

**Bexley Architectural Review Board
Retreat Minutes - October 25, 2019**

Architectural Review Board Retreat Minutes:

Attendance:

Members: JoAnn Strasser, Peter Bardwell, Pete Scott, William Heyer, Suzanne Toney,

Staff: Karen Bokor, Stacy, Kathy Rose

- Welcome and Introduction: Peter Bardwell, Chairperson

The purpose of this retreat is problem seeking vs. problem solving: to identify the problems and issues to deal with - we will not solve them at this meeting. The goal is to identify a pathway to solutions and form workgroups to focus on specific goals.

The ARB needs to reach some clarity on what is an Internal and External issue: what do we control directly and what do we not - how can we be proactive even on the issues that peripherally overlap with other Boards and Commissions (primarily BZAP).

- Logistics: Karen Bokor, Design Consultant

Minutes of this meeting as well as all documents and general information will be posted on a Google Doc that Karen will set up for ARB. We can then continue to post non project specific documents such as solar panel guidelines and information, demolition ordinance, forms, design guideline drafts, etc... for review. No discussion of individual projects should take place outside of the Board meeting.

Viewpoint: Kathy showed a demonstration of the new electronic submittal decision for applicants. There was discussion about what to do about the projects that don't fit into any category, how do we educate residents and contractors about using the system, how to add to the system, improve. It was suggested that there be a point to submit request for appointments as one of the first things applicants see.

- Historic Preservation Committee Update: Update on progress/work to date
- Design Guidelines rewrite: a project that has been anticipated for awhile now taking form from an outgrowth of the historical preservation work. Design guidelines workgroup is staffed by Karen and includes Bill Heyer and Tim Velzaco. The outline for the guidelines from our workgroup will be shared at our next retreat. We are approaching this from the perspective of the philosophy of language vs. style with a emphasis on sustainability that runs through everything. With this approach we do realize that there are problems with the language of architecture and we will address this in the document (ie terms like compatibility, language, character...)
- Questions that have been discussed and are continuing to develop:

- Why do this? Why do people move to Bexley? What are the legalities ?
- Discussion of how to provide Education - everywhere - in water bill, realtors, boards, etc...
- Can we have a recommended designer list? Particularly in relation to historic preservation.
- Bexley Womans club has done some work on this - we should reach out to Diana Dawley - they have a rigorous process
- guidelines for health, etc.... Peter - must and shall language - (little equivocation) appendices are the should language...
- Be thoughtful in language in reports...

Discussion:

- Guidelines vs. Standards vs. code - what supercedes what and how do we determine the must vs. shall language or conditions vs. suggestions.
- Front roofs vs. rear roofs, public zone vs. private zone. Should there be higher standards for front? Existing roof material -
- Solar panel ordinance needs to be flushed out - when do applicants come to ARB and how do we determine what is appropriate in aesthetics and technically.
 - What is the goal of ARB with regard to solar panels? coherence, blending in, reducing differentiation between existing roof and materiality of solar panels.
 - Factors to consider: geometry; straight lines, parallel to roof ridge, edge lines, reinforces existing roof geometry and shape...
 - Massing and spacing of solar panels: solid masses vs isolated individual panels, attempts to fill roof space to its edges, lower vertical profile of roof
 - Color; trim, fasteners same color as panels, dark colored panels on dark colored roofs strongly preferred , reduce/ eliminate big color differences....
 - Who determines how many solar panels to use?
 - Can we do an educational piece - about green energy - overview of the issues - an LEAD architect? (Case example: Feibel panels - how do we learn about the efficacy and necessity of that many panels?)

- How do we balance the goal of globally supporting green neighborhood but keep it in balance?

There are many untapped issues that staff, board and residents need education....

Another example is slate:

- What is the true savings?
- Bring in past installers for education

How do we balance can be a city that advocates for green energy but also be rigorous as to review and approvals...

