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DESIGN GUIDELINES GUIDEBOOK

SINGLE-FAMILY ZONING ANALYSIS: INFILL RESOURCES

County Planning

FIRST SUBURBS CONSORTIUM

CUYAHOGA LAND BANK

First Federal Lakewood

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University Heights
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OUR MISSION

The Cuyahoga County Planning Commission's mission is to inform and provide services in support of the short and long term comprehensive planning, quality of life, environment, and economic development of Cuyahoga County and its cities, villages and townships.

Our acknowledgment and thanks to the following individuals who generously shared their knowledge, expertise, and insights on their community's design standards and guidelines:

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DESIGN GUIDELINES GUIDEBOOK

SINGLE-FAMILY ZONING ANALYSIS: INFILL RESOURCES

INTRODUCTION

The Single-Family Zoning Analysis is a project of the Northeast Ohio First Suburbs Consortium in partnership with the Cuyahoga County Land Bank, facilitated by the Cuyahoga County Planning Commission and supported financially by First Federal of Lakewood. Its goal is to identify issues within zoning regulations that can make constructing desired infill housing in the First Suburbs difficult or cost-ineffective, and outline best practices and incentives that can make infill more practicable.

PROJECT GOAL

Identify issues within zoning and outline best practices for making constructing desired infill housing more practicable.

INFILL HOUSING

Infill housing, such as this new home in Maple Heights, brings new homes and people to existing neighborhoods.

Source: Cuyahoga County Land Bank

NORTHEAST OHIO FIRST SUBURBS CONSORTIUM

Created in 1996 by elected officials representing communities surrounding Cleveland, the Northeast Ohio First Suburbs Consortium is the first government-led advocacy organization in the country working to revitalize mature, developed communities, and raise public and political awareness of the problems and inequities associated with urban sprawl and urban disinvestment.

The Northeast Ohio First Suburbs Consortium was created as a council of governments to respond to government policies and practices which promote the development of new communities at the outer edges of metropolitan regions over the redevelopment and maintenance of mature suburbs.

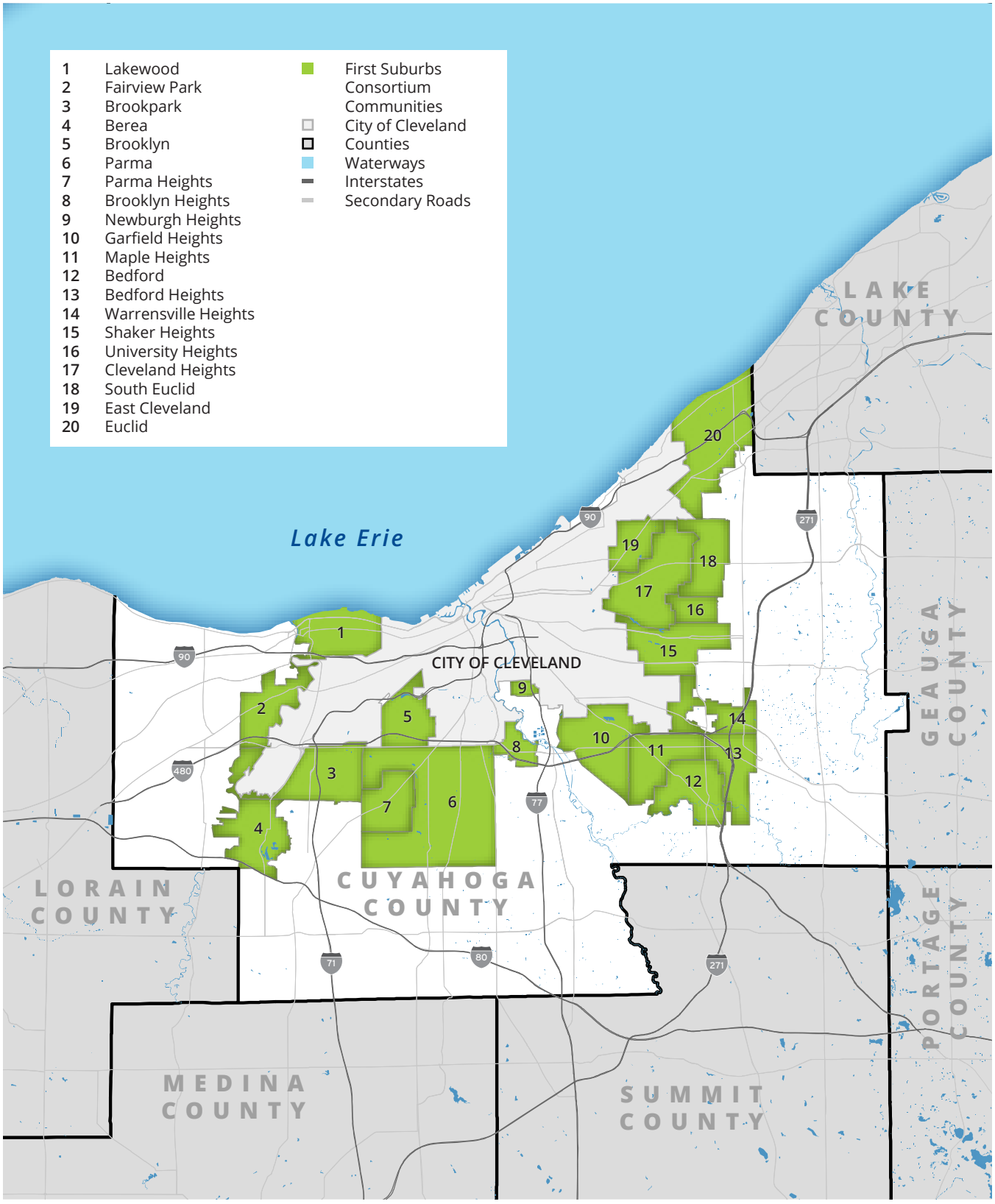
DESIGN GUIDELINES GUIDEBOOK

The Design Guidelines Guidebook is part of Phase 2 of the Single-Family Zoning Analysis, which covers infill resources for First Suburbs.

The first phase of the project covered an analysis of single-family zoning to determine whether desired housing could be built under current regulations, and whether infill housing would require significant variances or countermeasures to build.

This document and others as part of Phase 2 provide best practices, incentives, and code options that directly address issues identified in the first phase of the Single-Family Zoning Analysis.

MAP 1 | FIRST SUBURBS CONSORTIUM COMMUNITIES



Source: County Planning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SECTION 1

DESIGN GUIDELINES OVERVIEW

The Design Guidelines Overview describes what design guidelines are, outlines what would make a community suited for design guidelines, lists what aspects can help inform design guidelines, and addresses how design guidelines should be administered.

PURPOSE OF DESIGN GUIDELINES & RELEVANCE TO INFILL

Design guidelines provide a set of criteria that inform the exterior materials, design, and layout of new or renovated structures and buildings. Design guidelines serve several purposes, but overall they are an important tool for cities to foster quality development and create appealing places that improve the quality of life for residents and visitors. Design guidelines have increasingly been put in place to address concerns about the compatibility of infill homes to the surrounding neighborhoods.

HOW TO USE THIS REPORT

This guidebook is meant as a starting point for First Suburb communities considering design guidelines. The first section provides general information and best practices for drafting and administering design guidelines, while the second section addresses single-family infill more specifically. The last section provides case studies to understand how they work in action.

Source: County Planning

UNDERSTANDING DESIGN GUIDELINES

Design guidelines provide a set of criteria that inform the exterior materials, design, and layout of new or renovated structures and buildings. Communities employ design guidelines for various reasons:

- To enhance the overall quality of new development
- To improve the appearance of areas experiencing incompatible developments or undesirable design
- To preserve the existing character of specific neighborhoods with environmental, architectural, or historic significance
- To encourage the inclusion of certain elements that provide environmental, social, or health-related benefits
- To give clear design direction to development professionals
- To serve as a guide for staff, administrators, and/or review boards and ensure consistency in their decisions

Overall, design guidelines allow communities to influence the look and feel of their neighborhoods and can be especially important to ensure infill development fits with the surrounding context.

BALANCING CERTAINTY & FLEXIBILITY

Design guidelines should attain a balance between ensuring certainty and allowing flexibility. Ensuring certainty is important for community members to feel comfortable with new developments and for cities to be able to achieve specific economic development goals. However, focusing only on certainty can stifle creativity and produce developments that are repetitive and mundane. On the other end, providing flexibility on how to achieve desired designed elements can allow space for creative, context-specific solutions and foster a collaborative dynamic. However, too much flexibility can create subjectivity in the guidelines which can be confusing for applicants and reviewers, and lead to unpredictable outcomes. Balancing certainty and flexibility may look different for each community based on their particular goals, needs and capacity.

The term "design guidelines" is often used interchangeably with "design standards," although they can have different expectations: design standards are often used to ensure more certainty, and design guidelines are often used to provide more flexibility. How they are applied, written, administered, adopted, and documented affects their level of certainty and flexibility which can differ as demonstrated in the table below.

Design standards typically refer to mandatory design criteria that contain language such as, "shall," "must," or "will." Design standards can be more prescriptive and often use quantitative measures. They are objectively administered typically by staff, a zoning administrator, or planning commission. Design standards are formally adopted by ordinance and are often codified in a zoning code.

Design guidelines vary but generally provide more flexibility than design standards. Design guidelines tend to be more descriptive and typically include "should" or "may" statements. They are meant to be more of a guide than the rule and are often administrated through

More Certainty		More Flexibility
Standards	**Tool**	Guidelines
Mandatory	**Application**	Recommended
“Shall,” “Must,” “Will”	**Language Used**	"Should," "May," "Encouraged"
Quantitative, Prescriptive	**Attributes**	Qualitative, Descriptive
Objective review	**Decision-Making**	Discretionary review
Adopted by ordinance	**Legislative Adoption**	Does not require formal adoption
Codified into zoning code	**Documentation**	Published in separate document

A generalized comparison of how different aspects of design standards and guidelines can either help achieve more certainty or more flexibility

discretionary review by an appointed board. Design guidelines may be adopted by ordinance or resolution or not be formally adopted at all. Design guidelines can be codified in a zoning code but are often published in a separate document and referred to in the zoning code.

Communities often use a mix of standards and guidelines to achieve their design goals. Standards should be reserved for items that are most essential whereas guidelines can be applied more broadly. It is important to be intentional and clearly distinguish how design criteria should be used to ensure they are interpreted appropriately and they help achieve desired outcomes.

KEYS TO SUCCESSFUL DESIGN GUIDELINES

Design guidelines can be a useful tool for communities to ensure infill development is compatible with existing neighborhoods. However, without proper preparation design guidelines can be ineffective. There are some key aspects that can ensure design guidelines are effective:

- √ **A recent comprehensive plan:** A comprehensive plan legitimizes design guidelines and provides direction.
- √ **A functional zoning code:** A zoning code dictates what can be built and how. It should be up-to-date and match current development goals.
- √ **Staff capacity or expertise:** Staff capacity or expert residents are necessary to develop and administer design guidelines.
- √ **Political will and community support:** The support from administration, council, regulatory bodies, and the public is important for them to be incorporated and utilized correctly.

Design guidelines allow communities to influence the look and feel of their neighborhoods and can be important to ensure infill development fits with the surrounding context.

INFORMING DESIGN GUIDELINES

Design guidelines are not one-size-fits-all. For design guidelines to be effective, they must be developed in the local context and be tailored to a community's specific needs and capabilities. Below are the different contexts that should be considered as a community is developing their design guidelines. Design guidelines should take into account what currently exists, coordinate with regulations, align with an established community vision and objectives, and be attuned with market demand. More elaborate design guidelines will necessitate a more in-depth look into the different contexts.

THE PHYSICAL CONTEXT

Analyzing the physical context includes looking at the relationship between individual buildings to the surrounding environment to identify prominent design elements or missing features that contribute to the overall feel of the neighborhood. It can also help understand what can be realistically implemented. Analyzing the physical context can be the first step in identifying areas of focus that need their character to be preserved or improved. Design guidelines can be most effective when they apply to a specific area and address only the most important aspects.

