifications

(J) PURPOSES OF BOARD.

The purposes of the Design Review Board are to:

- 1) protect property on which buildings and/or other improvements are constructed, installed or altered
- 2) maintain a high character of community development
- 3) protect real estate with the City from impairment or destruction of value, by regulating according to proper architectural principles the

design, use of materials, finish grade lines and orientation of all new buildings, fences, landscaping, plantings, and/or other visible exterior improvements, hereafter erected or installed, and the moving, alteration, improvement, repair, adding to or razing in whole or in part of all existing buildings, fences and/or other visible exterior improvements.

The Board shall exercise its powers and perform its duties only for the accomplishment of such purposes.

(K) MEETINGS.

The Design Review Board shall set a regular meeting time to hold meetings to discuss its business as necessary. Meeting times, dates, and locations shall be publicized as required by City ordinance, or by posting no less than ten days in advance. Notice of the meeting times, dates and locations shall be sent one week in advance by certified mail, return receipt requested, to any owner whose real property is a matter before such Board. Meetings shall be conducted according to Robert's Rules of order, or any method formally adopted as the procedural policy by such Board that addresses order of business, length of speech/presentation,

number or speakers, length of meetings, and the effect of attendance by the owner of real property with business before such Board. Four members of the Board shall constitute a quorum; however, a majority vote of the members present shall be required to take official actions.

CONCLUSION

The designation of the Downtown Bellefontaine Design Guidelines will establish the area as a locally accepted asset, worthy of protection. The preservation of existing historic buildings and settings and the promotion of harmonious new construction should be the intended focus of this document. Recognizing a historic amenity and protecting it should not be viewed as a hindrance to new construction and creative architecture. Furthermore, the protection of historic areas in other cities has proven to be a catalyst for development and an important attraction that brings more people to the area for business and shopping.

“Compatibility” will be the primary guide for the Design Review Board when that body reviews changes in the Downtown District. The objective of the Design

Review Board is to ensure the downtown's future value as the physical representation of Bellefontaine's heritage and not to eliminate progress.

For additional information,
please contact:

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Hilliker Building, 2nd. Floor
100 S. Main Street
Bellefontaine, OH 43311
937-599-2960 office
937-599-9950 fax

Design Review Board Process

Properties

If your property is located in the Downtown Bellefontaine District, you building permit application will automatically be referred to the design review board for a certificate of appropriateness. A certificate is required for any exterior changes to your property, streetscape or signage. Repair and maintenance which do not change the exterior of the property are exempt.

Documentation

An application form is available at the city engineer's office. This application along with plans and specifications must be returned to the Engineer's Office to be put on the agenda on the next design review board meeting.

Design Guidelines

The Bellefontaine Central Business District has its own set of guidelines. These guidelines, which are formulated to show the type and styles of buildings in the district, are intended to protect the character of your building and the buildings in the district. The guidelines are flexible and provide information about how the design review board will view your application.

Design Review Board

The design review board meets once a month or as needed to make decisions on certificates of appropriateness for rehabilitation, restoration, new construction, signage, streetscape, and demolition in the overlay district. The design review board consists of 7 members and includes a representative from the Planning Commission and the Rules Committee. Five (5) members are chosen by the Downtown Bellefontaine Partnership, Inc. and appointed by the Bellefontaine City Council.

Pre-hearing Conference

Prior the presentation of an application to the design review board for a certificate of appropriateness, an information conference may be held at the applications request. This meeting between the applicant, zoning inspector and a design review board member is designed to assist the applicant in preparing for the design review board review.

Review Period

All applications to be reviewed by the design review board will take a minimum of 14-20 days following the completed application. This time frame may be longer should there be an objection from the community or if a demolition of a

structure is being proposed. The design review board must make a decision within 60 days from the time the application is filed.

Demolition

In the case of structures in the downtown district, the design review board may delay a decision of demolition permit for 180 days in order to provide time to explore alternatives. Demolition of a building determined to be unsafe by the building inspector is considered an emergency and will be reviewed as such before the permit is given. Demolition by willful action or neglect may be subject by civil action by the City of Bellefontaine.

Appeals

Any applicant may appeal a design review board decision to the Board of Zoning appeals in accordance with the appeals requirements in the zoning code. Complaints must be filed in writing within 10 days of the Design Review Board's decision.

Penalties

Any owner or person in occupancy, whom after the receipt of this notice, who constructs, reconstructs, alters, changes, or demolishes any exterior feature of any property within the Downtown Bellefontaine District or whoever maintains changes or installs a sign in violation of the Downtown Bellefontaine District's requirements shall be deemed in violation of the City of Bellefontaine and shall face the following penalties:

Violation of the same, upon the establishment of guilt shall be subject of a minor misdemeanor for each offence. Each day in violation is considered a separate individual offence. If within one year of the date of the offence, the offender has been convicted of or pleads guilty to a similar violation. If the defendant is guilty of a misdemeanor of the third degree in addition potential civil remedies may result in the City filing suit or injunction of anyone in violation of this Downtown District.

This document is brief review. For more details or information referred to codified ordinances of the City of Bellefontaine available at the Office of the City Engineer.

**City Of Bellefontaine/Engineers Office
The Downtown Bellefontaine District**

Application for Certificate of Appropriateness

Application Title: _____ Date _____

Address/Location of Property _____

This Project/Improvement Involves: (please circle)

◇ New Construction ◇ Renovation ◇ Sign ◇ Streetscape

Name of Applicant _____

Name of Property Owner _____

Address of Property Owner _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Description of Project:

Expected Start Date: _____

Expected Completion Date: _____

Required Application Documents for Certificate Request

Item	Required	Not Required	Comments
Site Plan			
Photos of Project			
Heights & Setbacks			
Description of Work			
Building Elevations			
Exterior Materials			
Outdoor Lighting			
Fences/Screening			
Existing/New Signs			
Construction Schedule			

Has the property previously been submitted to fore review of the Design Review Board? Yes _____ No _____

I have received and reviewed the Design Guidelines for the Downtown Bellefontaine District and wish to apply for a certificate of appropriateness based on the factual information listed above.

Applicants Signature: X _____ Date _____

Zoning Inspector: X _____ Date _____

Design Review Board Approval X _____ Date _____