



**AGENDA**  
**POWELL PLANNING & ZONING COMMISSION**  
**47 HALL STREET, POWELL, OH 43065**  
**COUNCIL CHAMBERS**  
**WEDNESDAY, NOVEMBER 12, 2025**  
**6:30 PM**

**I. CALL TO ORDER/ROLL CALL**

**II. HEARING OF VISITORS FOR ITEMS NOT ON THE AGENDA**

**III. APPROVAL OF MINUTES**

- a. Approval of 9/11/2025 Meeting Minutes  
[9.10.25 P&Z Minutes draft.pdf](#)

**IV. ITEMS FOR REVIEW**

a. **CASE 2025-33ADM - ADMINISTRATIVE REVIEW - DOWNTOWN OVERLAY DISTRICT CODE AMENDMENT**

A request for review and recommendation of approval to City Council for an amendment to Section 1143.18 - DD-Downtown District Overlay District to remove the Historic Downtown Advisory Commission (HDAC). The applicant is the City of Powell.

- 1. [2025-33ADM\\_Staff Report\\_Downtown Overlay Amendment.pdf](#)
- 2. [Downtown District Overlay Amendment\\_redlined.pdf](#)
- 3. [Downtown District Overlay Amendment\\_clean.pdf](#)
- 4. [Design Guidelines Benchmarking Report.pdf](#)
- 5. [Downtown Efforts\\_Summary Report.pdf](#)
- 6. [Framework & Feedback\\_Summary Report.pdf](#)
- 7. [October Development Committee\\_Presentation.pdf](#)

b. **CASE 2025-12ADM – ADMINISTRATIVE REVIEW – 2025 ZONING CODE UPDATE**

Presentation and review of the 2025 Zoning Code Update focusing on Nuisance/Code Enforcement and Other Topics.

- [Code Rewrite\\_Enforcement & Other Topics\\_111225.pdf](#)

**V. OTHER BUSINESS**

**VI. ADJOURNMENT**



**PLANNING & ZONING  
COMMISSION MEETING MINUTES  
SEPTEMBER 11, 2025**

**I. CALL TO ORDER/ROLL CALL**

Chair Lester called the meeting to order at 6:30 p.m. Commission members present included David Lester, Ryan Griffin, Ted Klecker, Ross Irvine, Sitaram Koppaka, Kurt Ramsey and Shaun Simpson. Staff members present included Claudia Husak, Planning Manager/Zoning Administrator, Logan Stang Planning Director, and Kara Prem, Administrative Assistant.

**II. HEARING OF VISITORS FOR ITEMS NOT ON THE AGENDA - none**

**III. APPROVAL OF MINUTES**

MOTION: Shaun Simpson moved to approve the Minutes from the July 16, 2025 Planning and Zoning Commission meeting. Ryan Griffin seconded. Motion passed by assent

**IV. ITEMS FOR REVIEW**

**a. Case 2025-29CA – Certificate of Appropriateness**

Applicant: Crawford Hoying, represented by Russell Hunter

Location: 110 South Liberty Street

Zoning: DB – Downtown Business District

Request: Review and recommendation of approval for the demolition of an existing building.

Chair Lester read Case 2025-29CA into the record. Ms. Husak provided the staff report. This property was part of the Liberty/Powell Green development approved by the Planning and Zoning Commission and City Council in 2014 for a proposed condominium townhome development of 22 units and a commercial building on 3,688 acres at 110 South Liberty Street. The property has been vacant for several years and most recently incurred structural damage when a vehicle hit the porch. This has caused several porch columns to collapse.

This proposal asks to demolish the existing structure, as it is not technically or economically feasible to rehabilitate. In addition to the damaged porch, the house's foundation has been deteriorated. The applicant plans on building a larger commercial building fronting South Liberty that will partially cover the lot the house sits on. Ms. Husak provided a letter from Steven Reynolds, City Architectural Advisor concurring with the applicant that the building should be demolished. The Historic Downtown Advisory Commission heard the request for a Certificate of Appropriateness at their August, 21, 2025 meeting. The Commission did not approve the Certificate citing the

fact that there were too many buildings being demolished lately, and they felt that there was potential funding from the vehicle incident that could help offset the repair and rehabilitation of the building.

APPLICANT

Russell Hunter  
6640 Riverside Drive  
Dublin, Ohio 43065

Mr. Hunter addressed the Planning & Zoning Commission, expressing that he typically would not default to tearing down a building, but noting that the foundation of this building is in terrible condition. He explained that the basement floor has been dropped, and that the walls were pushed out without any water mitigation. The basement has often had water in the basement. Additionally, developers who have shown an interest in building a commercial entity along South Liberty, they've seen the house as an obstacle to adding more parking and outdoor seating or green space.

Mr. Koppaka noted that he is in support of the demolition as these things never get better, never improve.

Mr. Ramsey stated that he is on the HDAC and voted for the demolition. He understands why his fellow Commission members voted against the Certificate of Appropriateness, but believes that this home is beyond the point where it can be saved.

Mr. Simpson asked if the home had any historic value, and Mr. Stang stated that the home is a historic building, but it is not in a condition to be rehabilitated. Mr. Simpson agreed, he had toured the home five years ago and it was not in good condition then, and even then restoring the home was unfeasible. He feels that this is a safety issue, it would be too costly to fix the home, and the second floor is not ADA compliant.

Chair Lester opened Case 2025-29CA for public comment, hearing none, he closed public comment.

Mr. Simpson moved to approve Case 2025-29CA. Ryan Griffin seconded. Motion passed.

VOTE:    Y-7                    N-0                    AB-0

**b. Case 2025-28AM – Amended Final Development Plan**

Applicant: Metro Development  
Location: Nolan Reserve 8889 Moreland Street  
Existing Zoning: PC – Planned Commercial District, as part of the Liberty Township Golf Village Development Plan  
Request: Review and approval of an amended final development plan, to allow for car ports for an existing residential hotel development on the east side of Sawmill Parkway, north of Seldom Seen Road and east of Moreland Street.

Chair Lester read Case 2025-28AM into the record.

Ms. Husak provided the staff report. This site was annexed to Powell as part of Golf Village in 2002 and retains the 1996 Liberty Township zoning standards. As such, the Planning and Zoning Commission has the final say on Amended Final Development Plans. The applicant is requesting to install seven car port structures along the north and east elevations, over current uncovered parking spaces. The car ports will not face Sawmill Road, but some will face Seldom Seen Park. The addition of the car ports will reduce the overall number of parking spaces by seven spaces, however the parking on site greatly exceeds the required number. Staff has not observed any parking shortage. The car ports will encroach on the building setback as the building and parking setbacks are different for this site. Staff has determined that this deviation is reasonable. The structures will have stone bases with metal columns to match the building materials, and the roofs will be constructed with dimensional asphalt shingles.

Staff recommends the Commission approve this request for an amendment to the Final Development Plan to permit car ports within the building setback for the Nolan Reserve development.

**APPLICANT**

Joe Thomas  
470 Old Worthington Road  
Westerville, Ohio 43082

Mr. Thomas explained that some Nolan Reserve residents have requested covered parking. Garages are not feasible. The location was selected because other options would infringe on the fire lane or utility lines.

Mr. Griffin asked if the car ports would complement the shelter in Seldom Seen Park and Mr. Thomas said that he was not sure but stated they would complement the existing Nolan Reserve building.

Mr. Koppaka asked if the structures would have an impact on the park, Ms. Husak verified that the structures would not. He then asked if there was a plan for more structures, if the residents would ask for more covered parking and Mr. Thomas stated that they will not be putting in more than they're requesting now due to limitations with the property.

Mr. Ramsey asked the applicant how he came to the number of car ports that he asked for, and Mr. Thomas explained that he put in the maximum number of car ports with the least impact.

Mr. Simpson verified with Ms. Husak that this proposal does not need to go before Council, then expressed his wish that it did as this lot already has over 50% coverage. Ms. Husak explained that the car ports would not exceed what is allowed in the Code. Mr. Simpson stated that he had no issues with the road or backing to the park, he just felt that the lot was already covered enough.

Mr. Lester asked the applicant if there was a fire suppression system for the car ports and Mr. Thomas answered that there was not.

Mr. Simpson asked if there would be any electric vehicle charging stations in the car ports and the applicant answered that one of the car ports would be dedicated to electric vehicles.

Chair Lester opened Case 2025-28AM for public comment, hearing none, he closed public comment.

MOTION: Shaun Simpson moved to approve Case 2025-28AM. Kurt Ramsey seconded. Motion passed.

VOTE:            Y-7            N-0            AB-0

**c. Case 2025-12ADM – Zoning Code Rewrite**

Mr. Stang reviewed the zoning codes regarding parking and explained that the updated code will seek to modernize the required number of parking spaces by looking at other factors such as walkability and public transport. Mr. Stang noted that there is a difference between parking needs downtown versus the rest of the City. He pointed out that the recommended changes are in the meeting packet. Mr. Stang said that one thing that the city is focusing on is trying to incentivize shared public/private parking spaces. Incentives could be related to development such as increased size or reduced setbacks.

Mr. Klecker asked what is currently keeping business owners from offering to share their private parking spaces after business hours. Mr. Stang answered that liability is an issue and that the City would be willing to take on some of that burden.

Mr. Griffin asked for clarification that the City will not leave parking decisions strictly to the developers. Mr. Stang assured him that the City would not eliminate parking minimums as some other communities have done. The City will be working on right sizing the requirements.

Mr. Simpson asked if the City was looking at prior parking agreements and verifying that they were still in effect. Mr. Stang said that this update to the code will be a reset for downtown parking.

Mr. Griffin asked who enforces the time restrictive parking in shared lots. Mr. Stang stated that the business owners would bear the responsibility of enforcement.

Mr. Ramsey asked if the incentives would be written into the rewrite, and Mr. Stang explained that the development incentives could be, but financial incentives cannot be codified.

Mr. Klecker asked if there would be any regulations or zoning codes regarding the condition of the lot. Mr. Stang noted that the public nuisance standards and maintenance requirements will be in the Code.

Mr. Stang next reviewed the current zoning codes regarding signage and went over the recommended changes that were in the packet, noting that again, there will be differences between signs in the downtown area and in other areas. One example provided by Mr. Stang was that the current setback for signs does not work in downtown as the buildings are closer to the street. Additionally, the City's code is not in alignment with recent Supreme Court decisions which limit what a City can enforce regarding signs. Mr. Stang also provided the results of the visual preference survey that residents were invited to participate in. He explained that the goal is to clean up and clarify the sign codes.

Mr. Irvine asked if there were regulations on sidewalk signs like sandwich boards, and Mr. Stang said there was not anything currently in the Code, but it could be looked at as part of the rewrite.

Mr. Ramsey asked if there were currently city-wide height restrictions for signs. Ms. Husak answered that there are such restrictions, but that large developments may need to have larger signs, using the OSU Wexner buildings and the new Kroger store as examples.

Mr. Griffin asked if the current code has regulations for digital signs and Mr. Stang answered that there was none. Mr. Griffin stated he thinks that is something the City should consider.

## **VII. ADJOURNMENT**

MOTION: Shaun Simpson moved to adjourn. Ryan Griffin seconded. Meeting adjourned at 7:26 p.m.

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David Lester, Chair, Date

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Kara Prem, Administrative Assistant, Date

**From:** Logan Stang, Planning Director  
 Claudia D. Husak, AICP, Planning Manager

**To:** Members of the Planning and Zoning Commission

**Re:** 2025-33ADM – Downtown Overlay District Amendment

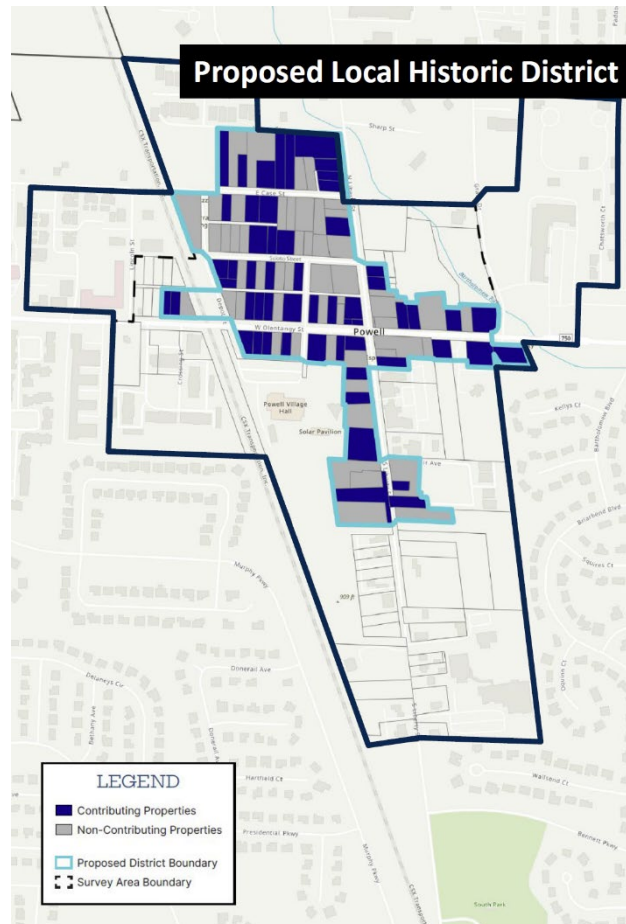
**Date:** November 12, 2025

**Summary:**

The Planning Department has been evaluating the policies and regulations that guide development with specific considerations for the downtown district. This is in support of City Council goals to revitalize downtown and streamline / modernize the City’s development review process. Alongside the zoning code rewrite, a historic property survey and evaluation of the existing design guidelines were completed to inform potential updates.

At the October Development Committee meeting, staff presented the findings of the historic property survey. The intent of the survey was to determine which properties are eligible for historic designation and if a local historic district could be established to protect the character of downtown. The survey revealed that a portion of downtown, primarily focused around the four corners and the northwest quadrant, meet the state and federal criteria for historic designation. This information defines a distinct area of downtown that should be preserved through the zoning code and design guidelines.

The survey also provides clarity on the review process, specifically the intent, purpose, and focus of the Historic Downtown Advisory Commission (HDAC). HDAC’s role is focused on historic preservation within the district by reviewing specific projects for compliance with the architectural design guidelines and overall character. In past practice, this has included the entire downtown district as no formal survey was completed to determine



historic properties. With the recent survey defining a potential local historic district, the result identified a need to discuss how the process should evolve to support future downtown growth.

**Downtown Review Process:**

The Downtown Overlay District establishes the “historic” district and review process for all projects. Both the Planning and Zoning Commission (P&Z) and Historic Downtown Advisory Commission (HDAC) have defined projects they review for compliance with the zoning code and design guidelines. These commissions are supported in their review by staff and the City’s architectural advisor (SSOE formerly known as Shyft Collective). With regulations and policies under review, it’s important to evaluate the roles and responsibilities of how these commissions will function in the future.

Previous applications provide a baseline for how HDAC’s review authority might shift with the zoning code rewrite. Staff gathered data from 2016-2025 to understand the number of applications and meetings held. The information revealed that on average, HDAC meets approximately three (3) times each year to review three (3) applications under the current code. As HDAC’s focus in on historic preservation, these numbers were then compared with the potential local historic district to anticipate changes with having a more focused historic review area. The result is that in most instances, the applications would decrease by one-third based on the eligible historic properties.

**HDAC Review History (2016-2025)**

Year	# of Recommendations to P&Z	# of Approvals	# of Feedback only	Total Applications Reviewed	Total Meetings	Applications in Proposed Historic District	Notes
2025	2	4	-	6	5	3	One (1) meeting was held for commission training
2024	1	6	1	8	5	4	Two (2) cases tabled
2023	1	2	1	4	4	1	One (1) case tabled
2022	1	3	-	4	2	3	
2021	3	3	-	6	6	5	Two (2) cases tabled
2020	-	-	-	-	-	-	No meetings were held
2019	2	-	-	2	2	-	
2018	-	-	-	1	1	-	
2017	-	2	1	3	3	3	
2016	-	-	-	-	-	-	No meetings were held
<b>Average</b>	<b>1.0</b>	<b>2.0</b>	<b>0.3</b>	<b>3.4</b>	<b>2.8</b>	<b>1.9</b>	

Feedback received by staff shares a common theme that the current HDAC process is not achieving the community intent for downtown development. HDAC primarily focuses on reviewing new single-family homes and exterior modifications to commercial structures. New

commercial structures are reviewed by P&Z with an optional review by HDAC for architectural design. The optional review and limited focus of HDAC has created confusion in the process with unclear expectations as to what is supported downtown. Two options were presented to Development Committee:

1. HDAC evolves into an Architectural Review Board (ARB) with expanded review authority within the local historic district.
2. HDAC is removed and P&Z is granted review authority for all development throughout the City including downtown.

Architectural Review Boards are used throughout the region to ensure architecture is preserved and the character is consistent in a district. Westerville, Worthington, and Dublin are a few neighboring communities that utilize ARBs to protect their downtown districts. However, based on past applications and the potential reduction of HDAC's review authority, there may not be enough activity to warrant a separate reviewing body. With a new zoning code and design guidelines, P&Z could oversee all downtown development by expanding their authority to include new single-family and exterior modifications. The architectural advisor would also provide insight on design considerations for downtown to support P&Z which is similar to how they interact with HDAC currently. Based on this evaluation, staff is recommending that HDAC be removed and all review authority be directed to P&Z.

### **Proposed Amendment:**

While the full zoning code rewrite is underway, it will not be finalized and adopted until spring 2026. Staff is proposing this amendment earlier to align with the end of the year which will allow for an easier transition between reviewing bodies. This also addresses some of the immediate challenges with the process by simplifying approval steps needed for projects until the new zoning code is adopted.

The proposed code amendment is for [Section 1143.18 – DD-Downtown District Overlay District](#) which establishes HDAC and the historic review process. The intent of the amendment is to remove all references to HDAC and direct review authority to P&Z. All other aspects of the code would remain including the design guidelines, applications, and regulations until the new code and guidelines are adopted. This will allow downtown development to continue while staff finalizes and gathers community feedback on the proposed updates.

### **Code Rewrite & Guidelines Update:**

During the October Development Committee discussion, several items were discussed regarding the direction of the guidelines and code update. These included understanding how guidelines would apply to historic versus non-historic properties, aligning and defining expectations through the development process, and maintaining the unique architectural character of the district. While these items don't directly relate to the proposed code amendment, it's appropriate to provide additional context as to the direction of the code and guidelines update.

Included in the packet are three reports prepared by the City's architectural advisor, SSOE (formerly Shyft Collective), who is assisting with the guidelines update. The first is a benchmark report which evaluated design guidelines from other communities for best practices in guiding development. This includes example graphics, illustrations, and narrative that staff and the advisor will use as models when preparing the guidelines update. The intent of this document is to identify methods for providing clear expectations on architectural design, review process, and historic preservation that are currently lacking in the existing guidelines.

The second report is a summary of ongoing downtown efforts and evaluation of public feedback that can inform the update. These efforts include the historic property survey and Village Green Master Plan. This also provides additional context by staff on anticipated developments and adopted plans to understand how downtown may change in the near- (1-5 years) and long-term (5-10 years). The intent of this document is to ensure that the guidelines and zoning code will support the vision for downtown, especially for public investments related to Village Green.

The third and final report is a summary of public feedback received through the zoning code rewrite. In July 2025, a visual preference survey was published which gathered direction on the quality and characteristics of development residents want to see. A significant portion of this survey was dedicated to downtown to understand how the City can balance historic preservation with new development. The intent of this document is to define specific guidelines or regulations that encourage the architectural features residents desire in the district.

**Recommendation:**

Staff recommends approval to City Council of the code amendment to remove the Historic Downtown Advisory Commission (HDAC).

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### 1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

- (a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursuing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:
- (1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.
  - (2) Stabilize and improve property values.
  - (3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.
  - (4) Protect and enhance the City's attractions to residents and visitors.
  - (5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.
  - (6) Foster civic pride in the beauty, human scale, and human details of the City's history.
  - (7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.
  - (8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.
  - (9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.
- (b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:
- (1) *A.I.A.* means the American Institute of Architects.
  - (2) *Alter or alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.
  - (3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.
  - (4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.
  - (5) *Council* means the City Council of the City of Powell.
  - (6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.
  - (7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

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- (8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.
- (9) *Downtown District* means the district designated as such in this Zoning Ordinance.
- ~~(10) *Historic downtown advisory commission* means the appointed board established to review environmental changes within the Downtown District, having specific powers and duties subject to the provisions of these sections.~~
- (101) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.
- (112) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.
- (123) *Property owner* means the owner(s) of record.
- (134) *Rehabilitation or renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.
- (145) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used ~~by the Historic Downtown Commission~~ in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.
- (156) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.
- (167) *Zoning administrator* means the Zoning Administrator of the City of Powell.
- (c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.
- (d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.
- ~~(e) *Land Use Review.* The City shall notify the Historic Downtown Commission of any activity requiring Planning and Zoning Commission review which is in the Downtown District or 250 feet from its boundary. Notification shall be given to the Historic Downtown Commission no less than ten calendar days before the Planning and Zoning Commission hearing on the matter.~~
- (fe) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.
- (gf) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell and shall only include those properties

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zoned DR, Downtown Residence District and DB, Downtown Business District, both of which are planned districts.

~~(1) Proposals to expand, or modify the Downtown District boundaries.~~

~~A. Initiation.~~

- ~~1. Proposals to expand or modify the Downtown District boundaries shall be initiated by resolution of City Council, with referral to the Planning and Zoning Commission. Proposals to expand, or modify the Downtown District shall include the following documentation:
  - ~~a. Evidence that the area is of architectural and historic significance.~~
  - ~~b. A boundary description.~~~~

~~(2) Study and hearing.~~

~~A. General procedures to expand, or modify the Downtown District boundaries shall be in accordance with the required procedures for zone changes as provided in this Zoning Ordinance.~~

~~B. Planning and Zoning Commission report. The Planning and Zoning Commission report to Council shall include information as to how the proposed Downtown District expansion or modification is of special historical and architectural significance. The Planning and Zoning Commission report shall include the following:~~

- ~~1. A recommendation from the Historic Downtown Advisory Commission.~~
- ~~2. Whether the area or buildings in the area are listed on the National Register of Historic Places;~~
- ~~3. Whether it provides significant examples of architectural styles of the past;~~
- ~~4. A description of the area and structures to serve as an informational resource. The description shall include, but need not be limited to, the following:
  - ~~a. A geographic description including location and its relationship to the entire municipality and current boundaries of the downtown district;~~
  - ~~b. A description of the general land uses;~~
  - ~~c. A general description of the building conditions;~~
  - ~~d. A general description of the socioeconomic characteristics;~~
  - ~~e. A description of existing developmental plans or programs within or including the area;~~
  - ~~f. A list of neighborhood organizations within, serving or otherwise interested in the area in question.~~~~

~~(3) City Council designation.~~

~~A. City Council hearing. City Council shall hold public hearings on proposals to expand, or modify the Downtown District. These hearings shall be in the same manner as for any proposed change in the Zoning Map.~~

~~B. Zoning Map Overlay. The Zoning Administrator shall cause the designation to be shown upon the official Zoning Map of the City of Powell as an Overlay without changing the underlying zoning. Whenever there is a conflict between regulation of the zoning district and the regulations of the Downtown District, the more restrictive shall apply.~~

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~~C. Notification of designation. Upon expansion or modification of the boundaries of the Downtown District, the clerk shall promptly notify the Zoning Administrator, who shall notify all interested of affected property owners, groups, boards and commissions.~~

(hg) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

~~(i) Establishment of the Historic Downtown Advisory Commission. The Downtown District is held to have a distinctive nature. In the interest of the public health, safety, and welfare it is considered a public necessity to protect the qualities of the Downtown District and enhance the unique characteristics of this area.~~

~~(1) There is hereby established a Historic Downtown Advisory Commission.~~

~~(2) The Historic Downtown Advisory Commission shall be empowered to hear, review, approve, deny, and recommend modifications to proposals for Certificates of Appropriateness involving environmental changes within the district. Applications for Certificates of Appropriateness shall be judged using the adopted Downtown District Architectural Guidelines.~~

~~A. The Historic Downtown Advisory Commission shall establish, within the spirit and purposes of this section, procedures for which the Historic Downtown Advisory Commission will evaluate applications for Certificates of Appropriateness. Such information shall be written and published within three months after the Historic Downtown Advisory Commission members have been appointed and may be revised from time to time.~~

~~B. The Historic Downtown Advisory Commission shall maintain files, available to the public, containing all applications granted or denied to serve as a basis for prospective applicants to conform their plans to established policy.~~

~~C. The Historic Downtown Advisory Commission may make recommendations to the City Council and Planning and Zoning Commission regarding amendments to these sections and with respect to other legislation affecting the Downtown District.~~

~~D. The Historic Downtown Advisory Commission shall work for the continuing education of both the Downtown District residents and businesses which it serves and the residents of the City as a whole with respect to these sections and the district's historic heritage and architectural significance. In addition, the Historic Downtown Advisory Commission may publish informational literature and hold periodic public meetings to disseminate information on preservation and rehabilitation techniques and resources.~~

~~E. The Historic Downtown Advisory Commission may delegate to the Zoning Administrator review authority over certain Environmental Changes on historically and architecturally documented criteria adopted by the Historic Downtown Advisory Commission. The Zoning Administrator shall then review, grant, deny and/or recommend modifications in writing for such applications.~~

~~F. The Historic Downtown Advisory Commission shall serve as the architectural review commission for all areas that fall within the boundaries of the Downtown District.~~

~~(3) The Historic Downtown Advisory Commission shall have six members appointed by Council. The purpose of the Historic Downtown Advisory Commission will be to administer the delegated functions as set forth in this chapter, to provide advice to the City Council, Planning and Zoning Commission, and property owners and developers in the Downtown District, and to oversee new construction, remodeling, rehabilitations, restorations and additions made in the Downtown District. The Historic Downtown Advisory Commission membership shall be as follows:~~

~~A. One member of the A.I.A. appointed by Council. Council shall appoint a person, whose background, education and/or professional experience is in historic design, preservation,~~

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~~renovation, or rehabilitation, to the Historic Downtown Advisory Commission. This member may be a nonresident of the City of Powell. This member shall serve in an advisory capacity and shall not vote.~~

~~B. Two residents of the City of Powell appointed by Council, one of which must be a resident of the Downtown District.~~

~~C. One owner of a business located in the Downtown District appointed by Council. This member may be a nonresident of the City of Powell.~~

~~D. One representative with a professional background or experience in historic design, preservation, restoration, renovation, or construction appointed by Council. This member may be a nonresident of the City of Powell.~~

~~E. One representative from the Planning and Zoning Commission as appointed by City Council.~~

~~F. If no citizens have the qualifications set forth above or if in the majority opinion of City Council no individuals are qualified to carry forth the purpose, goals, and objectives of the Historic Downtown Advisory Commission as stated in this section are available at the time of appointment, then Council may appoint any resident, property owner, or business owner of the city to fill any of these positions.~~

~~(4) Members shall serve a three year term.~~

~~(5) Members of the Commission may be removed by a majority vote of City Council.~~

~~(6) Members shall serve without compensation, except for the A.I.A. representative, who is eligible for compensation as set by Council.~~

~~(7) A vacancy during the term of any member shall be filled for the unexpired term in the manner authorized for the original appointment.~~

~~(8) The Historic Downtown Advisory Commission shall select one of its members to serve as chairperson and one as vice chairperson. The Zoning Administrator, or agent, shall provide such staff assistance as is necessary and available. All City departments and agencies shall cooperate in expediting the work of the Historic Downtown Advisory Commission.~~

~~(9) The Historic Downtown Advisory Commission shall adopt rules and regulations consistent with these sections governing its procedures and transactions. The Historic Downtown Advisory Commission shall meet as required to carry out the review of applications for Certificates of Appropriateness, and such other related work as may be accepted through request of the Planning and Zoning Commission or Council. Meetings shall be held at least once each month when there are applications to be considered and not less than once every three months. Special meetings may be held at the call of the chairperson of the Historic Downtown Commission.~~

**(jh) Certificate of Appropriateness Required.** No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission, ~~Historic Downtown Advisory Commission,~~ or the Zoning Administrator, when authorized.

