



CITY OF BEXLEY

BOARD OF ZONING APPEALS and ARCHITECTURAL REVIEW PROCEDURES and APPLICATION

Effective Jan. 2016

**MEETING DATES: 2nd Thursday of each month (no meeting in December)
(date may change due to holidays)**

APPLICATIONS DUE: 4 weeks prior to meeting date

The purpose of the Bexley Architectural Review District is to maintain the quality and character of the City's residential neighborhoods by regulating the exterior characteristics of new structures and modifications of existing structures. In deciding whether a proposed structure or modification is compatible with its surroundings, the Board of Zoning Appeals is required to consider elements such as the architectural design; building materials; texture and color; exterior detail and relationships; height and building mass; the arrangement of structures on the site; existing grades; the visual prospective of pedestrians and adjoining properties; and landscaping.

ARCHITECTURAL REVIEW (remodels & additions)

An architectural review application MUST BE SUBMITTED for any change to the exterior of an existing home or residential lot located with the City of Bexley, Ohio. It is mandatory for all residential construction projects to receive approval of design and construction plans prior to construction. An informal review with our staff consultants of preliminary design drawings can be requested, although not required. A formal review, with public hearing, will then be held upon completion of the design drawings.

Any maintenance improvement will be reviewed administratively by the City architect. Most window, siding, roof replacement projects, detached garages, accessory structure, and deck construction may be reviewed and approved by the Design Consultant and/or Zoning officer, if it meets all zoning code requirements.

All significant changes to the exterior of a home (such as an addition, changes to exterior materials and some accessory structures or construction of a new home) will require review by the Board of Zoning Appeals acting as the Architectural Review Board. Refer to the Residential Review District Residential Design Guidelines, General Guidelines for additional information. It is not the intent of the process to review for structural integrity, life safety issues, or building code compliance, but only design intent, placement of a structure on a lot and architectural character.

Upon review and approval of this application a Certificate of Appropriateness will be issue for the Application. All Variances that are approved by the Board are approved for 1 year in Accordance with # 11. in the rules and regulations. **11. states that if construction, demolition or the other action authorized by the Board is not commenced with one (1) year from the effective date of a decision, order, permit authorization or approval of or by the Board, then such decision, order, authorization, approval, permit or other action shall be void, unless extended by the Board.**

REQUIRED DRAWINGS & INFORMATION:

- A. Vicinity Map – showing all adjoining properties.
- B. PHOTOGRAPHS – showing all sides of all existing structures on the property.
- C. For maintenance improvements conforming to the "SPECIFIC STANDARDS" in the Residential Review District Residential Design Guidelines, no drawings are required. A completed application indicating material choices is, however, required. A complete application indicating material choices is required.

D. For significant projects, which require review by the Board of Zoning Appeals acting as the Architectural Review Board, Applicants must submit 3 copies and (1 pdf to krose@bexley.org) of the following required drawings:

1. **PHOTOGRAPHS:** of all sides of all existing structures on the property.
2. **SITE PLAN:** a site plan; to scale of at least (1"=20'); Site plans shall indicate lot boundaries and dimensions, required building setback lines, location of existing structures and improvements, location of proposed structures, fences, gates and paving layout, etc.
3. **FLOOR PLAN:** a floor plans, to scale, designating and differentiating existing construction from proposed construction. Plans shall include overall dimensions and notes, as required to clearly communicate the concept of the design.
4. **EXTERIOR:** exterior elevation drawings, to scale, designating and differentiating existing construction from proposed construction. Elevation drawings shall include indications of exterior materials, door and window styles, and notes as required to clearly communicate the concept of the design.
5. **ARCHITECTURAL:** architectural details drawn to scale of non-typical design elements.
6. **LANDSCAPE:** in the case of a new building or change to an existing structure, which includes removal of existing landscaping, landscape architectural plans, to scale, indicating all proposed garden walls and structures, planting and landscape details.
7. **ANY VARIANCE:** additions will require a narrative description of the hardship associated with the property.

List supplemental requirements or conditions that will be met, or explain any issue that may need clarification. Attach separate sheet if needed.

