Revised:

4/10/14

City of Ravenna Historic District

 PROPOSED CHANGES 2021

1. RELOCATE SIGNS SECTION TO BE SUBSIDIARY
2. ADDED SECTION ON GENERAL SIGN PRINCIPLES
3. MODIFED A FEW SECTIONS, PROPOSED SECTION ON OBSOLETE SIGNS



**[ HISTORIC DISTRICT GUIDELINES**]

These guidelines are intended to protect property values, create a more attractive economic and business climate, preserve the dignity and architectural significance of the historic district, preserve its scenic and natural beauty, and provide a more enjoyable and pleasing community for its residents.

**Project Flowchart**

* Determine if project complies with zoning regulations by calling the Ravenna City Building & Engineering 330-296-5666 or visit

[www.](http://www/)ravennaoh.gov and then click on Government and then Codified Ordinances to search for Zoning regulations within the city.

* If project is in compliance, submit a completed Ravenna Design Commission application with plans and drawings, to the Ravenna City Building & Engineering Office, 530 North Freedom St, Ravenna, OH 44266.
* Plan on attending the Design Review Commission meeting to discuss the project within the Historic District including construction, signage, façade improvements, etc. to ensure compliance. Typically, held on the 2nd Thursday of the month at 10:00 a.m. in City Council Chambers located at 210 Park Way, Ravenna, OH 44266.

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Not updated

## RAVENNA HISTORIC DISTRICT

The Ravenna Historic District is identified as a grouping of buildings, structures or sites that have architectural and/or historical merit as a whole, offering a sense of time and place, even though the buildings, structures or sites may not be of individual significance. The historic district was established in 1986 and includes all properties facing Main Street between Sycamore and Linden Streets.

Ravenna City Council adopted Ordinance 1986-18, Historic District Guidelines, on October 6, 1986. These design guidelines were adapted from the U.S. Secretary of the Interior/National Park Service Standards and are intended to aid in small scale, do-it-yourself projects on historic buildings, particularly renovation of houses and improvements to historic storefronts. These guidelines apply equally to larger renovations, but it is recommended that professional guidance be sought to insure the proper planning and execution of these projects. In many instances, it may be necessary to seek specific advice and guidance, as even minor renovations can involve special problems which demand careful planning and execution.

Ordinance 2013-072 authorized updates to the Building Code Chapter 1434 (Historic District), Further, these updates have been incorporated into these Historic District Guidelines, including the following sections:

1. Purpose
2. Definitions
3. Ravenna Design Review Commission
4. Certificates of Approval
5. Designation of Historic Districts or Listed Properties
6. Maintenance and Repairs
7. RAVENNA DESIGN REVIEW COMMISSION.
	1. There is hereby established in and for the City a Design Review Commission, which shall consist of nine members (eight voting) all of whom have demonstrated a special interest in historic preservation.
	2. Commission members shall be appointed by the Mayor and shall serve terms of three years, except that two of the initial appointments shall be for terms of one year and two years, respectively.
	3. Vacancies shall be filled within sixty (60) days for the remainder of any unexpired terms in the same manner as the original appointments.

The Design Review Commission serves to maintain the integrity, upgrade building stock and increase property values in the historic district. The Mayor shall appoint one individual who has been recommended by these respective organizations:

* Mayor's designee -one: The Mayor or his or her designee shall serve as Chair, and shall be a non-voting member, unless required to vote in the case of a tie;
* Ravenna Area Chamber of Commerce -one;
* Specialist -two members who are preservation related professional members to the extent such professionals are available in the community (this shall include the professions of architecture, architectural history, history, archaeology, planning, or related disciplines);
* Ravenna resident -two members who can demonstrate an interest in historic preservation;
* Historic District property owners ~~-three~~ two residents who own or live or commercial owners/renters who live or work in a Listed Property or in a Historic District.