(1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.

(2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the

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outward appearance of a property within the Downtown District results in one or more of the following:

- A. The plans call for a new non-residential structure or addition of ~~occupyable~~occupiable space to an existing non-residential structure, whether principal or accessory; or
- B. The plans call for ~~two or more any~~ new residential dwelling unit(s) or addition of occupiable space to an existing residential structure; or
- C. There will be a demolition of a structure larger than 75 square feet in ground floor area; ~~or~~
- D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District-;

~~(3) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Historic Downtown Advisory Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:~~

~~A. The plans call for not more than one new residential dwelling unit or addition of occupiable space to an existing residential structure; or~~

~~B. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or~~

~~C. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or~~

~~D. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.~~

~~(4) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission Planning and Zoning Commission based on the following:-~~

~~A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator if this is the only change proposed.~~

~~B. If the Zoning Administrator determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Historic Downtown Advisory Commission Planning and Zoning Commission for review.~~

~~(5) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission Planning and Zoning Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator.~~

~~(6) Changes that do not require review and approval include:~~

~~A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;~~

~~B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;~~

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- C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;
  - D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.

(76) Upon receipt of all pertinent documents, the Zoning Administrator:

- A. Shall inform the applicant of the review procedures and application requirements;
- B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;
- C. Shall inform applicants having applications requiring Planning and Zoning Commission ~~and/or Historic Downtown Advisory Commission review~~ of the date(s) on which the application will be heard; and
- D. Shall inform the Planning and Zoning Commission ~~and Historic Downtown Advisory Commission~~ of the Certificate of Appropriateness applications.

(ki) *Certificate of Appropriateness Hearing Procedures.*

(1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements ~~and procedures~~ of a planned district.

~~(2) The Planning and Zoning Commission may ask the Historic Downtown Advisory Commission to review a Certificate of Appropriateness application with city staff and provide written comments and recommendations to the Planning and Zoning Commission for consideration. Such recommendations shall be part of the Planning and Zoning Commission approval unless the Planning and Zoning Commission finds the recommendations do not correspond to the adopted standards and guidelines or approval process as required by the zoning code. For any recommendation by the Historic Downtown Advisory Commission found to not correspond to the adopted standards and guidelines or approval process as required by the zoning code, the Planning and Zoning Commission shall provide a written reason for such finding. Should the Historic District Advisory Commission not provide written comments and recommendations for any application, for any reason, it shall not prohibit the Planning and Zoning Commission from acting upon any application.~~

~~(3) A hearing on an application for a Certificate of Appropriateness, as defined in Sections shall be conducted at the next regularly scheduled ~~Historic Downtown Advisory Commission~~ Planning and Zoning Commission meeting, no later than 45 days after the filing of the application. The ~~Historic Downtown Advisory Commission chairperson~~ may call special meetings with the applicant for consultation at their own discretion or at the request of the Zoning Administrator or the chairperson of the ~~Planning and Zoning Commission~~ prior to the regularly scheduled ~~Historic Downtown Advisory Commission meeting~~.~~

~~(4) At the Historic Downtown Advisory Commission's discretion, a maximum of one deferral not to exceed 45 days beyond the originally scheduled hearing date may be granted.~~

(53) The chairperson shall conduct meetings of the ~~Historic Downtown Advisory Commission~~ Planning and Zoning Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.

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- (64) The ~~Historic Downtown Advisory Commission~~Planning and Zoning Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council. ~~Other owners, residents, and neighborhood organizations may be notified as determined by the Historic District Advisory Commission or Zoning Administrator to carry out the intent of these sections.~~
- (75) The majority of the ~~Historic Downtown Advisory Commission~~Planning and Zoning Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.
- (86) In ruling upon an application for a Certificate of Appropriateness, the ~~Historic Downtown Advisory Commission~~Planning and Zoning Commission shall consider the following:
- A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and
  - B. The effect of the ~~Historic Downtown Advisory~~Planning and Zoning Commission's decision upon the applicant.
- (97) At the hearing, the ~~Historic Downtown Advisory Commission~~Planning and Zoning Commission shall issue an ~~oral~~ decision ~~followed by a written decision within 45 days after the date of the hearing,~~ setting forth, with specificity, its findings and analysis. ~~In the event that no action is taken within 45 days, the Certificate of Appropriateness shall be forwarded to the Planning and Zoning Commission for action at their next scheduled meeting.~~
- (108) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The ~~Historic Downtown Advisory Commission~~Planning and Zoning Commission may grant an extension of time for good cause shown.

(h) *Demolition Hearing Procedures.*

- (1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator. A Certificate of Appropriateness is required for the demolition of any structure equal to or greater than 75 square feet in area. A written request for demolition with supporting documentation and all other applicable permits are required.
- (2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness ~~following the procedures stated in Section 1143.18(k)(2)~~ when one or both of the following conditions prevail:
  - ~~A. — At a minimum, a Sketch Plan showing possible future redevelopment of the property is reviewed and found generally reasonable by the Historic Downtown Advisory Commission; and it is determined that one or both of the following conditions prevail:~~
    - 1A. That the structure contains no features of architectural and/or historic significance; or
    - 2B. That there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.
- (3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for

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an off-street parking facility or loading space. ~~Where structures must be removed, they shall be replaced with buildings of historic character and qualities of the District.~~

~~(m) Appeals.~~

- ~~(1) Decisions by the Zoning Administrator related to the approval of a Certificate of Appropriateness may be appealed by any interested party to the Historic Downtown Advisory Commission. Written notice of appeal shall be made within seven days of the decision. The appeal shall be heard at the next regularly scheduled meeting of the Historic Downtown Advisory Commission. A majority vote of the members of the Historic Downtown Advisory Commission shall be required to overturn a decision of the Zoning Administrator.~~
- ~~(2) Decisions by the Historic Downtown Advisory Commission may be appealed by any interested party to the Planning and Zoning Commission in writing within seven days of the Historic Downtown Advisory Commission hearing.~~
- ~~(3) The Planning and Zoning Commission shall consider an appeal within 45 days of receipt and shall utilize the written findings of the Historic Downtown Advisory Commission to present historic, architectural, and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the City. A majority vote of the members of the Planning and Zoning Commission shall be required to overturn a decision of the Historic Downtown Commission.~~
- ~~(4) No building permit or other permit required for the activity applied for shall be issued during the seven day period or while an appeal is pending.~~

~~(n) Exclusions.~~

- (1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the ~~Historic Downtown Advisory~~ Planning and Zoning Commission's adopted standards and guidelines.
- (2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

~~(o) Downtown District General Requirements.~~

- (1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:
  - A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  - B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
  - C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  - D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  - E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  - F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old

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in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

- G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  - H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  - I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  - J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- (2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.
- A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a ~~single-family~~single-family dwelling to a different permitted use. This buffer zone should be subject to a tree planting program encouraging planting of a mixture of ~~year~~ ~~round~~year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.
  - B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."
  - ~~C. The existing private school use at 284 South Liberty Street will not be subject to the landscaping requirements stated above, but will be subject to the approved Final Development Plan and future approved Development Plans to be submitted for future phases of the school use. However, should this use change, or if the school ceases to be a going concern, the buffer zone/landscaping requirements above shall be fully implemented based on future development.~~
  - ~~C.~~ Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.
- (3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of year round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum year round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.

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(4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.

(5) Whenever possible, drive aisles from public streets shall be shared.

(Ord. No. 2005-20, 6-7-2005; Ord. No. 2017-60, § 1, 12-19-2017)

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### 1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

- (a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursuing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:
- (1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.
  - (2) Stabilize and improve property values.
  - (3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.
  - (4) Protect and enhance the City's attractions to residents and visitors.
  - (5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.
  - (6) Foster civic pride in the beauty, human scale, and human details of the City's history.
  - (7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.
  - (8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.
  - (9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.
- (b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:
- (1) *A.I.A.* means the American Institute of Architects.
  - (2) *Alter or alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.
  - (3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.
  - (4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.
  - (5) *Council* means the City Council of the City of Powell.
  - (6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.
  - (7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

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- (8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.
  - (9) *Downtown District* means the district designated as such in this Zoning Ordinance.
  - (10) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.
  - (11) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.
  - (12) *Property owner* means the owner(s) of record.
  - (13) *Rehabilitation or renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.
  - (14) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.
  - (15) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.
  - (16) *Zoning administrator* means the Zoning Administrator of the City of Powell.
- (c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.
  - (d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.
  - (e) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.
  - (f) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell and shall only include those properties zoned DR, Downtown Residence District and DB, Downtown Business District, both of which are planned districts.
  - (g) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

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- (h) *Certificate of Appropriateness Required.* No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission or the Zoning Administrator, when authorized.
- (1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.
  - (2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:
    - A. The plans call for a new non-residential structure or addition of occupiable space to an existing non-residential structure, whether principal or accessory; or
    - B. The plans call for any new residential dwelling unit(s) or addition of occupiable space to an existing residential structure; or
    - C. There will be a demolition of a structure larger than 75 square feet in ground floor area;
    - D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District;
    - E. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or
    - F. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or
    - G. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.
  - (3) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Planning and Zoning Commission based on the following:
    - A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator if this is the only change proposed.
    - B. If the Zoning Administrator determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Planning and Zoning Commission for review.
  - (4) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the Planning and Zoning Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator.
  - (5) Changes that do not require review and approval include:
    - A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;

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- B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;
  - C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;
  - D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.
- (6) Upon receipt of all pertinent documents, the Zoning Administrator:
- A. Shall inform the applicant of the review procedures and application requirements;
  - B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;
  - C. Shall inform applicants having applications requiring Planning and Zoning Commission of the date(s) on which the application will be heard; and
  - D. Shall inform the Planning and Zoning Commission of the Certificate of Appropriateness applications.
- (i) *Certificate of Appropriateness Hearing Procedures.*
- (1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements and procedures of a planned district.
  - (2) A hearing on an application for a Certificate of Appropriateness, shall be conducted at the next regularly scheduled Planning and Zoning Commission meeting.
  - (3) The chairperson shall conduct meetings of the Planning and Zoning Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.
  - (4) The Planning and Zoning Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council..
  - (5) The majority of the Planning and Zoning Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.
  - (6) In ruling upon an application for a Certificate of Appropriateness, the Planning and Zoning Commission shall consider the following:
    - A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and
    - B. The effect of the Planning and Zoning Commission's decision upon the applicant.
  - (7) At the hearing, the Planning and Zoning Commission shall issue a decision, setting forth, with specificity, its findings and analysis.
  - (8) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The Planning and Zoning Commission may grant an extension of time for good cause shown.

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(j) *Demolition Hearing Procedures.*

- (1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator. A Certificate of Appropriateness is required for the demolition of any structure equal to or greater than 75 square feet in area.
- (2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness when one or both of the following conditions prevail:
  - A. That the structure contains no features of architectural and/or historic significance; or
  - B. That there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.
- (3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for an off-street parking facility or loading space.

(k) *Exclusions.*

- (1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the Planning and Zoning Commission's adopted standards and guidelines.
- (2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

(l) *Downtown District General Requirements.*

- (1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:
  - A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  - B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
  - C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  - D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  - E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  - F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

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- G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  - H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  - I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  - J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- (2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.
- A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a single-family dwelling to a different permitted use. This buffer zone should be subject to a tree planting program encouraging planting of a mixture of year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.
  - B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."
  - C. Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.
- (3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of year round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum year round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.
- (4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.
- (5) Whenever possible, drive aisles from public streets shall be shared.

(Ord. No. 2005-20, 6-7-2005; Ord. No. 2017-60, § 1, 12-19-2017)



# 2025 POWELL DESIGN GUIDELINES

## BENCHMARKING REPORT

# Introduction

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Through discussions with City of Powell representatives, Logan Stang and Claudia Husak, vetting of the current City of Powell Architectural Guidelines, consideration of resident feedback and careful review of the research documents provided by Designing Local and Pizzuti Solutions, a guiding statement for the new City of Powell Architectural Guidelines was built:

“Create a clear, usable Design Guidelines document that encourages and guides growth in a way that elevates Powell’s visual integrity while maintaining contributing Historic buildings.”

Further, the new Guidelines will be:

- Cohesive across all facets of design and development
- Sensitive to community context, adaptable, flexible and inclusive
- Complementary to placemaking and public Right of Way design as set up in the Zoning Code
- Visionary, guiding types of development downtown, facilitating a “collection of similar uses”, and encouraging connectivity, activation of open spaces and development of more multi-purpose spaces.

With the guiding statement in mind, SHYFT studied several communities with similarities to Powell, selecting those with design guidelines which exemplify one of more aspects of the guiding statement to utilize as precedents. Communities studied include the six benchmark communities evaluated as part of the 2022 Downtown Powell Investment Evaluation, communities recommended by City of Powell staff, and the Main Street Solution Centers “Guide to Design Guidelines” list of communities with comprehensive and effective downtown design guideline documents, among others. A full list of referenced communities can be found at the end of this report.

**“Create a clear, usable  
Design Guidelines document  
that encourages and guides  
growth in a way that elevates  
Powell’s visual integrity while  
maintaining contributing  
Historic buildings.”**

# PART 1: Organization of the Guidelines

Powell’s current Architectural Guidelines combine residential and commercial requirements. Conversations about building the new Guidelines revealed a desire for a clear separation between Residential and Commercial Guidelines, both for ease of use and to encourage new development. Discussion also indicated a need for delineation among various types of construction, including renovation and rehabilitation, infill development and new construction. With that in mind, SHYFT looked to the nearby cities of Worthington, OH and Westerville, OH for their architectural guideline organization.

The Worthington Design Guidelines document provides an introduction and context, directly followed by divided Residential and Commercial/Institutional Guidelines. Both the Residential and Commercial/Institutional sections contain similar content, including but not limited to, treatment of existing sites, site considerations, rehabilitation, exterior architectural elements, additions, new construction, form, massing and scale. Demolition considerations are provided at the end of the guidelines document, followed by an Appendix with additional resources.

Similarly, the Uptown Westerville Design Guidelines begin with introduction and history sections. These sections are followed by procedural directions and demolition considerations, then “Guidelines for Preservation, Rehabilitation, and New Construction” split into categories of Commercial Buildings and Residential Buildings. Other categories include types of construction such as Outbuildings, Building Additions and New Construction. The document concludes with an Appendix providing additional resources.

## WORTHINGTON DESIGN GUIDELINES

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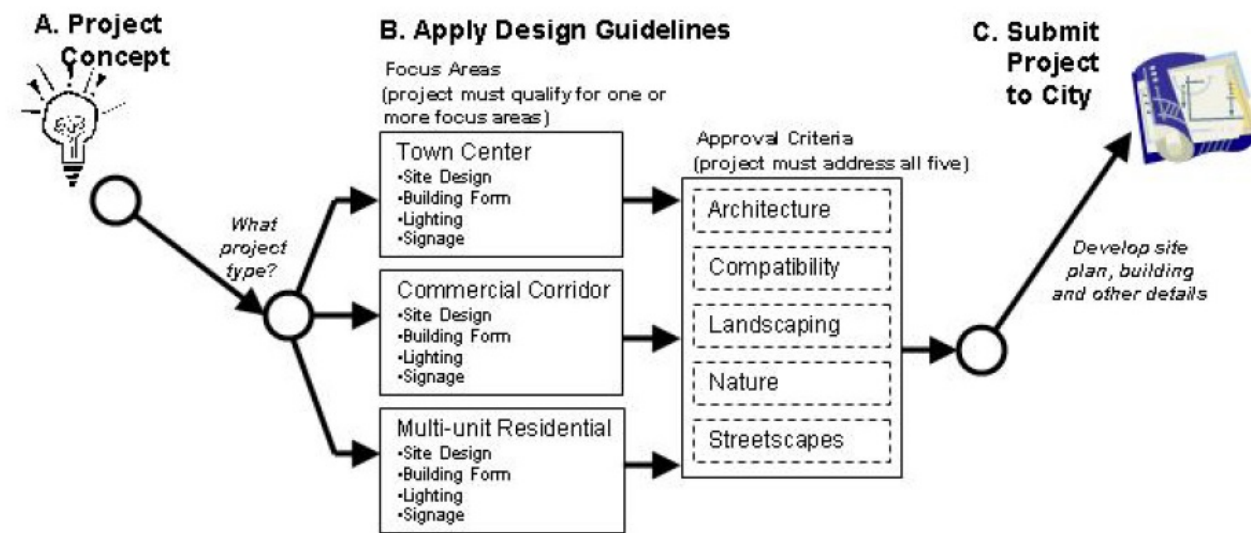
# PART 2: Process & Expectations

Of the benchmarks studied, most offered directions for using the guidelines accompanied by a helpful graphic.

## Forest Grove, OR

In Forest Grove’s Design Guideline Handbook, the city is divided into “Focus Areas”, dependent on project location and/or type. A project is required to address the guidelines in the Focus Area that applies to it.

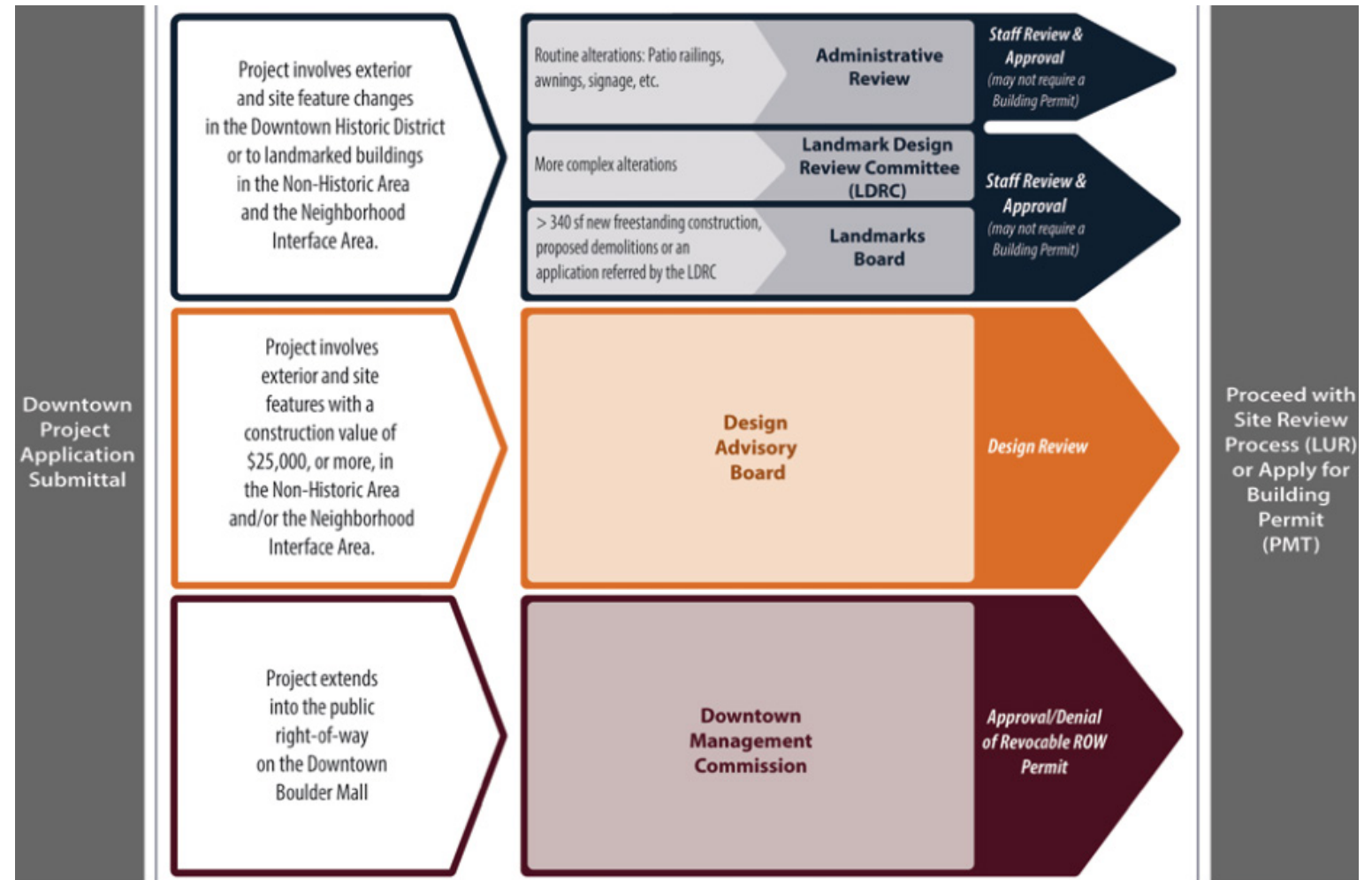
### Project Design Considerations



City of Forest Grove Design Guideline Handbook, page 3

## Boulder, CO

Boulder’s Downtown Urban Design Guidelines explains the purpose of the guidelines and review process. The review process varies depending on project type.



Boulder Downtown Urban Design Guidelines, page 7

# PART 2: Process & Expectations

## Portland, OR

Portland’s Main Streets Design Guidelines begin by stating the purpose, intent, and applicability of the guidelines. Different users are directed to use the guidelines according to their needs.

### KEY STRATEGIES FOR USING THE GUIDELINES

- COLLABORATE** | Meet with neighborhoods and business associations **EARLY** in the process to identify potential issues or opportunities, key site goals, and priorities. (see *Notification & Community Engagement sidebar*) Highlight elements where you have drawn inspiration from the area’s **historic/cultural context and architectural patterns** as well as **strategies used to minimize potential impacts**
- DRAW FROM CONTEXT** | Study existing main street patterns, and draw from adjacent or nearby exemplary foundational architecture, materials and design details as inspiration.
- FOSTER COMPATIBILITY** | **Draw your building elevation in context with adjacent architecture** to evaluate compatibility. Is your building starkly different from the foundational character of the street and the district? Does it help **create harmony or disunity** with the main street character and identity? Does it call excessive attention to itself?
- MINIMIZE IMPACTS** | Consider relationships to adjacent buildings, sites and neighbors by minimizing excessive shading and privacy impacts, light overspill, noise, traffic and loading, loss of public views, blank walls, etc.
- BREAK UP BUILDING MASS** | Use design strategies and features to **break up the volume of larger buildings** and relate to surrounding Street-Car Era Main Street context and character such as roofline articulation, traditional window and storefront patterns, stepbacks, balconies, plazas, art, and landscaping.

PDX Main Streets Design Guidelines, page 9

### IF YOU'RE BUILDING SOMETHING NEW

New building design on Division Street should consider: preserving and relating to foundational main street character and identity by careful design of building massing and facades, encouraging affordable and diverse housing, and careful attention to minimizing impacts to adjacent properties regarding privacy, light overspill and shading.

An important strategy is a **context elevation**, and early community involvement (ideally at both the conceptual stage and the pre-permit stage). See Notification & Engagement Policy in sidebar for reference.

**Key sections of note include:** Form/Massing, Architectural Character, Compatibility and Context, Storefronts/Facades, Materials, Architectural Character, and Relating to Neighborhood Patterns, Site Design.

### IF YOU'RE ADAPTING OR REMODELING AN EXISTING BUILDING

Structures remaining from the street car main street era form the basis of the architectural character of the neighborhood and their features express an “architectural vocabulary” which can be used in designing new buildings which will be compatible within the district. The guidelines are intended to ensure maximum compatibility of new buildings with historic buildings, not to build “new old buildings” or exact duplicates of older styles. Rehabilitation work should **acknowledge the original character of the building.**

**Key sections include** Historic Preservation, façade design, architectural styles, list of buildings and special places, compatibility and context.