- Applicants must submit, (folded and collated): (3) copies of the above information for staff members to review for completeness in order to process add determine if it should be added to the next meeting agenda. Maximum size of 11" x 17" original CAD drawings of plans, or a full size drawing, if necessary for detailed information.
- It is not mandatory, although highly recommended, that all drawings be prepared by a design professional. All drawings must clearly indicate the work to be completed.
- Incomplete applications will not be accepted for review.

• FRONT YARD FENCE

Variance request information must be provided to show how the fence complies with the following (Code Section 1262.03) submit:

- a. The proposed decorative landscape wall or fence is compatible with other properties in the neighborhood.
- b. The height of the fence or wall does not exceed the size permitted as above when measured from the average grade of the yard where the fence or wall is to be installed. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included in the maximum height.
- c. A landscape plan shall be filed with the application indicating how such fencing and/or wall is to be integrated with existing front yard landscaping.
- d. The installation of such fence and/or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.
- e. No chain link, wire mesh, concrete block or other similar type material shall be installed as a decorative landscape wall or fence unless the applicant can justify the appropriateness of this material in the design landscape plan.

• CORNER LOT FENCE

Variance request information must be provided to show how the fence complies with the following (Code Section 1262.03) submit:

- a. Proposed side yard fence or wall on the street side of a corner lot exceeding forty-two inches in height is compatible with other properties in the neighborhood.
- b. Height of such fence or wall shall not exceed seventy-two inches. (Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall not be included within the seventy-two inch maximum height).

- c. A landscaping plan must be filed indicating how such fencing or wall is to be screened from the street side elevation. The landscape plan should be designated in such a way as to mitigate the impact of a solid fence or wall as it relates to the street and other properties.
- d. Installation of such fence or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.

● **REVERSE FENCES**

Variances may be granted only where unique characteristics of the property created an unnecessary hardship. Variances, which allow the structural side of a fence to face an adjacent property, shall be granted only where unique characteristics create an unnecessary hardship and written consent from the effected adjacent property owner(s) has been filed with the application and/or to the Board. Variance requests shall be filed in conformity with the rules and regulations of the Board. (Ordinance 25-89) submit:

- a. Narrative description of the hardship associated with the property.
- b. Site plan indicating the location of fence.
- c. Letter from effected neighbor.

● **HOME OCCUPATION**

Information must be provided to show how the occupation complies with the following (Code Section 1260.16)

- a. No person (other than members of the family) residing on the premises shall be engaged in such occupation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purpose by its occupants, and not more than twenty-five percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- c. There shall be no change in the outside appearance of the building or premises, or other visible or business evidence of the conduct of such home occupation.
- d. There shall be no sales in connection with a home occupation.
- e. No traffic shall be generated by a home occupation in greater volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of a home occupation shall be met off the street and other than in a required front yard.

● **CONDITIONAL USE**

Information must be provided to show how the proposed use complies with Code Section 1264.15, which states:

The Board of Zoning Appeals shall have the power to approve applications for conditional uses specified in Chapter 1252. The proposed use shall be approved if, and only if it meets the intent of this Zoning Code and then intent of the zoning district in which the property is located, fits harmoniously with adjacent uses and structures and complies with all other provisions and this Zoning Code.

PLEASE NOTE:

Approval of a request by the Board of Appeals does not constitute the issuing of a permit for the project. Appropriate permits must be obtained from the Bexley Building Department after receiving variance approval and/or architectural review approval, but prior to the start of construction.

**A separate permit application is also required for a building permit and/or or all mechanicals within the construction. This is separate and in addition to this review.

Be advised, if the Board decides it needs the services of an independent expert (example: architect, landscape architect; planner; civil, environmental or traffic engineer; legal counsel, etc.) to assist it, it shall designate the person to be consulted and the cost of consultation thereof shall be paid by the Applicant in addition to the review filing fees.

Please complete the enclosed application. Submit original signatures, photographs and all information requested above. Any incomplete application will not be accepted.