Action To understand housing conditions and development patterns, consider a housing inventory that includes: the age and quality of the current housing stock, common housing types, prominent architectural or historical features, and common materials. Images can enhance the inventory by providing visual examples of what the design guidelines should and should not reinforce. To understand neighborhood layouts, communities could consider analyzing aerial images which can show patterns in parcels, streets, and blocks. Other things to consider are topography, native plants and trees, water features, and other prominent features.

THE REGULATORY CONTEXT

Existing regulations such as the building and zoning codes dictate what is allowed to be built and how. The zoning code can often include some external design-related topics, but may not address them extensively. Therefore, it is important for design guidelines to compliment or coordinate with current regulations to avoid contradictions or potential confusion. Design guidelines can be used to add additional specification to existing requirements or include new criteria that are not addressed elsewhere.

As part of their development review and approval process, many communities often already have some form of external design review even if there are not design guidelines present.

Action Analyze the existing regulatory codes and development review and approval process to understand how design guidelines will fit and what they may need to address. Many zoning codes can be outdated which can lead to inefficiencies and complicated processes. Take into account the length of the approval process and the volume of variances as they can give clues to their level of effectiveness. This review may result in modifications of zoning regulations either before or while developing design guidelines. Engage those who are involved in an existing design review process to ensure their buy-in and that the design guidelines are appropriate.

Example of community engagement during Garfield Heights' Master Plan Update

THE PLANNING CONTEXT

Most communities have a comprehensive plan that outlines the overall community vision, broad goals, and priorities. These plans can be helpful as they typically identify development needs and concerns, desired development characteristics, and specific areas of focus. Design guidelines should align with the community vision and help advance the established goals and priorities. Other policy documents can also provide additional context. Comprehensive plans and policy documents help legitimize and support the design guidelines. They can also be helpful for educating an existing design review board on the need for the design guidelines and help address any potential pushback.

Action Review the most recent comprehensive plan and other related plans and policy documents to better define the purpose and goals of the design guidelines and identify where they may apply. Compare the comprehensive plan to the physical and regulatory contexts, as this can give clues to how aspirational or realistic the design guidelines will be. If there is not a recent comprehensive plan or other relevant plans that can guide the design guidelines, a larger planning process may need to be undertaken.

THE COMMUNITY CONTEXT

Community engagement is important when drafting design guidelines as there are often questions about their purpose and what they affect. It is an opportunity to educate the public and to address any concerns or misconceptions. It is also helpful to ensure the new developments resulting from the design guidelines are supported by community members. Previous planning processes, especially comprehensive plans, often have a robust engagement component that can be a useful starting point, especially if it was done fairly recently. However, additional engagement may be necessary if there are specific design aspects or neighborhoods that the guidelines need to address.

Action Review the results of previous public engagement activities that are relevant to design guidelines to understand community concerns and desires. This can help with developing more tailored engagement activities, such as visual preference surveys which are a commonly used activity where community members are asked about their preferences on specific design elements. Engagement can include a combination of traditional large-scale public meetings, open houses, and smaller-scale workshops.

For design guidelines to be effective, they must be developed in the local context and be tailored to a community's specific needs and capabilities.

Throughout the process, provide public access to online and physical copies of the draft design guidelines and allow different opportunities for public comment such as by email and or by survey.

THE MARKET CONTEXT

Design guidelines should support economic development efforts and be developed to produce housing that is desired and acceptable in the local market. Affordability should be a consideration as requiring or asking for certain design elements can drive up the cost of a home. To an extent, design guidelines should be flexible to changes in the market. Design guidelines should also be practical and easily understood by local development professionals.

Action For more robust design guidelines, conduct a market analysis to understand trends in demographics and buyer preference. Consider the price points of homes and the economic impact of requiring certain design elements. It can also be helpful to involve the local development community while drafting the design guidelines to ensure they can be implemented. This could include either requesting home designs from key local development professionals to test the design guidelines or sharing a draft of the proposed design guidelines to understand their usability.

ADMINISTERING DESIGN GUIDELINES

Design guidelines may be well-crafted and contain good design principles, but if they are not properly administered, they can become burdensome. To effectively administer design guidelines, communities need to identify who will enforce design guidelines, how they fit with the current regulatory structure, when they apply, what is required of applicants, and lastly, how to maintain awareness of the design guidelines.

TYPES OF DESIGN REVIEW

There are various ways for administering design guidelines, but broadly speaking, they can go through either an administrative or a discretionary design review process.

Design guidelines can be administratively reviewed by city staff or a designated administrator. Since discretion is limited, this type of review can handle more applications within a shorter review time. This design review typically takes place alongside zoning review which allows for ongoing discussions with applicants throughout the review process and allows for revisions to be made fairly easily and early on. However, this type of review may limit flexibility and creativity and may not be appropriate if staff capacity and expertise is limited.

Alternatively, design guidelines can be administered through discretionary review by an appointed board or commission—often called an Architecture Review Board or ARB—that is comprised of a group of volunteers. This type of review allows for considerable public involvement and can include individuals from various backgrounds and with different design experience. It is an appropriate option when considerable opinion is necessary or if staff capacity is limited. However, since it involves volunteers, reviews happen on a limited schedule, thus it can extend the approval process, limit communication to applicants, and make revisions difficult.

The design review process could also include a combination of the two. Administrative review could be used to streamline parts of the process where design criteria is straight-forward or for smaller projects, and discretionary review could be reserved for topics that may necessitate more deliberation or for larger projects.

Regardless of who administers them, design guidelines need to be developed with the level of expertise of the reviewers in mind to ensure the design guideline can be easily and consistently interpreted by those enforcing them. In either case, if design expertise is limited, additional guidance may be necessary. For example, to supplement the design guidelines and ensure consistency, reviewers could be given a checklist or be required to attend a training.

COORDINATION

The design review process should be developed in coordination with the rest of the development approval process, which can include several review entities, such as different departments, other specialized review boards, planning commission, appeals board, city council, etc. It is important to ensure consistent interpretation among the different review entities to avoid applicants having to go back and forth between them and to ensure a smooth, predictable process. It should be made clear each review entities' role and what they enforce.

ADMINISTRATIVE REVIEW		DISCRETIONARY REVIEW
▪ Reviewed by staff or designated administrator	OR	▪ Reviewed by an appointed board of volunteers
▪ Streamlined approach		▪ Group-consensus approach
▪ Takes place alongside zoning/plan review		▪ Takes place separately from zoning/plan review
▪ Communication with applicants is ongoing		▪ Communication with applicants is limited
▪ May limit creativity and flexibility		▪ Encourages creativity and flexibility
▪ Does not always include public involvement		▪ Includes significant public involvement

APPLICABILITY

Design guidelines can be applied city wide or be required for any type of development. However, It is recommended to be intentional in the design guidelines' applicability, considering the specific goals, staff capacity, and potential added cost and time. Communities use various metrics to trigger design review, including:

- **Location** (ex. specific neighborhood or street)
- **Land use** (ex. residential, commercial, or institutional use)
- **Building scale** (ex. single-family, town-homes, or multi-family)
- **Building size** (ex. threshold based on a certain square footage or height)
- **Development type** (ex. rehabilitations, additions, or new build)

A city may also choose to apply an incentive-based approach to encourage—rather than mandate—the use of design guidelines. This is especially helpful when design guidelines are more aspirational. For example, a city could offer financial assistance, waive certain requirements, or provide certain permissions for applicants that fulfill the design guidelines criteria.

SUBMISSION REQUIREMENTS

It is important to require enough submittal materials to demonstrate compliance with the design guidelines without putting an unnecessary burden on applicants. Keep in mind that this will be in addition to what applicants already submit for plan or zoning review. Also, having more criteria or more detailed criteria will necessitate more proof from applicants. Typical submission requirements often include:

- Application and payment
- Site plan and floor plan
- Elevation drawings
- Detailed drawings, 3D renderings, or cross sections of pertinent construction details
- Materials samples
- Photos of the site and adjacent properties

Design guidelines may be well-crafted and contain good design principles, but if they are not properly administered, they can become burdensome.

AWARENESS

It is critical to keep community members and applicants informed about the design guidelines and the design review process. There are several steps a city can take to maintain awareness for both applicants and community members:

- **Pre-application meetings and preliminary review** allow applicants to share their concepts before incurring any significant costs and can help make sure they are on a path to approval.
- **Checklists, timelines, and review board schedules** can help applicants stay organized and allow them to plan better.
- **Public notices** in advance of upcoming public meetings or board meetings maintain transparency and may be required by law.
- **Online resources such as FAQs and forms** can help address common issues quickly and provide easy access to applications and forms. It can also help alleviate common concerns or questions from community members.
- **A record of previous decisions** can further legitimize the design review process and help applicants better gauge how the design guidelines are interpreted.


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SECTION 2

DESIGN GUIDELINES COMPONENTS

The Design Guidelines Components lists topics and features that are often incorporated into design guidelines. Communities should use this section as a starting point as they decide what is most important to them to address and incorporate into their design guidelines.

COMMONLY ADDRESSED TOPICS

This section describes topics commonly addressed in design guidelines. This is not an all-inclusive list of topics, rather those that are most common or are most important to address for new construction of single-family infill.

HELPFUL FEATURES

This section provides a brief list of features that can help make the design guidelines most effective. This list serves as a menu of options where individual First Suburb communities can choose which features are most important to incorporate.

Source: County Planning

COMMONLY ADDRESSED TOPICS

Design guidelines can cover a wide range of topics and can be organized in various ways to allow for the effective communication of the guidelines. As communities have differing design contexts and design goals for infill development, individual communities should put careful thought into both the topic areas that are regulated in their guidelines, and the overall organization of the document itself.

This section gives an overview of some commonly addressed topics that design guidelines can cover. Individual communities can determine the topics covered and organization of their own design guidelines. It is worth noting that the topics covered in this section apply towards guidelines for new construction of single-family infill. Some communities have a different set of topics for rehabilitation, multifamily, or commercial. In this guidebook, topics are divided into two categories: Site Design and Building Design.

SITE DESIGN

Site design refers to how the buildings on a site are placed, as well as other aspects of design outside of the primary structure. While the style and design of houses has a large effect on overall aesthetics and fit of the house within the larger neighborhood, the placement of buildings and the landscape around them can have an equally important role.

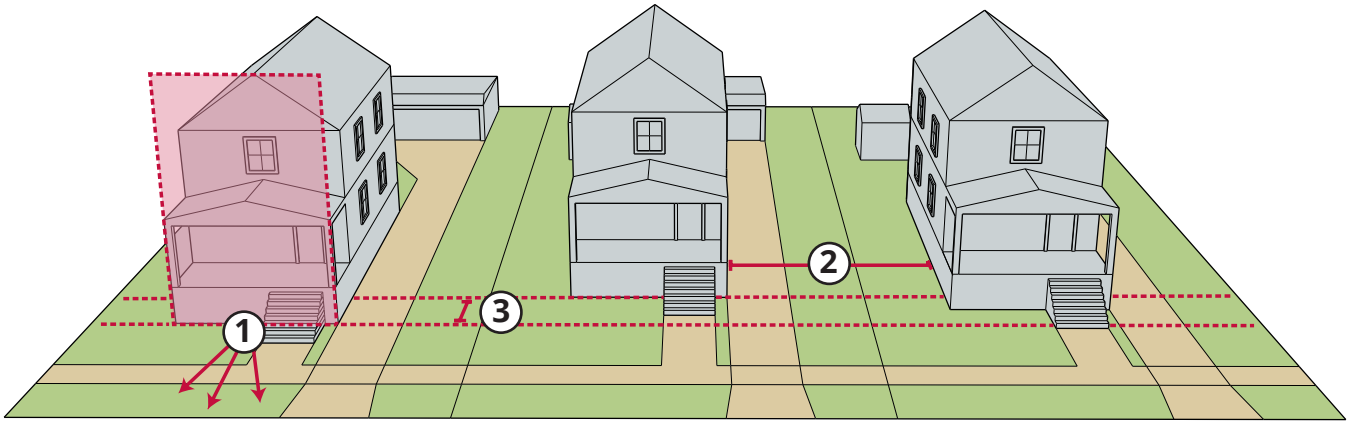
BUILDING DESIGN

Building design refers to the physical characteristics, architectural styles, and exterior elements of the infill home itself. Many times there are shared characteristics between houses that are unique to and reflect the history of a specific area in a community. Other times the housing stock and architectural styles are varied across the community.