### HOW TO USE THE GUIDELINES FOR DIFFERENT AUDIENCES

AUDIENCES	COMMUNITY PRIORITIES & CONCERNS	HOW TO USE THE GUIDELINES
<b>New residents</b>	Affordability, livability, cost, quality construction, access to air and light, noise issues, access to amenities/transit/services, safety, community identity, information on current and proposed zoning	<b>Community members</b> can use the guidelines to help find the common language that designers, developers and city staff understand when advocating for specific design approaches to improve compatibility of new development. This can help community members better communicate what they do and don't want using <b>design terminology</b> that proposed development and design teams on new projects can better understand.
<b>Existing Residents</b>	Mitigating impacts to privacy, retention of community character and identity, parking, solar access, views (blank walls), noise, trash, congestion, design.	
<b>Developers</b>	Clear design direction, minimizing project delays and costs	<b>Designers and Developers</b> should use the guidelines to help better understand the community’s goals, desires and design preferences for the look, feel and style of new developments and for how a project should help integrate with the larger vision for the Division corridor. A project that complies with the design guidelines is likely to encounter less opposition and delays and is likely to engender better community support and overall compatibility.
<b>Designers</b>	Clear design direction, minimizing project delays and costs, leverage to advocate for good design practice and quality	
<b>CityPlanners Policymakers</b>	Consistency with policy frameworks/goals/other design tools, address concerns of all constituents, clarity of community goals and preferences	<b>City Staff and Policymakers</b> should review the Division Design guidelines when <b>evaluating new development proposals</b> for consistency with community plans and policies especially when determining “compatibility” and relationship to context. While the guidelines may be voluntary in nature, they are still a strong expression of community priorities expressed today and throughout the 2006 Division Green St./Main St. Plan.
<b>Neighborhood Associations</b>	Clarity of community goals and preferences, community identity, assistance with mitigating neighborhood conflicts, providing leverage, anticipating concerns of all parties, safety.	<b>Neighborhood and Business Associations</b> should use the guidelines to help <b>educate</b> property owners, community members and developers/designers about neighborhood goals, help reduce or <b>mitigate impacts of new development</b> , and provide leverage with City staff and project applicants/designers to <b>advocate for specific community design goals.</b>
<b>Business Associations</b>	Clarity of business community goals and preferences, business district identity, safety and graffiti prevention, parking management, trash and street cleanliness, assistance with mitigating neighbor/business conflicts, providing leverage, anticipating concerns of all parties	

PDX Main Streets Design Guidelines, page 11

# PART 2: Process & Expectations

## Guidelines vs. Standards

Design Guidelines provide a basis for understanding and evaluating the design quality of proposed construction projects within a particular area.

[Guidelines are not standards.](#)

Guidelines provide *guidance* on design and construction in order to achieve or maintain a general aesthetic and/or functionality. Standards are rules that must be adhered to, allowing for little variation in method and end result. While guidelines are usually sufficient and best for development, standards are often necessary when addressing Historic properties. Benchmark communities including Historic Districts often reference the Secretary of the Interior’s Standards for Rehabilitation as the standard for work on Historic properties.

The City of Powell seeks to create a guidelines document which sets forth best practices for development within Downtown Powell. Contributing historic properties designated within the downtown boundary will be subject to the national standards as defined by the Secretary of the Interior’s Standards for Rehabilitation. Properties not designated as contributing historic properties will be subject to the guidelines.

### Secretary of the Interior’s Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# PART 3: Goals of the Community

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## Forest Grove, OR

As referenced in the 2022 Downtown Powell Investment Evaluation, Forest Grove, OR is a city of 27,000 people, located about 25 miles west of Portland. Originally a small farm town, Forest Grove is now a commuter city in the Portland Metro region. In addition to sharing similar demographic and economic profiles, Powell's vision for the future of their community shares many parallels with Forest Grove's.

Forest Grove's Design Guideline Handbook serves as a supplement to its Development Code. The document begins by describing the Vision for Forest Grove, rooted in a *“desire to maintain its small town character and enhance the quality and functionality of its built environment”*.

The vision includes the following:

- **Small Town Atmosphere**- New development should **enhance** the community's **existing character**.
- **Vibrant and Charming Downtown**- New development should **reinforce** the **positive characteristics** of the town center.
- **Mobility for Residents**- New development should ensure that **all mobility types** (focus on **pedestrian-centered** rather than vehicle-centered) are fostered and safety is enhanced.
- **A Prospering City**- New development should **promote growth and vitality** of current business and spur private **investment** by creating a quality built environment and **predictable development framework**.
- **High Environmental Quality**- New development should help accomplish **“space to breathe”** by integrating landscaping, open space and existing natural resources into site designs.
- **Essential Services Well-Planned**- Design techniques should **consider public safety and security** on private property.

## PART 3: Goals of the Community

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### Franklin, OH

Franklin, OH is a city of 11,700 people, located about 15 miles southwest of Dayton. Franklin originated as a manufacturing and farming village along the Great Miami River. As a growing city, Franklin shares similar aspirations with Powell.

Downtown Franklin's Master Plan begins by summarizing the vision for the future of downtown Franklin, "to remake Downtown into a vibrant and thriving ecosystem".

The vision includes the following:

- **Make Downtown a Destination-** Create an environment with a [variety of engaging places](#) that encourages people to visit Downtown.
- **Expand Dining & Entertainment Options-** Incentivize [new restaurants, breweries, and other similar](#) uses Downtown.
- **A Family-Friendly Downtown-** Explore opportunities to establish [Downtown as a family destination](#) by incorporating amenities that cater to various age groups and interests.
- **Highlight Downtown's Uniqueness-** Discover and celebrate the [character, culture, and unique elements](#) that differentiate Franklin from other communities.
- **Preserve Local Historic Character-** Protect the city's historic landmarks and create opportunities to highlight and [celebrate local history](#).
- **Support & Strengthen the Economy-** Provide support for local businesses and supplement the economy by [attracting new investments](#) and businesses into the area.
- **Provide Safe & Convenient Circulation-** Study and improve [circulation to provide convenient access](#) Downtown for pedestrians.

Close similarities between Powell, Forest Grove and Franklin encouraged careful review of Forest Grove's Design Guideline Handbook and Downtown Franklin's Master Plan as resources for Powell's new Guidelines document. Additional content from these documents is referenced throughout this report.

# PART 4: Visual Content and Layout

As evidenced in the guiding statement, Powell’s new Design Guidelines document wants to be as clear as possible, usable by anyone who might need to reference it. During benchmark research, special attention was paid to those guidelines documents which employed thoughtful organizational strategies and used simple, engaging graphics to convey their messages.

## Boulder, CO

Diagrams are overlaid on photos of existing development, showing how guidelines apply to actual conditions. Full-page images showcasing examples of compatible, appropriate development provide relief throughout a text-based document.



Fig. 8 Historic pattern of building widths along Pearl Street Mall (Source: City of Boulder)



- (A) Frontage Zone**  
On the Pedestrian Mall - 10' maximum extension of into the right-of-way.  
On all other streets - 6' maximum extension into the right-of-way.
- (B) Pedestrian Zone**  
On the Pedestrian Mall - The unobstructed pedestrian throughway must be no less than 8'. A 9'6" wide throughway is encouraged. Any type of extensions into the right-of-way must allow for the pedestrian circulation requirements.  
On all other streets - An unobstructed pedestrian throughway of no less than 7' wide is required between vertical elements such as trees or poles and buildings.  
Standard surface materials include brushed natural color gray concrete tooled in a maximum 4'x 4' square with brick accents.
- (C) Curb Zone**  
A minimum 4' curb zone will include trees, bike parking, landscaping strips, furniture, street and/or utility elements.  
Standard surface materials include brushed natural color gray concrete tooled in a 2' x 2' square pattern, possibly with brick accents.

Fig. 36 Diagram of the typical sidewalk zones (Source: City of Boulder)

# PART 4: Visual Content and Layout

## Boulder, CO

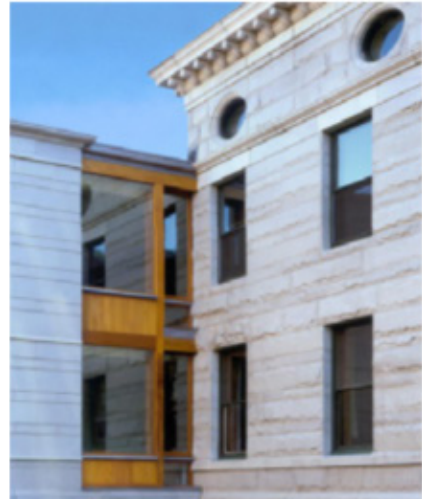


Fig. 6 A new addition demonstrating a differentiated, yet compatible, use of materials (Source: Gossens Bachman Architects)

Boulder Downtown Urban Design Guidelines, page 33



Fig. 7 A non-conforming addition with incompatible materials, massing and window proportioning (Source: National Park Service)



Fig. 11 New construction with contemporary, yet compatible, references to historic building elements (Source: Jorge Mastropietro ArchitectsAtelier)

Boulder Downtown Urban Design Guidelines, page 21



Fig. 12 New construction with appropriate historic references including materiality and facade divisions (Source: City of Boulder)



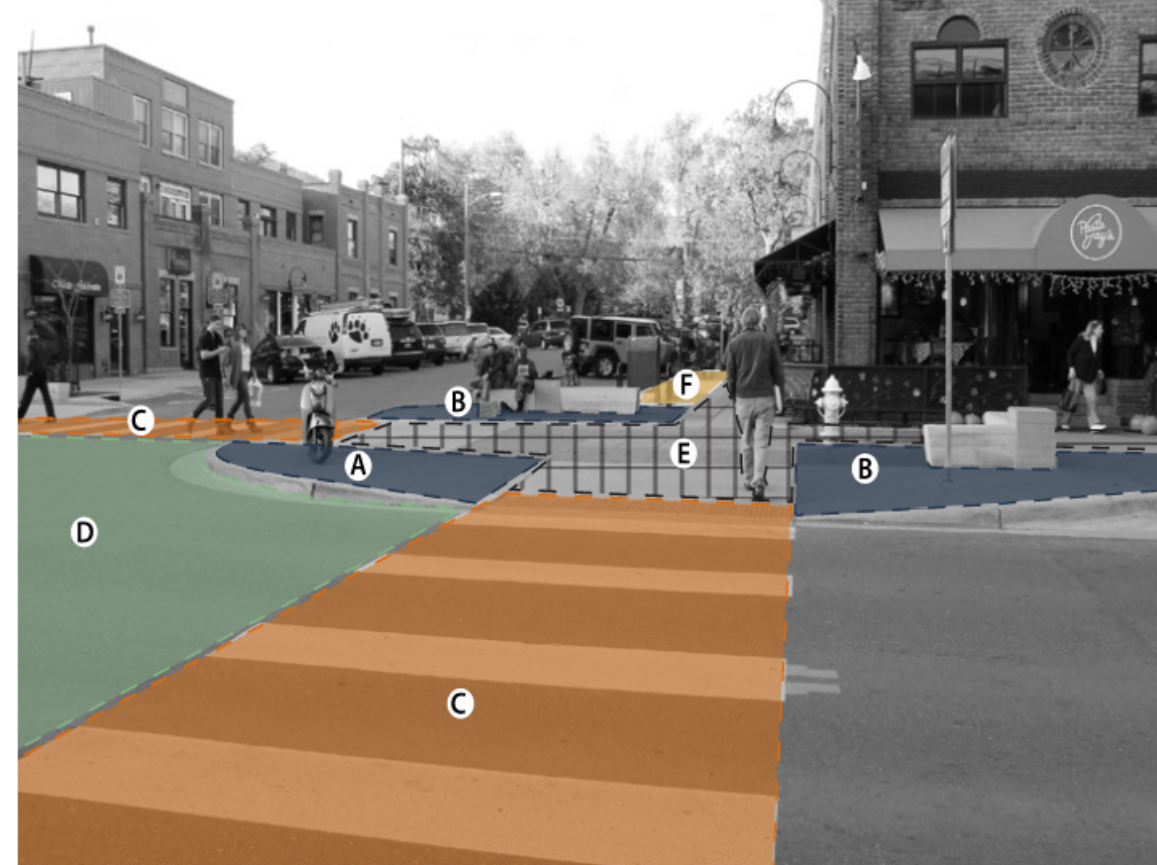
Fig. 13 New construction with appropriate historic references including proportion and scale (Source: City of Boulder)



Fig. 24 An example of a commercial use in an existing residential building in a DT-1 commercial zoning district

Fig. 25 (Source: City of Boulder)

Boulder Downtown Urban Design Guidelines, page 33



- A** Corner Zone - A pedestrian area or clear zone that is free of obstacles and lined up with the sidewalk pedestrian zone. Standard surface treatment includes brushed natural gray concrete scored in a 2'x 2' square pattern parallel to the street.
- B** Corner "amenity areas" - The amenity areas may incorporate benches, bike racks, news racks, and similar elements. Standard surface treatment includes brushed natural gray concrete scored in a 4'x 4' square pattern and may have brick detailing.
- C** Crosswalks - Pedestrian crosswalks should be a minimum of 10' wide with a 1' buffer on either side. Standard surface treatment includes truncated dome ramps and marking the crosswalk zone.
- D** Intersection Squares - the center area of intersections have the same surface material as the surrounding street surfaces.
- E** Pedestrian Zone
- F** Curb Zone

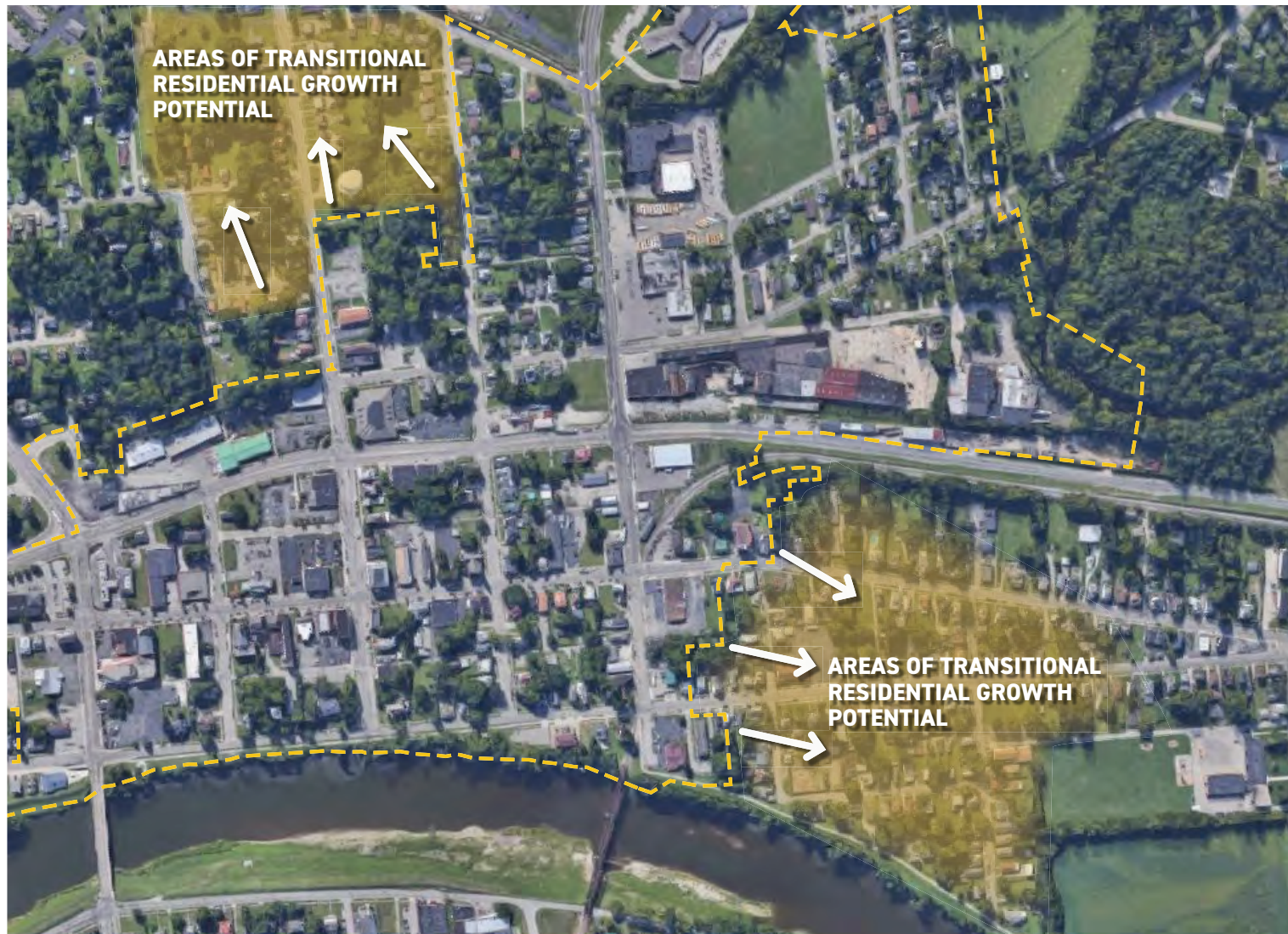
Fig. 37 Diagram of the typical corner and intersection zones (Source: City of Boulder)

Boulder Downtown Urban Design Guidelines, page 47

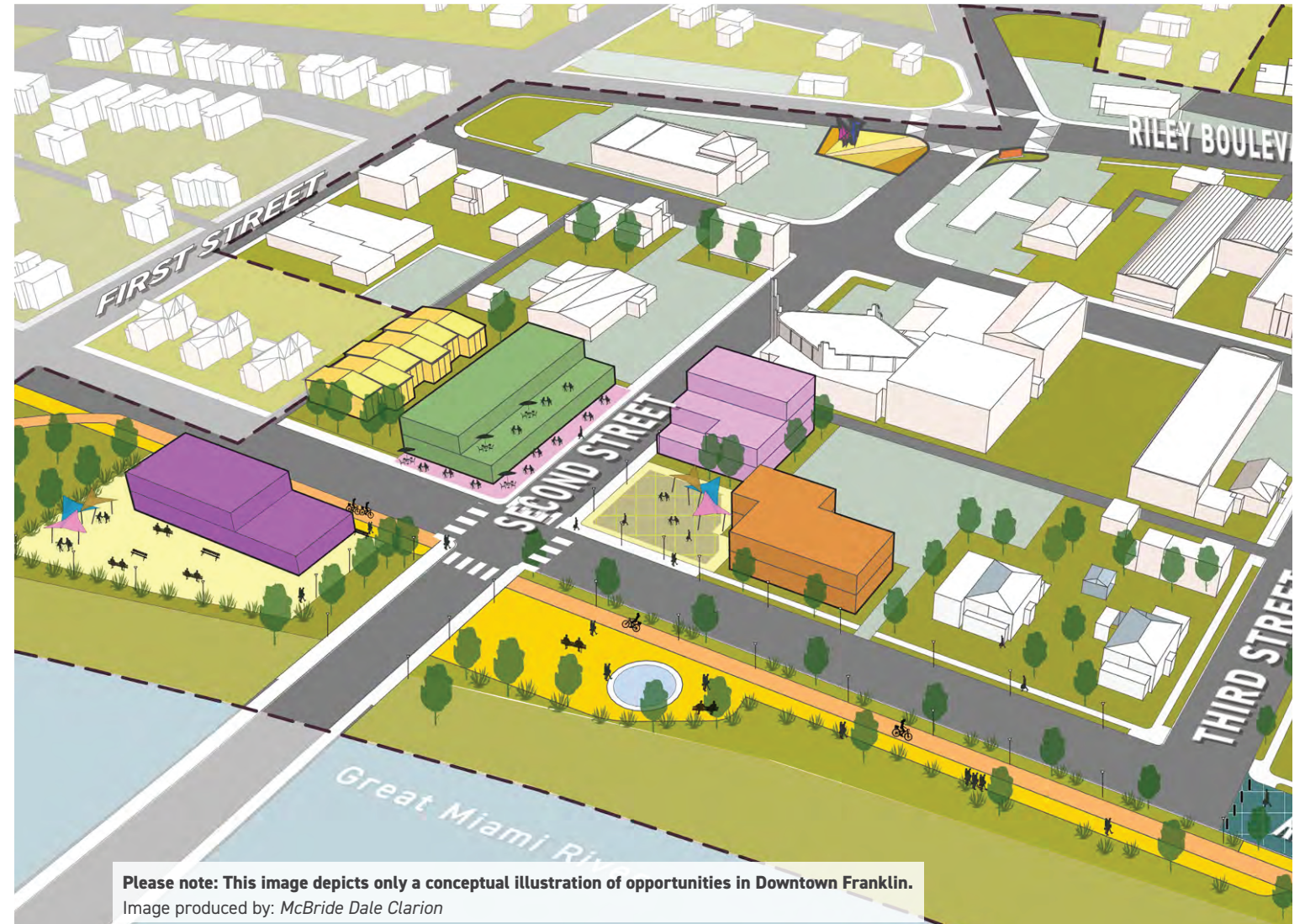
# PART 4: Visual Content and Layout

## Franklin, OH

High-contrast maps, accompanied by clear legends, are used to identify “planning areas.” Photos of existing development accompany each planning area, and conceptual illustrations of future development bring the vision to life.



Downtown Franklin Master Plan, page 73



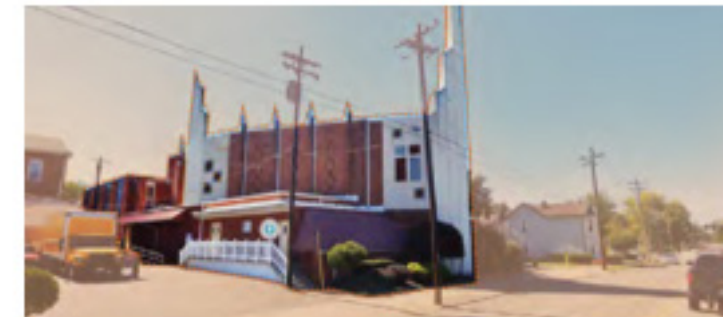
Downtown Franklin Master Plan, page 63

# PART 4: Visual Content and Layout

Franklin, OH

## RECOMMENDED STRATEGIES for the Mixed Use Planning Area :

- 1. Incorporate Gateway elements** such as arches, monument signs, etc., to highlight the entryways into Downtown
- 2. Infill and develop** vacant lots. Greenfield development should be prioritized in this planning area
- Encourage good quality, **high-intensity mixed use** that can strengthen activity around Downtown fringes and bring further investment into downtown
- 4. Under-utilized properties** can be infilled with new uses that offer unique experiences, such as niche dining or boutique retail. **Adaptive Re-use** can be used to help activate empty spaces and bring people into Downtown
- 5. Pedestrian connectivity is a significant priority here.** Street furniture, buffers from the street edge, even and well-maintained sidewalks, and interesting facades can encourage and support walkability
- Pursue **wide, inviting sidewalks** with clear wayfinding to support parking in these areas and walking into Downtown
- 7. Discourage street front open parking lots!** They are a hindrance to active & walkable downtown streets. Orient parking in this area away from the street edge
- Explore options to turn existing front **parking lots into open plazas or dining spaces**



# PART 4: Visual Content and Layout

## Portland, OR

Visuals convey research-based ideas in a way that is relevant to the guidelines.

Recommendations are in the form of lists accompanied by images showing encouraged types of developments. Pairing photos with text breaks makes the document more user-friendly.

### COMPATIBILITY GUIDELINES

1. New construction should be designed to be consistent with the existing pattern, scale, style and massing, of structures in the neighborhood and surrounding blocks, as well as other streetcar-era main streets in Portland.
2. New main street-facing buildings that are bigger and taller than previous buildings on the same site, and/or nearby adjacent buildings, should not detract from the unity of the main street or district. (See positive examples of larger new build-ings reflecting Portland’s foundational character, at right and p.29)
3. New main street-facing development that is of a greater scale than previous build-ings on the same site should **carefully consider the quality of life of residents on abutting rear yard lots** including minimizing residents’ privacy impacts and main-taining residents’ solar access. (See Transitions Guidelines, p. 17)
4. Compatibility approaches include:
  - a) Maintain the traditional small-scale regular rhythm of building widths
  - b) **New development should demonstrate compatibility with the adjacent archi-tecture by incorporating a minimum of four of the following seven features similar to the neighboring architecture:**
    - scale
    - roof forms
    - window proportion or patterns
    - materials
    - style
    - ornamentation elements
    - color
  - c) **Relate to neighborhood patterns.** Relate building form to existing context and established Division main street area patterns. (Also see Main Street Patterns, p.53) The following are typical area-specific neighborhood patterns found on Division, Hawthorne & Belmont and other street car-era main streets in Portland:
    - Angled front facade on corner buildings, i.e., 45-degree angle cut corners maintain visibility for vehicles & pedestrians and when cut out solely at first floor can create areas for pedestrians to pass safely or pause for conversations.
    - Raised sills or bulkheads
    - Large storefront windows with transom windows above
    - Visible building increments of 25’-50’
    - Regular rhythm of recessed entries every 20’
    - Include permanent awnings & overhangs for windows and entries
    - Window variation and patterns that relate to adjacent buildings
    - Articulated rooflines



**Above: Positive examples of Newer Compatible Buildings** - Three and four story larger new buildings that add housing capacity and reflect area context on Division and Belmont. At top, the “Move the House Project” on Division and 38th shows connection to adjacent development through similar horizontal siding patterns, color and articulation of the building mass with up-per stepbacks on Division and balconies. (photo credit; H. Flint Chatto) The Belmont mixed use building at right, relates to the scale of nearby buildings, break up building massing with visible building increments that relate to neighborhood patterns for building widths. It also shows modern design yet includes a simple cornice, brick materials, windows on sidewalls and recessed entry patterns. (photo credit: Erik Matthews, building architect)

### EXTERIOR MATERIALS

The use of materials and a quality of finish work should reinforce the sense of this city as one that is built for beauty and meant to last.

#### ENCOURAGED MATERIALS

1. The use of natural and durable materials such as brick, wood, metal and steel are strongly encouraged. Stone and tile that add texture to a facade may also be considered.
2. Use of a graffiti barrier coating of street level building materials is encouraged (e.g. sacrificial or permanent coatings)
3. “Real” stucco is encouraged however this use should include a plan for maintenance
4. Reuse third-party materials where possible
5. Corrugated paneling may be considered if allowed by code
6. Consider “bird friendly” designs when selecting exterior materials, window designs, and special locations such as “high risk zones” (see *Bird Safe Materials* section)

#### DISCOURAGED MATERIALS

7. The glass area of storefront windows should not be obscured more than 25 % (e.g. frosted or fritted glass, excessive signage or advertising that overly obscures storefront is discouraged)
8. Composite panel siding should not be used for more than 25% of the facade
9. Plastic siding is strongly discouraged Metal screens on the street facing facade are strongly discouraged:
  - Vertical plane metal screens should not cover more than 25% of street facing façade
  - Metal screens should also not obscure windows
  - An exception may be when used in small areas to support vegetation on the facade for greening the street and for green walls to break up the appearance of a large facade or blank wall. If landscaping is the intent for the screen, a main-tenance plan should be established.



**Encouraged Materials:** The use of brick, high quality “punched” (recessed) windows, metal awnings and cornices shown above both relate to traditional neighborhood materials and contribute to a feeling of lasting durability



**Discouraged Materials:** Plastic siding and metal screens were strongly discouraged by community mem-bers in public surveys about design preferences.

