Prepared for the
City of Elyria
131 Court Street
Elyria, Ohio 44035
(440) 326-1400

by the
Urban Design Center of Northeast Ohio
820 Prospect Avenue
Cleveland, Ohio 44115
(216) 357-3434
Purpose of Design Review

Buildings are the building blocks of our city. From the humble to the monumental, the simple to the grand, they are a medium through which we convey our culture; each building affects the way we live in our community. Since our buildings tend to outlive us, we want the design of those buildings to not only satisfy or meet the needs of the moment but to remain useful and attractive for generations to come.

The purpose of the design review process is:

• To promote safe, functional and attractive development of business, commercial, industrial, and residential areas,
• To unify properties, both visually and physically,
• To preserve the unique and cultural features within the City, and
• To improve property values by enhancing the City’s appearance.

To use these guidelines, please consult the submission requirements for your project on the next page. The Design Guidelines are organized in the following sections:

• General Building guidelines apply to all projects that are subject to design review, including new construction, rehabilitation, alterations, and additions.
• Maintenance guidelines – consult these guidelines for recommendations about maintenance, repair, and rehabilitation of existing buildings.
• Site Features – includes guidelines for landscaping, fences and screening, parking, lighting, and community amenities.
• Signage – provides general signage guidelines; more detailed standards are included in the sections on Special Districts.
• Special Districts include additional guidelines and standards for projects in four key districts: Downtown, Middle Avenue, Cleveland Street, and Midway, plus the six Community Reinvestment Areas.
Submission Requirements

The Design Review process APPLIES to the following activities:

- All new construction, except for one-, two-, and three-family dwellings.
- New residential construction in Community Reinvestment Areas (CRA) that utilizes tax abatement (see map on pages 35-39).
- Additions, alterations or renovations to an existing building, site or landscape (other than one-, two-, and three-family building projects), that affect the exterior appearance of a building or site, including but not limited to new or existing signs, color changes, parking area modifications and site lighting alterations.
- Demolition of all non-residential structures and for residential structures located in the West by the River District or listed on the National Register of Historic Places.

The Design Review Process DOES NOT APPLY to the following activities:

- Ordinary maintenance or repairs to an existing building or site, provided such work involves no change in materials, design, dimensions, texture, color or outer appearance.
- Interior alterations
- 1, 2, and 3 family building projects, except CRA properties.

Design review for the City of Elyria is administered by the Planning Commission. At the discretion of the Planning Commission, this duty may be administered by City staff. All the information presented in these Design Review Guidelines is believed to be accurate at the time of publication. However, there may be future changes to the applicable laws, regulations or policies that are not reflected in this document. The enabling legislation for Design Review can be found in Chapter 1183 of the Elyria Codified Ordinances. In the event of any doubt or dispute, the provisions of applicable law take precedence over these Guidelines.

The Planning Commission is authorized to increase or decrease building setbacks, height, landscaping, fencing, signs, parking, ingress, egress, and lot coverage standards as provided for in Part 11 of the Elyria Codified Ordinances, if it can be determined that:

- The modification is needed to achieve the purpose and objectives of Design Review,
- The modification does not adversely impact an adjacent building or property or create an unsafe pedestrian or vehicular situation, or
- The modification is necessary to create a more aesthetic or pleasing vista along the public right of way.
How to Apply for Design Review

**Step One:** Obtain a *Design Review Application* from the Planning Commission secretary, the Building Department or the Planning Department. These Departments are also available for additional information and assistance. The application requires background information on the project and asks for a description of how the project addresses each relevant aspect of these Design Review Guidelines. It is helpful, but not required, that plans be prepared by a professional such as an engineer, builder, surveyor or architect. Plans should be drawn at a scale of not less than 50 feet to the inch.

**Step Two:** Submit six (6) sets of the completed *Design Review Application*, including *Conceptual Plans*, to the Planning Commission secretary to be reviewed by city staff. Staff can approve minor applications as submitted or with modifications, or refer the project on to the Planning Commission. Only the Planning Commission can deny an application. Conceptual Plans shall consist of the following materials:

- **Site Plan**: A drawing showing the location, type, size, or dimensions of proposed and/or existing structures and site features including: footprint of structures. The site plan must also show property boundaries, setbacks, adjacent properties and buildings abutting the side and back property lines, properties and buildings immediately across any streets adjacent to the property, underground utility easements, and overhead wire easements. The plan must be to scale and show all relevant dimensions.

- **Building Elevations**: Drawings showing the front, rear and side elevations of the proposed structure(s) which includes the color and a description of all materials (i.e.: siding, windows, doors, roof, gutters, lighting, trim, utilities and utility meters, and venting stacks).

- **Exterior Lighting Plan**: A drawing indicating location, size, height, typical design, material and color. The applicant shall submit a photograph, diagram or cut sheet(s) of all exterior light fixtures as provided by the manufacturer.

- **Photographs**: Color photographs showing the proposed building site and surrounding properties. In the case of an alteration and/or addition, photos shall depict existing structures and their relationship to adjacent property.

- **Landscape Plan**: A drawing of the proposed landscaping showing the location of all components with the species, size and shape of all plantings. (if applicable) together with landscape details, sidewalks, driveways, parking areas, freestanding signs, dumpster locations, fencing, and lighting locations.

- **Samples**: Samples of the building materials (cladding, windows, roof materials, etc.) fencing, walls, screening materials and their colors.

For new signs or changes to existing signs, the applicant should also submit:

- A scaled drawing of the sign details, including materials, dimensions, color, lighting, lettering style, and height of freestanding signs.

- Photographs showing all existing signage.

- Site plan showing sign locations, including setbacks.
Step Three: The findings of the city staff are conveyed in the Conceptual Plan report which will be made available to the applicant from the Planning Commission secretary within 10 days of the date of submission. The project may either be approved, approved with modifications, or referred to the Planning Commission based on compliance with the Design Review Guidelines and applicable codes and ordinances.

Step Four: If an application cannot be approved by staff, Preliminary/Final Plans should be submitted to the Planning Commission at least 7 days prior to a Planning Commission meeting. Whenever possible, staff will attempt to accommodate late submittals. 14 sets of the Preliminary/Final Plan must be submitted to the Planning Commission. The Preliminary/Final Plan should show changes made in response to comments made in the Conceptual Plan Report. However the applicant may submit any variation that he/she deems justifiable.

The Planning Commission has 35 days to respond from date of submission. Failure of the Planning Commission to respond within the 35 days shall be deemed an approval of the plans. In the event the building project is considered a major traffic generator, Planning Commission has 60 days to render a decision.