Site Design			Building Design			
Building Placement	**Garages and Parking**	**Additional Site Features**	**Architectural Elements**	**Roofs**	**Massing and Scale**	**Facades**
• Building Orientation • Building Spacing • Building Setbacks	• Front Loading Garages • Detached Garages • Side Loading Garages	• Trees and Landscaping • Paths and Hardscape • Open Space	• Architectural Styles • Decorative Elements • Porches	• Rooflines and Eaves • Pitch Angle • Roof Materials and Form	• Massing and Scale Considerations	• Siding/ Exterior Materials • Fenestration

This chart lays out the general design topics covered in the Site Design and Building Design categories included in this section

2.1 SITE DESIGN: BUILDING PLACEMENT



KEY CONSIDERATIONS

- What are the required front, rear, and side setbacks in the zoning code?
- Are there sight-lines to key geographic or community features that should be preserved?
- How much variation is desired without sacrificing aesthetic cohesion and rhythm of the street?
- How should corner lots be regulated?

① BUILDING ORIENTATION

Building Orientation refers to the visually perceived direction of the front, rear, and side facades of a building. Although different houses have unique features and architectural styles, having a common orientation can help to create consistency along a street. This topic should also take corner lots into consideration, as houses will have frontages on both streets.

Example Text *"The front facade of a house should be oriented in the same direction as other houses on the street. On corner lots, the front facade should face the street that contains more lots on the block."*

② BUILDING SPACING

Building Spacing refers to the distance between the main mass of buildings on different lots. Allowing for some variation can break up long linear stretches of streets, as well as allow opportunities for better views between houses. While requiring consistent spacing can allow for better cohesion along the street, it is up to the individual community and their design goals and objectives to find the right balance between variation and visual cohesion. Building spacing can also come into play when lots are combined and are thus larger than others in their surrounding context. The placement of the infill homes on such lots can be regulated through design guidelines.

Example Text *"New houses should maintain the perceived regularity of spacing that is on the existing block. For lots that have been combined, homes should be built on one side of the lot leaving the other as a yard or open space."*

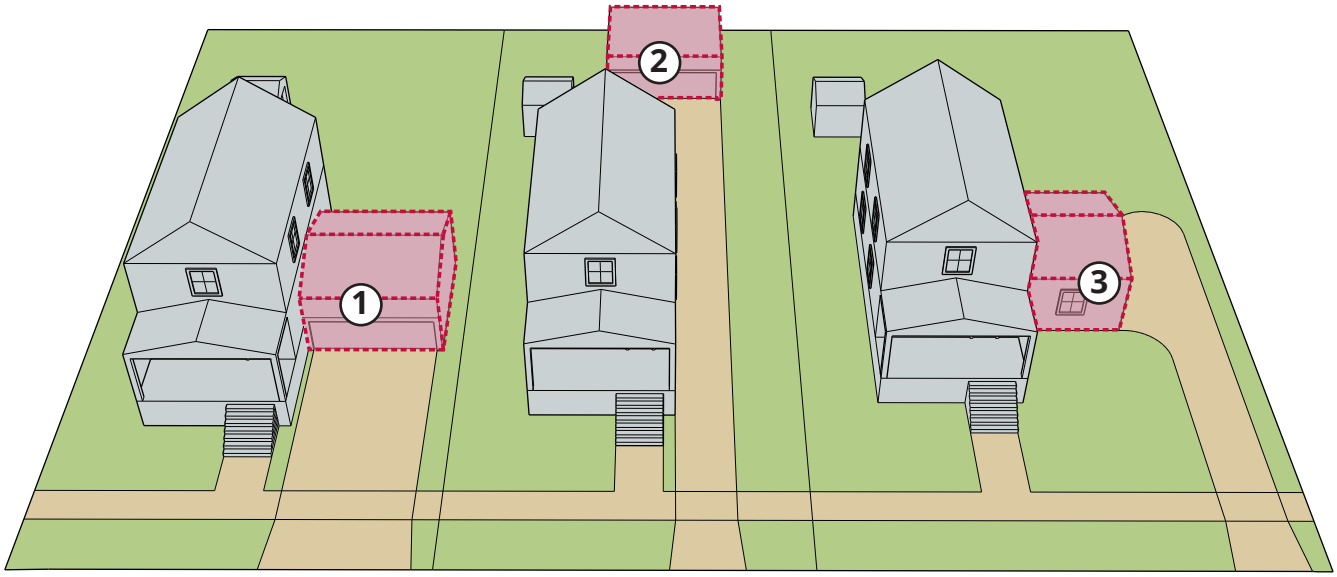
③ BUILDING SETBACKS

While front, rear, and side setbacks are typically regulated within a community's zoning code, they can be enhanced for greater specificity through design guidelines. In particular, front setbacks can affect the perceived size and feel of the street. A key concept when regulating front setbacks in design guidelines is the **setback range**, or the distance between the shortest and longest distances from the public right-of-way on the block. Many design guidelines use this concept to recommend new infill housing be placed within this range. However, similar to building spacing, it is up a community's design goals and objectives to determine the right balance between cohesion with the surrounding block and added variation to avoid repetitive patterns.

Example Text *"If setbacks are varied along the block, new construction should fall in the range between the shortest and longest distances from the right of way to houses."*

"Front yard setbacks should be varied from unit to unit to avoid long repetitious development patterns. These setback variations should be at least 3 feet to be effective."

2.2 SITE DESIGN: GARAGES AND PARKING



KEY CONSIDERATIONS

- What is the size of a typical lot within your community, and what is allowed in the zoning code?
- What is the typical garage type on the block or neighborhood?
- How will the garage type affect pedestrians and relate to the front facade of the home?

① FRONT LOADING GARAGES

Front loading garages are attached to the primary structure of the home, with the garage door directly facing the street, and often have part of the home above them. These garages are typically best suited for wider and shallower lots. As the garage and garage door are part of the front facade of the home, design guidelines should focus on how these elements relate and are integrated with the front facade of the building. Additionally, guidelines can help limit any negative impacts on the pedestrian environment that comes with front loading garage doors.

Example Text *"Attached front loaded garages should not project in front of the habitable portion of the structure."*

② DETACHED GARAGES

Detached garages are typically placed at the rear of the lot and are not attached to the primary structure of the home. They are best suited for longer, skinnier lots. Generally, detached garages help to facilitate a better pedestrian environment along the street than attached garages as they typically result in thinner driveways and smaller curb cutouts. By being set apart from the primary structure, they also present the opportunity for additional features such as decks, patios, and accessory dwelling units or in-law suites built above the garage.

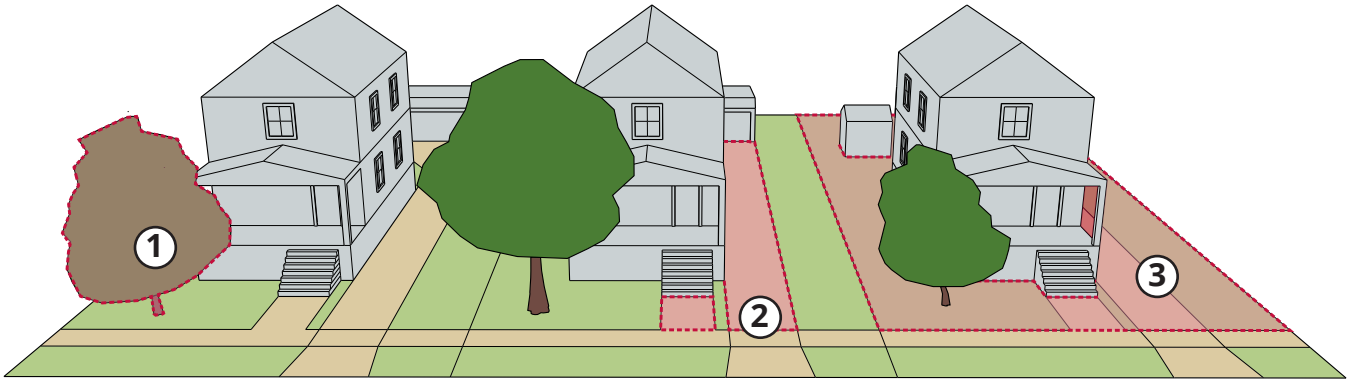
Example Text *"Detached garages are preferred where practicable and should be located to the rear and side of the primary structure."*

③ SIDE LOADING GARAGES

Side loading garages are attached to the primary structure of the home, however the garage is oriented to the side of the lot rather than the front. These are generally best suited for wider and shallower lots, and have the added benefit of allowing for the garage to be seamlessly integrated into the front facade of the house. Design guidelines can be used to ensure that the facade of the garage is compatible to the overall style of the home.

Example Text *"The street facing facade of attached side-loaded garages should include at least one window along the front facing facade and be a similar architectural style as the remainder of the home."*

2.3 SITE DESIGN: ADDITIONAL SITE FEATURE



KEY CONSIDERATIONS

- Are there any key topographic features in your community that need to be accounted for?
- What trees or plant species are native to the area?
- What type of landscaping elements are present on the street or complement existing homes on the street?

1 TREES AND LANDSCAPING

Design guidelines can also address landscaping, trees, and other greenery on infill lots. A large concern with single family infill is the removal of mature trees during the construction of the home. Design guidelines can address this through recommending the preservation of significant landscape features, as well as incorporating new plantings into the site design of new construction. Preserving or incorporating additional landscape elements can help enhance the pedestrian scale of the building, screen private areas or unsightly elements, soften hard edges visually, reduce energy consumption, and enhance architectural features on the building itself. Sometimes the preservation of trees is regulated within a community's zoning code. If this is the case, trees may not need to be addressed in design guidelines.

Example Text *"Where feasible, significant existing landscape elements should be preserved and incorporated into development and landscape plans. Elements such as mature trees, tree groupings, and rock outcroppings should be considered in the design of a project."*

"Landscape plans should exhibit a well-coordinated design concept. Plant materials should be utilized intentionally to define the site's spatial organization and function, relate to the size and scale of buildings and structures, and incorporate existing site elements."

"Native plant materials and other plant species which are well adapted to Northeast Ohio local climatic conditions are preferable."

"To ensure that landscaping is resilient to disease and other challenges, a diversity of plant species is recommended so that one type of tree does not dominate a street block."

2 PATHS AND HARDSCAPE

Paths or hardscaped areas including the material of driveways, as well as the layout and materials of sidewalks extending into the property can be addressed in design guidelines. This topic presents an opportunity to address stormwater runoff by recommending permeable materials or minimal hardscaped materials.

Example Text *"Where feasible a sidewalk extending from the front door to the public sidewalk is encouraged."*

"Hardscape areas are encouraged to utilize permeable materials, and the total amount of hardscaped area on the site should be kept to a minimum."

3 OPEN SPACE

Many zoning codes include required open space standards; however, design guidelines can provide additional clarification on the topic. Open space refers to the portion of a lot that is intended for recreational use or landscaping. Essentially, it is the area of a lot that does not have a principle or accessory structure on it. Design guidelines should consider the topography of a site, sightlines or views, and its ability to unify different developments. This last consideration is especially important if smaller lots are combined, or if multiple homes are planned on one larger parcel.