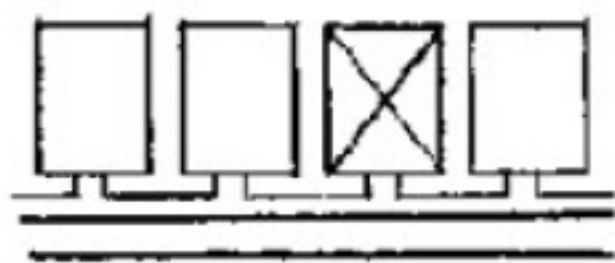
# PART 4: Visual Content and Layout

## Forest Grove, OR

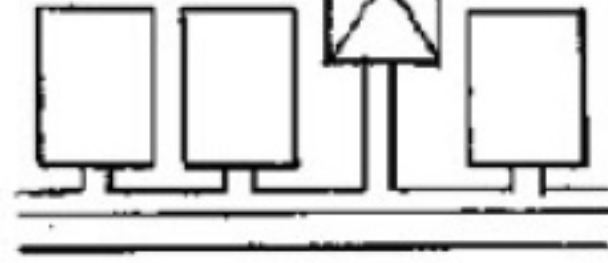
Photos of actual conditions within the community are used as references for what is recommended and not recommended in the guidelines. Maps are used throughout to identify districts, or “focus areas.” Graphics explain processes and ideas to help users understand how to use the guidelines.



Typical Spacing and Setback Found in the Districts



DO THIS



DON'T DO THIS

City of Forest Grove Design Guideline Handbook, page 45



Recommended: zero setbacks at wall

City of Forest Grove Design Guideline Handbook, page 6



Example: Inviting Ground Floor Retail and Upper Floor Windows

City of Forest Grove Design Guideline Handbook, page 11

### Track 2 - Design Guidelines

#### Recommended

- Minimize building setbacks from any public street right-of-way. Zero lot line buildings along the public street right-of-way are encouraged to maintain an inviting and continuous storefront presentation.
- Design and construct a primary building entrance for each building façade. If a building has frontage on more than one public street, a single building entrance on the corner is acceptable.
- Use the area between the right-of-way and building to create a plaza court, planter area, bicycle parking or another amenity.
- Main entrance should be oriented to the street.

#### Not Recommended

- Parking located between the building façade and the street.
- Excessive front setbacks (greater than 10 feet).
- Storage in front of building façade.

### Track 2 - Design Guidelines

#### Recommended

- The majority of the ground floor building façade should contain windows.
- Multiple windows should be provided on the front façade above the main floor in a uniform pattern.
- Window should be oriented vertically with rectangular shapes.
- Frame openings with trim around windows and doors.
- If used, door and window shutters should be sized to cover the entire window.
- “Punched” window openings recessed rather than flush with the building façade.

#### Not Recommended

- Tinted or reflective glass and glass block.
- Spandrel or other contemporary glazing (i.e. glass surface smoothly and uniformly covering structural elements).

# PART 5: Understanding Focus Areas

Understanding community context is critical for successful development of Powell’s new Design Guidelines. Development patterns vary across downtown, creating diverse conditions and necessitating thoughtful approaches. Benchmark research revealed that both Boulder, Colorado and Franklin, Ohio convincingly employ some form of ‘*design districts*’ to guide future development in their respective communities.

## Boulder, CO

Boulder’s Downtown Urban Design Guidelines organize the downtown area into three distinct districts. Non-Historic and Interface areas are mapped based on their proximity to the Historic District. Significant public and civic areas are highlighted in relation to the districts.

The downtown districts are:

- Historic District
- Non-Historic Area
- Interface Area

The ‘Public Realm’ is addressed separately from the districts, addressing pedestrian connections throughout downtown.

Boulder’s Downtown Districts guide downtown development based on specific objectives, guidelines and design examples.

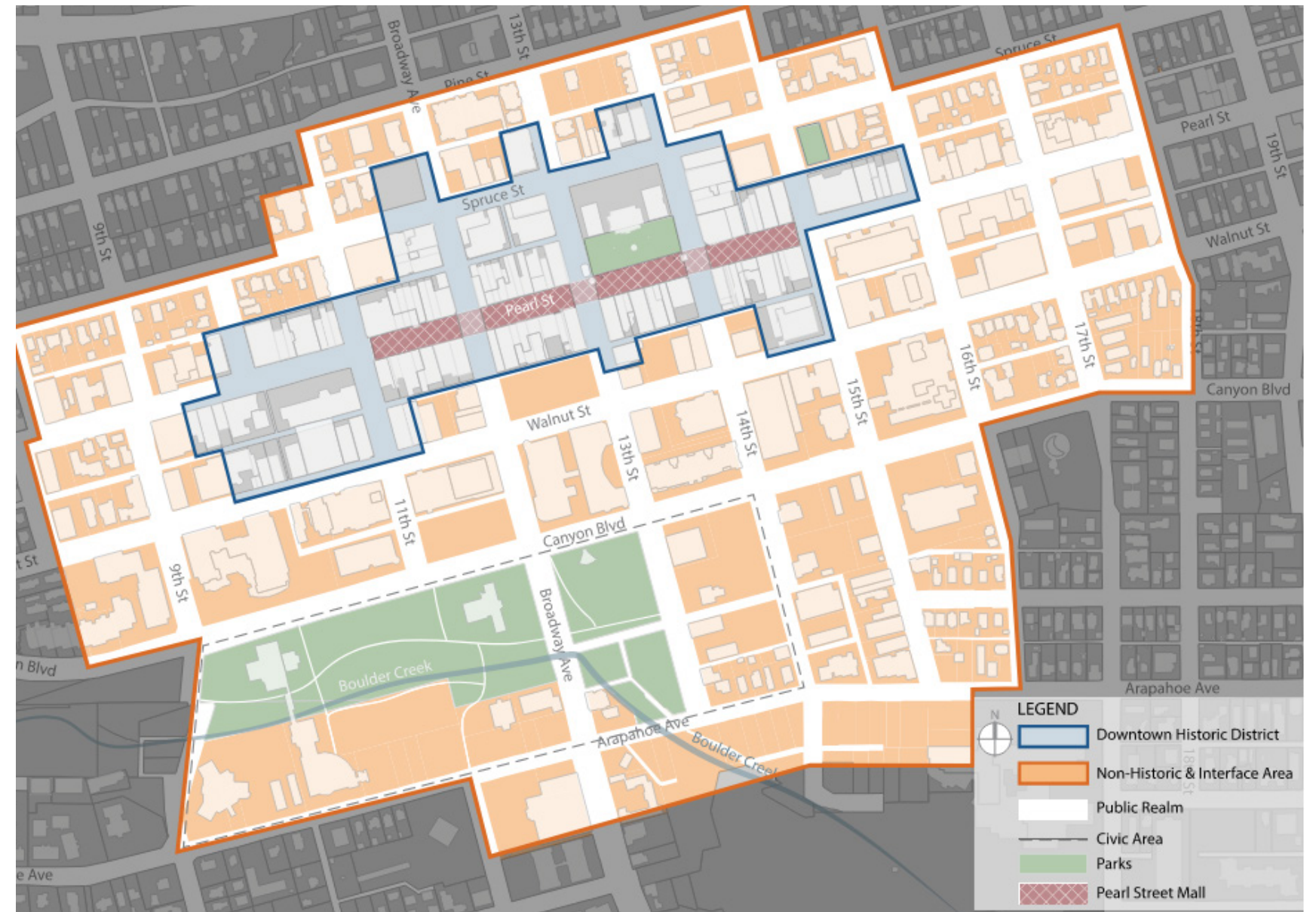


Fig. 1 Map of Downtown Boulder (City of Boulder)

Boulder Downtown Urban Design Guidelines, page 5

# PART 5: Understanding Focus Areas

## Boulder, CO

Boulder's Downtown Urban Design Guidelines maps landmarks, contributing and contributing buildings within the Downtown Historic District. Multiple maps utilize the same system to communicate relationships and connections throughout downtown.



Fig. 4 Downtown Historic District Properties (Source: City of Boulder)

Boulder Downtown Urban Design Guidelines, page 13



Fig. 19 Map of the Downtown Historic District, Non-Historic and the Interface Area (Source: City of Boulder)

Boulder Downtown Urban Design Guidelines, page 26

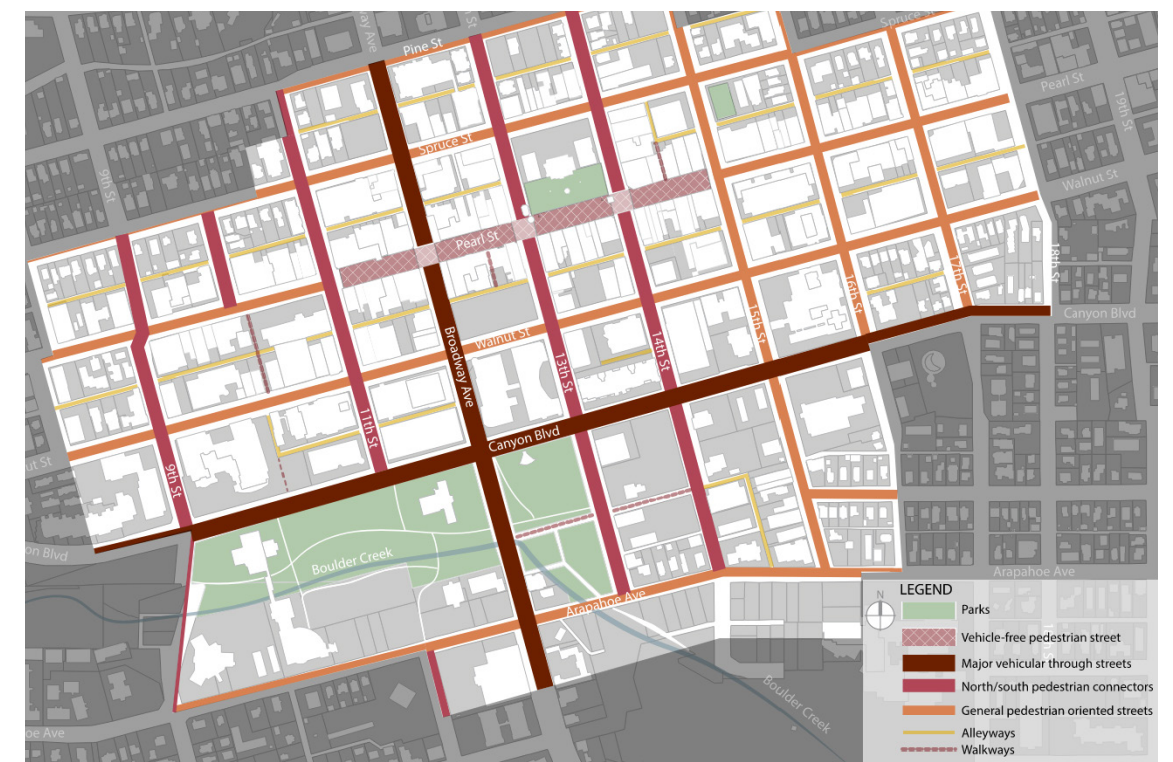


Fig. 35 Street Type Key Map (Source: City of Boulder)

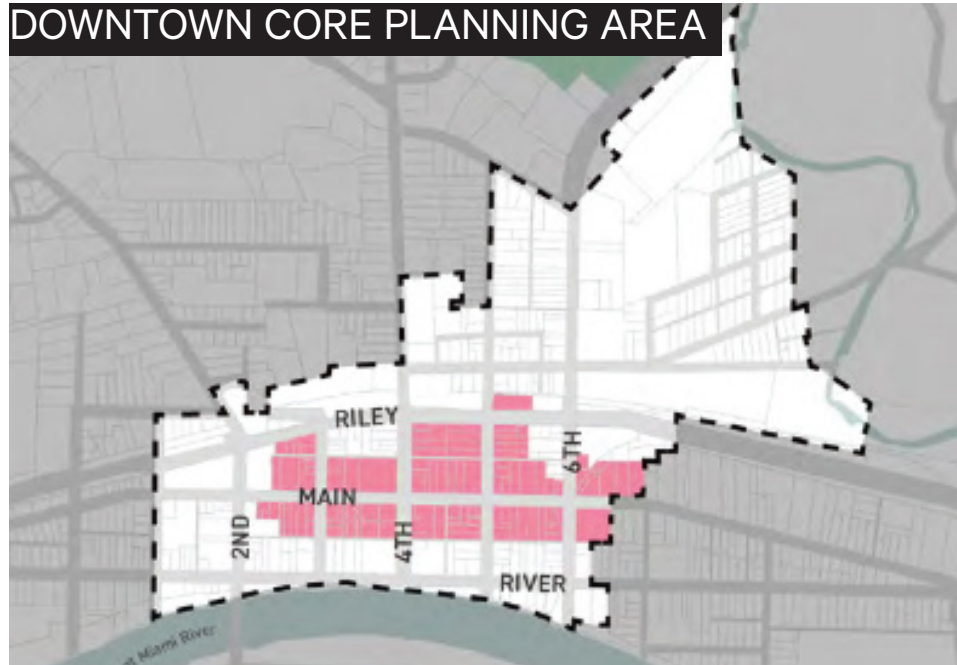
Boulder Downtown Urban Design Guidelines, page 43



# PART 5: Understanding Focus Areas

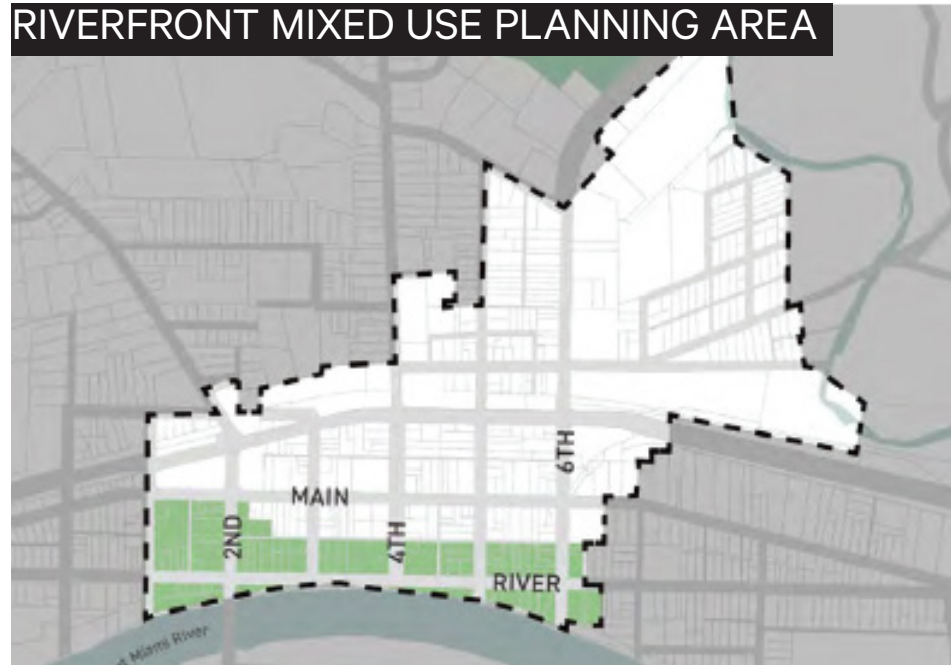
## Franklin, OH

### DOWNTOWN CORE PLANNING AREA



Downtown Franklin Master Plan, page 39

### RIVERFRONT MIXED USE PLANNING AREA



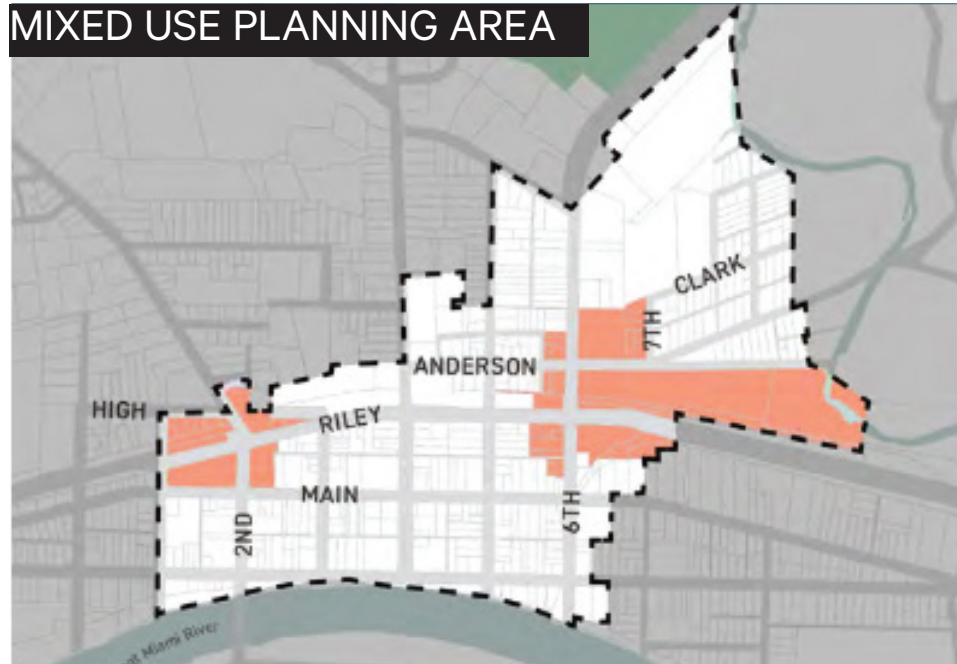
Downtown Franklin Master Plan, page 55

### TRANSITION PLANNING AREA



Downtown Franklin Master Plan, page 69

### MIXED USE PLANNING AREA



Downtown Franklin Master Plan, page 47

### CIVIC PLANNING AREA



Downtown Franklin Master Plan, page 65

# PART 6: Architectural Variety

The prevalence of vernacular architecture in Downtown Powell’s existing building stock documents the city’s history, in and of itself. Vernacular architecture encourages the use of practical design and construction techniques for the present time. The new Design Guidelines will facilitate development that complements the existing downtown fabric while allowing for unique variation.

The benchmark communities of Boulder, Colorado; Forest Grove, Oregon and Portland, Oregon successfully employ similar approaches in their own design guidelines.

## Boulder, CO

Focus on:

- Rhythm, proportions, height, mass & scale
- Diversity of building type, size, & architectural character
- Examples of appropriate massing and human scale elements



Fig. 9 A compatible renovation with references to adjacent building height and contemporary references to the storefront building typology in a historic district,

Boulder Downtown Urban Design Guidelines, page 20



Fig. 10 New construction with compatible material, scale and window proportioning (Source: City of Boulder)



Fig. 21 A contemporary infill development with traditional materials, an innovative approach to historic window proportioning and recessed upper floor (Source: Jorge Mastropietro Architects Atelier)

Boulder Downtown Urban Design Guidelines, page 30

# PART 6: Architectural Variety

## Portland, OR

Focus on:

- Character and context vs. style
- Scale of buildings and human scale elements
- Useful photos of acceptable and not acceptable applications of the guidelines, showcasing possible variety



*Common Main Street Design Patterns - Division, Street Southeast 12th, and Hawthorne. Boulevard*

*PDX Main Streets Design Guidelines, page 31*



**Encouraged Materials:** *The use of brick, high quality "punched" (recessed) windows, metal awnings and cornices shown above both relate to traditional neighborhood materials and contribute to a feeling of lasting durability*

*PDX Main Streets Design Guidelines, page 36*



**Discouraged Materials:** *Plastic siding and metal screens were strongly discouraged by community members in public surveys about design preferences.*



*Positive examples of larger new buildings reflecting Portland's foundational character (Photo Credit: L. Qamar)*

*PDX Main Streets Design Guidelines, page 29*



# PART 6: Architectural Variety

## Forest Grove, OR

Focus on:

- Character, scale, massing, connections and context
- Reinforce and enhance the character of existing development rather than replicating
- Treatment of Historic buildings includes more specific guidance on detailed architectural elements

Examples: Retail Storefront Windows and Streetscape



City of Forest Grove Design Guideline Handbook, page 10



Example: Desirable Weather Protection – Canvas Fabric Awning



City of Forest Grove Design Guideline Handbook, page 8

Example: Desirable Weather Protection – Metal and Glass Awning



Example of a Well-Maintained Historic Porch



City of Forest Grove Design Guideline Handbook, page 52

Examples of Non-Complying Porches



Example of a Front Porch and Stair Appropriately Modified to Meet Current Building Codes For Handrails



City of Forest Grove Design Guideline Handbook, page 55

# PART 7: Treatment of Historic Properties

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The City of Powell's contributing historic properties constitute a vital component of the community's cultural and physical fabric. Identifying and formally designating these properties as historic will provide clarity for the neighbors, property owners and potential investors regarding the opportunities and constraints associated with preservation. Establishing clear standards for the treatment of historic properties, along with corresponding guidelines for adjacent development, will support the consistent application of preservation principles and the maintenance of Powell's historic character. Comparable communities, including Forest Grove, Oregon and Hopewell, Virginia, illustrate effective approaches to the formulation and implementation of such guidelines.

## Forest Grove, OR

Forest Grove's *Historic District Guidelines* provides the following:

- Guidance for the [preservation, restoration, rehabilitation and maintenance](#) of **historic landmarks**, and [new construction](#) within the **historic district**
- Guidance based on the **Secretary of the Interior's Standards for Rehabilitation**
- Both [standards](#) and [guidelines](#), and information on when each applies
- An [index](#) of **historic building** types with locations and photos
- Related [code standards](#) with **visual descriptions** of what to do and what not to do

# PART 7: Treatment of Historic Properties

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## Hopewell, VA

Hopewell, VA was identified in the 2022 Downtown Powell Investment Evaluation as a comparable benchmark community. Hopewell is home to the City Point National Historic District, recognized in 1978 as a State Historic District by the Virginia Historic Landmarks Commission and added to the National Register of Historic Places in 1979. The Handbook and Design Guidelines seek to encourage further development and restoration within the District.

Though Powell does not seek to establish a nationally registered Historic District, Hopewell's guidelines provide a benchmark for the pinnacle of what it means to maintain Historic properties while seeking to encourage development of adjacent properties.

Hopewell's *City Point National Historic District Handbook and Design Guidelines* provides the following:

- Definitions of and guidelines for [preservation, rehabilitation, restoration, reconstruction, maintenance, demolition and relocation](#)
- References to the **Secretary of the Interior's Standards for Rehabilitation**.
- Definition of [historic structure significance](#) by seven **aspects of integrity** (*location, design, setting, materials, workmanship, feeling, association*)
- Relevant history and [context](#)
- Description of the district and its context via **map**
- Guidance for [vacant buildings](#)
- Enumeration of **historic buildings** with [address](#), photos and stylistic description

# PART 8: Demolition Considerations

When it comes to Historic Buildings, careful consideration should be given prior to approving a demolition or relocation. Worthington, Ohio and Hopewell, Virginia both require application for a Certificate of Appropriateness for demolition or relocation approval. Procedure and criteria for granting said certificate is explained within the guidelines. Though not seen in any of the evaluated benchmarks, incorporating a flow chart for demolition and relocation procedures would be helpful to users of the guidelines.

## Worthington, OH

### Recommendations

**A.** Generally, demolition of pre-1950s buildings should be avoided. These tend to contribute the most to a community's character. However, it may be desirable to avoid demolishing a newer building, depending on what is proposed to replace it.

**B.** For projects in which demolition of an older structure is proposed, the applicant should contact the City of Worthington as early as possible. The city may be able to help with evaluating alternatives to demolition. In all cases where demolition is proposed, applicants should be prepared to explain and to document the financial and technical reasons why it is not feasible to accomplish their goals while retaining the existing building.

**C.** It may be acceptable to demolish an older building that has been so altered over the years that its integrity is low and it has lost most or all of its historic character. This does not, however, always apply, since even altered buildings can sometimes be important placeholders along the streetscape.

**D.** Because of age or design, some building additions may be nearly as important as an original building. Removing these elements might affect the building's character, and this should be taken into account when demolition is proposed.

**E.** Demolition to create parking lots should be avoided, particularly along the dense streetscape of High Street. Loss of buildings here would permanently alter the character of the whole district.

**F.** Demolition to combine lots for larger developments is strongly discouraged. Small-scale buildings on closely-spaced sites characterize much of Worthington's older areas. Assembly of land in these areas for large lots and construction of large buildings, especially involving demolition of existing structures, is not appropriate.

**G.** When full or partial demolition of an existing structure is proposed, the applicant should be prepared to present detailed plans for the replacement building. Demolition may not proceed until it has been determined that the structure conforms to the new construction design guidelines.

### 1177.06 Demolition of a Building

(a) Whenever a building within the District is proposed to be demolished, partially demolished, or removed, an application for such a certificate of appropriateness shall be filed with the city Clerk as provided in this chapter. Such application shall set forth the intent to demolish.

(b) The Board of Architectural Review shall hear the request not sooner than twelve days nor later than sixty days from the date the application is filed and shall advertise such hearing to provide time for public comment. The Board shall request a statement from the City's Division of Building Inspection on the structural condition of the building and the conformity of the building to the applicable building codes. In addition, the Board may request at the City's expense a written statement concerning the proposed demolition by a registered architect, historical conservator or other professional having experience with historic structures. Such statement shall be taken into consideration in determining the appropriateness of the request. The applicant may provide at his or her expense any evidence or testimony from a registered architect, historical conservator or other professional having experience with historic structures. The Board of Architectural Review shall act on the request not later than thirty days after the initial hearing on the application. The applicant may waive this requirement by filing with the Clerk of the Board of Architectural Review a written statement waiving the right to have his or her application acted upon within such thirty-day period.

(c) The Board of Architectural Review shall determine by a vote of its members whether to issue a certificate of appropriateness based on the determination:

(1) That such building is not historically or architecturally significant;

(2) That if the building is found to be historically or architecturally significant, there is no feasible or prudent alternative or change that would allow preservation of the building; and

(3) The proposal for grading, landscaping and other design treatment once the structure is removed meets the standards of this chapter.

(d) In any circumstance, the Board shall not deny a request for a certificate of appropriateness if it determines either:

(1) That such denial will deny all reasonable use of the property or

(2) That such denial shall result in an unsafe condition because of the structural or physical condition of the building.

(e) No building shall be demolished or removed in the Architectural Review District without the owner or his representative first obtaining a certificate of appropriateness approving such removal or demolition, unless such building presents an immediate danger to public health and safety in the opinion of the City's Chief Building Official, in which event, the Chief Building Inspector may order removal or demolition of such building in order to protect public health and safety.