Other issues/discussion:

- Planned Districts (Main Street, Cassady...) Discussion: What is the Goal? How do we take Main Street, Cassady, Livingston, to "the next level"
- Should East Main be a Planned Zoning District vs a standard zoning district; how can we be proactive vs reactive
- Main street guidelines 2 revisit
- Mechanisms to enforce the overall plan...
- Other zones that may need planning?
- How to focus on planning that achieves a vibrant, attractive, coordinated pedestrian environment
- What is the role of ARB? BZAP seems more focused on and geared towards variances , ARB focused on " three dimensional vs two dimensional " outcomes , more ideally suited to help visualize,plan, and achieve overall design goals within a Planned District
- What further modifications should be done in conjunction with BZAP, land use strategy, guidelines?
- Attendance and Alternates
 - Policy on attendance - should alternate be at all meetings? Composition, what is the maximum votes allowed (5), so alternates mind being there, minimum attendance requirement...recommended to be replaced if miss more than 3 meetings...
 - Let Kathy know if you are NOT attending
 - How long is chairmanship? how long is term? Vice chair?

- Conflict of interest
- Should alternates attend all meetings?
- Required Documentation and Timing of Submissions:
 - Highly unprepared applicants are taking too much time and not serving applicants or general process/public well...
 - Documentation must be submitted 4 weeks prior to meeting
 - Everything should be uploaded and finalized by Friday prior to the next Thursday (Weds??) meeting OR will be taken off agenda

Staff will enhance the staff reports to include more images, elevation comparisons, and checklist will be included.

Please review and comment on the following:

Information Checklist:

(A)ADDITIONS or NEW DETACHED STRUCTURES SUBMIT :

- Site Plans – need the following:
 - Scaled or with dimensions
 - Showing all existing and proposed structures
 - Setback of all structures from the property lines
 - Onsite parking and drives (and if any changes to the foot print)
 - Location of structures on adjacent lots
 - If proposed or modified structure is less than 5' from setback line = a foundation survey is required
 - Elevations of all sides, differentiating existing construction from proposed construction
 - Sectional details with dimensions of structural members and materials from foundation to roof assembly

- Floor Plan to scale
- All exterior materials and colors
- Trade-off worksheet – for New Dwellings only
- Landscape plan(if applicable)
- Tree preservation plan (if required by ARB)
- VARIANCES: Date of approval _____

(B) NEW SINGLE FAMILY SUBMIT:

- Demolition: If existing principal structure is being demolished, information required by demolition ordinance.
- Site Plans – need the following:
 - _____ Scaled and/or with dimensions
 - _____ Showing all existing and proposed structures
 - _____ Setback of all structures from the property lines
 - _____ Onsite parking and drives (and if any changes to the foot print
 - _____ Location of structures on adjacent lots
 - _____ If proposed or modified structure is less than 5' from setback line = a foundation survey is required
- Zoning sheet – showing lot coverage, setbacks, etc.
- Floor plans
- All exterior materials and colors
- Landscape plan
- Tree preservation plan (if required)
- VARIANCES: Date of approval _____

(C)CHANGE IN THE ARCHITECTURAL STYLE or ALTERATIONS

SUBMIT

- Elevations of proposed changes
- Structural information of changes
- Photographs of all sides of current existing structure
- Site plan - need the following:
 - Scaled or with dimensions
 - Footprint of all existing structures with changes (if applicable)
 - Modified floor plan (if applicable)
- Interior changes to any load bearing walls – submit header plans

Next Steps:

- Workgroups:
 - Solar panel guidelines - need education about data/power, advocacy for the applicant (Karen will find "expert" to educate us about greening)....
 - Design Guidelines - will be referred to this Board when ready for review
 - Planned Districts: Karen will put together "resource" center for ARB in google docs
 - Land use strategy commission - reorganized and had public forums, documented implementation, etc... when do we redo this?
 - Peter/Larry will touch base with Mayor about planning districts -
- Action plans - who what and when.....
- Things we DID NOT cover....
 - Slate roof replacement progress
 - Tabling vs Continuation

- Recommendations vs. Conditions
- Samples of materials
- Enforcement
- Rules and Regs updates