Example Text *"Buildings should be sited in a manner that is respectful to the existing topography of the site. Significant regrading of sites should be limited."*

"Open space areas should be sited to take advantage of any views out from the site and help preserve views to significant architectural and landscape features within the site."

2.4 BUILDING DESIGN: ARCHITECTURAL ELEMENTS

KEY CONSIDERATIONS

- Is there a predominant architectural style in the neighborhood, street, or block?
- How much variation from the existing housing stock is desired?

① ARCHITECTURAL STYLES

The architectural style of a home is a set of features and characteristics that make it distinguishable or identifiable. Design guidelines can recommend specific architectural styles if a community or neighborhood has a prominent historical style. It is more common for design guidelines to recommend a modern interpretation or for a builder to borrow elements of a historical style, as informed by other surrounding homes. Alternatively, communities may choose to encourage diversity in the architectural style of their housing stock.

Example Text *"Building design should not be limited to any particular architectural style. However, it should generally be compatible with surrounding homes. A modern interpretation of an established style is preferred."*

② DECORATIVE DETAILS

Design guidelines can also address additional architectural design details which can be included in new infill housing—such as bay windows, decorative trim, wall surface patterns, and cornices These details can enhance the house's exterior further adding variation and interest to the neighborhood. As these additional design elements are not part of the functional home itself, it is important for design guidelines to consider financial constraints a builder and by extension a prospective buyer might face when recommending these details.

Example Text *"A variety of materials or additional architectural detail is recommended to emphasize the differences between various components of the building."*

③ PORCHES

While porches are not present on every infill home, they can add architectural detail, and encourage an inviting entryway that facilitates interaction between the home and the street. Still an infill home with a porch can be out of place on a street where existing homes do not have porches. Design guidelines can recommend using the existing neighborhood context to determine if porches are appropriate, and ensure they are human scaled.

Example Text *"Where appropriate, include front porches or stoops. If front porches are consistent elements in the neighborhood they should be included in new construction."*

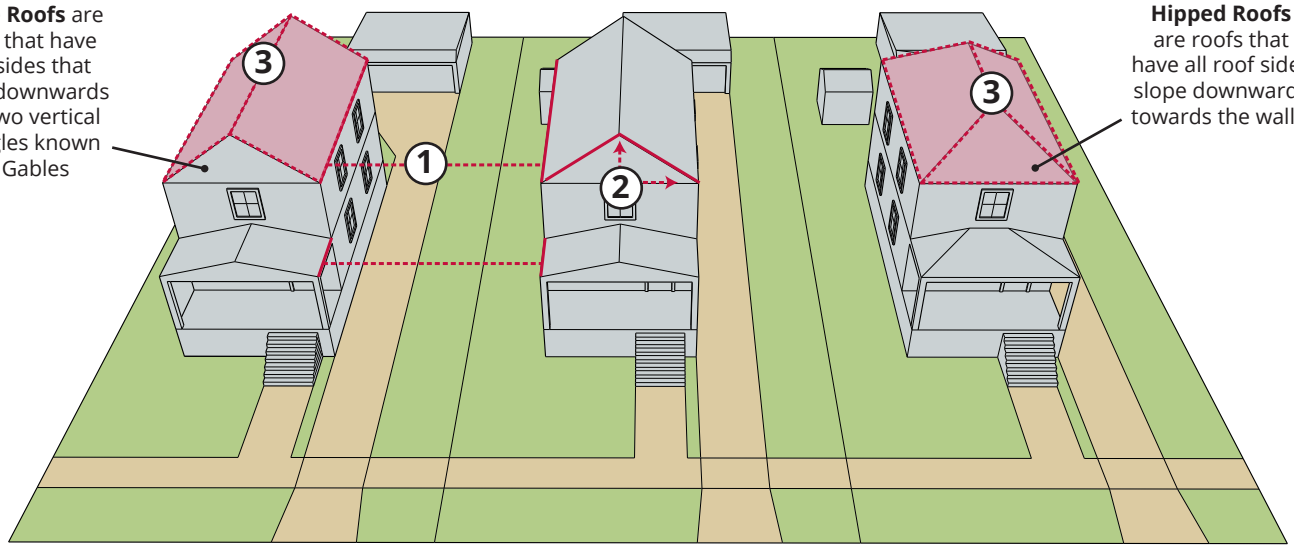
This infill home, located in Cleveland's Ohio City Neighborhood, is a good example of a modern interpretation of a historic architectural style.

This infill home, located in Cleveland's Glenville neighborhood, incorporates additional decorative elements, such as differing colors and styled shingles, bay windows, and cornice details, as well as an appropriately scaled and styled front porch.

Image Source: County Planning

2.5 BUILDING DESIGN: ROOFS

Gable Roofs are roofs that have two sides that slope downwards and two vertical triangles known as Gables



Hipped Roofs are roofs that have all roof sides slope downwards towards the walls.

KEY CONSIDERATIONS

- What are the height requirements in the zoning code?
- What existing roof pitches, forms, and material are present in the community?

① ROOFLINES AND EAVES

The height of the building itself is generally regulated in the zoning code, although the height of building components, such as eaves, or rooflines can be supplemented through design guidelines. Eaves refer to the area of a sloping roof that overhangs the facade. Design guidelines can recommend different architectural details to be included in the eaves, as well as encourage eave heights to be consistent, allowing for better visual continuity along the street.

Example Text *"When new construction is adjacent to buildings with different heights, roof eave heights for new construction should be similar to roof eave heights of the surrounding buildings to support better continuity."*

② PITCH ANGLE

Pitch angle of a roof is generally defined by using a ratio of how many inches a roof rises vertically for every 12 inches it runs horizontally. Design guidelines can give a range of desired roof pitches, give a minimum or maximum pitch range, or recommend that the pitch be compatible with the chosen architectural style of the house.

Example Text *"All new principle structures should be constructed using a minimum 6/12 pitched roof design. The roof area located over any porch or entrance of the dwelling should be constructed using a minimum 4/12 pitch design."*

③ ROOF MATERIALS AND FORM

Roof materials refer to the physical materials that make up the roof—such as slate, shingle, wood, or metal. Roof forms refer to the style of the roof—such as hipped and gabled roofs. Design guidelines can recommend specific roof forms and materials, or just generally recommend for infill homes to use similar forms and materials present on the street or in the neighborhood. However, differing roof forms from neighboring houses can also add visual variation and richness to a neighborhood. Thus it is up to an individual community's design goals to determine whether continuity or variation is recommended. This section can also provide guidance on roof-related topics not addressed in the zoning code such as green roofs, rain gutters, or skylights.

Example Text *"Roof materials should relate to the design and architectural style of the building. Roofing materials that are light colored, brightly colored, or reflective, such as metal, are generally discouraged."*

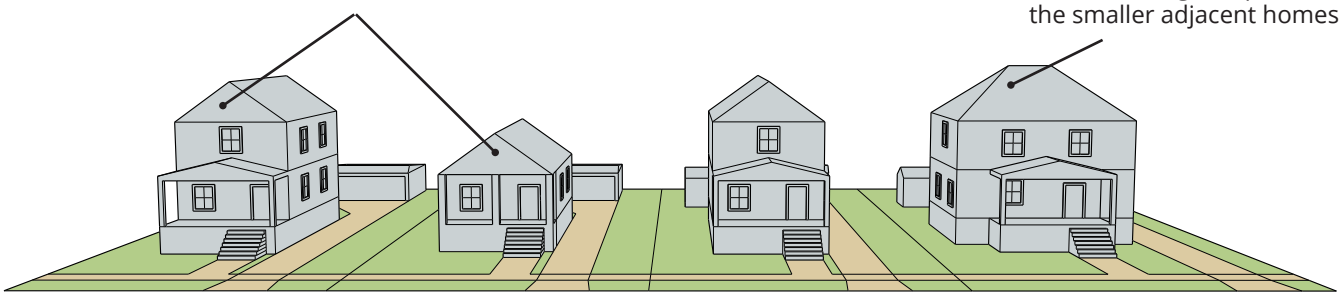
"Roof forms that should be employed include hipped roofs and gabled roofs, or various combinations of both. As appropriate to the style of the house, the roof forms should be varied."

"Skylights are preferred to be located on the rear of the home so long as they cannot be seen from the street."

2.6 BUILDING DESIGN: MASSING AND SCALE

With appropriate design, single-story homes and two-story homes can coexist on the same street

The steeper roof pitch and hipped roof style help to reduce the perceived mass of the building compared to the smaller adjacent homes



KEY CONSIDERATIONS

- What are the size and scale of existing buildings on the block?
- What densities and housing types are present in the neighborhood?
- Do you want encourage additional variation between individual houses, ensure continuity, or some combination of both?

MASSING AND SCALE CONSIDERATIONS

Massing and Scale generally refers to the visual perception, form, and size of a structure. This topic is normally of additional importance when larger-massed or higher density infill is integrated into predominantly lower-massed single-family residential areas. Setting back upper stories of larger-massed single-family homes can help ensure they fit cohesively with the existing housing stock.

Massing and scale can be affected through the footprint, lot coverage, and height of a building typically regulated through the zoning code; however, different materials and parts of a building can also affect the perceived mass of a structure that can be addressed through design guidelines. Often there is overlap between massing and scale and other design guidelines topics. For example, architectural and facade elements such as bay windows, recessed porches, varied siding materials, window placement, and dormers can help break up large massed single-family homes.

Additionally, roof styles can play an important role in reinforcing or reducing massing. For example, a flat, or low-sloped roof generally makes a building feel larger in mass than a steeper roof pitch. Similarly, gabled roofs can create the illusion of more mass than hipped roofs.

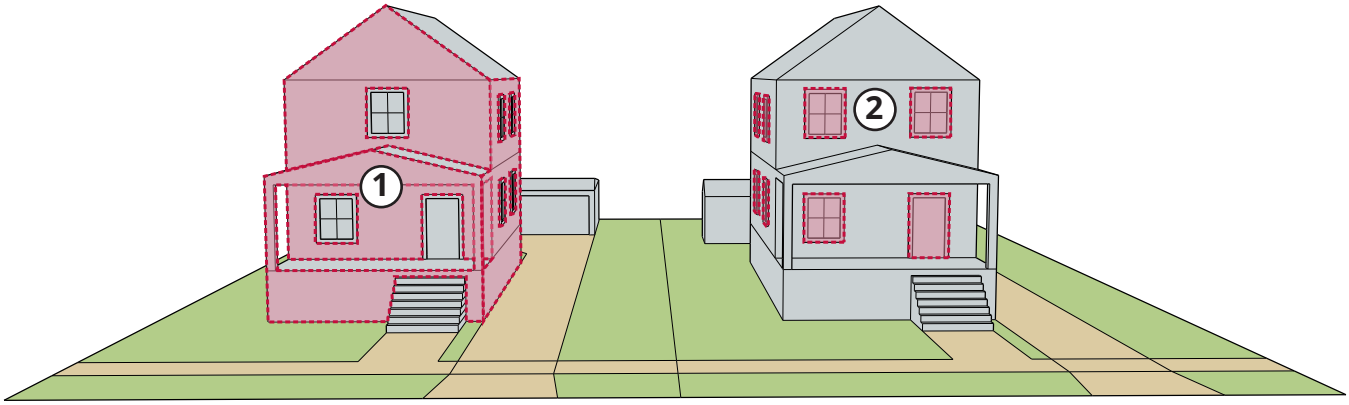
Example Text *"The building should be similar in form, mass, and lot coverage, and in proportion and scale to other surrounding buildings."*

"For larger new construction, stepping back upper stories, off-setting secondary masses from main masses, dividing larger facades into smaller components, and/or varying materials should be considered to reduce the overall feel of the massing of the structure."

"Building massing should be varied by employing a variety of techniques, such as recessed porches, bay windows, dormers and varying planes or setbacks."

"The form and mass of the building should be responsive to the site topography and similar in overall height to surrounding buildings. Buildings should step-down following the topography of the site."

