**PURPOSE**

Article 23-A of the Zoning Ordinance of the City of Flint Hill contains the specific regulations for the establishment of the City of Flint Hill's Architectural Review Board (the “ARB”).  The purpose of the ARB is to review, comment and act upon design, function and aesthetic issues and elements relative to all buildings and structures to be constructed in the Downtown Special District (the “DSD”).  The ARB hereby establishes appropriate meeting procedures to undertake, coordinate and complete their required responsibilities in a timely manner as described by Article 23-A, including participating with other boards and commissions of the City.

**Architectural And Design Standards**

A. General Standards. For all buildings in the DSD, these general standards shall be considered by the ARB in determining whether a proposed new building, or an addition, alteration or improvement to an existing building, is appropriate in the DSD.

1. Site design standards.
   1. The front of a building should be oriented toward the street.
   2. New buildings should be set back from the street by approximately the average distance of building setbacks on that same street within the DSD.
2. Building scale standards.
   1. The front of a new building should include a one-story element such as a porch.
   2. Building heights should be similar to those of other buildings found in the DSD.
   3. New buildings should be constructed of similar width to that of nearby buildings in the DSD.
   4. Wall-to-window ratio should be similar to that found in other buildings found in the DSD.
      1. Large surfaces of glass are inappropriate in the DSD.
      2. Large glass areas should be divided into smaller windows.
3. Building details.
   1. Use of traditional materials such as red brick, wood and stone is strongly encouraged for building materials.
      1. New materials that are similar in character to traditional materials may be acceptable with appropriate detailing.
      2. New materials should appear similar in scale, proportion, texture and finish to those used historically in the DSD.
   2. Doors, windows and porches should be of sizes and proportions as traditionally found in the DSD.
   3. Garage doors should face the side yard or rear yard instead of the front yard.
   4. All exterior lighting, including fixtures and all exposed accessories, shall be consistent with the design of the building. All exterior lighting including wall pack lighting shall be shielded to direct light straight down.
   5. Repair or replacement of foundations should be made using material that will replicate the original.
   6. Replacement foundations may be poured concrete, stone or brick.
      1. Exposed foundations with flat, textureless surfaces (such as poured concrete) must be covered with an appropriate finish such as stone or brick.
   7. Solar collectors and satellite dishes should not be visible from any street.
4. All exterior solid waste containers and container racks or stands for commercial buildings shall be screened from public view by an enclosure that has a minimum six (6) foot high solid screen walls constructed with materials to complement the primary building. Such enclosures shall have a concrete floor, gates shall be composed of metal or solid vinyl in a complementary color to the primary building and in no case shall slatted, chain link or wire fencing be used for such purpose.
5. Grading of the property and excavation and filling shall be compatible with surrounding properties.

B. Exterior Walls. The exterior walls of all buildings in the DSD should comply with this Subsection B.

1. Exterior walls and parapets on buildings in the DSD should be clad in brick, stone, wood shingles, wood clapboard, drop siding, wood board and batten, or smooth stucco. Clapboard and siding shall be painted. Wood shingles and siding shall be painted, stained or otherwise treated.
2. Exterior walls and parapets may be covered with no more than two materials and shall only change material along a horizontal line.
3. Vinyl, masonite or metal lap siding may be used under the following circumstances:
   1. In order to emulate the look of older lap siding, vinyl or metal siding on pre-1950 buildings, the siding should not be wider than four (4) inches;
   2. Siding must not be used to simply cover up architectural features; and
   3. Siding must not contribute to moisture buildup and structural deterioration.
4. Siding which covers the original primary building material may be removed as long as doing so would not negatively impact the building.
   1. For example, asbestos, asphalt, aluminum and vinyl siding could be removed to expose brick or wood lap siding underneath.
5. Asbestos and asphalt siding may be covered with vinyl or aluminum siding or wood clapboard consistent with other buildings in the DSD.
6. Stucco may be removed if doing so would be consistent with a building’s original architectural style and if removal would not harm the building.
7. Installing vertical board siding, plywood, roll roofing, tar paper, cinder block and particle board to permanently cover exterior walls is not permitted in the DSD.