BOARD OF ZONING APPEALS and ARCHITECTURAL REVIEW
2015 APPLICATION

Case Number: _____

Address: 2121 CLIFTON AVENUE

Zoning District: R-3 #
ORDINANCE 42-12

Architectural Review for:
 Addition Alteration
 Demolition of a Principal Structure

New Structure (2-STORY HOME)
 Demolition of Garage

Variance For:
 Principal Structure Garage Fence Other: _____

Variance To:
 Front Yard Setback Side Yard Setback Rear Yard Setback lot coverage

Conditional Use For: Home Occupation sq.' / height of structure
Other: _____

*Is variance less than five feet from property line? yes no Yes requires Chief Building Official review.

Owner of property: WILLIAM J. SCHOTTENSTEM #
LAURA E. SPEARLS Phone # 614-621-2137 or Cell # _____

* If Applicant is NOT owner, a letter must be submitted giving applicant permission to represent the owner's review request.

Applicant Name: MICHAEL J. AUSTROS, III E-mail: MJAUSTROS@NEW-AVENUE.LIET Phone # 614-881-8886
NEW AVENUE A # E Cell# 614-306-7332

Address 4740 REED RD, STE 201 City: O.A., State: OH Zip 43221

Brief Description of Request and/or Variance THIS VARIANCE REQUEST IS FOR THE REDUCTION OF THE WEST SIDE YARD SETBACK FROM THE 13' REFERENCED IN ORDINANCE 42-12 TO 8' PER THE STANDARDS SET FORTH IN THE R-3 ZONING DISTRICT. THE ORDINANCE DOES NOT REFLECT THE ACTUAL WIDTH OR AREA OF THE EXISTING LOT WHICH HAS CREATED A HARDSHIP.

Valuation of Project \$ 350,000.00

- **APPLICATION REVIEW FEES**, (based on valuation of the project):
\$90.00 – up to the first \$10,000 valuation. And \$5.00 for each additional \$10,000 valuation w/\$600 cap.
\$50.00 – Re-submittal fee
- **VARIANCE REQUEST Additional FEES:**
Single Family \$100.00; Fences or Special Permit \$65.00; All others \$90.00

• **SIGNATURE** [Signature] /DATE 03/17/2016

Fee: based on valuation	\$ <u>260.00</u>
Fee: based on variance	\$ <u>100.00</u>
Other	\$ _____
TOTAL FEE DUE	\$ <u>360.00</u>

**Be advised, if the Board or Staff decides it needs the services of an independent expert (example: architect, landscape architect; planner; civil, environmental or traffic engineer; legal counsel, etc.) to assist it, it shall designate the person to be consulted and the cost of consultation thereof shall be paid by the Applicant in addition to the review filing fees. (Ord. 54-11)

• **LOT INFORMATION**

Address 2121 CLIFTON AVENUE Zoning District R-3

Lot Width 47.27 ft Depth 159.00 ft Total Area 7,492 sq ft

Existing Residence (foot print) N/A sq ft Garage N/A sq ft

Existing Building Height N/A one-story _____ two-story

Proposed ^{HOUSE} Addition (foot print) 1,948 sq ft 25'-4" Height _____ one-story two-story

Proposed Garage _____ sq.ft. _____ Height _____ one-story _____ two-story

Permitted Lot Coverage 25 % = 1,873 sq ft

Lot to be covered 26 % = 1,948 sq ft

Please provide a **SITE PLAN**, which gives the setback from all existing structures to front, side, and rear property lines. Indicate proposed addition or proposed structure and indicate how far it is setback from the front, side and rear property lines. Also include the distance between the principal structure and detached garage.

• **ARCHITECTURAL INFORMATION**

Architect and/or Residential Designer NEW AVENUE ARCHITECTS & ENGINEERS

Contractor/Builder LION CONSTRUCTION SERVICES, LLC

Preliminary Review by Staff _____ Review by Board _____

• **DESCRIPTION OF CHANGES PROPOSED** _____

• **DESCRIPTION OF ANY EXTENUATING CIRCUMSTANCES TO BE CONSIDERED**
THE AMENDED ORDINANCE 42-12 CURRENTLY APPLICABLE FOR THIS SITE DESCRIBES THE LOT WITH A 50'-0" WIDTH & 7,972 TOTAL LOT SQUARE FOOTAGE WHEN IT ACTUAL EXISTS (AS SURVEYED) WITH A 47'-3" WIDTH & 7,492 SQUARE FOOT LOT, WHICH HAS CREATED HANDSHIPS IN REGARDS TO SETBACKS & LOT COVERAGE.