2.7 BUILDING DESIGN: FACADES



KEY CONSIDERATIONS

- What materials are the facades of other buildings on the street?
- How should corner lots be addressed?

① SIDING/EXTERIOR MATERIALS

One of the most common facade components that design guidelines typically address is the materials of the building exterior. This can have a significant effect, not only on the aesthetics of a building itself and within the context of the neighborhood, but also on its durability, lifespan, and the affordability of the home itself. Design guidelines can recommend specific siding materials or colors for the main facade and accents, as well as either encourage or discourage continuity with what is already built on the block or in the neighborhood.

Example Text *"Avoid blank facades and monotony of materials, as well as large surfaces of glass. Recommended materials include: smooth, natural, or cast stone; vertical, horizontal, or shingle style siding, and modular brick."*

"Simulated finishes (e.g. artificial stone using pressed concrete, or vinyl siding simulating wood siding) shall be of a high quality that successfully mimics the natural material."

"Materials used should reflect the context of the neighborhood. If new materials are used that are not already in use in the existing neighborhood context, they should make up less than 30% of the overall facade design."

"Materials that have a proven durability for the Northeast Ohio climate should be used."

"Buildings on corner lots should extend facade details and features, finishing materials, and windows to the side facade that faces the flanking street."

② FENESTRATION

Especially in single-family homes, a prominent part of the facade is made up of fenestration, or windows and doors. Design guidelines can use fenestration to address architectural and design details on the facade that can significantly enhance the scale and feel of a building. This can be done through recommending window orientation and the ratio of glass to solid material; unifying architectural elements, such as consistent patterns and windowsill lines; and stylistically appropriate design details, such as trimming and frames that can add relief and variation to exterior wall surfaces.

Example Text *"All window and door openings should be proportional to the building facade and be related in design, operating type, proportions, and trim."*

"Windows should be used as architectural elements that add relief to the facade and wall surface."

"Windows should be vertically oriented, in order to relate to the human form, unless horizontal windows are appropriate to the style of the home."

"Unifying architectural elements, such as a common sill or header line should be utilized."

"The window-to-wall ratios should be similar to other buildings in the neighborhood."

HELPFUL FEATURES

Below are certain features that can make design guidelines user-friendly and help ensure consistency, transparency, and predictability. There are several factors that can help determine what features are important to incorporate: whether design guidelines are incorporated within the zoning code or published separately; the level of expertise or knowledge of the community from reviewers and applicants; and the intricacy of the design guidelines.

CLEAR LANGUAGE

Despite the flexible nature of design guidelines, it is important to have clear and precise language in order to be legally defensible. General terms should be reserved to describe the purpose or intent behind the design guidelines, while the actual criteria should be more exact, even when they are descriptive. It is also important to make sure the criteria do not contradict each other.

GLOSSARY OR EXPLANATION OF DESIGN TERMS

Design terms that are not readily understood by the general public or that can have various interpretations should be defined either by text or by visual representation. Addressing potential vagueness limits confusion and ultimately leads to consistent interpretation of the design guidelines.

BULLETED TEXT, TABLES AND CHECKLISTS

Organizing information into bulleted text, tables, and checklists can help simplify it and make it comprehensible. It can also be more easily referred to by applicants and reviewers alike.

VISUAL REPRESENTATIONS

Visual representations such as simple line drawings, diagrams, graphics, or photographs can be very helpful to explain to those who do not have a design background. Sometimes visual representations can show more than what text can explain, especially when demonstrating how different elements can contribute to broad concepts such as "character" or "identity."

MAP

A map can be instrumental to show where guidelines apply. At a minimum, the map should contain the boundaries of where design guidelines apply, streets, and/or neighborhood names. It can also be helpful to include other relevant data such as parcels, elevations, setbacks, natural features that need preservation or consideration, etc.

DEFINED INTENDED AUDIENCE

It can be helpful to state who the intended audience is and how they can use the design guidelines. Design guidelines can serve several purposes and thus can be used to inform and be referred to by several users—city staff and administrators, review boards, development professionals, and community members. The intended audience can affect the structure and tone of the rest of the design guidelines.

VISION STATEMENT AND OBJECTIVES

The vision statement (or sometimes called the purpose statement) is a broad descriptive statement that provides direction for the design guidelines. The vision is often broken down into a set of design objectives or goals that provide more detailed actions or items that should be prioritized to achieve the vision. The vision and objectives help the reader better interpret the criteria and understand how they all tie together.

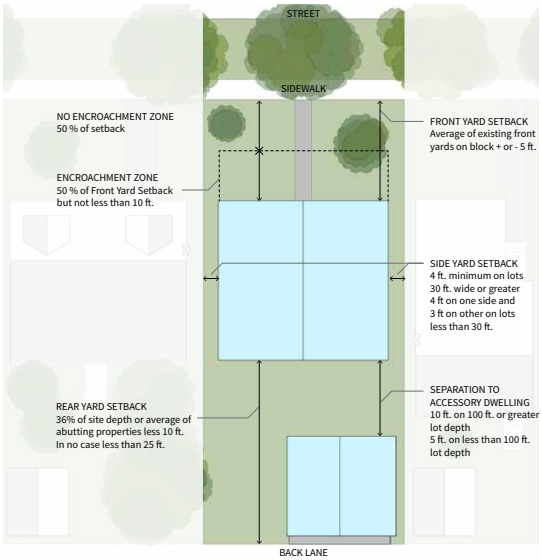
BACKGROUND AND HISTORY

Background information such as relevant historical facts or events, development trends or a description of key neighborhoods can help further strengthen and explain the purpose of the design guidelines.

CONNECTION TO PLANS & REGULATIONS

It is important for design guidelines to align with the vision and goals of the comprehensive plan or relevant plans, while also being consistent with existing regulations. It can be helpful to refer back to sections of the zoning code throughout the design guidelines to show how the design criteria complement or apply to the specific regulations.

Displayed below is an example of how the City of Winnipeg's design guidelines uses a mix of diagrams, photos and bulleted text to explain its design criteria. This can help applicants understand better what is expected, plan more effectively and submit an application that is more likely to receive approval.



Site dimensional standards for a single family dwelling.

2. Rear Yards

1. The minimum rear yard setback of the principal building shall be 36% of site depth or the average rear yard setback of abutting properties less 10 feet (3.05 metres), whichever is less. In no case shall the minimum rear setback be less than 25 feet (7.62 metres).
2. Where there is an attached garage, the rear yard will be assessed from the location of the living space.

3. Side Yards

1. Lots that are 30 feet wide or greater shall have a minimum side yard setback of 4 feet (1.2 metres) on each side of the building;
2. Lots less than 30 feet wide shall have a minimum side yard setback of 4 feet (1.2 metres) on one side and may have a minimum side yard setback of 3 feet (0.9 metres) on the other side. In instances where a property is subdivided and two new dwellings are built, the 3 foot side yards should be oriented towards one another between each of the new dwellings.
3. In all cases, at least one side yard setback should be 4 feet (1.2 metres) and be clear of all projections for the first storey.

Redevelopment reflects character of the block by establishing rear lanes, enabling preservation of mature trees within the boulevard.

4. Lot Coverage

1. The maximum lot coverage for the principal dwelling shall be 30%.
2. The maximum lot coverage for accessory structures (including detached garages) shall be 440 square feet (40.8 square metres) for properties less than 3,700 square feet (343.74 square metres) in area.
3. The maximum lot coverage for accessory structures (including detached garages) shall be 12% for properties greater than 3,700 square feet (343.74 square metres), to a maximum of 880 square feet (81.8 square metres).
4. The maximum lot coverage for principal buildings with attached garages for lots less than 3,700 square feet (343.74 square metres) in area shall be 30% for the principal building plus 440 square feet (40.8 square metres) for the attached garage. The maximum lot coverage for principal buildings with attached garages for lots greater than 3,700 square feet (343.74 square metres) shall be 42%.
5. On a lot with a public lane, all living space above an attached garage will be counted as part of the lot area calculation for the principal dwelling.
6. Unenclosed porches and decks do not count towards the lot area coverage.

5. Driveway Access

1. Where a property abuts an improved lane, vehicle access will be required to be taken from the lane and no existing vehicle access from the roadway shall be permitted to continue. Any existing front approach must be removed and the curb, sidewalk, and boulevard be restored.
2. Where a property does not abut a lane, the driveway access should not have a negative impact on mature trees within the public right-of-way, and its design should minimize conflict between vehicles and non-motorists and offer opportunity for shared driveway use.
3. Where front access driveways are permitted, the design should minimize driveway flares.
4. The width of a driveway shall reflect the context of the block, but in no case exceed 10 feet (3.05 metres) for a single-car garage or 20 feet (6.1 metres) for a two-car garage or greater. Reducing the width of driveways allows for more on-street parking, more area for landscaped front yards and minimizes conflict with pedestrians.

Source: City of Winnipeg, Small-Scale and Low-Rise Residential Development Guidelines for Mature Communities, pages 24 -25

(C) The surface of each front yard area shall be maintained in a manner that avoids the creation of safety hazards including, but not limited to, vehicle tire ruts, holes or other openings larger than twelve (12) inches in diameter, tree stumps and other potentially hazardous conditions. Failure to maintain any front yard area in a safe and orderly manner shall constitute a violation of this Zoning Code.

Section 201.08 Objectives of the Single Family Residential Architectural and Site Design Standards

The following architectural and site design goals and objectives shall apply to new development and expansion projects in the following zoning districts: R-SF-A and R-SF-B. Sections §201.08 through §201.19 provide for site design and architectural standards for new single family residential development occurring in the R-SF-A and R-SF-B zoning districts. The purpose of these design standards shall take place in conjunction with the subdivision review stage and/or review for building permit applications when applicable.

(A) The prescribed standards are intended to:

(1) In order to create a stronger sense of

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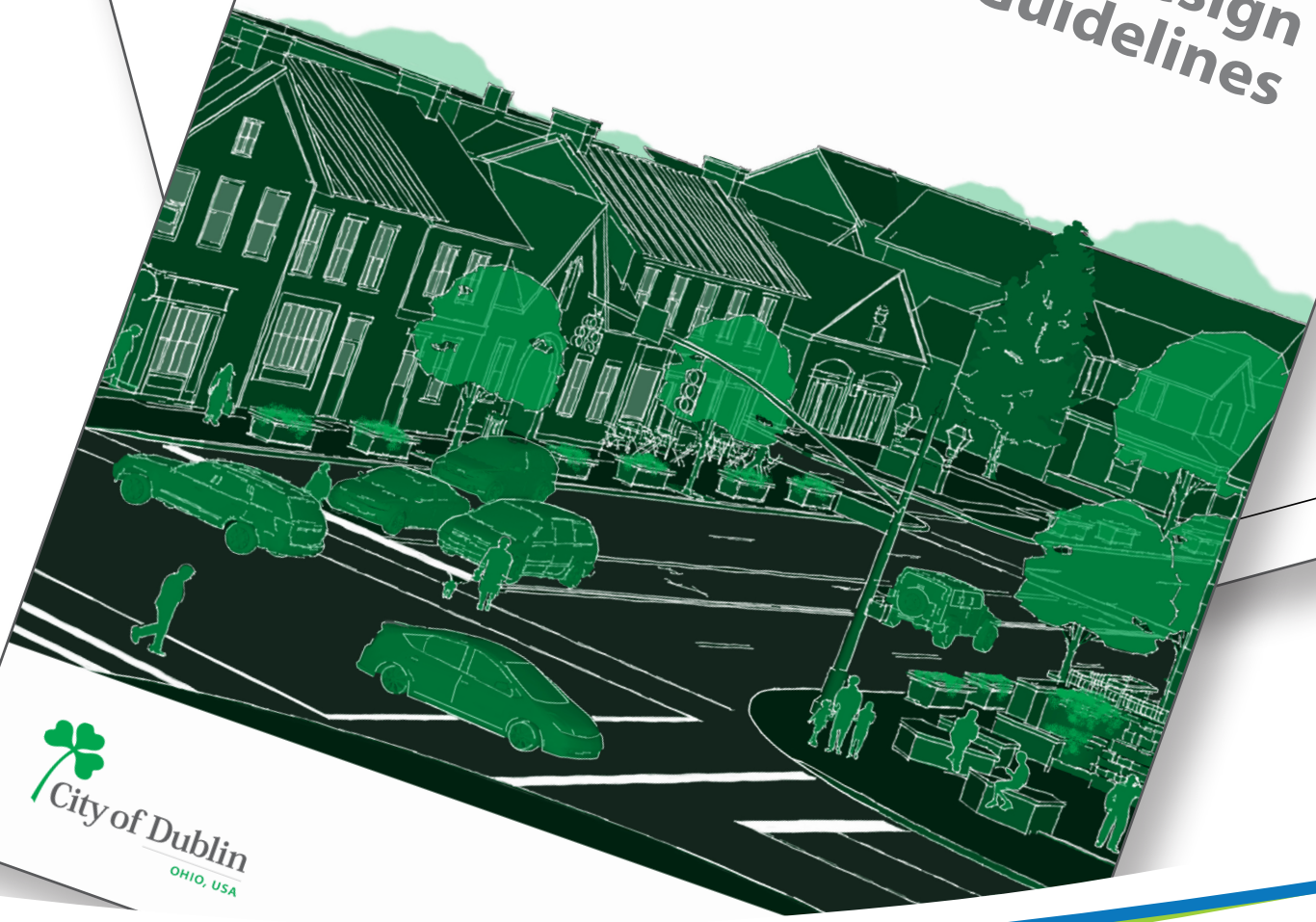
Historic Design Guidelines