Planning Commission meetings are scheduled at 11:00 am on the first and third Tuesday of each month and are held in Elyria City Hall Council Chambers. Due to special circumstances meeting times and locations may be changed.

Submission deadlines for meetings are 10:00 a.m. seven days prior to the meeting. A list of the actual dates and times is available from the Planning Commission secretary, the Building Department or the Planning Department.

Note: If a proposal requires a variance to Zoning Code requirements, the procedures set out in Chapter 1127 of the Zoning Code are to be followed.

Step Five: The findings of the Planning Commission, based on compliance with the Design Review Guidelines and applicable codes and ordinances, will be rendered at the appropriate Planning Commission Review Meeting.

The Planning Commission may recommend:

- **Approval:** Construction documents, when required, may be submitted to the Building Department for a building permit.
- **Approval with Modifications:** Construction documents, when required, may be submitted to the Building Department for a building permit OR, if the modification(s) are unacceptable by the applicant, the decision may be appealed to City Council.

When minor modifications are required by the Planning Commission, the Planning Commission may convey authority to City staff to approve the application after the applicant has submitted updated plans that reflect the modifications,

- **Disapproval:** Applicant may have the project reviewed by City Council. If a project is substantially modified, the applicant can restart the application process with the Planning Commission.
City Council Review: The applicant may request a review by City Council of plans disapproved or modified, in whole or in part by the Planning Commission. Any such request shall be in writing and shall describe with reasonable detail the basis of the appeal. The request shall be filed with the Clerk of Council within 30 days of the Planning Commission’s decision. A copy of the request shall be served upon the Law Director.

Council is required to review the request within 30 days of filing. City Council may sustain, modify, or reverse, in whole or in part, the decision of the Planning Commission.
Can City Staff approve my project? Smaller projects, such as signs, awnings, minor storefront remodeling or minor parking lot adjustments may be reviewed by city staff on behalf of the Planning Commission. If the city staff recommends disapproval of a minor project, and the sponsor chooses not to revise it according to staff suggestions, the applicant may present the project to the Planning Commission for their consideration.

How detailed do applications need to be? The scope of your project should determine the detail of your submission to the Planning Commission. Larger construction projects will require professionals to prepare the application and to provide sufficient detail and clarity so that the Planning Commission is able to analyze the impact of the project and determine its compliance.

Do I have to provide sample materials? Yes, for the major building elements together with cut sheets for external light fixtures, fences, and other hardware items that have an impact on the aesthetic quality of a project. Additional material samples may be requested depending of the scope of the project.

I have a very complex project. May I meet with city staff informally before I prepare a full submission? Yes. The city staff will meet with applicants on an informal basis prior to the submission of a formal application and will give comments on designs or ideas. When requested, City staff will meet with the applicant at the proposed site.

Must I be present at the Planning Commission meeting that my project is being considered? It is highly recommended that you or your representative be present.

How will the Commission review my project? The Planning Commission considers design qualities in light of these Design Review Guidelines, the advice of city staff, as well as their personal experiences and observations. In addition, the Planning Commission encourages private development of the highest caliber. Good planning and design do not necessarily mean added cost. In some cases, the suggestions of the Planning Commission may result in lower costs for the sponsor and a more valuable project.

Do the Guidelines ALWAYS apply? Yes. In rare cases, however, the Planning Commission, after conferring with city staff, may decide to waive or add certain requirements if they enhance the project.

Are the decisions of the Planning Commission binding? Yes. Planning Commission will usually decide during the first meeting whether the project should be approved, approved with modifications or disapproved. Modifications and disapprovals may be reviewed by City Council at the request of the applicant. Council can modify Planning Commission’s decision.
If the Planning Commission recommends changes, do I have to prepare and present revised drawings showing all of them? Yes. However, revision need not always be prepared with the same level of detail as in the initial submission. Often, hand-drawn revisions or annotations to the plans will be sufficient. If the applicant accepts the recommended modifications, revised plans incorporating the changes shall then be submitted to the Planning Commission Secretary and to the Building Department for a building permit.

Who makes the Final Decision? Plans can be approved by staff in some cases, or they are referred to the Planning Commission with recommendations from staff. Final review decisions are made by the Planning Commission, its designees, or by City Council if Planning Commission’s decision is challenged by the applicant.

How much time will Design Review add to my project? Design review typically adds only a few days to a few weeks to the approval process. Well documented submissions often speed the approval process.

What is the difference between a Conceptual Plan and a Final Plan? The only difference between the two is that the Final Plan, which started out as the Conceptual Plan, has gone through design review and has been approved or submitted to the Planning Commission for its review.

Do my plans need to be prepared by a state licensed/registered professional, such as an engineer, surveyor, or architect? Not necessarily. Conceptual plans never require an architect or engineer’s seal. Preliminary and Final plans for minor alterations, maintenance, fencing, signage, parking lots and similar non-technical projects may not require professional assistance but drawings must be prepared that adequately describe the proposed project. Projects that involve technical design analysis (i.e.: new buildings, building additions, major alterations) require the seal of a design professional. When in doubt, consult the Building Inspector.
General Building Guidelines

These guidelines are the basis for decisions by the Planning Commission. The first section pertains to construction anywhere in the city, with additional standards beginning on page 18 for specific districts.

Design Quality
1. The image of Elyria, as reflected in the city’s architecture, is timeless and enduring. Historic buildings in the city contribute to this character and should be preserved.
2. New construction, while a product of its own time, should reflect the proportions and traditional detailing of the city’s historic architecture. New construction should take into account the surrounding context while setting out to improve the overall appearance and built quality of the City.
3. Buildings can be designed in a variety of styles. The unifying element for the city’s buildings is the use of classical materials and proportions to instill a sense of order and timelessness that spans buildings of different eras.
4. The design of the buildings should be sympathetic to adjacent buildings’ scale and level of detail.
5. Special attention should be given to façades that can be viewed from the public right of way. These façades must have architectural features (as described below) and landscaping.

Building Design and Configuration
1. Buildings should have at least one principal entrance oriented toward the primary street frontage property line.
2. Roofs should be designed to break up the apparent exterior mass of the building, add visual interest, and be appropriate to the architectural style of the building.
3. Gabled and hipped roofs are the preferred roof form in the city. Sloped roofs, visible rooflines and roofs that project over the exterior walls of a building enough to cast a shadow on the ground are encouraged.
4. Flat roofs are sometimes acceptable for certain building types, including industrial buildings, gas station canopies, and large-scale (over 50,000 square foot) retail facilities. Where flat roofs are used, parapet walls, cornices or other articulation of the roof edge will be required to provide architectural interest.
5. Buildings should be designed with recesses, projections, wall insets, arcades, window display areas, awnings, balconies, window projections, landscape structures or other features that add visual interest to the design of the structure.