Please indicate: the existing materials and the proposed changes of exterior materials to be used in the completion of your design project. Check all that apply in each category below:

• **ROOFING** House Only / Garage Only / House & Garage

- Existing Roof Type: N/A
____ Slate ____ Clay Tile ____ Wood Shake ____ Standard 3-Tab Asphalt Shingle
____ Architectural Dimensional Shingles ____ EPDM (rubber) Roofing ____ Metal
- New Shingle Manufacturer: N/A
- New Roofing Type, Style & Color: EPDM ROOFING, FLAT, BLACK

• **WINDOWS**

- Existing Window Style: N/A
 Casement Double Hung Horizontal Sliding Awning
 Fixed Exterior Storm Other: _____
- Existing Window Materials: N/A
 Wood Vinyl Vinyl Clad Wood Aluminum Clad Wood
 Aluminum Metal Other: _____
- New Window Manufacturer: BONELLI WINDOWS
- New Window Style, Material & Color: SINGLE-HUNG, ALUMINUM, BRONZE METALIC

• **DOORS**

Existing Exterior Doors (Accurately indicate door style on exterior elevations of drawings)

- Entrance Door Type Wood Insulated Metal Fiberglass
 Sidelights Transom Window
 - Garage Door Type Wood Insulated Metal Fiberglass
 - Door Finish Stained Painted
- Proposed Door Type SWING / Style FULL GLASS PANEL Color BRONZE METALIC
BONELLI

• **EXTERIOR WALL FINISHES**

TYPE		Manufacture, Style, Color
Existing	Proposed	
()	()	Natural Stone
()	()	Cultured Stone
()	()	Brick
()	()	Mortar
()	()	Stucco
()	()	Wood Shingle
()	(✓)	Wood Siding (<u>CEDAR</u>)
()	()	Vinyl Siding
()	()	Aluminum Siding
()	(✓)	Other <u>CONCRETE</u> <u>(WOOD FORMED)</u> <u>METAL SCREEN PANEL</u>
	(✓)	<u>"2-STOUE" (EXPOSED WOOD FORM) NATURAL</u> <u>PRE-FAB METAL FRAME w/ WIRE MESH INSERT</u> <u>BRONZE FRAME w/ ALUM. GRID FINISH</u>

• **EXTERIOR TRIM**

- Existing Door Trim: N/A
 Cedar Redwood Pine Vinyl
 Wood composite Aluminum Clad Molding
 Standard lumber Profile Other: _____
- Existing Window Trim: N/A
 Cedar Redwood Pine Vinyl
 Wood composite Aluminum Clad Molding
 Standard lumber Profile Other: _____
- Proposed NEW Door Trim: N/A

4. Proposed NEW Window Trim: N/A

5. Trim: Color(s): To MATCH EXTERIOR FINISH @ WINDOW OR DOOR

** Do the proposed changes affect the overhangs? N/A

• **DECKS**

EXISTING: N/A

1. Existing Decking Materials
 Cedar Pressure-treated wood Wood/Plastic Composite
 Other _____

2. Existing Railing Materials
 Cedar Pressure-treated wood Wood/Plastic Composite
 Other _____

PROPOSED:

3. Proposed Decking Materials
 Cedar Pressure-treated wood Wood/Plastic Composite
 Other _____

4. Proposed Railing Materials ALUMINUM & CABLE RAILINGS (GRID SYSTEM)
5. Existing Railing Materials N/A
 Cedar Pressure-treated wood Wood/Plastic Composite
 Other _____

----- TO BE COMPLETED BY RESIDENTIAL DESIGN CONSULTANT -----

Date of Review _____ Approved By _____

To be reviewed by the BZA on: _____

Conditions / Stipulations: _____