City of Dublin
OHIO, USA

SECTION 3

CASE STUDIES

In this section, two different case studies are highlighted to understand how design standards and guidelines are developed, how they function, how they are administered, and what impact they have. The examples demonstrate how design guidelines can look different but can be effective based on the local community's context and needs.

CITY OF BEREA ARCHITECTURAL & SITE DESIGN STANDARDS

Although they are called standards, Berea's Architectural & Site Design Standards function much like guidelines as they provide flexibility and have been helpful in creating a collaborative design review process. These standards have contributed to raising the overall quality of housing development over the past decade.

CITY OF DUBLIN HISTORIC DESIGN GUIDELINES

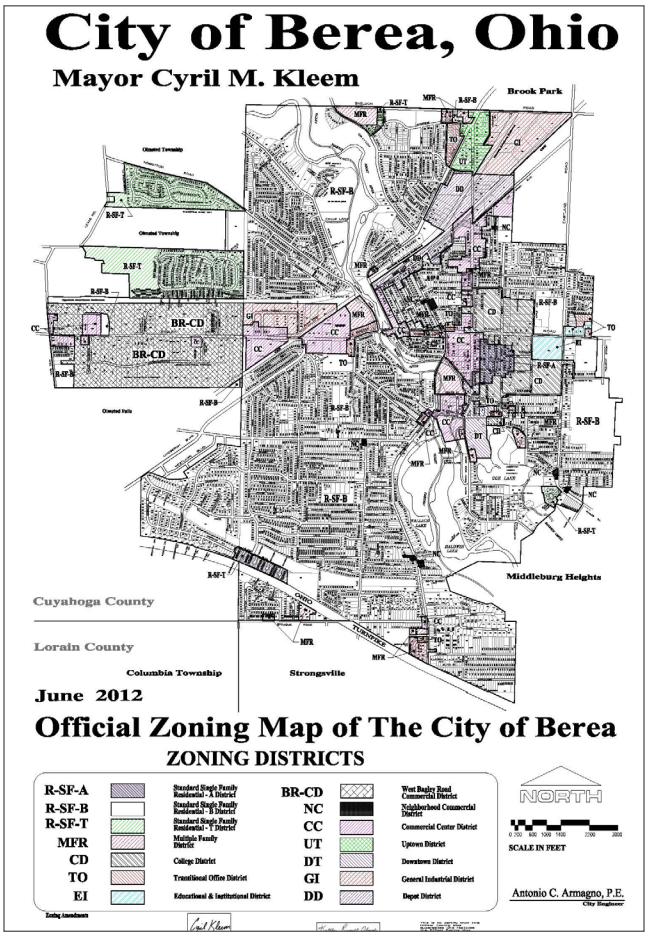
Dublin's Historic Design Guidelines apply within the City's Historic District and are intended to ensure development fits with the unique character of the district. While not city-wide nor specifically for infill, they are helpful in ensuring Dublin's Architecture Review Board is consistent and objective in its decisions, resulting in high-quality rehabilitation, reconstruction, and additions.

Source: City of Berea and City of Dublin

CITY OF BEREA, OH

ARCHITECTURAL AND SITE DESIGN STANDARDS

Berea Architectural and Site Design Standards	
Location	Within Zoning Code
Year Adopted	2012
Applicability	All new construction and expansion projects in the R-SF-A and R-SF-B zoning districts
Review Type	Administrative
Link	www.cityofberea.org/169/Zoning



The standards apply to the R-SF-A and R-SF-B zoning districts, on the zoning map. Note the presence of the Rocky River Valley bisecting the city from north to south.

BACKGROUND

Berea's Architectural and Site Design Standards were developed in tandem with the City's Comprehensive Zoning Code Update in 2012. This update was developed with the consulting firm Stewart Land Use and included a complete rewrite of Berea's Zoning Code.

As part of this update, the City of Berea and Stewart Land Use undertook an extensive community engagement effort which began with a large public meeting. From there, Berea was divided into four quadrants with separate small public meetings for each quadrant. These meetings evolved into smaller working groups for each quadrant of the city, and continued to meet regularly throughout the development of the Zoning Code Update and Architectural and Site Design Standards.

Berea's Architectural and Site Design Standards are located within each individual chapter of the City's Zoning Code. Prior to the 2012 Zoning Code Update, design standards had existed for other, non-residential land uses. Thus, sections 201.08 through 201.19 were added to the end of the residential single-family districts to ensure continuity with the rest of Berea's code.

These standards are applied to all new construction and expansion projects in the R-SF-A and R-SF-B zoning districts. Previously built homes are exempt, and do not have to be updated to be in compliance with the standards.

PURPOSE

Berea's standards are directly informed by the characteristics, topography, and geography of the city itself. Due to the presence of the Rocky River Valley which runs through the center of the city, many of the standards focus on allowing spacing between homes to improve sightlines to parks.

In addition, the city's current housing stock is not dominated by any specific architectural style or era of housing. Thus, many of Berea's design guidelines are intended to accentuate variation between houses along the street, while still ensuring that they fit with what is currently built. Topics such as encouraging varied roof forms, siding materials, and varied building spacing help the design of new infill housing to contribute to this unique characteristic of the city.

REVIEW PROCESS

The City of Berea reviews the architectural and site design of projects early in the planning review process. This review is rolled into the general planning review, which every project is required to go through to obtain a building permit. By integrating the design review process into the general planning review process, Berea can ensure that design review does not add additional unreasonable time constraints to infill projects.

Berea employs a Chief Zoning Administrator, who is responsible for administering the design standards. This provides developers with a single key point of contact within the city who can answer any questions or clarify concerns about the standards. This structure also allows for feedback at any point, leading to an iterative development review and increased trust between the city and developer.

When projects require a change from what is outlined in the design standards, the City of Berea has a separate process called Design Modifications. Developers can appeal to get a modification to Berea's Planning Commission in the same way they would a traditional zoning variance; however, modifications do not require as much proof, and the burden to get them accepted is less stringent and time consuming than the normal variance process. The different factors that the planning commission considers to determine whether to approve modifications are written directly into the design standards, in section 201.19.1 of Berea's Zoning Code.

Berea does have an Architectural Review Board for the city's downtown historic district. Projects that fall within the city's ARB boundary are reviewed simultaneously by the Chief Zoning Administrator and ARB. The ARB review is generally more subjective and is not directly guided by the same design standards.

ORGANIZATION

Berea's Single-Family Design Standards begin with an overview of their objectives and intentions. This details what types of development and in what zoning districts these standards are applicable, how they fit into the planning and zoning review process, as well as general design goals and objectives. By putting this key information at the beginning of the standards, Berea is able to be upfront about not only the process, but also their overall purpose and importance.

The bulk of Berea's design standards for single-family residential districts are organized into two main categories: Site Design Standards and Architectural Design Standards, with additional sub-topics that can be seen in the chart below.

The standards end with information about the Design Modification process, and the role of the planning commission. This section lays out different factors the planning commission needs to take into consideration when determining whether to approve modifications to these standards.

Site Design	Architectural Design

• **Building siting & orientation**
• **Neighborhood identity**
• **Sidewalk design**
• **Setbacks**
  • Front yard setbacks
  • Building spacing
• **Open space**
• **Landscape design**
  • Existing landscape elements
  • Plant species
  • Plant size and scale
  • Front yards
• **Lighting design**
	• **Massing & scale**
	  • General massing & scale guidelines
	• **Roof variation**
	• **Building design**
	• **Architectural styles**
	  • Facade
	  • Windows & doors
	  • Exterior materials
	• **Roof design**
	  • Roof overhangs
	  • Roof materials
	  • "Green" roof standards

Topics included in Berea's Architectural and Site Design Standards

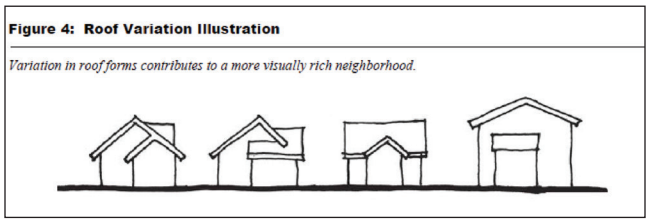
KEY FEATURES

Berea's Architectural and Site Design Standards include many helpful features discussed previously in this document. The standards feature simple line drawings demonstrating key topics, in addition to clear and upfront design objectives. Due to the nature of Berea's design review and administrative process and their location within the zoning code, the audience of the guidelines generally has a high level of knowledge of design terms and concepts. Because of this, the standards do not include a glossary or map of where they are applicable. However, to further supplement this, Berea does have Frequently Asked Questions posted on their website, and a newsletter that helps make their standards more accessible to the public.

In addition, the language used within the standards is done so with intentionality. In particular, the words "should" and "shall" delineate between what is recommended (should) and what is required (shall). This allows for flexibility, dialogue, and compromise between the Chief Zoning Administrator and the developer when a project is proposed. Because of this intentionality, many clauses within the standards function more as guidelines and a starting point for discussion. For example, if a developer is unwilling or unable to accommodate one "shall (required)" component of the standards, the city is able to negotiate for the inclusion of additional "should (recommended)" items.

IMPACT

Berea has seen numerous high-quality single-family infill homes constructed since 2012. On average, Berea sees between 4-5 infill homes each year. This is in part due to the clarity of the design goals and objectives, the standard's accessibility and flexibility, and the consistent implementation of the standards since their inception.



Example of a simple line drawing in Berea's Architectural Design Standards demonstrating roof variation. 201.16(A)(4).