# PART 8: Demolition Considerations

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## Hopewell, VA

Hopewell's *City Point Historic District Design Guidelines* provides criteria for both demolition and relocation of existing Historic buildings.

### DEMOLITION

#### PUBLIC PURPOSE

- Would the removal be to the detriment of the public interest?
- Would retention of the building promote the general welfare, making the city a more desirable place to live?

#### SIGNIFICANCE & CHARACTER

- Historical or architectural value and significance of the building or structure and contribution to historic character of the city
- Is the building of such significance that it could be made into a national, state or local historic shrine?

#### SETTING

- Historic value in relation to the context in which the building exists

#### BUILDING CONDITION

- Is the building of such old and uncommon design that it could not be reproduced, or only reproduced with great difficulty and/or expense?
- Has preserving and/or restoring the building been thoroughly evaluated and deemed to be cost-prohibitive?

#### ALTERNATIVES

- Owner is required to attempt to sell, for a set period of time and pre-determined price, the building and/or property to an entity willing to preserve and restore it

### RELOCATION

#### PUBLIC PURPOSE

- The public necessity of the proposed move
- The public purpose or interest in land or buildings to be protected

#### SIGNIFICANCE & CHARACTER

- The age and character of a historic structure, its condition, and its probable life expectancy

#### SETTING

- The existing character of the setting of the structure or area
- The view of the structure or area from a public street or road
- Whether or not the structure will be relocated to another site within the historic district
- Whether or not the proposed relocation would have a negative or positive effect on other sites within the historic district
- Whether or not the proposed relocation would provide new surroundings that would be compatible with the architecture of the structure

#### BUILDING CONDITION

- Whether or not the proposed relocation would have a detrimental effect on the building's structural integrity

#### ALTERNATIVES

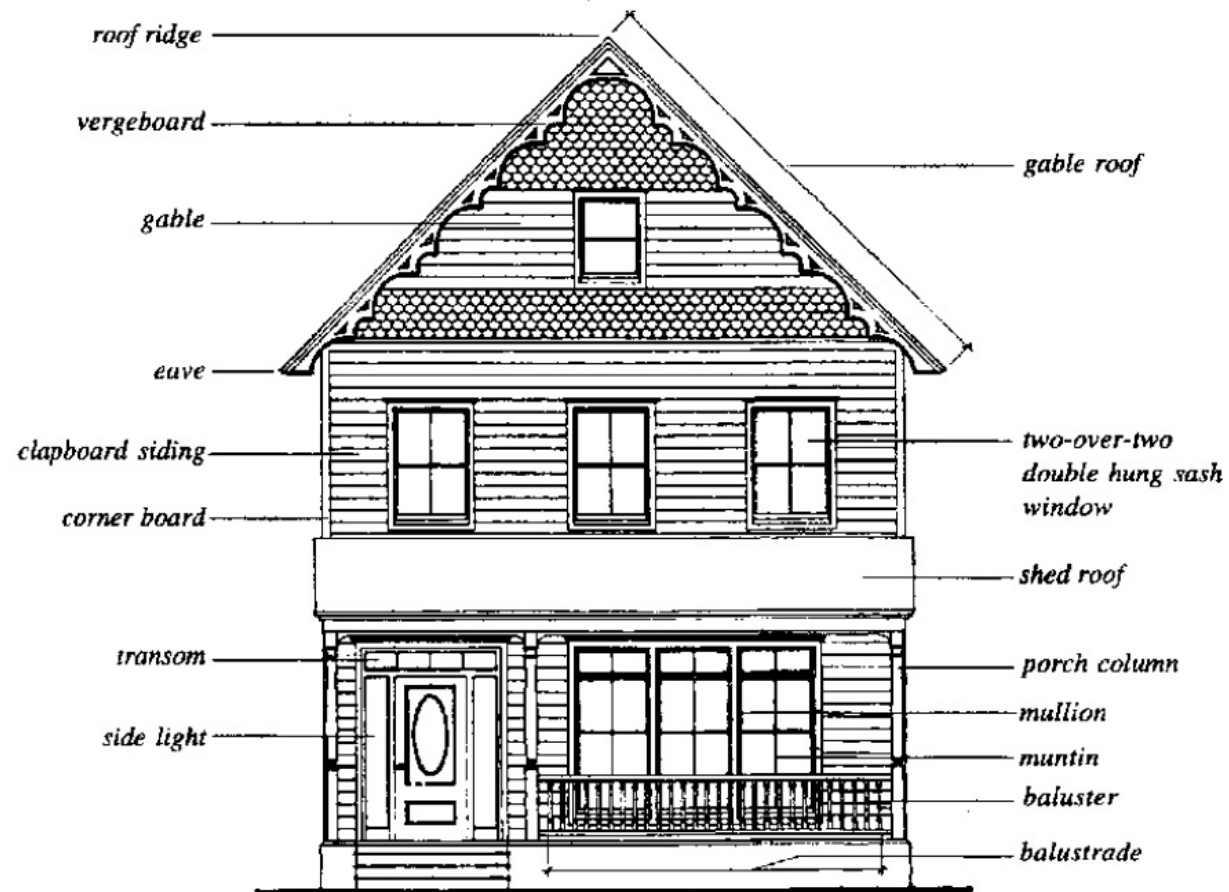
- Whether or not the proposed relocation is the only practical means of saving the structure from demolition

# PART 9: Additional Resources

Of the benchmarks studied, common additional resources provided include:

- References to or excerpts from additional relevant resource documents
- Glossary accompanied by diagram(s)
- Application process directions, diagrams and checklists
- Approval criteria checklist
- Diagram explaining “How to use the Guidelines”
- Key concerns and mitigating strategies for users
- Visuals and results of research supporting development of guidelines
- Locations of Contributing Historic Buildings

The communities and documents mentioned in this report will continue to serve as key resources as the City of Powell’s new Design Guidelines are developed.



## APPENDIX C: THE STREETS OF CITY POINT

**599 Prince Henry Avenue: ca. 1810. City Point House. Early Federal.** Frame, 2-stories, gable roof, 3 bays, hipped roof porch (later addition); central hall plan with exterior end chimneys. This house, once used as a tavern, is said to have been built as early as 1730; however, remaining architectural evidence indicates construction from the early nineteenth century. A 1-story wing, once to the north of the existing structure, was removed in 1964. This wing may have been the original eighteenth century house. 3<sup>rd</sup> story dormers, early 2-story, 2-bay addition to north removed 1930s, and original clapboard siding removed circa 1960s; some original wainscoting and evidence of clapboard remain. A mid-twentieth century photo



# Credits

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1. *Boulder Downtown Urban Design Guidelines*
2. *City of Forest Grove Design Guideline Handbook*
3. *City of Powell Website [Cover Image Source]*
4. *City Point National Historic District Handbook and Design Guidelines Manual*
5. *Downtown Franklin Master Plan*
6. *PDX Main Streets Design Guidelines*
7. *Uptown Westerville Design Guidelines*
8. *Worthington Design Guidelines*

*Documents referenced above have been provided to the City of Powell.*

# Historic Survey & Phase 1 Village Green Master Plan

## Status Update & Summary Report

### INTRODUCTION

From mid-2024 through mid-2025, Designing Local and Pizzuti separately undertook and completed efforts to assess and analyze two assets vital to the future of the City of Powell. Designing Local surveyed historic properties in Downtown Powell, using the existing Downtown District as a basis for recommending a new Historic District. Pizzuti completed Phase 1 of the Village Green Master Plan, collecting valuable information regarding the current condition of the site and opportunities for future use, largely through community engagement activities. Results from the Historic Survey and the Village Green Phase 1 Summary will guide the development of Powell's new Design Guidelines.

### DESIGNING LOCAL— HISTORIC SURVEY

Timeline: November 2024- August 2025

Status: *Final Deliverable Received*

#### Powell's Historic Character

Within the designated Downtown Powell boundary, Designing Local identified and surveyed 79 qualifying buildings. Most of the surveyed buildings were built in the early 1900s as single-family dwellings, some of which have been converted into commercial spaces. Vernacular architecture prevails among the surveyed buildings, with no overarching ties to high style architecture.

With an existing building stock of mostly single-family residential throughout downtown, new development is necessary to make downtown investment feasible. Challenges of converting single-family into commercial often make the process complex and costly, deterring downtown investment. Powell's new Design Guidelines can help encourage new development downtown through clear recommendations for treatment of contributing Historic buildings and other existing properties.

The prevalence of vernacular architecture in Powell's Historic buildings lends itself to the idea of preserving what is there [in contributing Historic buildings] but not requiring other existing or new buildings to comply with specific stylistic requirements. Vernacular architecture in and of itself documents the history of Powell and encourages use of practical design and construction for the present. The new Design Guidelines will guide renovations and new builds to integrate into the existing downtown fabric while carefully employing contemporary materials and construction methods. This approach can make construction in downtown Powell more cost-effective and appealing to potential investors.

## Powell's Design Districts

Through the survey, Designing Local identified contributing Historic buildings in Downtown Powell and, based on the findings, recommended the boundary for a new Downtown Historic District. With feedback from the City of Powell, the boundary has been revised to best meet the city's needs and goals.

The revised Historic District boundary maintains the core area as recommended by Designing Local, eliminating outlying areas to the west and the south. Historic buildings west of the railroad track sit in a recently developed context and do not hold value to the community. City of Powell representatives have voiced that keeping the area west of the railroad tracks a transition zone between downtown and greater Powell is the focus rather than preserving these (2) historic properties.

To the south, one of the historic buildings identified by Designing Local was struck by a vehicle and is slated for demolition due to sustained damage. Additional historic buildings south of Blair Avenue need to be inventoried to better understand which are likely to be maintained due to their value to the community and which will be recommended for redevelopment. By maintaining a tight Historic District boundary, Powell can reduce the number of lots that are available for redevelopment adjacent to existing contributing Historic buildings.

Outside of the Historic District, there is potential for a [non-historic] Downtown District to the south. The Downtown District, or "Village Core", is currently and would continue to be mostly mixed-use with a high concentration of commercial functions. Representatives from the City of Powell have requested specifically that Liberty and Olentangy Streets should be commercial corridors with residential being permitted approximately one block outside of those street connections. The new Design Guidelines will seek to guide the character of downtown Powell to complement the Historic District and create both visual and physical connections.

Transition zones are proposed for the west, east and south areas of downtown. These zones are mixed-use zones which interface closely with the Historic and Downtown Districts but allow for more variation as they buffer development beyond the boundaries of downtown. The new Design Guidelines will consider the context of each transition zone, evaluating its relationship with its adjacent district(s) to inform new development.

South of the Downtown District, a transition zone including existing mixed-use development seeks to connect Village Green to the southernmost part of downtown. This zone's development will be largely intertwined with the Village Green Master plan, specifically the area west of Liberty Street. The Village Green redevelopment will include a new north-south connector (S. Depot Street), which will likely run along the CSX railroad from Olentangy Street at the north end and terminating into Liberty Street, at the border of the Downtown District and south transition zone.

East of Grace Drive S and north of Olentangy Street, a second transition zone is proposed. Powell Center, a commercial development located within this zone, was recently purchased; the City of Powell is working closely with the new owner to extend Susan Lane west to Grace Drive. Just west of this transition zone, the Scioto Street extension is underway to connect N. Liberty Street to Grace Drive. The extension of Susan Lane to Grace Drive would then create a path directly from N. Liberty Street to Powell Center and the adjacent residential developments.

West of the railroad tracks, a final transition zone is proposed between W. Case Street at the north and the residential development on Wagon Trail E. at the south. Currently mixed use, this transition zone borders the Historic District for over half of its north-south length, separated by the CSX railroad. The new Design Guidelines will give careful attention to connections between this transition zone and the historic district, honoring the natural boundary created by the railroad tracks.

The northwest quadrant of downtown Powell is largely single-family residential. Naming this area as a Residential District will ensure that it stays single-family residential while placing a boundary on the development of new single-family residential further into downtown. Extending Hall Street north would be helpful in providing separation between the Residential District and mixed-use development along N. Liberty Street to the east. The northwest Residential District shares significant overlap with the proposed Historic District, necessitating special consideration when developing the new Design Guidelines. Powell's City Council is most concerned with protecting residents and their investments from surrounding development. The new guidelines will seek to facilitate connection between the northwest quad and greater downtown, studying the pedestrian improvements currently in progress as a basis for recommendations.

Lastly, potential for a Mixed Residential District exists along the eastern boundary of downtown Powell, south of the Historic District and north of the south transition zone. This district would serve as a buffer between the residential developments to the east and the commercial functions of downtown to the west. Powell Green, a condo development in this proposed district, has set the stage for the future approach to the southeast quadrant of downtown. Current zoning code includes a generous buffer for commercial properties in this area which revisions will seek to eliminate. Executing the proposed Martin-Perry connector to E. Olentangy Street to the north and S. Liberty Street to the south would create a clear western boundary for this district.

As the new Design Guidelines are developed, proximity and adjacencies between all districts and zones will be closely evaluated to facilitate integration of new development and meaningful connections.

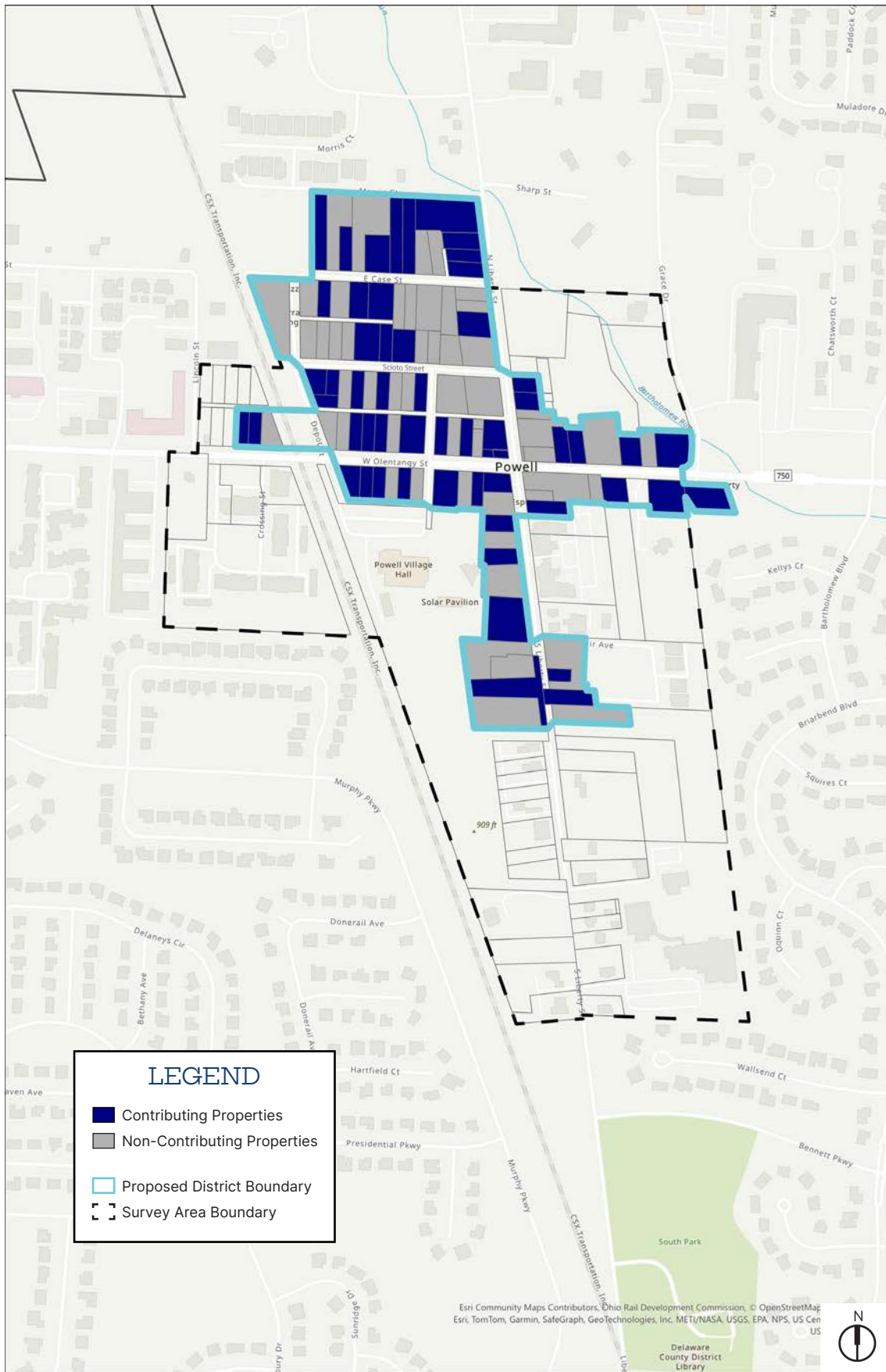
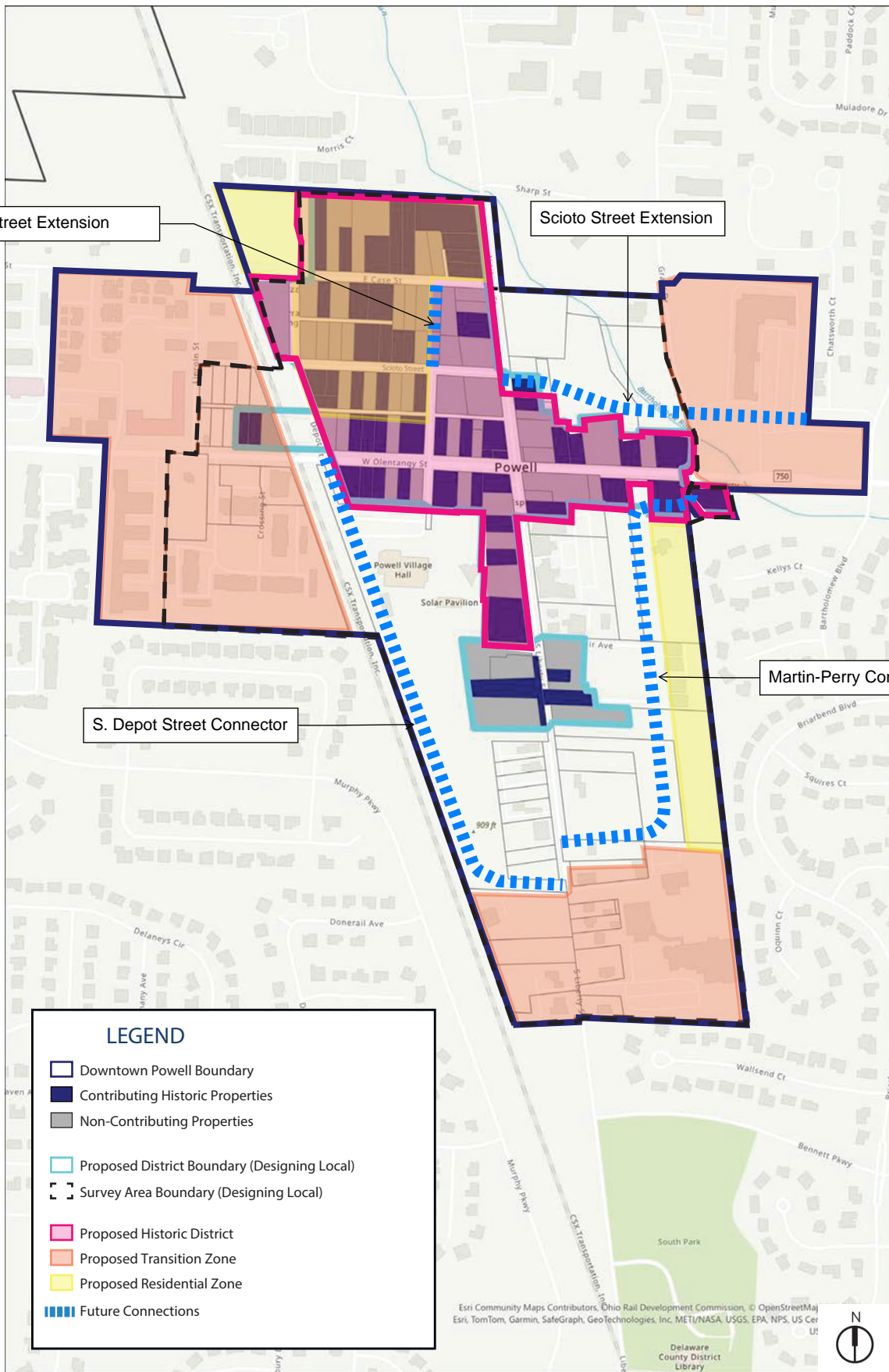


FIGURE 7: CONTRIBUTING AND NON-CONTRIBUTING PROPERTIES WITHIN THE PROPOSED HISTORIC DISTRICT BOUNDARY.



## PIZZUTI—VILLAGE GREEN MASTER PLAN

(timeline: ongoing)

*Status: Phase 1 Deliverables Received*

Phase 1 of Pizzuti’s Village Green Master Plan included a community survey, community meetings, various public engagement activities, a market study, existing utilities assessment and existing traffic analysis. Most informative to the development of the new Design Guidelines is the feedback derived through community engagement, which parallels findings from the market and traffic studies.

Residents of Powell are generally aligned in what they desire for their community. More small businesses, programming for family-friendly recreational activities, a walkable downtown, and efficient circulation are some of the top priorities gleaned from Pizzuti’s research.

Powell currently boasts a strong stock of small businesses among a downtown which was established as largely residential. Aside from at the “Four Corners”, small businesses are not concentrated and may be a stand-alone among residential properties or non-public commercial properties. The community desires more of a collection of similar uses throughout downtown, including more options for food and drink, shops to browse and purchase necessities, and places to spend time with family of all ages. Downtown presents a significant limitation to new business investment in the high cost to renovate older homes into commercial spaces. Since most of the existing building stock downtown are older single-family residential buildings, it is critical that Powell allows for new development to occur.

The new Design Guidelines, along with the revised Zoning Code, can help facilitate and encourage new development. Naming contributing Historic properties to be preserved allows for redevelopment to occur at sites of non-contributing properties that may have previously been subject to stricter preservation guidelines. Establishing clear districts and zones downtown will set expectations for potential investors, providing an up-front understanding of the requirements to develop in Downtown Powell.

During public engagement, residents voiced a strong desire for more family-friendly environments including activities for all ages. Adults and youth alike want destinations where there are engaging activities, places parents can go to socialize and know that their kids will also have something fun to do. [Pins Mechanical is mentioned frequently as a reference to the type of environment that is desired.] Residents also desire additional opportunities for entertainment. Multi-purpose spaces that can easily adapt to their users can help fill these needs, in combination with activation of open spaces throughout the community. Both indoor and outdoor, seasonal and permanent environments can be considered in contributing to activity and entertainment venues. For example, a vacant lot can be converted into a pocket park with a farmstand or a mini golf course, a business side yard to a patio, a new family-friendly eatery concept into a food hall with space to move and activities to

engage in. Based on resident feedback, consideration of activity-based programming is needed in most new developments throughout downtown Powell.

Public and open spaces are underutilized in Powell. The City of Powell should take stock of what exists, including spaces that are both public and private, and subsequently work with property owners of open or vacant spaces to negotiate best use. Both the new Design Guidelines and revised Zoning Code can help guide what new family-friendly multi-purpose spaces should look like, how to help activate open space, and how to best integrate into the existing downtown fabric.

Downtown Powell's pedestrian pathways are currently disconnected, making it challenging to navigate from one place to the next on foot. Residents desire a higher level of walkability downtown, and the city is currently adding sidewalks at broken connections. Increasing downtown walkability and wayfinding will positively impact small businesses, with new businesses then attracting additional pedestrian traffic. The new Design Guidelines will provide guidance for businesses to engage the public appropriately at the sidewalk level to create a connected, comfortable pedestrian environment.

With limited building stock in downtown Powell, infill and redevelopment opportunities are critical. The City of Powell should understand which buildings they want to preserve, and which are able to be redeveloped (Designing Local's Historic Survey will help with this). Priority should be placed on infill where vacant space exists to build density. The new Design Guidelines will outline processes for demolition and renovation, redevelopment and infill, taking into consideration the district in which a property lies.

Powell residents named limited parking and traffic problems as an impediment to frequenting downtown. City of Powell representatives believe that this is a perception that can be changed with clearer "public parking" areas and better designed circulation. While the revised Zoning Code will address parking calculations for businesses, the new Design Guidelines will provide guidance on locations and spatial characteristics of parking per use.

Though Pizzuti's focus is on Village Green, their community engagement results apply to greater downtown Powell, making them a valuable tool in development of the revised Zoning Code and the new Design Guidelines. Moving into Phase 2 of the Village Green Master Plan, Pizzuti will model future developments and potential impacts, laying out vision and concept plans for Village Green based on their Phase 1 findings. The development of the Southwest Area of downtown will be largely intertwined with the Master Plan for Village Green. Establishment of the Historic and Downtown Districts as informed by the Designing Local Historic Survey, along with the residential and transition zones, will give Pizzuti additional tools to best integrate the Village Green Master Plan into its context.

# City of Powell Architectural Guidelines

## Framework Analysis & Survey Feedback Summary

### PURPOSE

The City of Powell's current Architectural Guidelines seek to outline the standards for exterior changes to properties within Powell's Historic District Overlay District, with an emphasis on preservation and maintaining Powell's *"small-town rural character"*.

Though the guidelines seek to help property owners and prospective developers integrate renovations and new construction into the city, the focus on preservation has limited contemporary development and hindered opportunities for economic growth. Survey feedback indicates that Powell residents want to maintain Powell's historic identity while promoting growth in a way that creates a thriving community for current and future residents. The guidelines can support this vision with a neutral framework that sets up a clear path for development, seeking to "promote growth and maintain Powell's visual integrity".

### HISTORICAL CONTEXT

Powell evolved from a 19<sup>th</sup>-century crossroads village originally named Middlebury. It retains many vernacular Midwestern buildings from the late 1800s to early 1900s. Powell's history is important to acknowledge as part of the Architectural Guidelines. Currently, the guidelines note that *"Development pressures from Columbus suburbs make preservation more urgent."*

Among Powell's residents, there is a desire for the city to shift from a risk-averse mindset to a future-oriented mindset regarding development. The new Architectural Guidelines can encourage and facilitate appropriate new development that integrates into the city's existing fabric, acknowledging Powell's history while increasing opportunity for growth.