#### **CERTIFICATE OF APPROVAL**

All forms of building constructing (including changing the use of any building), façade improvements, or signage within the Historic District requires a Certificate of Approval by the Design Review Commission. Applications for a Design Review to receive a Certificate of Approval are available at the Building & Engineering Office, 530 North Freedom Street, Ravenna OH 44266.

The applicable design review standards for a Certificate of Approval are listed below. The standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. (Ord. 2013-072. Passed 5-6-13.)

* + 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.
	+ 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.
	+ Each property shall be recognized as a physical record of its time, place, and use.
	+ Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
	+ Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
	+ Deteriorated historic features shall be repaired rather than replaced. When 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, as close as possible. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
	+ 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.
* Significant archeological resources affected by a project shall be protected and preserved.

If such resources must be disturbed, mitigation measures shall be undertaken.

* 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.
* 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.

*NOTE, Section on Signs moved towards rear of document 1/10/2016*

**Question, should we add numbers to this section as they are in the sign section below?**

**BUILDING EXTERIORS**

These guidelines are intended to protect property values, create a more attractive economic and business climate, preserve the dignity and architectural significance of the historic district, preserve its scenic and natural beauty, and provide a more enjoyable and pleasing community for its residents. They should not be construed so as to prevent the ordinary maintenance or repair of any exterior elements of any building or structure within the Historic District. For instance, painting is to be considered ordinary maintenance and repair. Anyone desiring an exterior color change may (does the painting of inappropriate colors on buildings concern the commission?) confer with the Ravenna Design Review Commission concerning an appropriate range of color. Do not use new colors which are inappropriate to the historic style of the building or neighborhood. Avoid loud colors and pastels, which are inappropriate for most historic buildings. Avoid using white paint exclusively, as many historic buildings were painted in a variety of historic colors. Where white would have been an appropriate color, use a soft off white rather than a modern harshly bright white.

When an architectural element significant to the character of the building is in such a state of disrepair as to be hazardous, then stabilization or reconstruction may be considered.

##### **Masonry: Brick, Stone, Terra Cotta, Stucco and Concrete**

Clean masonry only when necessary to halt deterioration or to remove heavy soiling and use the gentlest means possible, such as low pressure water and detergents with natural bristle brushes. Carry out masonry surface cleaning after conducting tests on limited areas not exposed to public view, and leaving sufficient time to elapse (up to one month or more) to observe the long-range effects of such cleaning

When repointing is necessary, the replacement mortar should be compatible to the original. New mortars, which have a high concentration of Portland cement, are visually different and can also damage a structure. The rate of contraction and expansion of Portland cement is different than older lime mortar types. Old, soft brick walls containing sections repointed with mortar with a high concentration of Portland cement may become permanently damaged in extremes of temperature.

Inspect painted masonry surfaces to determine whether repainting is necessary. Remove damaged paint only to the next sound layer with the gentlest means possible. Apply compatible paint following proper surface preparation and repaint with historically appropriate colors.

Sandblasting brick or stone surfaces should not be undertaken as it abrades the surface and causes permanent damage. Pressure cleaning using any type of abrasive can be damaging, especially to buildings with old, softer brick surfaces. Cleaning with water pressure can also be damaging both to the masonry and mortar joints. Chemical cleaning should not be undertaken without extensive testing; acid should never be used on limestone or marble. Chemical residues should never be left on the building.

Paint should not be removed from masonry buildings which were painted historically. Paint which is already adhered to the masonry should not be removed, as it is probably protecting the masonry from further deterioration. Methods of removing paint which are destructive to the masonry should not be used.

Painting of un-painted masonry is not advised. Cleaning and waterproofing standards are found in Preservation Brief # 1 [**Cleaning and Water-Repellent Treatments** for Historic Masonry Buildings](https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm)

##### **Wood: Clapboard, Weatherboard, Shingles**

The covering of wood siding, detailing, ornamentation, etc. with aluminum, vinyl or similar materials is prohibited except under extreme circumstances. (see Preservation Brief

Preserve wood features that are important in defining the overall historic character of the building, such as siding, cornices, brackets, pediments, window hoods and other trim moldings, etc. Protect wood features by providing proper drainage so that water does not accumulate.