C. Windows. For windows on buildings in the DSD, the following standards shall apply to guide the ARB:

1. Windows shall be glazed with clear glass. Heavily tinted or reflective glass is prohibited in the DSD.
2. Window sills and sashes can be made with vinyl, wood, or finished aluminum. If a window sill or sash is replaced, the new sill or sash should duplicate the original window in size and style. Unpainted or raw aluminum windows are not acceptable.
3. Window openings should be of the size and proportions appropriate for the architectural style of the building and the DSD.
4. Windows with vertical emphasis are encouraged.
5. Bay or bow windows may be added at the side or rear of a building.
6. Instead of placing brick or siding over unwanted or unused windows, consideration should be given to covering them on the inside with drywall and on the outside by closed shutters or louvers. The window opening and frame should remain intact, including subsill and lintel.
   1. When feasible, original shutters shall be retained and repaired. Otherwise, modern replications or salvage materials consistent with the original architectural style may be used.
   2. Shutters must be appropriately sized for the windows to which the shutters are attached. Shutters do not have to be functional, but they should be of a size that they would completely cover the window if they could be closed.

D. Roofs. All roofs in the DSD shall comply with the following standards:

1. Roof forms similar to those traditionally found in the DSD should be used.
   1. Gable and hip roofs are appropriate for most primary buildings.
   2. Roof pitches on primary buildings should be 6:12 or greater.
   3. Roof pitches on accessory buildings may be 2:12 or 3:12.
   4. Commercial buildings may have flat roofs so long as a parapet wall on the roof provides the required screening for any rooftop mechanical equipment.
2. The following materials can be used in the DSD:
   1. Roof cladding should be made of materials original to the building.
      1. Shingles may be asphalt, wood, slate, synthetic slate composition (slate reproduction), fiberglass or standing seam metal.
      2. Exposed felt/tar paper is not acceptable.
   2. The use of original materials is encouraged for mansard roof cladding.
      1. Whenever possible, patterns of colored slate on mansard roofs, such as diamonds, should be retained, restored or replicated in a manner consistent with the time period.
      2. Mansard roofs may be clad with materials other than shingles.
      3. Vinyl siding is not appropriate cladding for mansards roofs.
   3. Coping shall be glazed coping tile or metal coping or other appropriate finished material.
3. Flat skylights mounted on the rear slope of a roof are permitted. Bubble skylights are not permitted in the DSD.
4. Roof penetrations shall be placed on the rear slope of the roof and painted to match the color of the roof, except that metal roof penetrations may be left unpainted. Plumbing stacks and vents shall not be placed on the front slope of any roof or any visible portion of it from the street.
5. All buildings must have gutters. Gutters shall be square or half-round. All downspouts shall be round. Gutters and downspouts shall be made of galvanized steel, copper (not copper coated), vinyl or anodized aluminum. Metal chains may be used in lieu of downspouts. Splash blocks shall be brick, gravel, or concrete.
6. Rooftop mechanical equipment shall be screened by increased parapet height or other means architecturally consistent and harmonious with the proposed building so as to not be visible from a point six (6) feet above the elevation of the property line on which the building is located and from a point four (4) feet above the elevation of any public right-of-way.
7. Any removal of a chimney or structural change to a chimney should meet the following requirements:
   1. Chimneys not in use may be capped but in no case may be altered in dimension, including height.
   2. Reconstructed chimneys should duplicate the original in size, materials, color and appearance.
   3. Exposed cinder block or tile chimneys are not acceptable.
8. Dormers must be habitable and placed a minimum of thirty-six inches (36”) from side building walls and have gable or hip roofs with a slope of 10:12. The size and composition of a dormer should maintain the character and style of the building.

E. Porches. All porches in the DSD shall comply with the following standards:

1. The ARB strongly encourages property owners to preserve original porches or to restore them to the original architectural style of the building.
2. Front porches which are open shall not be enclosed, in whole or in part, with windows, screens or opaque materials (siding, plywood, etc.).
   1. This does not include appropriate use of lattice or other proper screening to enclose open area below porches.
3. Wooden porches shall have paint, varnish, or some other type of finish.
4. When feasible, original woodwork should be retained and repaired. Otherwise, modern replications or salvage materials consistent with the original architectural style may be used.
5. When feasible, original porch architectural details (handrails, lattice, brackets, rails, posts, etc.) should be retained and repaired. Otherwise, salvage materials or modern replications consistent with the original architectural style may be used.
6. Astroturf, carpeting or other synthetic materials for porch floor covering are not permissible in the DSD.