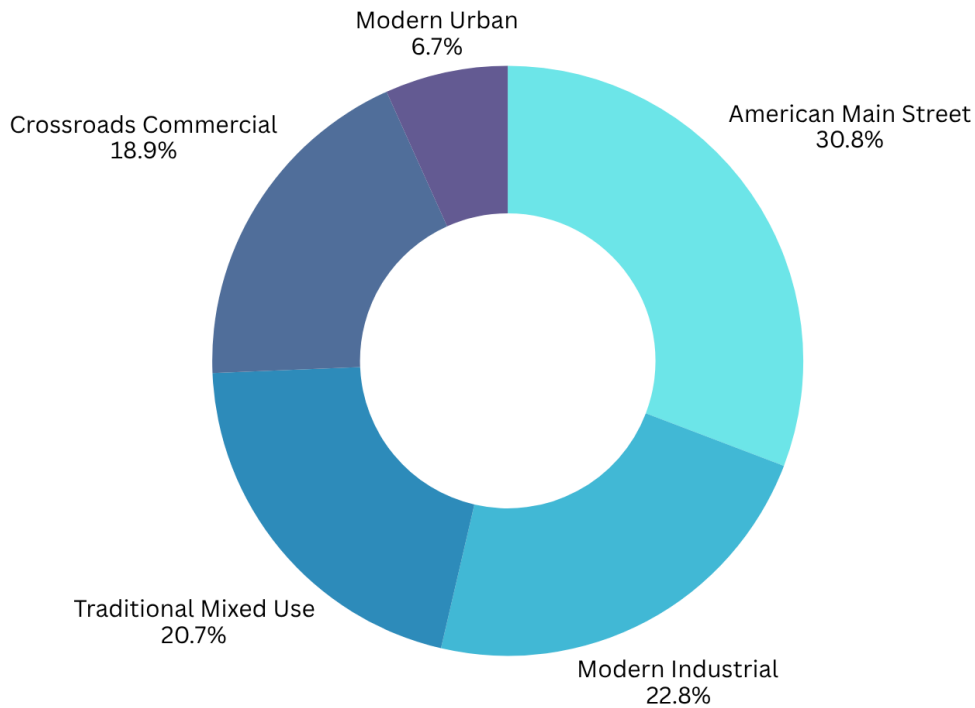
### ARCHITECTURAL CHARACTER

The Architectural Guidelines outline typical styles of downtown Powell architecture to include Italianate, Queen Anne, Stick Style, Eastlake, and Bungalow architecture, modest and reflecting rural craftsmanship rather than high-style architecture. Building materials are primarily wood siding, masonry (brick and glazed block), and slate or metal roofs.

While documenting and maintaining the architecture of contributing historic buildings is critical, preserving some buildings can prove to be costly and unnecessary. Building materials are ever-evolving, and utilizing the innovative tools and materials available today is more cost-effective,

environmentally friendly, and encourages development. Residents surveyed indicated that “American Main Street,” “Modern Industrial” and “Traditional Mixed Use” building types were the most appropriate for Downtown Powell, indicating a desire for more contemporary-looking development.

*Reference Survey Question: “Which **style of building** do you feel would be appropriate in **Downtown Powell?** (select all that apply)” 308 out of 313 answered*



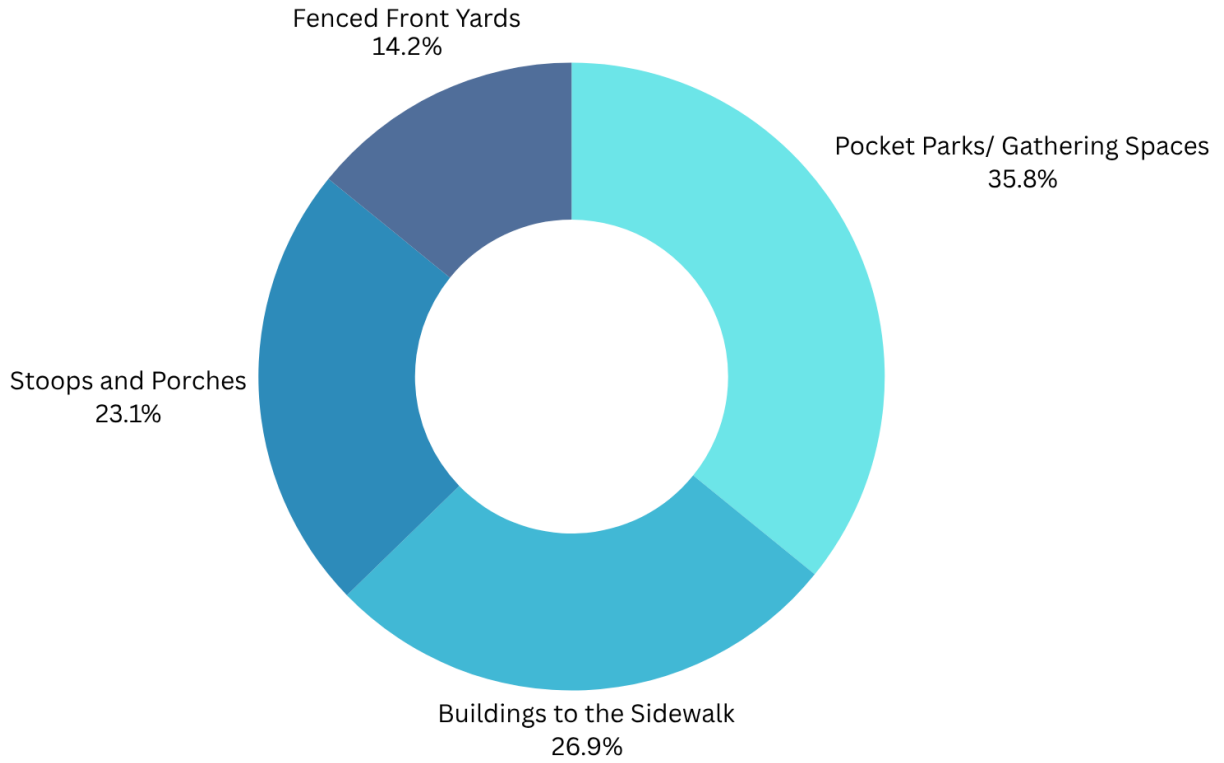
## SITE CONSIDERATIONS

The Architectural Guidelines currently offer guidance on roads, sidewalks, lighting, signage, fences, and landscaping. They emphasize alley access, rear-yard parking, gravel or brick driveways, low-wattage Victorian-style lighting, and recommend native plantings and wooden fencing, discouraging overly ornate or urban designs.

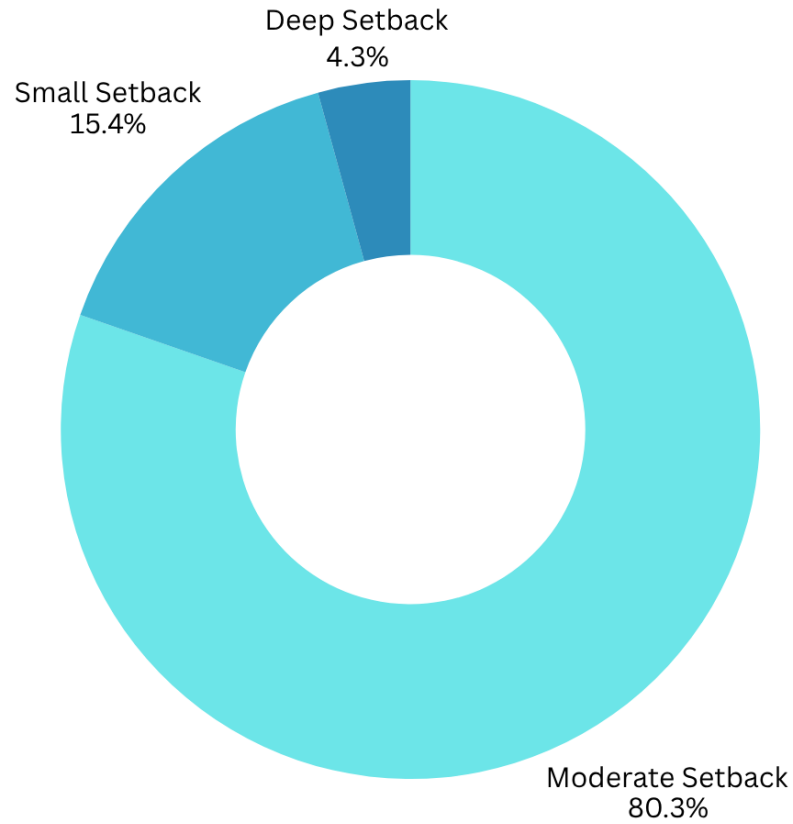
Contemporary design considerations should be made regarding building use and context, environmentally conscious choices, economic viability, and residents' desire for a connected downtown streetscape. Residents surveyed indicated that pocket parts/ gathering spaces are most fitting within the character of Downtown Powell, with buildings to the sidewalk following as second most fitting.

Most residents surveyed desire a moderate (5-15 feet) setback for commercial and mixed-use buildings in downtown Powell, leaving space between the street and the building for pedestrian traffic and small sidewalk gathering spaces such as patios. Similarly, most residents surveyed indicated that a moderate (5-15 feet) setback is desired for residential structures within downtown Powell, keeping buildings engaged with the streetscape while allowing for residents' privacy. Residents voiced an overwhelming desire to place commercial buildings close to their primary streets with rear-loaded parking, indicating further a desire for engagement at a pedestrian-level.

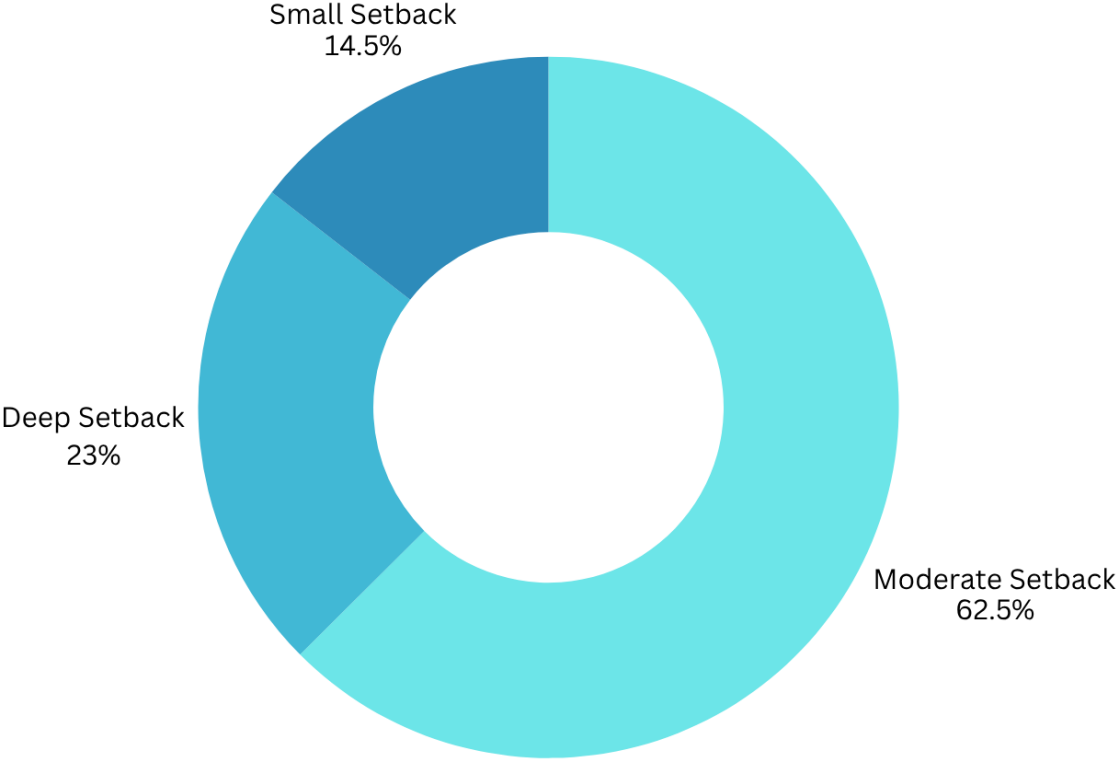
Reference Survey Questions: “Which *streetscape frontage condition* do you feel fits the character of *Downtown Powell* the most? (select all that apply)” 304 out of 313 answered



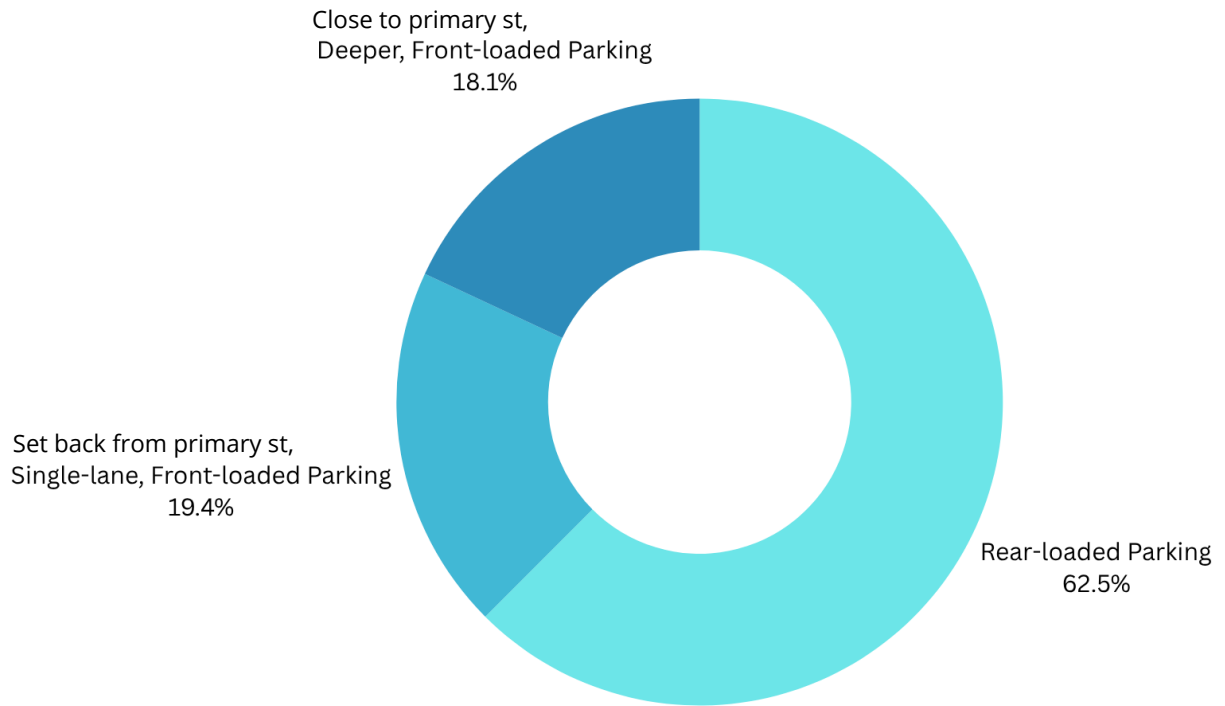
“Generally, what is your vision for the **building setback** (distance from sidewalk to building) withing **Downtown Powell** for **commercial/mixed use** structures?” 305 out of 313 answered



“Generally, what is your vision for the **building setback** (distance from sidewalk to building) within **Downtown Powell** for **residential** structures?” 283 out of 313 answered



“What is your vision for *building placement and setbacks* for Powell’s *commercial corridors*?” 288 out of 313 answered

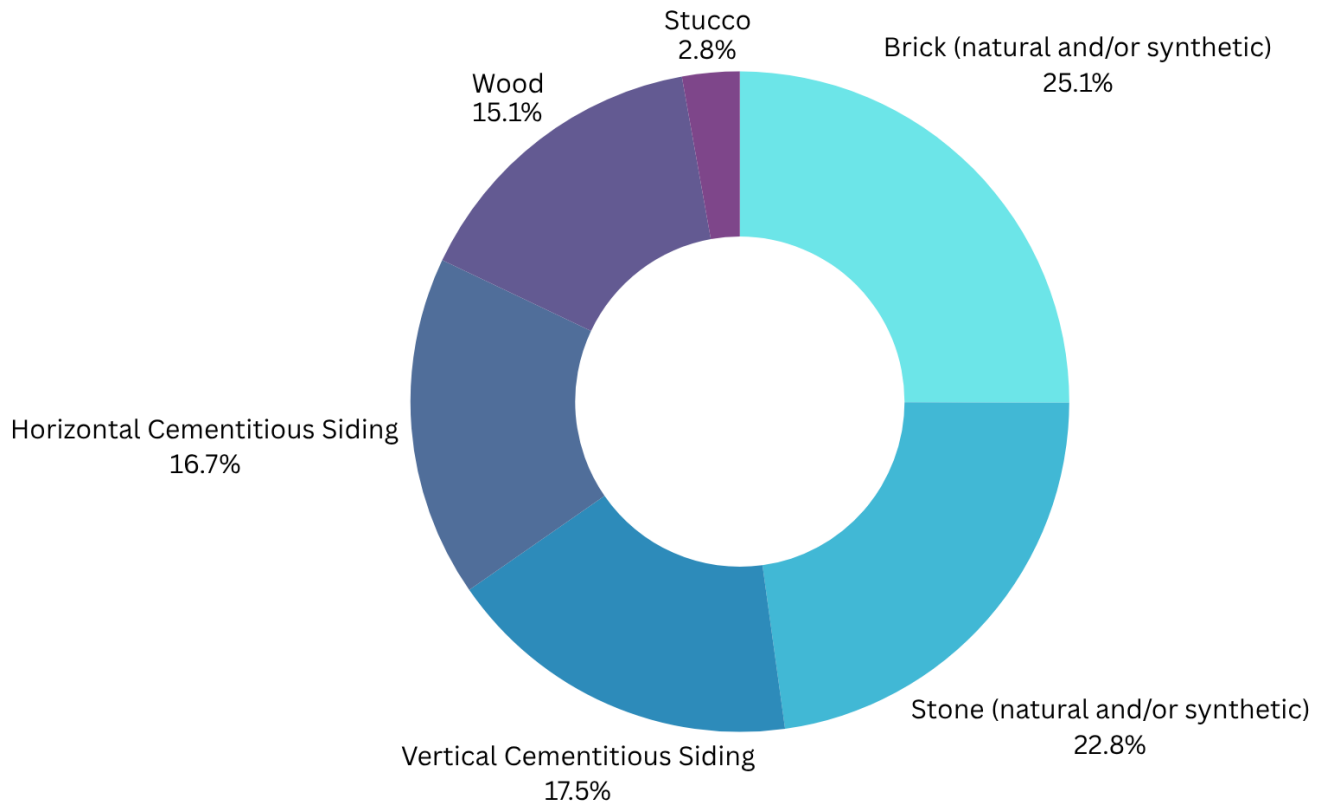


## BUILDING MATERIALS

Currently, the Architectural Guidelines encourage retention and repair of original building materials like wood siding and slate roofing, discourage inappropriate substitutes like vinyl or aluminum siding and sandblasting brick, and offer detailed guidance on repointing masonry, roof repairs, and window replacement.

While these guidelines are appropriate for contributing historic buildings and may be useful in context of buildings directly adjacent to historic buildings, they are unnecessarily limiting for most other buildings in downtown Powell. Residents and business owners need the option to use more modern materials in both renovation and new construction. Over 50% of residents surveyed indicated that, in addition to brick and stone, both vertical and horizontal cementitious sidings are appropriate for use on principal structures in downtown Powell.

*Reference Survey Question: “Select the **building materials** that you feel are most appropriate for principal structures in **Downtown Powell**. (select all that apply)” 300 out of 313 answered*

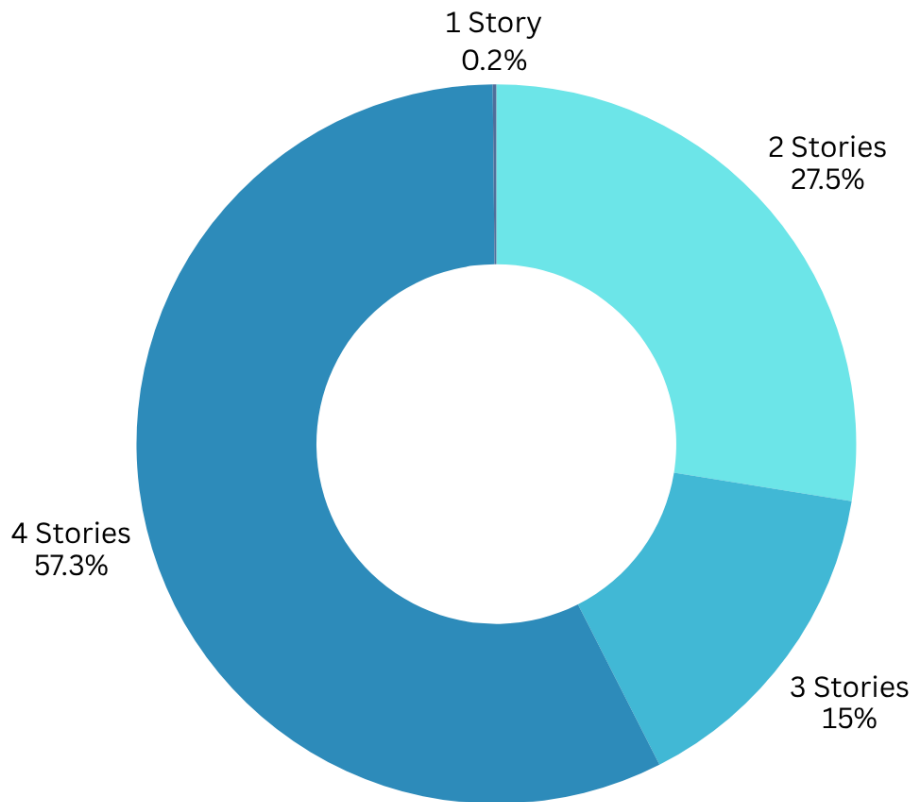


## MASSING and ADDITIONS

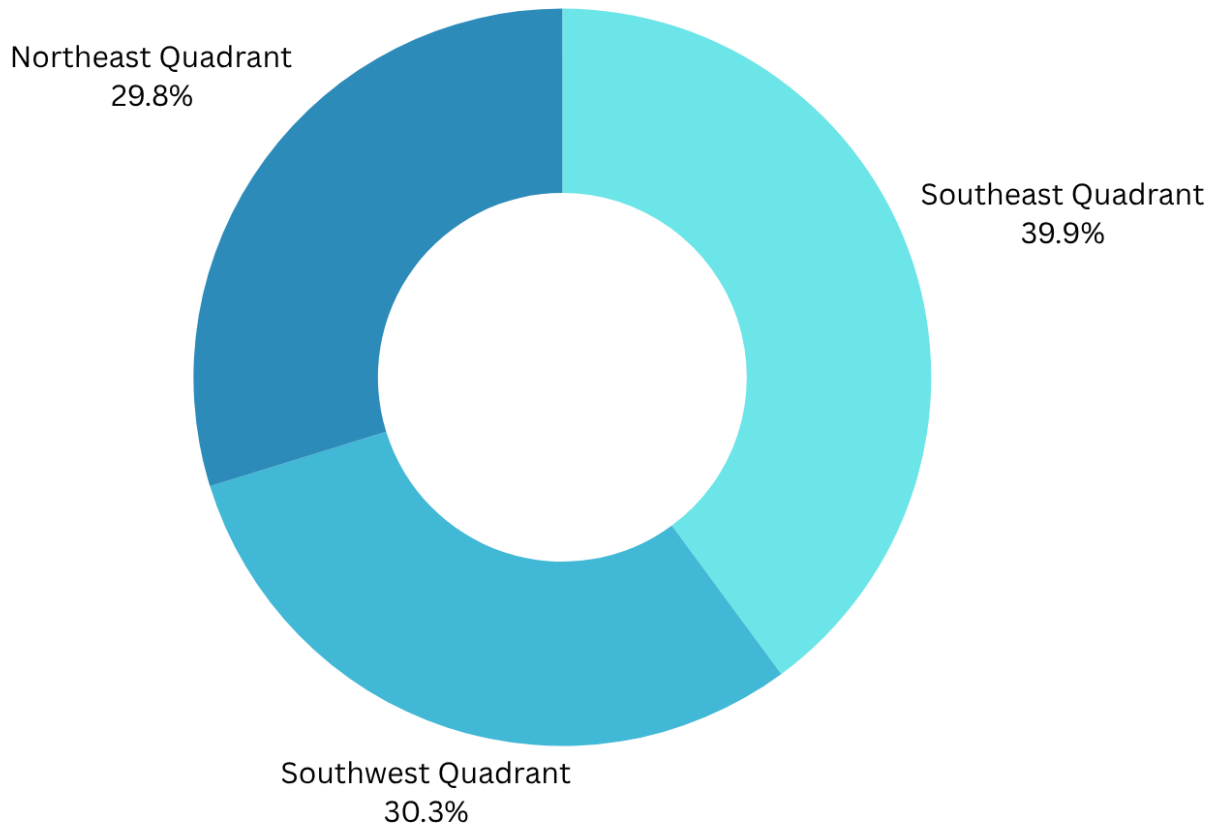
The Architectural Guidelines promote scale-sensitive massing consistent with existing building types (e.g., Four Square, Gabled Ell, Bungalow), avoiding overly large or blocky structures. They state that new additions should appear subordinate and not mimic or overpower the original structures.

Scale is critical in ensuring infill or new development successfully integrates into its context. However, scale and massing can be discussed in a way that is separate from style. Imposing style requirements is costly, discourages new development, and is not appropriate for most of downtown Powell. Residents surveyed indicated that 2 and 3 story buildings are most appropriate in downtown Powell, with taller buildings being considered most appropriate in the Southeast Quadrant of downtown. The Northwest Quadrant of downtown is mostly residential with smaller scale buildings and was indicated by residents surveyed as the least appropriate quadrant for taller buildings.