Utilities
1. Roof top utilities should be clustered into a “chimney” configuration and screened or painted to match the roof color.
2. Vents and other utilities on external walls should be painted to match the wall color.
6. Walls greater than 50 feet in horizontal length that can be viewed from public streets should be designed using a combination of architectural features, various building materials and landscaping (abutting the building) for at least 50% of the wall length. Other walls should incorporate architectural features and landscaping for at least 30% of the wall length.

7. The first floor of buildings facing primary streets should utilize as much glass as possible to encourage display and a sense of openness to the pedestrian.

8. Building entrances should be clearly defined and highly visible, using features such as canopies, porticos, arcades, arches, wing walls, and integral planters.

A classical cornice and a modern interpretation. A “cap” of some sort - the point where a wall meets the roof and the sky - should be accented with a projecting cornice. In general, the ratio of a building cornice to the height of the wall should be 1:7 or 8 up to about five (5) feet maximum.
Materials
1. Red brick is the defining material of Elyria’s historic and contemporary architecture. The use of red brick and other durable, traditional cladding materials (such as granite, limestone or other stone) is encouraged. Building materials should be selected for longevity and permanence.
2. Other materials may be appropriate if used as accents or are compatible with the overall design of the building and its surroundings.
3. Split-faced concrete block or pre-fabricated steel panels should only be used as accents and not dominate the building exterior.
4. Standard-sized brick is preferred; the use of "jumbo brick", through-wall bricks, concrete block, or split-faced block is discouraged.
5. The use of synthetic stucco is strongly discouraged; this material is not permitted for the first story or the lower 15 feet of buildings.
6. The use of plywood sheathing (T-111) and vinyl siding is prohibited.
7. Slate, copper, or standing-seam metal roofs are preferred.

Colors
1. The use of high intensity, high reflectance, fluorescent and metallic colors are discouraged except as approved for building trim. Window mullions, window trim, flashing, and other trim elements should be dark colors. (Mill finish is not permitted.)
2. In general, roofs should be dark in color.

Security Elements
1. Install better locks and lighting before installing barriers such as screens and grilles, or consider installing an electronic security system, with small but easily seen stickers that send a message that the property is being monitored.
2. Avoid exterior screens and grilles that are visible from the exterior.
3. Limit security lighting to what is truly needed.
4. Do not give a building a fortress look that gives the impression the area is unsafe.
5. Avoid blind spots and places for people to hide.
Additional Guidelines by Building Type

1. **Retail, Strip Center**: Strip Centers are smaller commercial developments that typically develop at major street intersections. Normally, they are multi-tenant facilities in a linear configuration. Special attention should be given to the style and quality of the arcade walkway, pedestrian access, public access, and sign compatibility, and community amenities.

2. **Retail, Big Box**: Large Big-Box retail are highly visible from major public streets and their design impacts much of the character and attractiveness of the street environment. Big box development must provide a basic level of architectural variety and pedestrian access compatibility with its surroundings. Parking demands are usually very large and attention should be given to the inclusion of high-quality landscaping, surface water treatment, and signage. Particular attention should be given to providing and integrating public transit access.

3. **Retail, Other**: Typically this would include stand-alone buildings such as restaurants or other retail uses. These businesses can locate in a variety of locations and therefore require special sensitivity to the immediate area. Theme-style architecture and standardized franchise designs are discouraged.

4. **Office, Single & Multi-Tenant Buildings**: Particular attention should be given to the overall context of these buildings in the surrounding neighborhood. In case of larger multi-tenant buildings, all aspects of site planning, architectural design, signage, landscaping, traffic, and community amenities should be considered.

5. **Industrial**: All industrial projects shall be reviewed in relation to context, size, and location. Special attention should be given to the façade facing the public right-of-way. Lighting design and placement must be considered as well as placement and design of refuse containment. If in a formal industrial park setting, common features of design, color, setback and landscaping, and the use of landscape berms are encouraged.

6. **Multi-Family**: Four-family and larger multi-family projects must pay particular attention to unique characteristics inherent in a residential living environment. This will include site planning, color, texture, scale, landscaping, parking, overall façade and design in context to its surroundings. Lighting design and placement must be considered as well as placement and design of refuse containment. Amenities such as a swimming pool and clubhouse facilities should be considered as well as pedestrian access to public transit and service establishments. These projects can generally expect a high level of review.

7. **Institutional Facilities**: These uses include (but are not limited to) schools, government buildings, office parks, hospitals and nursing homes. These projects must be carefully integrated into the neighborhood context. Sign compatibility is important and special attention should be given to accommodate pedestrian and public transit access as well as to providing community amenities.
1. Landscaping, mounding, or decorative fencing should be installed along all public rights of ways and in other areas as determined by the Planning Commission. At least six feet of grass should be located between a fence and public sidewalk.

2. Chain link fencing shall be permitted under very limited circumstances, such as locations where it cannot be seen from the right-of-way or in industrial areas. In such instances, it should be black or dark vinyl-coated.

3. Screening should be installed in the following locations: parking areas, mechanical equipment, service areas, base of building(s), and to buffer adjoining property.

4. Landscaping should be designed with consideration given to maintaining landscaped areas in an attractive condition and recognizing seasonal differences. Irrigation of landscaped areas is strongly recommended.

5. In those cases where decorative fencing is required it should consist of 42 inch high black wrought-iron style fencing. The specific style must be submitted for approval.

6. On commercially zoned parcels adjacent to residentially zoned property, either an eight (8) foot high brick wall or a 20 foot wide buffer strip must be provided. The buffer strip may contain a variety of plant materials, but must be adequate to provide a visual and sound barrier and must be approved prior to installation.

Trees

1. In addition to required screening and landscaping, all site plans for new construction should include canopy trees (with a minimum two (2) inch caliper, measured six (6) inches above grade), both within the site and along all public rights of ways.

2. New development should include canopy trees in a ratio of 11 trees per acre. The canopy trees shall be placed no greater than forty (40) feet on center along public rights-of-way.

3. The type of trees should be selected from a list as approved by the Planning Commission (see page 18).
Community Amenities

1. Community amenities such as patio/seating areas, water features, art work, clock towers, and pedestrian plazas with park benches or other features located adjacent to the primary entrance to the building(s) are encouraged, although patio/seating areas are contingent on the underlying zoning district. Emphasis should be placed on creating points of interest and a place of gathering.