F. Doors. All doors in the DSD shall comply with the following standards:

1. Doors shall be made of wood, embossed steel or fiberglass and shall be painted. Doors shall also be hinged and have raised panels.
   1. Sliding doors are permitted in residential rear yards.
2. Storm doors shall be painted wood or anodized aluminum and match entry doors.
3. Door openings must not be altered if such alteration will change the style and character of the building.
4. Transoms and door side-lights are an important architectural detail and should not be covered up.
5. If a building has more than one (1) front door, each front door must match the other front door(s) in design, size and color.
6. Doors should be appropriate for the architectural style of the building and the DSD.
7. Doors shall have varnish, paint, or some other type of finish.
8. Doors designed for interior use are not acceptable for use on the exterior of a building.

G. Fences/Retaining Walls. All fences and retaining walls in the DSD shall comply with the following standards:

1. Front yard fences should be consistent with the DSD. Wood picket, vertical board, wrought or cast iron, masonry and hedge or shrub fences are most appropriate for the DSD. Chain link and wire fencing are not permitted.
2. Heavy-duty lattice may be used for fencing and screening. Thin, lightweight lattice for either fences or screening is not appropriate.
3. No fence shall exceed a height of forty-eight (48) inches.
4. All fences must be maintained in good condition including regular painting, staining or treating.
5. Retaining walls more than two (2) feet tall should be of masonry construction.
   1. Poured concrete retaining walls are encouraged to use raked joints to imitate masonry blocks.
   2. Retaining walls two (2) feet tall or less may be constructed of masonry or treated landscape timbers.
   3. Cinder blocks and automobile tires are examples of inappropriate materials for the exterior finish of retaining walls, regardless of height.

H. Accessory Buildings. Accessory buildings in the DSD, as permitted by the City of Flint Hill’s Zoning Code, shall comply with the following standards:

1. Every effort should be taken to preserve and maintain accessory buildings which have historical or architectural significance.
2. Accessory buildings should be covered in the same, or substantially similar, siding materials that cover the primary building on the same lot.
3. A garage shall not exceed the height of the primary building on the same lot.
4. All existing accessory buildings must be kept in good repair, including exterior walls, doors, windows and roofs, and any exterior paint must be in good condition and not chipping.

**MAINTENANCE STANDARDS**

The owner and occupant of any building in the DSD must keep the building properly maintained and repaired. For the sake of the health, safety and welfare of the inhabitants of the DSD, as well as property values and aesthetics, property owners should be vigorous in preventing deterioration of any building in the DSD.

All buildings in the DSD shall be preserved against decay and deterioration and free from structural defects. The owner or occupant of a building in the DSD shall repair such building if it is found to have any of the following defects:

1. Deterioration of exterior walls or other vertical supports;
2. Deterioration of roofs;
3. Deterioration of external chimneys;
4. Deterioration or crumbling of exterior plasters or mortar;
5. Peeling of paint, rotting wood, holes and other forms of decay;
6. Broken windows;
7. Deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

Normal maintenance of buildings within the DSD does not require approval by the ARB and is encouraged. The following constitute examples of “normal maintenance:”

1. Painting or repainting (including staining or other similar types of treatments).
   1. The color of paint, stain or other treatment used in the DSD must be consistent with the other colors used on the same property and elsewhere in the DSD.
   2. Unpainted brick may only be painted when it needs a protective coating and was painted historically.
   3. Brick should not be painted simply for decorative purposes. Unpainted brick should remain unpainted.
   4. Painting brick to avoid tuck pointing is not permitted.
   5. Covering brick with lap siding to avoid brick maintenance is not permitted.
   6. Unpainted masonry (such as stone foundations and concrete slabs) should not be painted.
2. Tuck pointing mortar joints in bad condition.
3. Replacement of exterior steps with the same material and in the same color.
4. Yard maintenance other than planting hedgerows as fencing.
5. Routine cleaning of a building, including power washing.
   1. Sandblasting or other abrasive blasting to clean brick or stone is very destructive and is not recommended. Abrasive stripping of old brick very often removes its outer protective layer. Doing so allows brick to absorb water and erode away, thus often leading to significant damage.

Any action taken on a building that requires a building permit is not “normal maintenance” and must be reviewed by the ARB.