*Reference Survey Questions: "What **maximum building height** do you feel is most appropriate in **Downtown Powell?**" 300 out of 313 answered*



“Within which *quadrant of Downtown Powell* do you feel *taller buildings* would be *most appropriate*? (select all that apply) 266 out of 313 answered

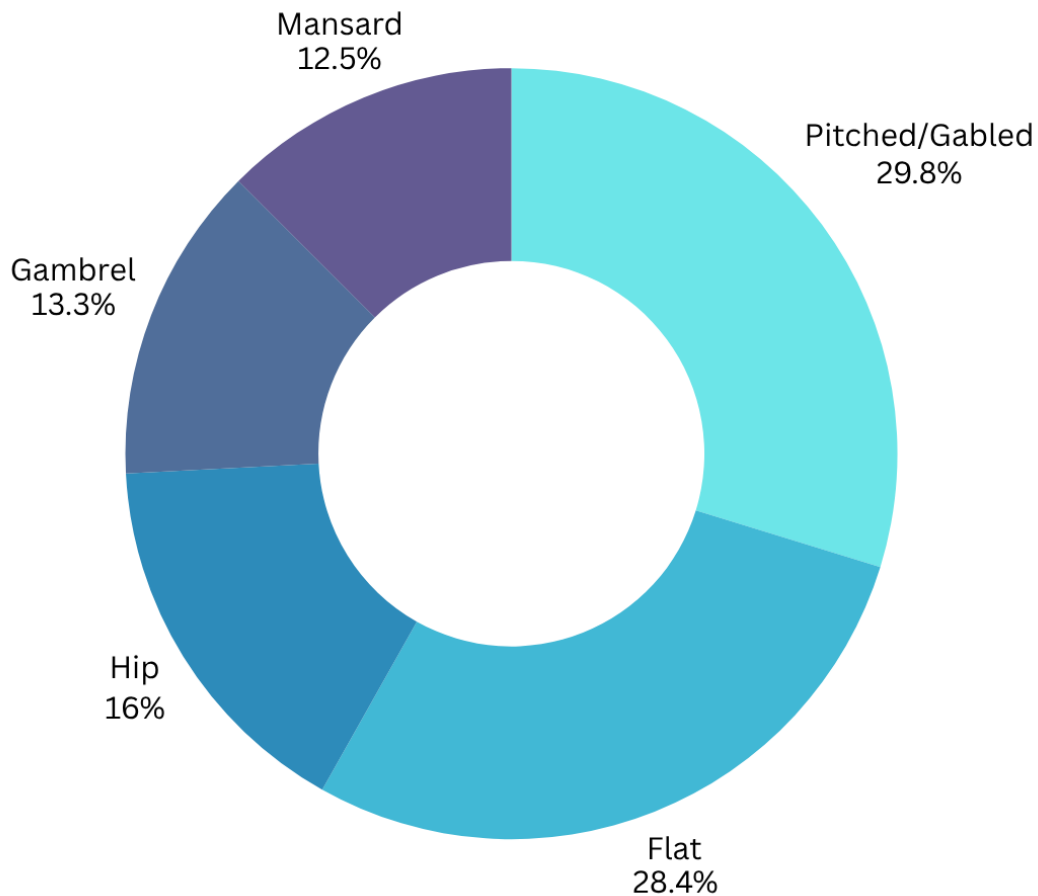


## NEW CONSTRUCTION

Currently, the Architectural Guidelines encourage contemporary architecture that is compatible in scale, form and materials. The document states that commercial buildings, specifically at Olentangy and Liberty, should match the scale of existing historic commercial properties, and recommends traditional gabled and hipped roofs, avoiding overly modern or incompatible designs.

On one hand, the guidelines seem to encourage contemporary architecture. On the other hand, they require any ‘contemporary’ architecture to mimic the ‘historic’ buildings of downtown Powell. Imposing blanket stylistic requirements on all new construction in downtown is costly and a deterrent from new development. Residents surveyed indicated that both pitched/gabled roofs and flat roofs were most appropriate for structures in downtown Powell, while hipped roofs were less desirable. The new Architectural Guidelines will provide guidance on all commercial buildings, not only those at the intersection of Olentangy and Liberty.

*Reference Survey Question: “Which style of **roofs** do you feel would be appropriate in **Downtown Powell?** (select all that apply)” 306 out of 313 answered*



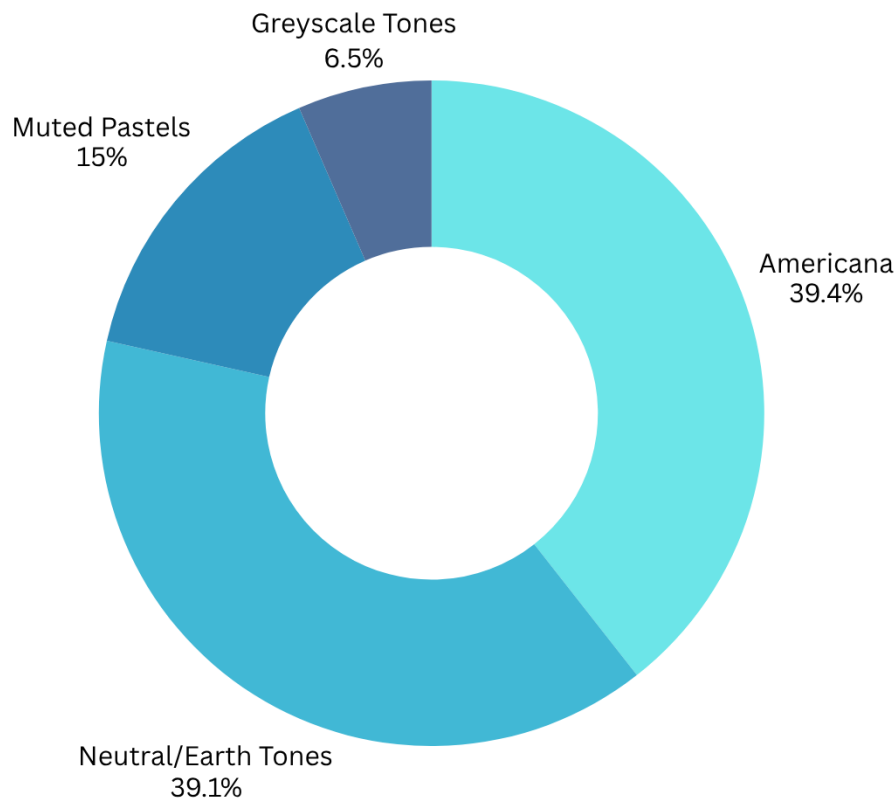
## ARCHITECTURAL ELEMENTS

The Architectural Guidelines detail standards for windows, doors, porches, and decorative elements, and discuss acceptable styles for lighting, signage and detailing. They emphasize maintaining original features or replacing them with simplified, compatible designs, and outline explicit color requirements.

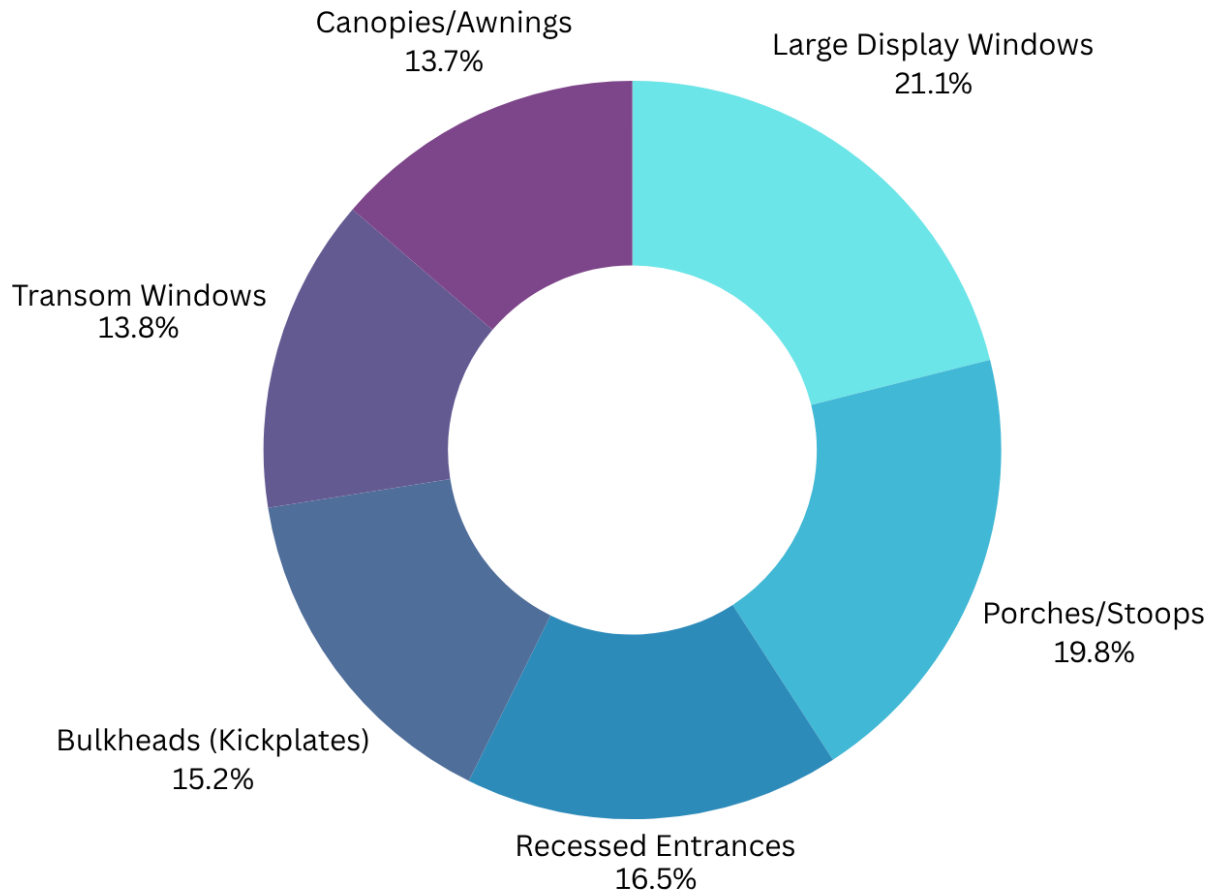
Though the guidelines seek to maintain Powell’s historic integrity, more freedom is necessary to encourage economically feasible renovation and development. Residents surveyed desire a more varied color palette, including Americana (multi-colored, generally bolder) and Neutral/Earth tones. Overly modern greyscale was the least desirable according to residents surveyed.

While the current guidelines detail acceptable windows at great length, they do not address storefront applications which seek to engage pedestrians at the street level. Residents surveyed indicated that large display windows were most appropriate for Downtown Powell. The guidelines must be thoughtful about which detail elements are important enough to carry forward in new development and what should remain only as part of contributing historic buildings. Powell residents do not seek to replicate the past, but to acknowledge the past while moving forward into the future.

*Reference Survey Questions: “Which **color palette** do you prefer to see consistently applied to **new developments in Downtown Powell?**” 307 out of 313 answered*



“Which of the following *storefront elements* do you feel are appropriate in *Downtown Powell*?  
(select all that apply)” 307 out of 313 answered



## CONCLUSION

While many of the current Architectural Guidelines' recommendations are appropriate for certain uses or specific niches of downtown Powell, they may not be best practice for all areas of downtown. The new Architectural Guidelines will clearly describe districts of downtown along with requirements and guidance for development in each district, and differentiate between Commercial and Residential best practices. Residents' desire for development which encourages best use of space, engages pedestrians at street level, and creates an interconnected community is evident. Clarity in the guidelines and designation of historic buildings will provide a more straightforward development process for the City of Powell.

*All survey references are from the Powell Visual Preference Survey Summary Report. Not all survey questions and/or responses are referenced within this summary.*



**Powell**

— OHIO —

**Historic Property Survey**

October 7, 2025

# Project Background

- **Downtown is experiencing significant revitalization through both private and public investments.**
- **In preparation for development, Staff is updating policies, regulations, and guidelines to align with the downtown vision.**
- **An important element is defining a clear distinction between historic properties and the overall downtown district.**
- **Goals for the historic survey were to:**
  - Survey and inventory the historic, cultural, and architectural resources in Downtown Powell.
  - Determine a more defined boundary for a local historic district.
- **Tonight's discussion will focus on the following:**
  - Review of the downtown district and how it's evolved over time.
  - Results of the historic property survey and recommended local historic district.
  - Discuss next steps (immediate and near-term).

# Downtown District

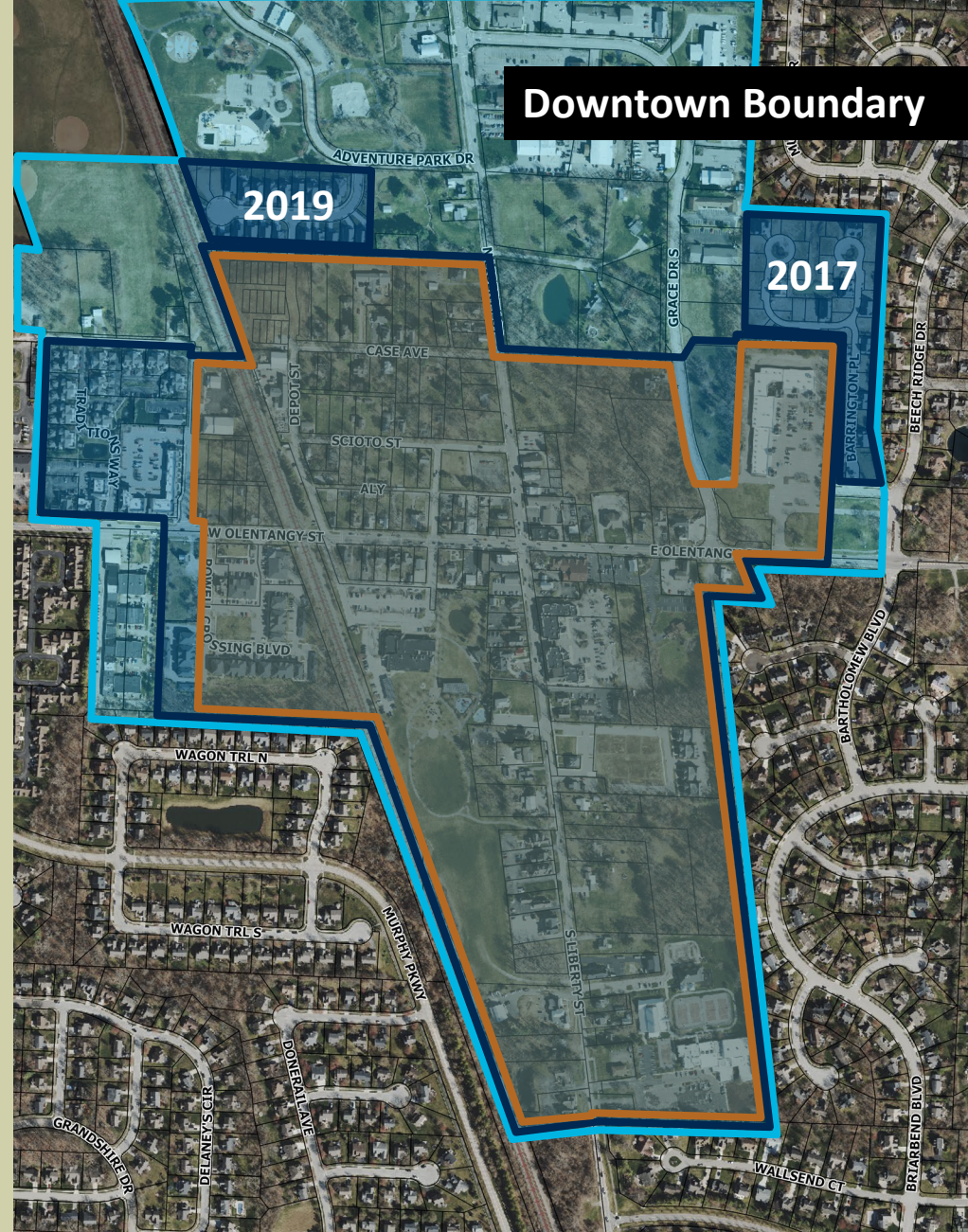
Background and changes over time

# Why are we discussing the downtown boundary?

- **As Powell expanded, the downtown district and what is considered “downtown” has evolved.**
- **This is shown through two perspectives:**
  - **Policy Direction** – adopted plans / studies which identify the downtown district.
  - **Public Perception** – what the community recognizes as the downtown district.
- **Having a clear boundary is important for a few reasons:**
  - Downtown has **unique zoning and requirements** to protect the district character (the local historic district will also influence these regulations).
  - **Design guidelines apply only to downtown** and would encompass renovations and new development (with additional considerations for the local historic district).
  - The City offers **community grants to eligible downtown properties** (residential renovations and commercial façade improvements).
  - Future wayfinding and gateway elements would delineate the boundary edge, providing **different streetscape features** (sidewalk design, landscaping treatment, public amenities, etc.).

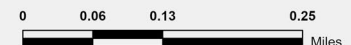
# Policy Direction

- Several policy documents have identified different downtown boundaries.
  - Initial Downtown Boundary – **Brown**
  - Downtown Overlay District (2005) – **Dark Blue**
  - Downtown Revitalization Plan (2004) – **Light Blue**
  - Keep Powell Moving Plan (2016) – extended further west to Murphy Parkway
- **Downtown Overlay expanded twice since 2005.**
  - Harper's Pointe (2017)
  - Morris Station (2019)



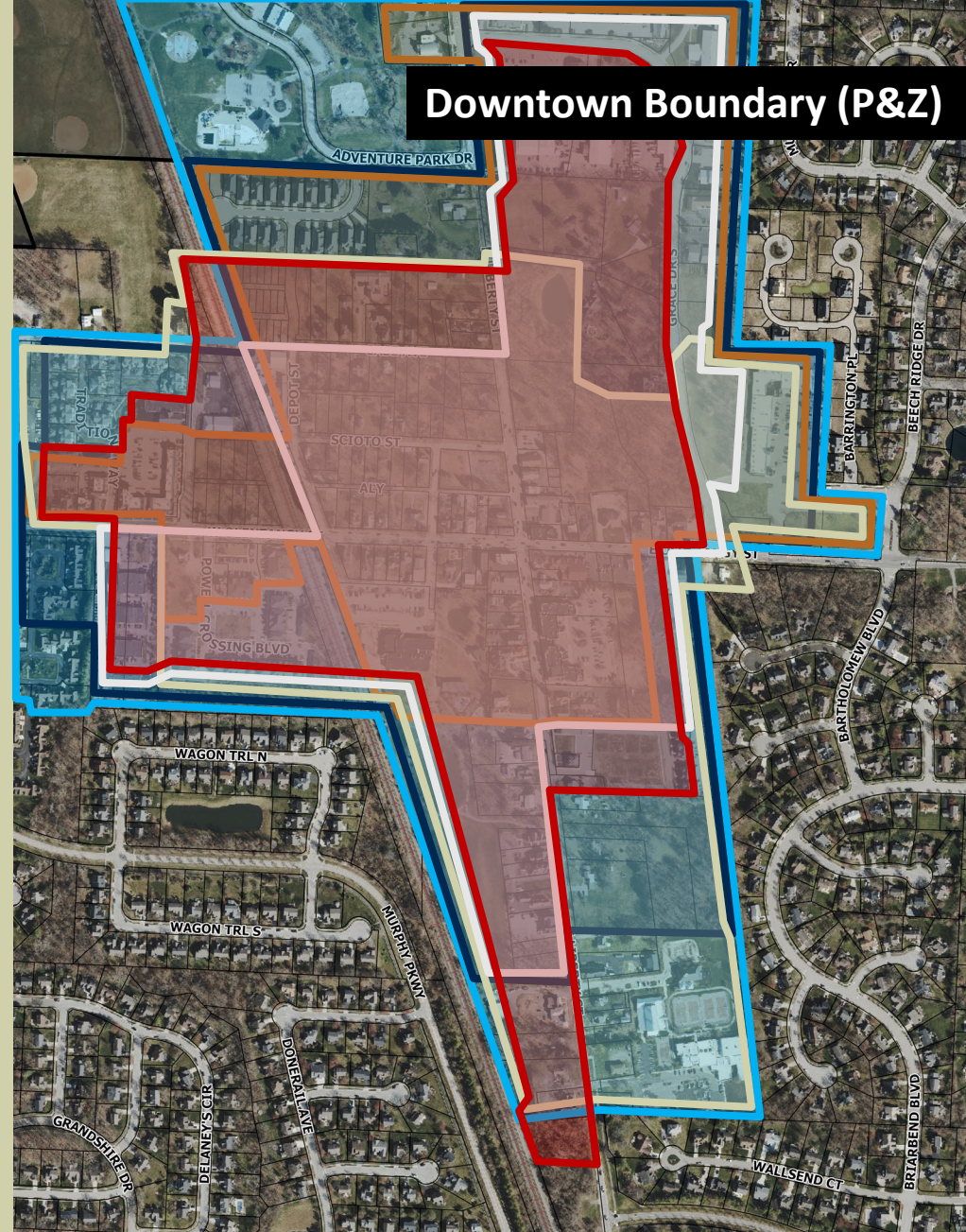
## Legend

- Powell Boundary
- Parcel





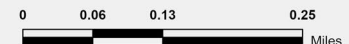
# Public Perception

- Each resident experiences and recognizes downtown differently.
- Board and commission members were asked what they consider “downtown”.
  - Planning and Zoning Commission (P&Z)
  - Board of Zoning Appeals (BZA)
  - Historic Downtown Advisory Commission (HDAC)
- Each member’s response is shown on the map (right).



## Legend

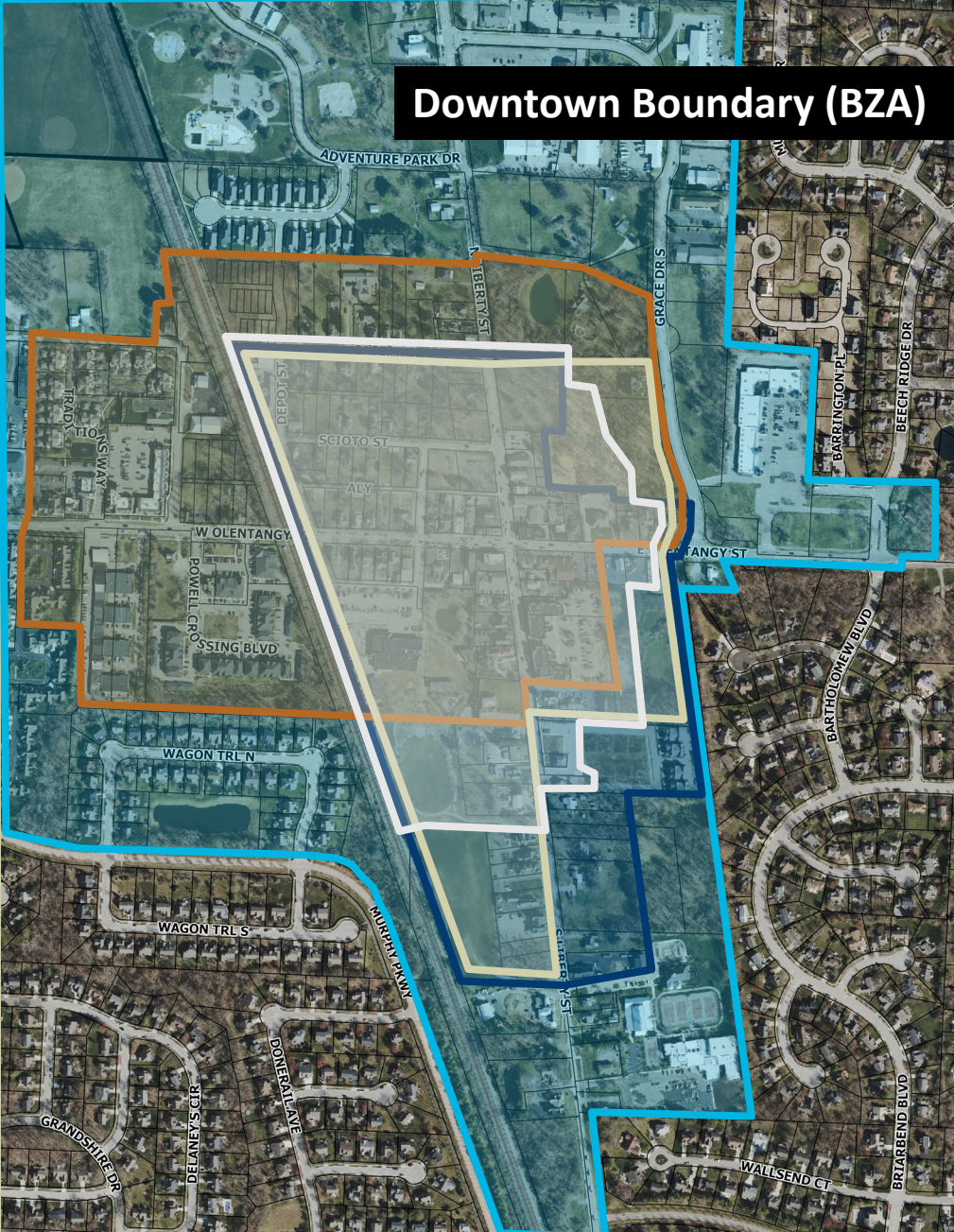
-  Powell Boundary
-  Parcel



# Downtown Boundary (BZA)

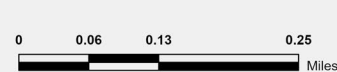
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  - **Board of Zoning Appeals (BZA)**
  - Historic Downtown Advisory Commission (HDAC)
- Each member’s response is shown on the map (right).