2. A continuous pedestrian walkway should be provided from the primary frontage sidewalk to the building entrance(s).

3. Walkways should incorporate landscaping, benches, drop-off bays and bicycle facilities.

4. Walkways should provide access from the parking areas to the entrances of the building(s). Walkways should be designed to separate people from moving vehicles as much as possible. Walkways should be distinguished from the parking and driving areas by use of special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the Planning Commission.

5. Walkways should be at least 5 feet wide and wider to accommodate car overhang or other obstruction(s) where these conditions exist.

6. Buildings and retail complexes should make provisions to support pedestrian access by way of public transportation services.

Equipment and Service Areas

1. Any dumpster or trash collection area should be enclosed using the same material and color as the main building. The enclosure shall be at least two feet higher than the enclosed container but not less than eight (8) feet. Enclosure gates should be made of metal, painted black or a dark color.

2. Mechanical equipment and service areas should be located in recesses in the building footprint or be appropriately screened with visual barriers from adjacent properties, the public right-of-way, parks or other public areas.

3. Utility meters, exhaust vents, and other metering devices should be located on the side or the rear of the building.

4. Wherever possible, vent stacks and other pipes penetrating the roof shall be clustered into a “chimney” configuration and painted to match the roof or screened from view.

5. Mechanical equipment and service areas shall be screened with visual barriers from adjacent properties, public roadways, parks, or other public areas. The architectural design of the building shall incorporate design features which screen, contain, and conceal all heating, ventilation, air conditioning units, trash enclosures, dumpsters, loading docks and service yards.
Parking
1. A detailed parking lot plan is required and must indicate all landscape and planting locations.
2. Planting islands should be of sufficient size to accommodate canopy trees, shrubs, and other plantings. The intent is to break up large areas of paving with adequate landscaping and green areas.
3. Parking lots shall be concrete and/or asphalt pavement with poured-in-place concrete curbing.
4. Parking lots should be screened from the street with at least a six foot landscaped strip between the vehicle area and the sidewalk and with a 36 inch high screening element of either a dense hedge, wall, or fence integrated with shrub planting.
5. Rainwater run-off from parking areas puts a strain of City storm water management facilities. The retention of stormwater within the site boundaries is encouraged.

Lighting
1. Light levels shall be sufficient to ensure easy vision and a sense of security within parking areas but shall not shine or glare onto adjacent property or streets.
2. Site lighting shall be shielded and directed down onto the site and not shine or glare onto adjacent property or streets. Light poles and/or fixtures shall not exceed 22 feet in height.
3. Building illumination is highly encouraged. Lighting of the entire facades or specific architectural features such as entrances, towers, etc. are some possibilities.
4. Neon lighting, if used, will require additional review. All light fixtures should have the lens parallel to the ground and flush with the fixture.
5. No light fixture should exceed 22 feet in height above grade. Light fixtures and poles should have a dark finish.

Roof Design
1. Roof should be designed to reduce the apparent exterior mass of the building, add visual interest, and be appropriate to the architectural style of the building.
2. Hipped or sloping roofs are preferred. Flat roofs should be avoided whenever possible.
3. Outside of the historic downtown core, where flat roofs are proposed, some method should be used to disguise the roof design to resemble a sloped or hipped roof.
4. These roof design guidelines also apply to canopies over fuel dispensers.
<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Height / Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ash</td>
<td>Fraxinus Pennsylvanica</td>
<td>45-55’/35-45’</td>
</tr>
<tr>
<td>Marshall Seedless Green</td>
<td>“Marshall Seedless”</td>
<td></td>
</tr>
<tr>
<td>Birch</td>
<td>“Betula nigra “Cully”</td>
<td>45-50’/30-40’</td>
</tr>
<tr>
<td>Maple</td>
<td>Acer saccharum</td>
<td>50-60’/30-35’</td>
</tr>
<tr>
<td>Commemorative Sugar Maple</td>
<td>“Commemoration”</td>
<td></td>
</tr>
<tr>
<td>Celebration Maple</td>
<td>Acer x freemanii</td>
<td>45-70’/30-40’</td>
</tr>
<tr>
<td>Legacy Sugar Maple</td>
<td>Acer saccharum</td>
<td>50-60’/30-35’</td>
</tr>
<tr>
<td></td>
<td>“Legacy”</td>
<td></td>
</tr>
<tr>
<td>Norway Maple</td>
<td>Acer platanoides</td>
<td>60-80’/60-80’</td>
</tr>
<tr>
<td>Red Sunset Red Maple</td>
<td>Acer rubrum “Ranksred:”</td>
<td>40-50’/35-40’</td>
</tr>
<tr>
<td>Oak</td>
<td>Quercus macrocarpa</td>
<td>70-80’/90’</td>
</tr>
<tr>
<td>Bur Oak</td>
<td>Quercus palustris</td>
<td>65-75’/35-45’</td>
</tr>
<tr>
<td>Pin Oak</td>
<td>Quercus rubra</td>
<td>60-75’/45-55’</td>
</tr>
<tr>
<td>Red Oak</td>
<td>Quercus coccinea</td>
<td>70-75’</td>
</tr>
<tr>
<td>Scarlet Oak</td>
<td>Quercus shumardii</td>
<td>120’</td>
</tr>
<tr>
<td>Shumard Oak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zelkova</td>
<td>Zelkova serrata</td>
<td>50-60’/40-50’</td>
</tr>
<tr>
<td>Village Green Zelkova</td>
<td>“Village Green”</td>
<td></td>
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</tbody>
</table>

* approved by the City of Elyria Planning Commission 9/19/06
### Recommended Shrubs

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Height / Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrowwood Viburnum</td>
<td>Viburnum dentatum</td>
<td>6-10’/6-10’</td>
</tr>
<tr>
<td>Japanese Barberry</td>
<td>Berberis thunbergii</td>
<td>3’/3’</td>
</tr>
<tr>
<td>Inkberry Holly</td>
<td>Ilex glabra</td>
<td>3-4’/3-4’</td>
</tr>
<tr>
<td>P.J.M. Rhododendron</td>
<td>Rhododendron P.J.M.</td>
<td>6’/4’</td>
</tr>
<tr>
<td>Forsythia</td>
<td>Forsythia x intermedia</td>
<td>6-8’/6-8’</td>
</tr>
<tr>
<td>Yew</td>
<td>Taxus cuspidata</td>
<td>trimmed for screening</td>
</tr>
</tbody>
</table>

### Recommended Groundcovers

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Height / Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Ivy</td>
<td>Hedera helix</td>
<td>3”/na</td>
</tr>
<tr>
<td>Purple Wintercreeper</td>
<td>Euonymus fortunei</td>
<td>4-6”/na</td>
</tr>
<tr>
<td>Periwinkle</td>
<td>Vinca minor</td>
<td>6”/na</td>
</tr>
</tbody>
</table>

### Recommended Retention Basin Species (grass and grass-like)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Height / Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadleaf Cattail</td>
<td>Typha latifolia L.</td>
<td></td>
</tr>
<tr>
<td>Big Bluestem</td>
<td>Andropogon gerardii</td>
<td></td>
</tr>
<tr>
<td>Indian Grass</td>
<td>Sorghastrum nutans</td>
<td></td>
</tr>
<tr>
<td>Virginia Wild Rye</td>
<td>Elymus virginicus</td>
<td></td>
</tr>
<tr>
<td>Switch Grass</td>
<td>Panicum virgatum</td>
<td></td>
</tr>
<tr>
<td>Fringed Sedge</td>
<td>Carex crinita</td>
<td></td>
</tr>
</tbody>
</table>
1. A comprehensive signage plan that includes all signs, both existing and proposed, must be provided.