Apply chemical preservatives to wood elements which are exposed to weathering and are traditionally unpainted.

Keep wood surfaces painted to protect them from deterioration. Remove damage paint prior to painting. In cases where severe paint failure is evident or where multiple layers of paint obscure decorative wood elements, such as brackets and spindles, carefully remove the old paint with electric hot-air guns. Use chemical paint strippers only to supplement conventional paint­ removal methods, such as scraping. Check carefully all wood surfaces to determine whether patching or caulking is necessary. When patching wood surfaces use compatible materials cut to the same dimensions. Use a high quality, long lasting caulk and avoid inexpensive latex caulks which usually have limited life spans.

Do not remove or radically alter wood decorative features as this can jeopardize the historic appearance of the building. The loss of historic cornices or other decorative trim can greatly change a building's appearance.

Do not completely remove the old paint and then use a clear finish, such as varnish, to create a "natural look." Do not use chemical preservatives, such as creosote, which can change the appearance of wood features. Do not use destructive paint removal methods: propane or butane torches can scorch the wood and bum off decorative features and they are also dangerous treatments which may cause fire. If chemicals are used to remove paint and they are not neutralized, the paint applied over these chemicals may not bond properly. (should we include statement about lead safe methods of paint removal?)

##### **Roofs**

Repair a roof by reinforcing the historic materials which comprise the roof's distinctive appearance, keeping the roof's original appearance intact. Itis important to have the roof membrane free of leaks to avoid damage to the building's interior features. In situations where a feature of the roof is too deteriorated to repair and the overall form and detailing are still evident, use the physical evidence to guide the new work. For example, a large section of roofing which is deteriorated can be replaced with new materials to match the original. A chimney can be rebuilt according to its original form.

If it is not economically or technically feasible to use the same kind of material, then a compatible substitute material may be used. Especially when dealing with slate roofs, it is often less expensive to repair with original materials than to replace the roof with a new material, such as asphalt shingles. If composition shingles, such as fiberglass or asphalt are used, they shall be similar in color and appearance

Gutters and downspouts should be kept in good condition. If the building has built-in gutters as an architectural feature, these should be repaired rather than replaced if feasible. Ina situation where a new gutter and downspout system is required, consider using a system which is identical to the ~~pre-existing~~ original system. ~~Galvanized~~ metal half-round gutters and round downspouts pipes are ~~often~~ preferable to ogee aluminum gutters and downspouts. When replacing or repairing roof drainage systems, be sure to direct runoff away from the foundation to avoid damage here or to the lower walls. Paint the gutters and downspouts so that they match the color of the surrounding wall surface of the house. Do not accent these features in a trim color, etc.

Be sure that the replacement part is both physically and chemically compatible with the existing materials. For example, aluminum is now commonly used as a flashing material for new roofs, yet if aluminum comes in contact with an older metalwork it can have a chemical reaction damaging both materials and result in a leaking roo£ Most buildings constructed after 1850 did not have wood shake shingles, and therefore this material should not be used as a replacement material. Furthermore, avoid removing a feature, such as an ornate chimney, which can harm the appearance of the building.

###### Windows

Identify which windows are original and authentic to the period of the building. For example, Federal and Greek revival style buildings often use small panes of glass that had a wavy, hand­ blown appearance. Italianate style buildings often had rounded windows. Other distinctive features which are important in interpreting the architecture of the building are hoodmolds, decorated jambs, muntins, glazing, interior and exterior shutters and blinds.

Protect and maintain the historic window by preserving the wood and metal which make up the window frame, sash, muntins and surrounds, through appropriate treatment, such as cleaning, limited paint removal, rust removal and reapplication of protective coatings, such as paint.

Make windows weather tight by replacing or installing weather-stripping and caulking. By doing this, thermal efficiency is improved. Additional energy conservation methods, such as insulating glass or storm windows, shall be approved by the Design Review Commission.