"SHOULD" OR RECOMMENDED

"The form, color, and texture of the roof should be an integral part of the building design and compatible with both the natural and built settings." 201.19(A)

"Building massing should be varied by employing a variety of techniques, such as recessed porches, bay windows, dormers and varying planes or setbacks. As appropriate to the style of the house, the roof forms should be varied." 201.16(A)(4)

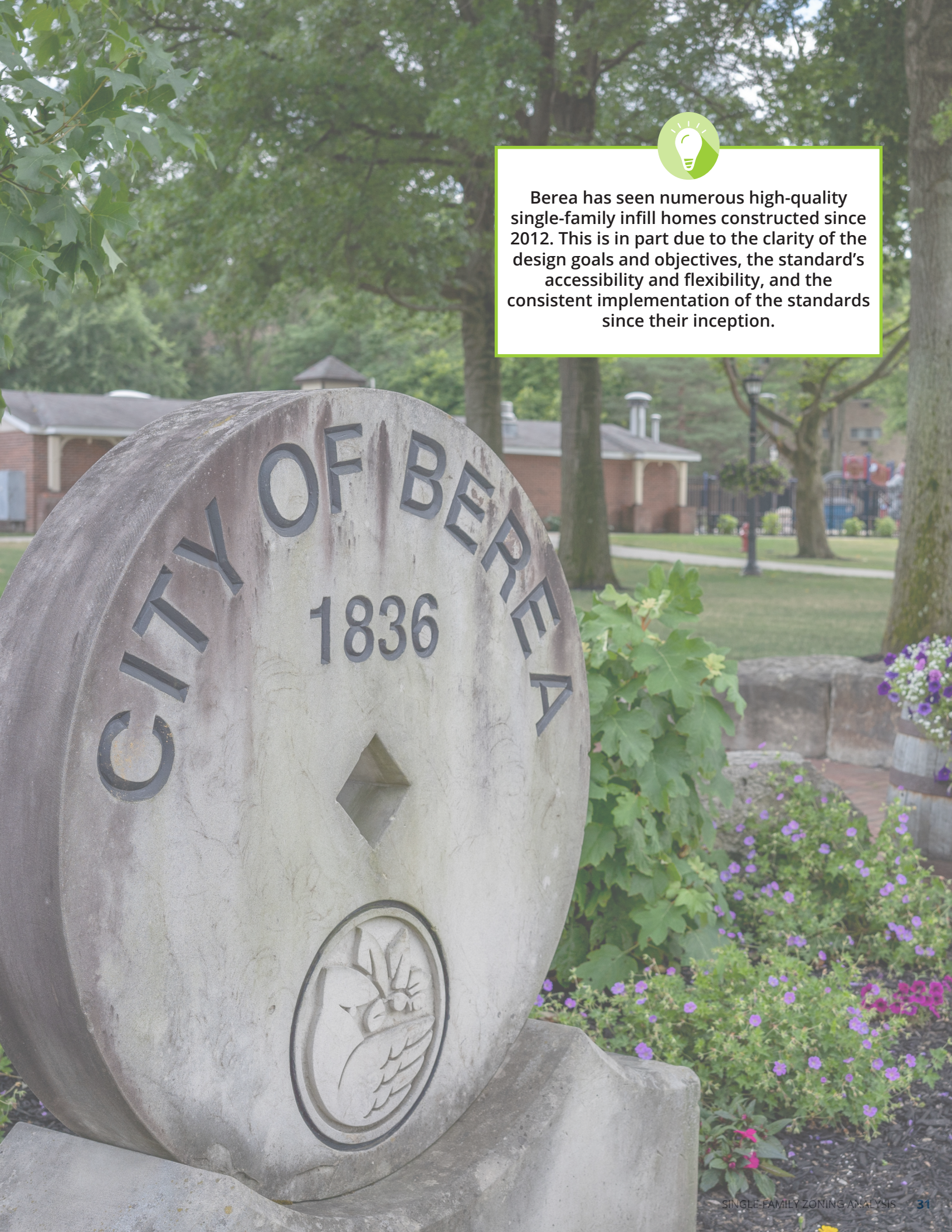
VS

"SHALL" OR REQUIRED

"Flat roofs shall be prohibited in the R-SF-A and R-SF-B zoning districts." 201.19(C)

"Open space areas between buildings shall be scaled to the size of the buildings so that the height of buildings does not overwhelm adjacent space." 201.16(A)(1)

Example text from Berea's Architectural and Site Design Standards that shows how certain critical elements are required with the use of "shall," while other less critical elements are only encouraged with the use of "should."



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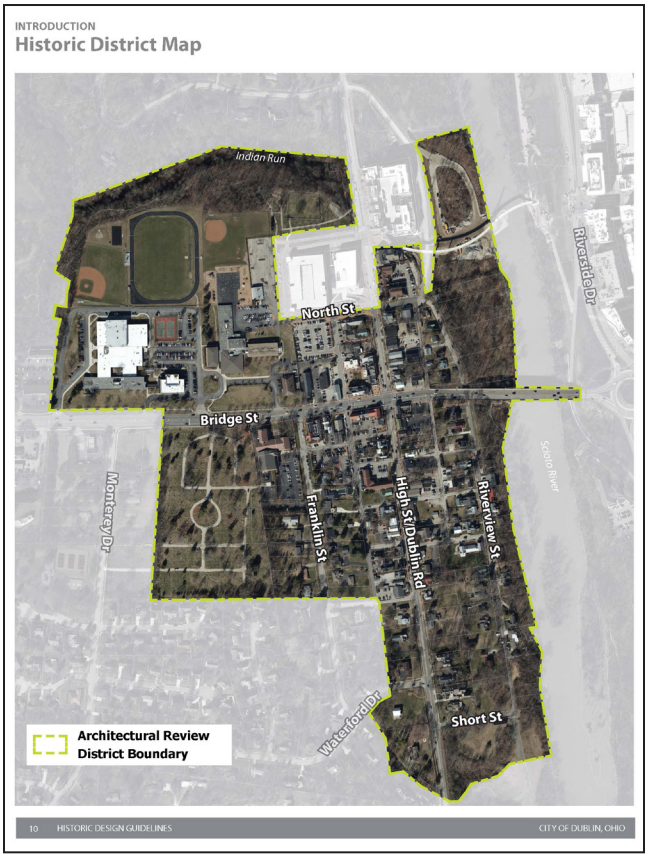
CITY OF DUBLIN, OH

HISTORIC DESIGN GUIDELINES

Dublin Historic Design Guidelines	
Location	Separate Document
Year Adopted	2021
Applicability	All new construction and rehabilitation projects within the City's Historic District
Review Type	Discretionary
Link	www.dublinohiousa.gov/zoning-code-guidelines/



Map of Dublin's Architectural Review District boundary, which coincides with the area where the Historic Design Guidelines apply, in addition to several outlying historic properties.

BACKGROUND

The City of Dublin's Historic Design Guidelines are based off the Secretary of the Interior's Standards for the Treatment of Historic Properties. The purpose of the Secretary of the Interior's Standards is to guide historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers before beginning work on rehabilitation, preservation, restoration, or reconstruction of historic buildings.

Dublin's current Historic Design Guidelines, developed by McBride Dale Clarion, are an update of the previous guidelines originally adopted in 1999. The current guidelines were developed as a companion document to the Architectural Review District Zoning Code amendments. Both documents were adopted by Dublin City Council in 2021.

The Historic Zoning Code and Design Guidelines updates were the results of a multi-year stakeholder committee, public engagement, and Board and Commission review process. Beginning in 2018, the Historic Dublin Stakeholder Committee met four times to identify opportunities for revisions to the historic code and guidelines. From 2018 to 2019 Dublin staff held two public meetings, as well as weekly office hours to provide additional communication and facilitate feedback from the public. From 2019 until their adoption in 2021, Dublin's Architectural Review Board (ARB) conducted seven reviews of the documents, and Dublin's Planning and Zoning Commission conducted four reviews.

The Historic Design Guidelines apply to all land that falls within the City's Historic District, which coincides with the City's ARB boundary, encompassing Dublin's historic downtown and adjacent historic neighborhoods, as well as several other outlying historic properties.

PURPOSE

The City of Dublin has many unique characteristics which inform the city's Historic Design Guidelines. Located northwest of Columbus within Franklin, Delaware, and Union Counties, Dublin had a small, stable population for most of its history, until the 1970s. With the construction of Interstate 270 around Columbus, as well as the development of the Muirfield Golf Club and Muirfield Village, Dublin has seen significant population growth.

Despite recent population growth, the physical form of Historic Dublin is still intact and reflects Dublin's early years as a small village, with its historic, small-scale, walkable, mixed-use downtown and surrounding neighborhood. Dublin has taken numerous steps to recognize the importance of preservation both in it's Community Plan and a Historic and Cultural Assessment. Dublin's Historic Design Guidelines, Historic Zoning Code, and other related policy documents are intended to work collectively to protect the unique character of Dublin's historic places.

REVIEW PROCESS

Dublin is unique in that it has both design guidelines that exist as a separate document as well as codified design standards in their historic zoning code. These two documents are both integral to the development review process, and they work together to ensure high-quality rehabilitation or new construction occurs in the Historic District. The codified standards establish qualitative and quantitative standards for development, while the Historic Design Guidelines are designed to provide direction on how best to meet the standards.

Dublin's Historic Design Guidelines also serve as guidance for the City's ARB decision-making. Within the Historic District, all developments under review start and end with the ARB. If a project does not need a zoning variance and is compliant with the zoning code it does not need to be reviewed by the City's Planning and Zoning Commission. The ARB also has the power to grant "waivers" that allow deviations of up to 20% from specific code requirements, the criteria of which can be found in §153.176 (L) of the Historic Zoning Code. This allows for a streamlined process and minimizes conflicts between different reviewing bodies.

Dublin takes great strides in training its ARB members in order to ensure reviews are objective and not affected by ARB turnover. Members go through standardized training and they review both the Historic Design Guidelines and Historic Zoning Code and how they work together.

ORGANIZATION

Dublin's Historic Design Guidelines begin with an Introduction giving the reader information about the document and the City of Dublin. It covers where the Design Guidelines can be applied, an overview of the City's history, and a background of how the guidelines were developed.

The next section, Context and Character, builds on this introduction, giving additional information about the cultural landscape and architecture of Dublin as a whole and the Historic District specifically.

The document continues with a User's Guide, which gives information on the guideline's intent, how the guidelines can be used by a developer, how they are used by the ARB, and how they work in conjunction with Dublin's Zoning Code.

The rest of the document contains the guidelines themselves, broken down into 4 categories—Rehabilitation, New Construction, Site Design, and Signs. The topics most relevant to single-family infill are covered in the New Construction and Site Design sections which can be seen in the chart below.

New Construction	Site Design
• Building Placement	• Natural Features
• Form & Mass	• Landscaping
• Building Width	• Walls & Fences
• Facade	• Access & Parking
• Doors & Windows	• Decks & Patios
• Architectural Details	• Lighting
• Materials & Color	• Mechanical Equipment & Waste Screening
• Canopy & Awning	
• Outbuildings	
• Energy Efficiency & Sustainability	

Topics included in Dublin's Historic Design Guidelines for New Construction and Site Design.

KEY FEATURES

The City of Dublin's Historic Design Guidelines include many helpful features which further enhance key points raised in the document. The Guidelines' Introduction includes historic photographs of important buildings, as well as a map of the Historic District, where the guidelines are applicable.

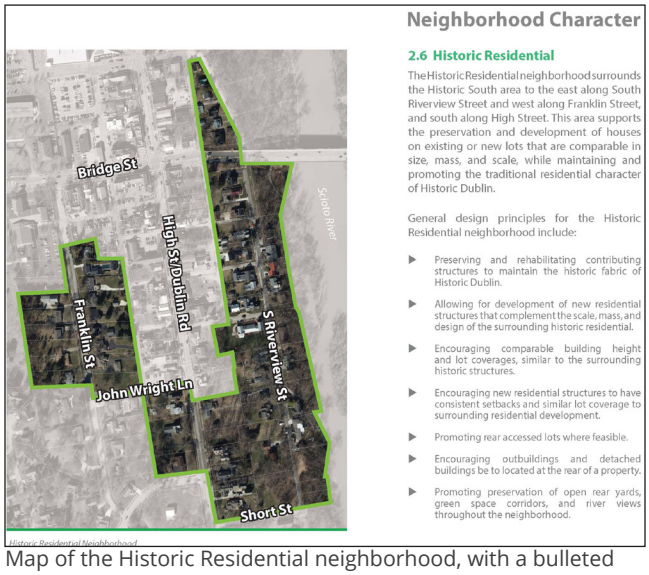
The Context & Character section gives an extensive background and history on prominent features of the city and the historic district within it. This includes information on the City's topography, geography, flora and fauna, archaeological sites, quarries, stone walls, cemeteries, historic details, and public art. Within the Historic District itself, the guidelines provide background information on prominent construction materials, general scale and form principles, and the street character of the district. This section also breaks the Historic District down into different neighborhoods with a provided map, description, and bulleted list of general design principles for each neighborhood. Additionally, it includes characteristics of prominent building types and local example images of architectural styles.