2. Wall signs should be designed to integrate with the overall architectural style of the building and consist of individual letters on a lighting strip.

3. Signage text should be designed to proportionately fit into a sign band, transom or fascia if any of these elements are existing on the building.

4. The reuse of cabinet signs on existing buildings is discouraged; new cabinet signs are not permitted.

5. Freestanding signs should be of a ground-mounted monument style.

6. Ground-mounted sign bases must be brick. The sign base for freestanding signs must be wider than the sign.

7. White, ivory and yellow backgrounds, including reader boards, of internally illuminated signs should be avoided. The background of internally illuminated signs/reader boards should be opaque (so as to conceal, background illumination).

8. Freestanding signage for multi-tenant buildings, that exceed 3 businesses, should be limited to the name of anchor tenant, building or plaza. Lighting for signs shall be inconspicuous or concealed (such as, illuminated channel lettering; indirect ground lighting or similar treatment).

9. Multiple tenants in a single building should have coordinated, but not necessarily matching signage. Fonts, colors, and materials can vary but multiple signs should relate to each other and all should be illuminated in the same way.

10. Changeable copy signs/reader boards are discouraged, however they may be acceptable on a limited basis provided they are non-illuminated and have a dark background with light colored lettering.
Special Districts: DOWNTOWN

Please note: Special district requirements are in addition to all other requirements.

Downtown Elyria is the heart of Elyria. It should be the focus of life, function as the center of activity, and express itself as a high-quality destination center for the region.

Boundaries of Downtown District
Storefront Elements and Design

1. Observe the sizes, proportions, and rhythm of older storefronts when planning any new storefronts or renovations of existing ones. Storefronts should have bulkheads, display windows, and transoms, similar to those used in the past.

2. Fit a new storefront within the original storefront opening that is defined by end piers or columns and horizontal members.

3. Leave existing piers or columns exposed rather than covering them with new materials.

4. Do not cover up, remove, or downsize storefront display windows. Avoid making the storefront look like a residence or office through the use of small or multi-paned windows. If necessary, folding screens, blinds, or drapes can provide privacy.

5. Use only traditional materials when storefronts are rehabilitated or reconstructed. Bulkheads should be of paneled wood for 19th century buildings; wood is also appropriate for early 20th century buildings, but ceramic tile was sometimes used, especially in the 1920s. Brick and stucco were not typically used in the bulkhead area. Display windows usually were supported by fairly light wood or metal framing systems, leaving a maximum of glass area. Heavy wood framing or masonry materials were not typically used in display windows. Transom windows were commonly framed in wood or metal. The glass was usually clear, to transmit maximum natural light into the store.

Doors and Entries

1. Duplicate the original design and materials as closely as possible when a door is extensively deteriorated and must be replaced.

2. Use traditional and appropriate wood doors for the traditional storefronts of downtown Elyria. In cases where a modern aluminum and glass storefront has been substituted for an old one, a standard aluminum-and-glass door may be compatible. Choose dark enamel rather than a brushed metallic finish.

3. Avoid ornate carved or paneled doors with excessive ornamentation. Keep commercial doors very simple in design, unless historical evidence indicates a more decorative design is appropriate. Flush doors are generally not recommended. Avoid adding false historic elements to a door, such as wood pediments, ornate grilles or novelty windows and moldings.
Canopies and Awnings

1. Replace non-historic fixed canopies with fabric awnings that would be more compatible with downtown Elyria’s historic character.

2. Think carefully about materials, color, pattern, shape, placement, size, number, and signage if you plan to add an awning to your building.

3. Use awnings made of materials that duplicate the appearance of traditional heavy canvas. Modern materials help to avoid or slow down the process of staining, mildewing, fading, and rotting.

4. Use a separate awning for each window and door opening, rather than a single awning across an entire façade. Separate awnings reflect the structural bays of the building and are typical of historical practice.

5. Avoid awning materials with a glossy or shiny plastic surface.

6. Avoid awning patterns that are too busy, and avoid using too many colors. A solid-color awning or one with two colors in alternating stripes was typical of historic practice.

7. Rounded or bullnose awnings were not generally used historically. They may, however, be appropriately used in round-arched openings.

8. Design awnings that fit within the storefront window or door opening and do not obscure other architectural details. Awnings that are the wrong size or width for the storefront should not be used.

9. Awnings must be at least eight (8) feet above the sidewalk. The angle of the awning should be close to 45 degrees, which gives the awning an appropriate and historically correct projection from the face of the building.

10. Illuminated or backlit awnings are not an appropriate treatment for a traditional downtown. Awnings can be used effectively for signage as long as the design and message are kept as simple as possible. The valance rather than the sloping surface of the awning is the preferred location for any signage.
Windows
1. If windows are too deteriorated to repair, they should be replaced with new windows that duplicate the design and materials of the originals as closely as possible.
2. Replacement windows should fill the original size of each opening; lowered ceilings should have a soffit at each window that allows retention of the full window height and keeps the ceiling from cutting across the window.
3. Avoid removable or sandwiched mullions to create a multi-paneled look for a window because these give building a false look. A simple one-over-one design is appropriate, cost effective, and preferable to sandwiched or stick-on mullions.
4. Improve energy efficiency by adding interior or exterior storm windows to existing windows. Some window manufacturers also provide interior energy panels that have a minimal effect on the appearance of the window. Aluminum storm windows today come in a variety of colors that can be matched to the color of the window trim; they can also be painted. The storm windows should fit exactly (that is, meeting rails at the center of both windows should line up).
5. Do not use mill finish or white storm windows.

