



The DRB meeting provides an opportunity for the applicant and/or a representative to explain the project in greater detail and answer questions from the DRB.

DRB meetings are open to the public and news media. The public is welcome to speak in support of or in opposition to the application.

Representatives of neighborhood and other groups attend meetings and sometimes comment on specific applications.

Successful applicants usually:

- ◆ Are familiar with district regulations;
- ◆ Understand the history and important architectural features of their property;
- ◆ Are familiar with the design guidelines
- ◆ Contact the City of Urbana staff to discuss the proposed project and determine supporting documentation; and
- ◆ Submit legible applications with clear documentation.

City Center Heritage Overlay District

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City Center Heritage Overlay District

WORKING WITH THE DESIGN REVIEW BOARD



CITY CENTER HERITAGE OVERLAY DISTRICT

THE DESIGN REVIEW BOARD (DRB) IS A



SEVEN MEMBER
CITIZEN BOARD
APPOINTED BY THE
MAYOR FOR TWO
YEAR TERMS. ALL
MEMBERS MUST
HAVE AN INTEREST
OR COMPETENCE
IN, OR

KNOWLEDGE OF HISTORIC PRESERVA-
TION. MEMBERS SERVE WITHOUT COM-
PENSATION. THE DRB CARRIES OUT ITS
RESPONSIBILITIES THROUGH A PROCESS
KNOWN AS *DESIGN REVIEW*.

CITY COUNCIL ESTABLISHED THE DRB
WITH THE STATED PURPOSE OF PRESER-
VATION, RESTORATION, REHABILITA-
TION, DEVELOPMENT AND REDEVELOP-
MENT OF THE DOWNTOWN CENTRAL
BUSINESS DISTRICT IN THE PROMOTION
OF BUSINESS AND ECONOMIC DEVELOP-
MENT. THROUGH THE DRB, THE CITY
OF URBANA PROMOTES PRE-
SERVESATION OF BUILDINGS WITH HIS-
TORIC CHARACTER AND ENCOURAGES
NEW DESIGN THAT IS COMPATIBLE WITH
THE OLD.

Goals of the DRB

The goals of the DRB include:

- ◆ To ensure that work on historic building preserves and enhances the architectural integrity and the distinctive historic character within the District
- ◆ To ensure that new construction is compatible with existing nearby and adjacent buildings
- ◆ To ensure conditions for increased opportunities and land use efficiency for redevelopment, new development and business development expansion

Work Requiring Review

In the City Center Heritage Overlay District, changes to be reviewed include:

- ◆ All exterior changes to existing buildings;
- ◆ Painting a building
- ◆ New buildings or structures, including signs, awnings, light fixtures, and parking lots;
- ◆ Additions to buildings; and
- ◆ Demolition or moving of buildings or structures.



The City Center Heritage Overlay District has design standards that supplement the

requirements of the underlying zoning district of the Central Business District. The standards emphasize maintaining, retaining and restoring the architectural features of important buildings.

Certificate of Appropriateness

Prior to commencing work on a building or lot in the City Center Heritage Overlay District, an applicant must first be issued a certificate of appropriateness from the DRB. The DRB evaluates each application on the basis of the effect the proposed action will have on the actual building, on adjacent properties, and on the entire district. In evaluating an application, the Board uses the design guidelines in making decisions.

DRB Meetings

The DRB meets on the fourth Monday of each month at 7:00 pm. The filing deadline to be placed on the Design Review Board's agenda is 12 calendar days prior to any regular session.

Applications for certificates of appropriateness are submitted to the planning and zoning department; the staff reviews each application for completeness prior to referring them to the DRB. Only applications that are complete and submitted on time can be considered. Incomplete applications and late applications are referred to the next regularly scheduled meeting. (cont'd)