The Users Guide includes a map of contributing and non-contributing structures within the Historic District. Contributing buildings add to the historic architectural or archaeological value of the area, where preservation and rehabilitation is emphasized. Non-contributing structures do not add to the historic architectural or archaeological value of the area. Classifications were made as part of Dublin's Cultural Resources Assessment completed in 2017.

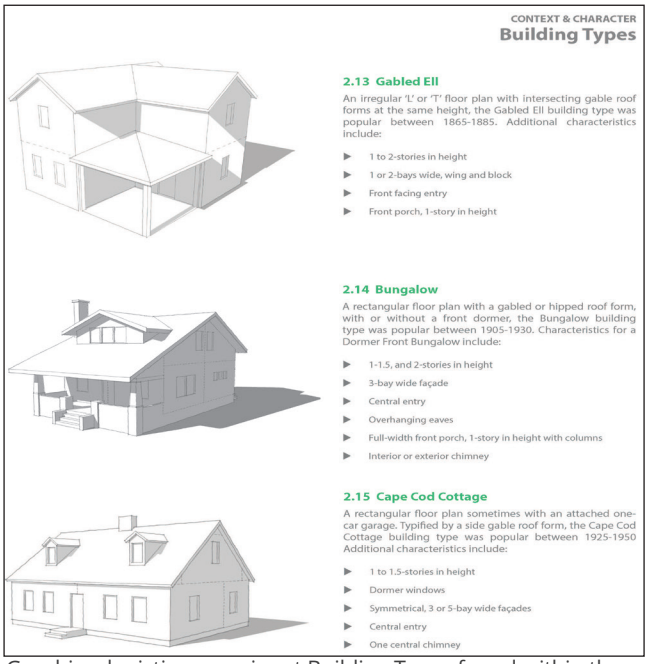
Within the guidelines themselves, some topics have graphic figures to illustrate one or more of the recommendations identified in the guidelines. Additionally, photographs of existing structures are used to illustrate other key topics where a graphic diagram is insufficient.

IMPACT

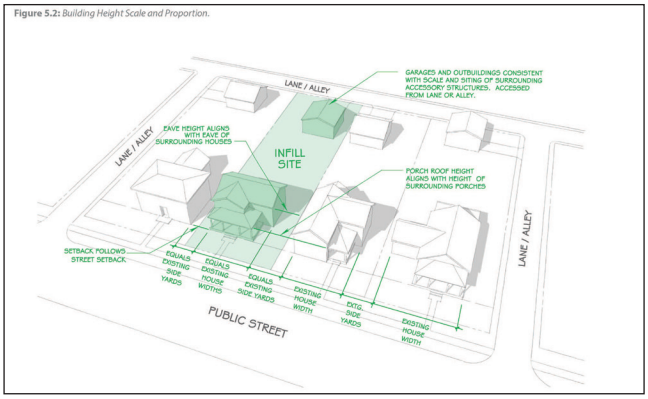
Dublin's guidelines are comprehensive and clear enough so there is little pushback from developers. The city and ARB take an approach that is direct and expresses the type of infill or rehabilitation that they want. Developers and property owners have responded positively to this, and most want to uphold the unique character of the historic district. While the guidelines are still new, and there has not been much new construction, Dublin has seen numerous rehabilitations, reconstruction, and additions to existing buildings which meet the design goals of the historic district.



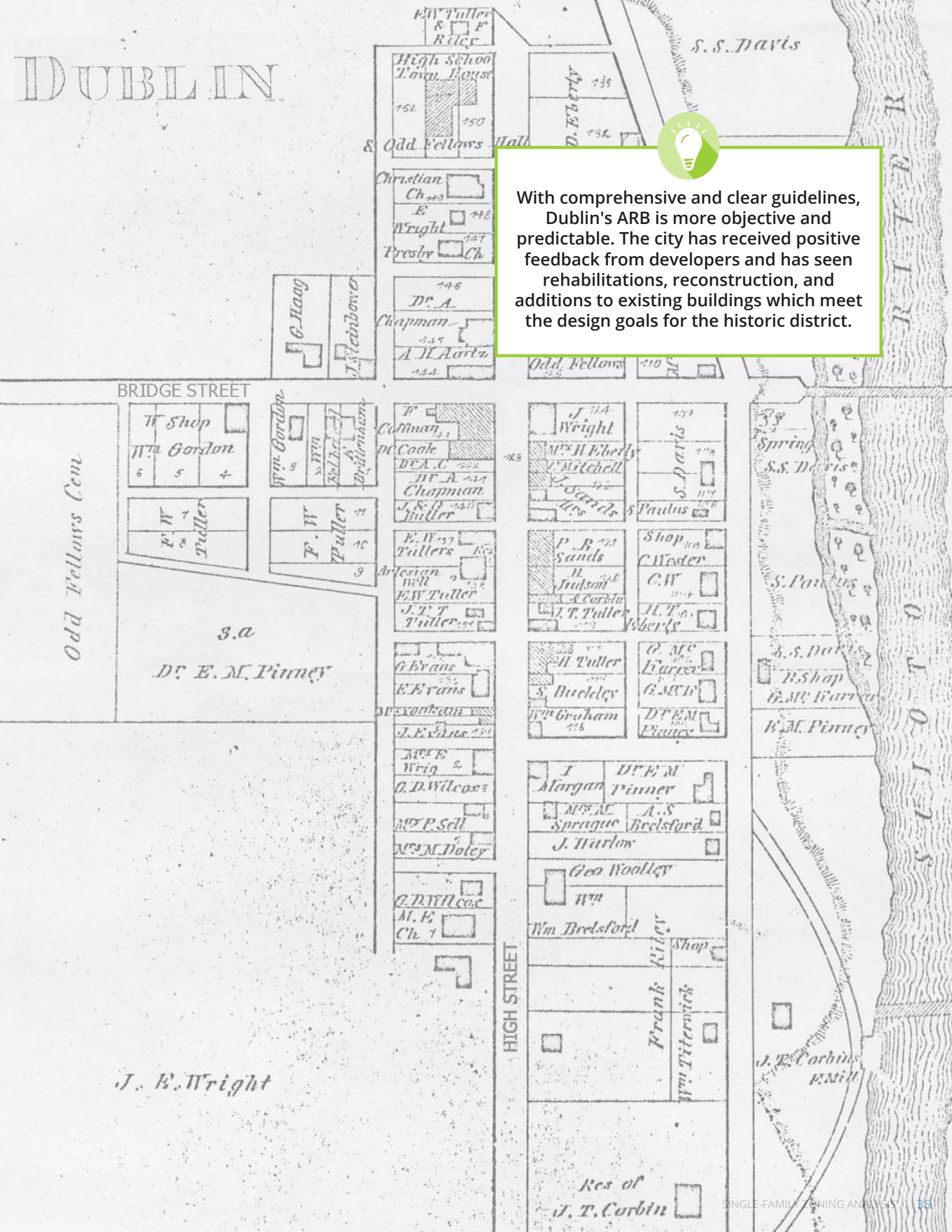
Map of the Historic Residential neighborhood, with a bulleted list of general design principles for the neighborhood.



Graphics depicting prominent Building Types found within the Historic District.



Example graphic used to illustrate multiple recommendations within the guidelines.



With comprehensive and clear guidelines, Dublin's ARB is more objective and predictable. The city has received positive feedback from developers and has seen rehabilitations, reconstruction, and additions to existing buildings which meet the design goals for the historic district.

RESOURCES

HISTORIC DESIGN GUIDELINES EXAMPLES

Secretary of the Interior's Standards for the Treatment of Historic Properties
www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm\

Cleveland Heights Historic Preservation Design Guidelines (2021)
www.clevelandheights.gov/DocumentCenter/View/9836/Cleveland-Heights-Historic-Preservation-Design-Guidelines_adopted?bidId=

RESIDENTIAL INFILL DESIGN GUIDELINES EXAMPLES

Shaker Heights Design Guidelines for Single Family infill Housing
www.shakeronline.com/DocumentCenter/View/549/ABR---Single-Family-Infill-Design-Guidelines-PDF

Indianapolis Infill Housing Guidelines 2021 Update (2021)
https://citybase-cms-prod.s3.amazonaws.com/a9228434eba047f8972f4dcb64e5b313.pdf

City of Orange Infill Residential Design Guidelines (2013)
www.cityoforange.org/home/showpublisheddocument/272/637698180507570000

City of Tacoma Residential Infilll Pilot Program 2.0 (2016)
www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/Planning/Residential%20Infill%20Pilot%20Program/Handbook%202020.pdf

Winnipeg Small-Scale and Low-Rise Residential Development Guidelines for Mature Communities (2021)
https://legacy.winnipeg.ca/ppd/PublicEngagement/InfillStrategy/documents/Small-Scale-Residential-Development-Guidelines-for-Mature-Communities-DRAFT.pdf

COMMUNITY ENGAGEMENT EXAMPLES

Windsor Design Standards Community Engagement Summary (2020)
www.townofwindsor.com/DocumentCenter/View/24566/Windsor-Objective-Design-Standards-Community-Engagement-Summary

Arlington Residential Design Guidelines: Visual Preference Survey Summary (2020)
www.arlingtonma.gov/home/showpublisheddocument/51964/637284158860630000

Central Area Neighborhood Design Guidelines: Assessing Essential Elements of Neighborhood Character Walking Tour Workbook and Presentation (2017)
https://www.seattle.gov/documents/Departments/OPCD/OngoingInitiatives/CentralArea/CentralAreaEssentialCharacterElementsWalkingTourWorkbook.pdf

www.seattle.gov/documents/Departments/OPCD/OngoingInitiatives/CentralArea/CentralAreaDesignGuidelinesFinalPresentation.pdf

DESIGN GUIDELINES MUNICIPAL WEBPAGES (INCLUDE PROCESS & DOCUMENTS)

Seattle Central Area Neighborhood Design Guidelines Webpage
www.seattle.gov/opcd/ongoing-initiatives/central-area-neighborhood-design-guidelines#projectdocuments

City of Del Mar Development Review Process & Design Guidelines Webpage
www.delmar.ca.us/507/Development-Review-Process-Oversight-Des

Winnipeg Residential Infill Strategy Webpage
https://legacy.winnipeg.ca/PPD/PublicEngagement/InfillStrategy/default.stm

OTHER RESOURCES

An Introduction to Design Guidelines, Ilene Watson, Planning Commissioners Journal Number 41 (2001)
https://plannersweb.com/wp-content/uploads/2001/01/157.pdf

Models and Guidelines for infill Development, Maryland's Planning Department (2001)
www.planning.maryland.gov/Documents/OurProducts/publications/modelsguidelines/infillfinal_1.pdf

Adopt Design Standards/Guidelines for Improved Compatibility, MRSC
www.cityofmarshall.com/system/res/286/original/1253-Adopt_Design_Standards_infill.pdf

Design Review Department Recommended Program Improvements for Public Review, Seattle SDCI & OPCD (2016)
www.seattle.gov/Documents/Departments/SDCI/Codes/ChangesToCodes/DesignReviewImprovements/DRImprovementsRecommendations.pdf

City of Everett Residential Infill Measures Report (2013)
https://mrsc.org/getmedia/190317ae-7667-4b77-ac8f-1f97faa7453b/e9InfillMeasuresReport.pdf.aspx

County Planning

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