New Construction
1. Buildings are encouraged to have a zero-setback. Setbacks may be used for landscaping or community amenities. Parking is not permitted in the setback zone.
2. The structural bays of the street facade should have a vertical proportion.
3. Buildings are encouraged to be 3 stories and/or match the height of existing three-story buildings.

Outdoor Dining
1. Sidewalk cafés and outdoor patios are encouraged, especially along the north side of Broad Street where the sidewalk receives the available sunshine.
Parking

1. Locate and design parking areas so that they do not create vacant space in the pattern of the street. Allow for both pedestrian and vehicular circulation, and provide for a functional relationship of parking to the principal building(s) on the site.

2. The consolidation of parking lots with adjacent lots is encouraged. This usually results in increased parking spaces, more landscape opportunities, and increased pedestrian volume along the street.

3. Avoid placing parking lots on corners because the goal is to have buildings be the dominant feature on the corner lots.

4. Minimize the apparent width of parking lots, which are located adjacent to the street by minimizing curb cuts, and through landscaping and screening.

5. Maintain the building line by screening parking lots that abut the street. Hedges, fences raised planters, and low walls combined with plantings are possible solutions. However, these cannot obscure vehicular sight lines as a safety requisite. In some cases, perhaps the façade of a building can be retained, with parking located behind it.

6. New curb cuts are prohibited.

7. Parking structures are held to the same standards as other Downtown buildings and must be designed to be compatible with the existing architecture of Downtown. Where possible, parking structures should have active ground floor uses, such as retail.
Signage
1. Signage is one of the most colorful and variable components of any retail district and therefore, an opportunity to create interest and excitement in the downtown area.
2. Retain historic signage that is part of a building’s character.
3. Backlit illuminated interior-illuminated plastic signs are not appropriate in the downtown.
4. Neon signage, plastics, flashing lights, or inappropriate colors such as fluorescent greens and oranges are prohibited.
5. Use appropriate material and colors for signage. Consider painted wood signs and traditional lighting such as incandescent gooseneck fixtures.
6. Signage should be geared toward pedestrians, as well as drivers and transit riders. Small scale, richly detailed signage works well at the pedestrian level. Projecting signs, window signs, and awnings can all be used to enhance the pedestrian environment, while banners may entice drivers and transit riders to stop and spend some time in the district.
7. Pedestrian-scaled projecting signs are also encouraged for the downtown area. Projecting signs that create an icon for a restaurant or retail business adds liveliness to the street, especially if the signs are custom-designed or produced by artists. Three-dimensional objects make especially interesting projecting signs.
10. Projecting signs should be located over or near the entrance to the business the sign is intended to promote. Attention should be paid to how the sign is attached to the building, using decorative brackets or other mounting methods that cause no permanent damage to the face of the building.
11. Irrespective of their size, projecting signs must maintain at least 9 feet of vertical clearance over the sidewalk.
12. No signage is allowed above the first floor.
13. Billboards are prohibited.
14. Moving or flashing lights are prohibited on signs.
15. Installation of works of art on side and rear walls, either on a temporary or permanent basis, is encouraged.
16. Window signs can supplement main signage, adding color and excitement to building facades at the pedestrian level. Custom-designed painted window signs are encouraged. Window signs should not obscure views into or out of a business.
Middle Avenue DESIGN GUIDELINES

Special Districts: MIDDLE AVENUE (Holly Lane to 9th Street)

Please note: Special district requirements are in addition to all other requirements.

Middle Avenue is the historic link between Downtown and the South Elyria neighborhood. The corridor transitions from commercial and institutional uses, to residential uses. These guidelines are intended to enhance the pedestrian character of the district and the appearance of neighborhood-oriented retail uses.

1. Whenever possible, new structures should contain at least 2 stories. Combined uses are encouraged with residential or office units on the second floor.
2. Zero setbacks from the front property line are required.
3. Buildings are to incorporate the use of historic store front elements. For example, they should include bulkheads, display style windows, and transoms.
4. Awnings are encouraged.
5. Buildings must have a public entrance facing Middle Avenue.
6. Buildings should be designed for pedestrian access. This area is primarily a residential neighborhood and contains a portion of the West by the River Historic District. All construction within the historic district must meet the requirements of the district in addition to complying with the design review process.
7. Building design for new construction should be similar in style and period to nearby properties.
Boundaries of Middle Avenue District
Parking for businesses along Middle Avenue should be located to the rear or to the side and rear of the building.

Traditional storefront with awning

Middle Avenue section
Special Districts: CLEVELAND STREET

Please note: Special district requirements are in addition to all other requirements.

This district includes Cleveland Street from Gulf Road to State Route 57. The district is characterized by a mixture of residential and commercial uses, including single-family housing, traditional storefront retail at the setback line, and automobile-oriented retail centers, often with parking in the front setback. The goal of these guidelines is to support retail development in this area, while promoting a more cohesive appearance and more pedestrian-friendly character for the district.

1. Wherever possible, new structures should contain at least two stories. Combined uses are encouraged with residential or office units on the second floor.

2. Wherever possible, buildings should be sited directly adjacent to the public right-of-way with no setback, in order to maintain a continuous area of commercial storefronts.

3. Locating all parking in the rear of the building is preferred; in some cases, it may also be acceptable to locate parking to the rear and one side of a building that is built to the front setback line.

4. Whenever there is substantial renovation to existing properties with parking in the front setback or on the side of the building, the parking areas should be screened from the street with a landscaped buffer and/or ornamental fence.

5. Buildings should have traditional storefront elements. For example, they should include bulkheads, display style windows, and transoms.

6. Awnings are encouraged.

7. A public entrance for each building should face Cleveland Street.

8. Building design should encourage pedestrian access.

9. Building design should be similar in style and period to nearby properties.
Awnings are encouraged, especially over entries.

Existing parking in the front setback

Front parking should have a landscaped edge to separate cars from pedestrians. If there is not enough room for landscaping, decorative fencing may be used at the sidewalk edge.

Main entrances should face Cleveland Street and have strong pedestrian access from the public sidewalk.
Please note: Special district requirements are in addition to all other requirements.

The Midway District is a growing collection of regional retail and commercial uses, with a clear orientation toward automotive access. The goal of these guidelines is to establish a greater degree of cohesiveness and reduce confusion in the Midway district, while adding pedestrian amenities and landscaping to enhance its appearance and its relationship to Downtown Elyria.