### Legend

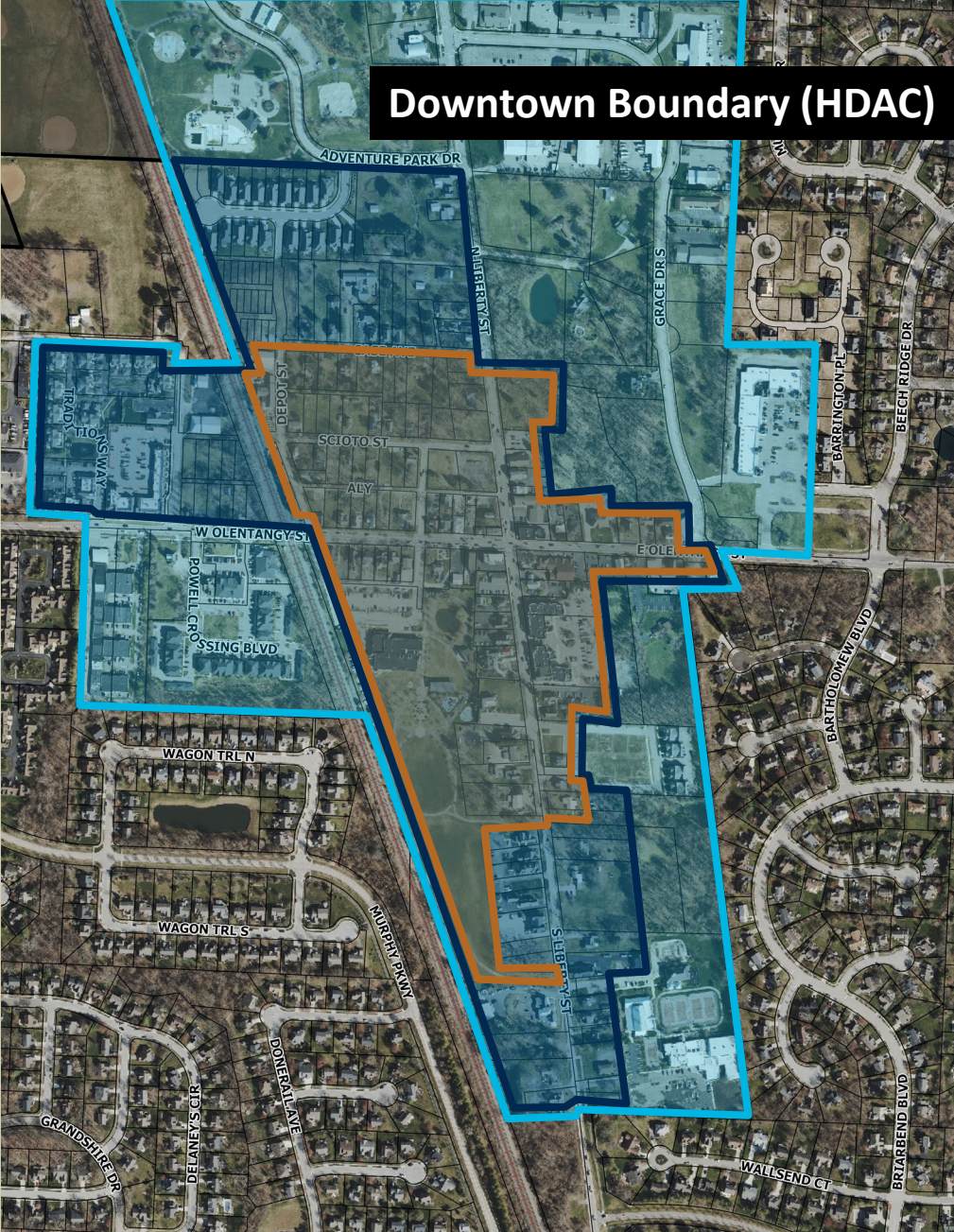
- Powell Boundary
- Parcel



# Downtown Boundary (HDAC)

# Public Perception

- Each resident experiences and recognizes downtown differently.
- Board and commission members were asked what they consider “downtown”.
  - Planning and Zoning Commission (P&Z)
  - Board of Zoning Appeals (BZA)
  - **Historic Downtown Advisory Commission (HDAC)**
- Each member’s response is shown on the map (right).



### Legend

- Powell Boundary
- Parcel

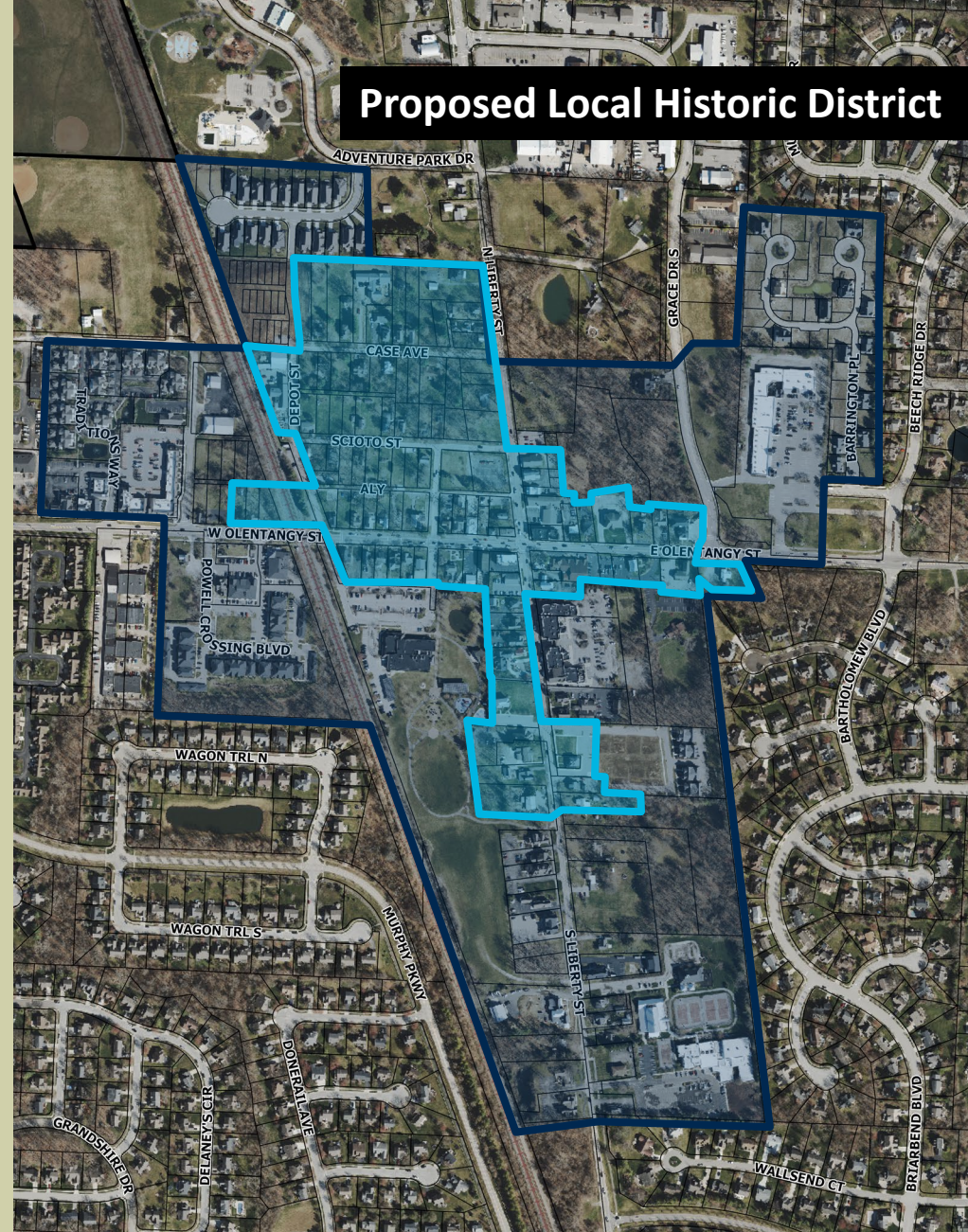


# Historic Property Survey

Background, results summary, and recommendations

# Historic Survey Results

- 79 buildings surveyed, 11 previously with the state historic preservation office.
  - Buildings must be at least 50 years old to be eligible, several areas are considered too new.
  - Half of all buildings (43) were built between 1900-1919.
  - Vernacular is the most common architectural style (62 buildings).
  - Properties were evaluated against National Park Service criteria for significance and integrity to identify a local historic district – **Light Blue**.
  - Historic district represents a portion of the current downtown district – **Dark Blue**.



Proposed Local Historic District

## Legend

- Powell Boundary
- Parcel

0 0.06 0.13 0.25  
Miles

85° N



# Downtown Review Process

Background and next steps

# Regulation and Review Process

- **Downtown Overlay District establishes the “historic” district and review process for all project types:**
  - **Planning and Zoning Commission (P&Z)** – makes a determination on all new non-residential construction or additions, new residential of 2+ units, demolitions, and rezoning or subdivision requests.
  - **Historic Downtown Advisory Commission (HDAC)** – makes a determination on all new single-family homes and exterior modifications to downtown buildings (no additions). HDAC may provide a recommendation to P&Z on specific applications if requested by P&Z, an optional process that has posed challenges in the past.
- **Both P&Z and HDAC are supported in their review by the Downtown Architectural Guidelines and Architectural Advisor.**
- **Roles and responsibilities of each should be reevaluated based on the historic survey and zoning code rewrite.**

# HDAC Review History

- Reviewing previous applications will inform next steps for HDAC and the local historic district:
  - Data from the past 10 years shows the difference in HDAC's review authority based on the proposed local historic district (**brown outline**).

Year	# of Recommendations to P&Z	# of Approvals	# of Feedback only	Total Applications Reviewed	Total Meetings	Applications in Proposed Historic District	Notes
2025	2	4	-	6	5	3	One (1) meeting was held for commission training
2024	1	6	1	8	5	4	Two (2) cases tabled
2023	1	2	1	4	4	1	One (1) case tabled
2022	1	3	-	4	2	3	
2021	3	3	-	6	6	5	Two (2) cases tabled
2020	-	-	-	-	-	-	No meetings were held
2019	2	-	-	2	2	-	
2018	-	-	-	1	1	-	
2017	-	2	1	3	3	3	
2016	-	-	-	-	-	-	No meetings were held
<b>Average</b>	<b>1.0</b>	<b>2.0</b>	<b>0.3</b>	<b>3.4</b>	<b>2.8</b>	<b>1.9</b>	

# Downtown Review Options

- **The existing HDAC process is not achieving the community's intent for downtown development:**
  - HDAC review focuses only on single-family development and some exterior modifications while the optional review has created confusion in the process.
- **Opportunity to determine how the process should evolve to support Powell's growth over the next 20 years:**
  - **Option 1** – HDAC could evolve into an **Architectural Review Board (ARB)** with expanded review authority within the local historic district.
    - ARB's are used throughout the region to ensure architecture is consistent throughout a district. Based on past applications and the potential boundary, there may not be enough activity to warrant a separate reviewing body.
  - **Option 2** – HDAC could be removed and **P&Z granted review authority for all development** throughout the City including downtown.
    - Updated guidelines will make reviewing downtown proposals easier and P&Z already oversees most downtown development. Architectural Advisor could provide additional insight on development, similar to HDAC currently.

# Recommendation and Next Steps

## 1. Address existing code and review process challenges.

- Intent is to address immediate challenges with the process, but keep the current downtown boundary, applications, and regulations.
- Amend the zoning code to remove HDAC and direct all review authority to P&Z with support from the architectural guidelines and advisor.
- HDAC would operate through the end of 2025 with P&Z taking over in 2026:
  - October 7 – Development Committee Review
  - November 12 – P&Z Code Amendment Review
  - December 2 & 16 – City Council Code Amendment Review

## 2. Adopt new regulations to support downtown development.

- Use the zoning code rewrite process to evaluate establishing the local historic district and tailoring regulations for the downtown district.
- Update the architectural guidelines (underway) to provide additional direction on the character of development (including guidance on historic preservation).
- Gather community insight on the proposed local historic district, architectural guidelines, and zoning regulations to preserve the integrity of downtown.



**Powell**

— OHIO —

## Zoning Code Rewrite

November 12, 2025 – Nuisance / Code Enforcement and Other Topics

# Zoning Code Rewrite Goals

- **Zoning code is outdated and needs updated** (some regulations were established in the late 1980's, early 1990's).
- **Updates have been approved in the past – piece by piece** (this has led to discrepancies or conflicting regulations).
- **Goals for this effort are to:**
  - **Modernize** the Code to align with best practices.
  - Address changes in law and **reflect community standards**.
  - **Streamline** processes for development applications.
  - Align and **consolidate definitions** throughout the Code.
  - Avoid ambiguous or technical language.
  - Include graphics and diagrams to **illustrate requirements**.
- **Code rewrite will create new standards to regulate development.**
  - The entire code will be revised meaning there **will not** be a redlined version to visualize changes from the existing code.
  - Comparisons with the existing code can and will be provided to **demonstrate the differences** between current and future regulations.

# Work Session Intent

- **Work sessions are not intended to review the code line by line but rather discuss high level intent for regulations.**
  - Staff and the consultant will incorporate feedback into specific regulations.
- **Work sessions will follow the same approach for each topic:**
  - Introduce the discussion topic and intent within the zoning code.
  - Provide background on Powell's current regulations and development history.
  - Share recommendations and benchmark examples from the code assessment.
  - Discuss specific questions and future intent for regulations.
- **Draft sections will be shared at milestones to ensure regulations address community, Council, and board / commission feedback.**

## **Important to remember the new zoning code will not be perfect!**

- This effort will provide a strong foundation and structure for future regulations.
- Following adoption, Staff will conduct regular reviews of the zoning code and propose amendments to maintain alignment with community goals.

# Discussion Topic(s)

Background, recommendations, and key questions

# Code Enforcement: Introduction

- **Overview of what code enforcement is:**
  - The intent of Code Enforcement is to ensure properties comply with local laws and ordinances. This includes property maintenance (building and site conditions), zoning (setbacks, permits, etc.), and health or safety issues.
  - Neighborhood Appearance – preventing blight and community decline
  - Preserving property values, ensuring safe and orderly development, fostering communities that are both functional and aesthetically pleasing.
- **Overview of city enforcement codes:**
  - Part Five Codes (grass & weeds, etc.)
  - Part Eleven Codes (zoning, etc.)
  - Part Thirteen Codes (IPMC, property maintenance, etc.)
  - Deed restrictions – not enforced by the City, but another method for private enforcement between a homeowners association and property owner.

# Code Enforcement: Recommendations

- The following recommendations were identified in the zoning code assessment for consideration:
  - **Strengthen existing enforcement** and penalty regulations but simplify the language, list all violations, verify any cross-references to the City's Code of Ordinances and Ohio State Law, and establish **consistent enforcement mechanisms and procedures** (p. 61)
    - Provide more specificity about which governing bodies are responsible for enforcement;
    - Expand on the mechanisms by which the City will enforce the code; and,
    - Clearly identify the circumstances that will trigger enforcement action.

*Note – Page numbers listed refer to the Zoning Code Assessment & Diagnostic Report.*

# Code Enforcement: Process

- **Identification** – Potential violation(s) discovered through inspection by City staff or complaint from the public.
- **Investigation** – Code Enforcement Officer gathers facts and evidence on the violation(s).
- **Notification** – Written notice or citation issued to the responsible party.

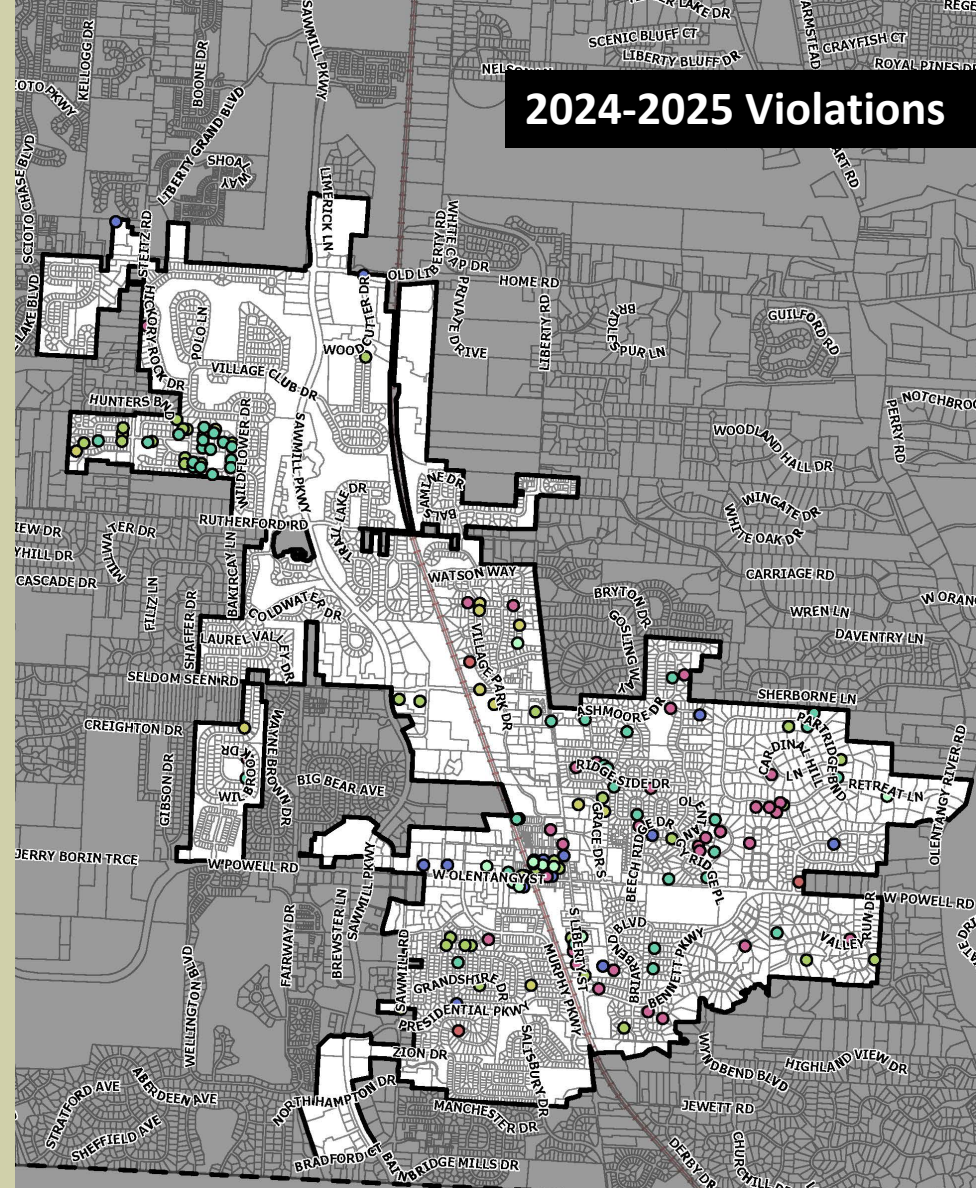
Courtesy Notice → Official Notice → Final Notice

- **Correction Period** – Time allowed for voluntary compliance. City staff works with the responsible party on appropriate timeframe.
- **Enforcement Action** – Fines, hearings, or legal steps if not resolved.
- **Goals for Enforcement:**
  - Encourage voluntary compliance by working with the responsible party.
  - Foster truth, transparency, and education on code requirements.
  - Share the commitment to community improvement.

# Code Enforcement: Violation Activity

- **Violation statistics:**
  - March 2024 – December 2024*
    - 79 violations rectified out of 84 total violations.
  - January 2025 – November 2025*
    - 94 violations rectified out of 104 total violations
- **173 violations rectified out of 188 total violations.**

**92%**  
Success Rate



**2024-2025 Violations**

**Legend**

- Animal Feeding
- Building and/or Site Appearance
- Junk / Debris
- Tall Grass / Weeds
- Vehicle / Boat / Trailer Parking
- Zoning Certificates Required
- Other
- ▭ Powell Boundary
- ▭ County Boundary
- ▭ Parcel

# Code Enforcement: Comparison

- **Overview of neighboring community approaches to enforcement (staffing, reactive vs. proactive, # of violations, etc.)**
  - **City of Hilliard**
    - Reactive Code Enforcement only
    - 2 full-time Code Enforcement Officers and 1 Supervisor
    - ~200 violations per year
  - **Liberty Township – Delaware County**
    - Started proactive enforcement in 2025
    - 1 full-time Code Enforcement Officer, 1 part-time
    - 108 violations in 2025
  - **City of Reynoldsburg**
    - Mostly reactive, but do some proactive enforcement
    - 4 full time Code Enforcement Officers, 1 Supervisor
    - ~5-10 violations per day

# Code Enforcement: Comparison (Continued)

- **Overview of neighboring community approaches to enforcement (staffing, reactive vs. proactive, # of violations, etc.)**
  - **City of Hudson**
    - Reactive Code Enforcement only
    - 1 full-time Code Enforcement Officer and 1 Supervisor, looking to hire an additional Officer
    - ~60 violations per year
  - **Village of Plain City**
    - Reactive Code Enforcement only
    - 1 full-time Code Enforcement Officer with Zoning duties – planning to hire 1-2 full-time Officers due to development growth.
    - ~30 violations per year
  - **City of Powell**
    - Proactive and Reactive – 75% being proactive
    - 1 full time Code Enforcement Officer with Zoning duties
    - ~180 violations since March 2024 with a success rate of 92%
- **Questions or considerations on Code Enforcement?**

# Other Topics: Rental Registration

- **A topic that's been raised by the community for consideration.**
  - Some communities require rental properties (both short and long-term rentals) to register with the City.
  - Program would require an inspection of the property for violations, primary contact information, details on rental listing, and a registration fee with permit.
  - Registration is typically valid for 1-2 years and can be renewed by the property owner if the property will remain a rental.



## Drawbacks of registration:

- Initial registration is slow and can generate opposition to the program.
- Programs can be challenged depending on the purpose and intent.
- Managing the program requires significant staff resources (processing, inspections, etc.).
- Short-term rentals are difficult to monitor and comply with registration.



## Benefits of registration:

- Proactive inspection of the property to verify code compliance.
- Protection of neighborhood and community character.
- Primary contact information should emergencies or concerns arise.
- Inventory of rental properties within the City which could include short-term rentals.

# Last Work Session!

Anything else you'd like to share or discuss?

# Zoning Code Background

Additional information on the zoning code rewrite

# What is the Zoning Code?

- **Laws and regulations that determine how each property can and cannot be used, codes are unique to most communities.**
- **Dictates permitted land uses, building types, and development characteristics** (setbacks, height, landscaping, design, etc.).
- **Establishes zoning districts and governs the use, placement, spacing, and size of land and buildings on a property.**
- **The purpose of the Zoning Code is to:**
  - Protect health, safety and welfare of the public
  - Ensure the orderly, manageable, and predictable growth of the city
  - Assist with the implementation of community planning goals
  - Separate conflicting land uses
  - Regulate land uses to achieve and maximize public benefits
  - Influence growth by guiding where and how development can occur

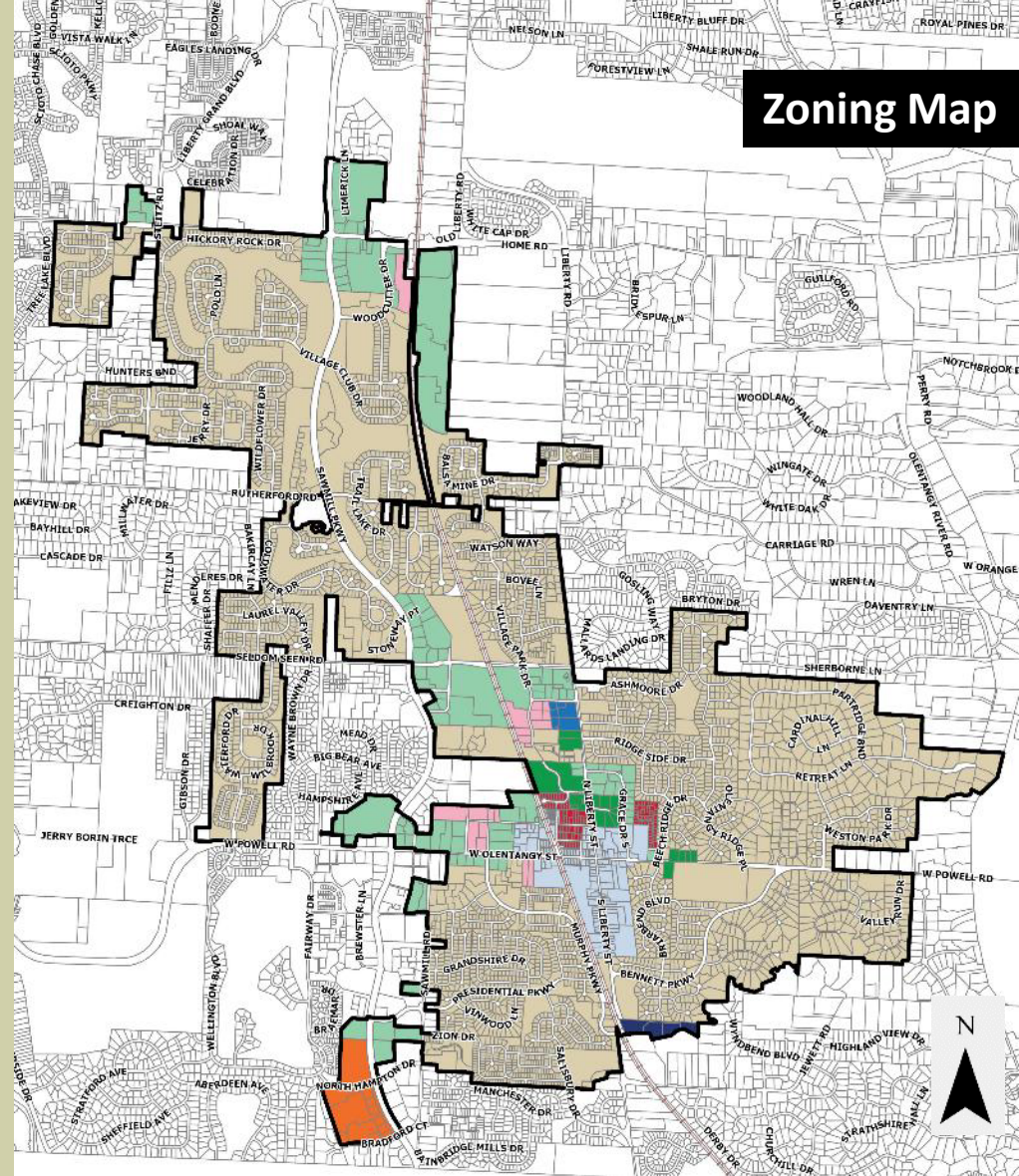
# What is the rewrite process?

- **Collaborative process between staff, the consultant (ZoneCo), the community, City Council, and City boards and commissions.**
- **Incorporate and achieve recommendations from existing plans and studies (Comprehensive Plan, Shared Use Plan, etc.).**
- **Address city and regional factors including:**
  - Population growth and diverse housing needs,
  - Community amenities and identity,
  - Business retention and expansion, and
  - Infrastructure and sustainability.



# Current Zoning Map

- Majority of the City is zoned for residential.
  - 80% of all land is residential, Planned Residence District.
  - 12% of all land is commercial, Planned Commercial District.
  - 4% is zoned within the Downtown District.



## Zoning Map

### Legend

- Powell Boundary
- Parcel
- Downtown Business
- Downtown Residence
- Residence
- Planned Residence
- Planned Commercial
- Planned Office
- Planned Industrial
- Liberty Township Farm Residence-1
- Liberty Township-Planned Commercial