Façades, Exterior Walls, and Roofs
1. Most buildings in the Midway District are highly visible from many angles, so all sides of a building, including rear service areas, are subject to strict design review.
2. Façades should be articulated with changes in materials, variations in texture, projecting and receding areas, or clearly defined bays in order to reduce the massive scale and the uniform, impersonal appearances of large retail buildings and provide visual interest.
3. Exterior building materials should be durable and of high quality; red brick is the preferred cladding material.
4. The use of Exterior Insulation and Finish Systems (E.I.F.S) is discouraged as an exterior cladding material and is prohibited in the lower eight feet of new or existing buildings.
5. Variations in roof lines should be used to add interest to, and reduce the massive scale of large buildings.
Boundaries of Midway District
Entryways
1. Entryway design elements should give orientation and character to a building.
2. Large-scale buildings should provide multiple entrances. Multiple entrances reduce walking distances from cars and provide greater access from public sidewalks.
3. Each principal building on a site shall have clearly defined, visible customer entrances.

Franchise Architecture
1. To reinforce the identity of Elyria, buildings should not be branded using an architectural style of a company.
2. Franchise architecture (building design that is trademarked or identified with a particular chain or corporation and is generic in nature) is not allowed. Franchises or national chains must create a unique building that is appropriate for Elyria.

Vehicular and pedestrian access
1. Consolidate entry points and reduce curb cuts where possible.
2. Crosswalks should be marked at intersections.
3. Public sidewalks and internal pedestrian circulation systems should provide user-friendly pedestrian access as well as pedestrian safety and convenience.
4. Where possible, street trees should be planted along the right-of-way.
5. Pedestrian scale lighting is also encouraged, to help pedestrians maneuver the current auto-oriented environment of Midway.

Parking
1. High-quality landscaping for parking lot edges and within parking lots is required.
2. Parking standards for retail uses in the Midway district are a minimum of 3.5 cars per 1,000 sq. ft. of building area, and a maximum of 4 cars per 1,000 sq. ft. of building area. This parking standard allows for increased landscaping in the parking lots; as a general rule, 15% of parking lot surface area should consist of landscaping.
3. Parking lot landscaping should be concentrated at the edges of parking lots to provide green space between sidewalks and parking.
4. Parking lot landscaping should be designed to provide stormwater detention.
Signage

1. The current volume of signage in the Midway District is excessive and confusing. Property owners and Midway businesses are encouraged to streamline their own signage and work cooperatively to develop a district-wide signage and identity system designed to reduce conflict between competing elements.

2. Signage in the Midway District needs to be scaled to address three kinds of traffic flow: high-speed freeway traffic, local vehicular traffic, and pedestrian traffic. Signage should also be scaled with respect to location and for the need to deliver needed information at the appropriate time.

3. A three tiered approach to signage is recommended:
   - **Level A**: A Midway-Elyria highway-scaled marker in the median along SR-57 that announces the district to high-speed traffic exiting I-90 and the Ohio Turnpike.
   - **Level B**: Large auto-oriented collective signage on the corners of main intersections that act as directional signage to aid in traffic management and alert consumers to the range of retail/commercial opportunities, and
   - **Level C**: Smaller signage that advertises businesses at the driveways to specific business units or parking lots. Level C signage should be scaled to the pedestrian.

4. All traffic signs should be mounted on black poles. The back of traffic signs should also be black.
Special Districts: COMMUNITY REINVESTMENT AREAS

Please note: Special district requirements are in addition to all other requirements.

In Community Reinvestment Areas, new residential construction is subject to design review.

Housing and Site Features
1. All new housing units must have a front porch or other projecting feature.
2. Parking must be in enclosed structures; a two-car garage is required for each residential unit.
3. Basements are typically required, although this requirement may be waived if a 2½ car garage is provided.
4. Canopy trees must be planted in front yards at a ratio of at least eleven trees per acre.
CRA Area 1
CRA Area 2
CRA Area 3
CRA Area 4
Maintenance

Masonry Buildings
1. Use the least aggressive method possible when cleaning masonry, especially 19th century brick and soft stone such as sandstone or limestone. Try plain water or a mild detergent. Sandblasting is not permitted.
2. Keep wash water pressure at or below 300 pounds per square inch, especially when cleaning soft 19th century brick or stone such as limestone or sandstone.
3. Try chemical cleaners if water or detergents are not effective. Always test a cleaner in an unobtrusive location to be sure it is effective and does not cause damage.
4. Re-point masonry only where mortar is missing, loose, or eroding away. Often a building can be spot-pointed rather than completely re-pointed. Be sure your mason understands older masonry and uses a re-pointing mortar formulated for your particular masonry. In general, no more than two parts of cement (by volume) should be used in re-pointing mortar, to avoid making it too hard. Mortar color, texture and joint tooling should match elsewhere on the building.
5. If a masonry building has been painted in the past, it is typically preferable to retain a painted finish. Buildings were sometimes painted in the past to achieve certain color combinations, hide unsightly masonry or prevent excessive weathering. It is very difficult to remove paint completely from masonry, and often the masonry is damaged when paint removal efforts are too aggressive. Thus it is better to leave painted masonry painted, and to re-paint it as necessary when the paint weathers or peels.
6. Avoid muriatic/hydrochloric acid cleaners, which can stain or dissolve brick and some stone, and sandblasting or other abrasive cleaning methods.
7. Avoid trying to get a building too clean. It is very hard to remove all of the dirt, and too much cleaning can give a building an artificial scrubbed look.
8. Covering existing masonry surfaces with “Dryvit” and other similar products is prohibited.
9. Do not paint unpainted masonry. The color and its sometimes weathered surface of the brick are part of a building’s history and should be left intact. In addition, painting can sometimes trap moisture and cause masonry deterioration.
10. Ghost signs and painted advertisements from an earlier era occur infrequently, often on the sides of buildings. They were part of early 20th century life and record a memory of previous commercial activity. Wherever possible, ghost signs should be retained.
Wood-clad Buildings

1. Paint is the appropriate finish for all types of exterior wood elements on commercial buildings in Elyria. Watch for signs of deterioration or paint loss, which might indicate a problem with excessive moisture. Loose flashing at the parapet or a leaking gutter or downspout could let water soak into wood building elements. Left unattended, this could lead to the destructive fungus condition known as dry rot.

2. Correct any problems with loose flashing and other sources of water leaks before repairing or re-painting wood elements.

3. When extensively deteriorated wood elements must be replaced, replace them in-kind. The new elements should be made of wood and should be the same thickness, size, shape, and profile as the item being replaced.

4. Avoid removing original wood elements from your building. Storefront bulk heads, window sash and framing, doors, trim, and decorative pieces, for example are important components of a building’s character.

5. Do not remove wood elements that have simply become gray and weathered. If there is no extensive dry rot, they usually do not have to be replaced. If the wood is sound, it probably only needs good preparation and a good coat of paint.

6. Contemporary materials, such as aluminum, vinyl, or rough-sawn wood, are not permitted as a replacement for original wood trim elements on a building.

Traditional Storefronts

1. Retain and repair historic storefront elements including bulkheads, wood or metal trim, window hardware, and transom windows. Such elements are part of the fabric of buildings in Elyria and contribute to its character and high visual quality of the downtown.

2. Do not remove columns, panels, or ornamentation that were original storefront elements. These must be retained and repaired, even if some are missing.

3. Retain and repair older commercial building doors. Often all that is needed is a good coat of paint, but a qualified carpenter should be able to replace deteriorated elements without having to throw out the entire door.

5. Glazed areas in existing doors should be kept at their full size. Replacement doors should have glazing similar to the original. If the building has a transom over its entrance doors, it should be retained and glazed to provide natural light for the interior.

6. Retain and repair any surviving historic awning hardware such as retractable frames. These often only need lubrication and adjustment in order to work properly. New hardware that works in a similar manner can also be found.

7. Maintain fabric awnings on a regular basis. Small tears should be repaired before they grow larger; the awning should not be stored when wet; and the awning should be washed once a year.

Cornices and Parapets

1. Retain and maintain traditional cornices and parapets, which are important parts of the building’s design.

2. Pay close attention to cornices and parapets because they are exposed to the weather and can deteriorate easily. Painted elements must be kept well painted, and you should watch for failing mortar, rust stains, growth of moss or mildew, and stains or salt deposits resulting from excessive water accumulation.

3. Make repairs right away when you spot deterioration. Watch for loose elements that need to be re-attached. Sheet metal cornices are fairly easy to repair, and patches of like material can be riveted or soldered on, and new replacement parts can even be found in some building catalogues.

4. Do not remove cornices or parapet walls. Often there is a band of lower-quality brick behind a cornice, and the supporting wood outriggers are usually set into pockets that become visible if a cornice is removed. Parapets have flashing materials that are tied into the building’s roof, and disturbing these can lead to moisture damage.
Windows
1. Repair and retain original windows - they are important to a building’s overall architectural design. They should be replaced only if they truly are beyond repair.
2. Do not brick in upper floor window openings or downsize them to accommodate lowered ceilings or smaller replacement windows.
3. Retain window opening trim and ornamentation since these elements are part of the building’s design. Deteriorated elements should be repaired or replaced in kind. For extensively deteriorated details, replacement materials such as fiberglass may be appropriate.
Architrave: A horizontal beam or lintel, that rests on columns or piers; or the lowest portion of an entablature; or a decorative moulding around a door, a window, or an arch.

Brick: – nominally 3” x 4” x 8”, sizes are actually between ¼” and ½” smaller.

Cabinet Sign: a sign that contains all the text and/or logo symbols within a single enclosed cabinet and may or may not be illuminated.

Canopy Tree: a tall, typically deciduous tree, that provides a cover of foliage and shade over city streets and paved areas.

Changeable Copy Sign: A sign with characters, letters, or illustrations that can be changed whether electronically or manually without altering the face or surface of the sign.

Channel Letter Sign: a sign consisting of channel letters; channel letters are individually illuminated letters and graphics.

Coping: The top of a wall, usually finished with a concrete moulding or bricks laid on edge.

Cornice: A decorative projection along the top of a wall. In classical architecture the cornice is the set of projecting moldings that crown an entablature. The cornice lies above the frieze, which rests on the architrave. The function of the projecting cornice is to throw rainwater free of the building’s walls.

Entablature: The horizontal component, usually decorated, that lies directly above the column or other support; in classical architecture, the entablature is composed of an architrave, a frieze and a cornice.

Exterior Insulation Finish Systems (EIFS): Commonly known as synthetic stucco, EIFS is an exterior cladding system composed of an adhesively or mechanically fastened foam insulation board, reinforcing mesh, a base coat, and an outer finish coat. EIFS is available in various colors and external textures designed to look like stucco.

Flat Roof: A roof which slopes at less than ten degrees to the horizontal but which should not be truly horizontal.

Freestanding Sign: A sign supported by structures or supports that are placed on or anchored in the ground and that are independent from any building or other structure.

Frieze: The middle portion of an entablature, or any decorated horizontal band.

Gable Roof: A roof that consists of two sloping planes that meet at the ridge or peak. The planes are supported at their ends by triangular, upward extensions of walls known as gables.
**Ground Mounted Sign:** A freestanding sign, not attached to a building or structure.

**Hipped Roof:** A roof with slopes on all four sides. The hip is the external angle formed by the meeting of two roof surfaces.

**Integral Planter:** A container for plant materials and landscape features that is constructed as part of a building or other structure, rather than as a freestanding element.

**Maintenance:** Inspection, overhaul, repair, preservation and the replacement of building, including preventive maintenance to protect the long-term condition of a structure.

**Major Traffic Generator:** Regional businesses, institutions, attractions, events, or facilities which attract persons or groups from beyond a local community, city, or metropolitan area.

**Mansard Roof:** A pitched roof which has, on each side, a shallower upper slope and a steeper lower slope and often contains dormers.

**Minor** (i.e. minor project; minor nature; minor remodeling; minor adjustments; minor alterations, etc.): Small-scale proposal that can be approved by staff, such as...

**Opaque:** Impenetrable by light; not transparent or translucent.

**Parapet:** A section of an external wall rising slightly above a pitched or flat roof, and finished with a coping.

**Pitched Roof:** A roof with two or more slopes at more than ten degrees to the horizontal meeting at a central ridge.

**Pole Sign:** A free-standing sign, usually double-faced, mounted on a round pole, square tube or other fabricated member without any type of secondary support.

**Projecting Sign:** A sign which is attached to a building but extends beyond the building structure.

**Raceway:** A channel box that holds the individual letters of a sign in place.

**Reader Board Sign:** A changeable copy sign or panel on a sign that allows for ongoing changes to the sign text or message. Reader boards are sometimes attached to a larger sign, or they can be self-standing.
Signband: The flat surface of durable material upon which letters or other graphic content of a sign is displayed.

Stone: a quarried external cladding material; types of stone typically used for buildings include granite, limestone, and marble.

Through-wall Brick: A load-bearing brick larger than standard brick and used in a single-wythe masonry wall. The walls usually are reinforced and grouted to increase tensile and shear strength.

Wall Sign: A sign that is parallel and attached to a wall, painted or affixed to a separate surface which is then mounted securely to the building, painted or produced directly on the building, or composed of separate letters, numbers, logos, or symbols attached to the surface of the building.

Wythe: A vertical stack of bricks one thickness wide; a veneer course.