Repair window frames by patching, consolidating or otherwise reinforcing. This could include replacing certain parts of the window, such as a rotted sill or sagging horizontal muntin, when they are extensively deteriorated. Use original materials, such as wood and metal, when replacing elements of windows. Decorative features, such as hood moldings, can also be replaced if surviving prototypes are readily available for copying.

If a window is so badly deteriorated that it cannot be salvaged (and most windows can be salvaged), then replacement windows should be constructed using surviving physical evidence of the original design. If the same material cannot be used for technical or economic reasons, then a compatible substitute material may be considered.

Do not remove or change windows which are important in identifying the overall historical character of the building so that, as a result, the character is diminished. For example, removing two historical double-hung windows and replacing them with a single large picture window can have a drastic effect on the buildings appearance. Also, adding new windows where none

existed previously may harm the historic appearance of a building or adding new elements which are not original can damage the building's architecture. For example, placing shutters on a Queen Anne style building that never had them originally can alter the building's character.

Even worse is the practice of adding shutters which are not the right size and cannot possibly function.

Obscuring historic window trim with metal or other materials and stripping windows of historic materials, such as wood, cast iron and bronze, can be injurious to the historic appearance.

Failure to perform maintenance on a regular basis, such as painting and caulking, can also be injurious.

###### Porches and Entrances

Preserve porches, entrances and their various elements which are important in defining the overall character of the building. Elements of porches and entrances include doors, fanlights, side lights, pilasters, entablatures, columns, stairs, and balustrades. Materials which should be preserved include wood, masonry and architectural metal.

Repair entrances and porches and their various elements by reinforcing the historic materials or by limited replacement of elements with the same materials. Where certain elements are missing, such as columns or a balustrade, replace them with duplicates using the same material based on surviving prototypes.

Only if a porch is deteriorated to a point as to be hazardous should it be replaced. It must carefully be disassembled, salvaging all decorative features which can be re-used and saving at least one prototype of each element as a basis for making duplicates. Carefully reconstruct using materials that are compatible with the building. If using the same type of material is not economically feasible, then a comparable substitute material can be considered. When are no elements of an original porch remain, the replacement porch shall replicate the original or reflect the same period style. The new porch is to match the material and scale of the original porch.

Do not remove or radically alter a porch which is important in defining the overall historic character of the building. Removing historic materials or elements from a historic porch or entrance is not recommended. If the entrance served by the porch or decorative entranceway no longer functions as such, do not simply remove the feature. Cutting through a new entrance at another location on the principal facade can be most injurious to the appearance of the building. Altering utilitarian or service entrances so that they appear to be formal entrances by adding new decorative elements, such as fanlights and columns, is also detrimental.

# STOREFRONTS

The term "storefront" refers to the facade of the buildings that were originally commercial (i.e., general merchandise, warehouses, offices and financial institutions) or manufacturing. These guidelines do not concern buildings that were originally residential, but are now used commercially.

Removing or radically changing storefronts, especially the common tendency to brick-up or otherwise enclose a formerly glazed storefront opening, is harmful to the buildings character. It is important to preserve historic storefronts with the functional and decorative treatment, such as windows, signs, transoms, kick plates, corner posts and entablatures. Care should be given to protect and to maintain the basic elements of the storefronts, such as masonry, wood and architectural metals, through appropriate treatments, such as painting, cleaning and rust removal. Also, consider protecting storefronts against arson and vandalism by boarding up windows and installing alarm systems before work begins.

When general maintenance of windows becomes a problem and original upper story window sash are not repairable, in many instances single pane thermal units may be considered an alternative. However, none of the defining character, such as decorative hood moldings, or size and shape of the original opening, may be altered. Introducing new elements such as a false mansard roof, coach lanterns, shake shingle roof, non-operable shutters and small paned windows that cannot be documented historically and/or changing the location of a storefront's main entrance are not recommended. Removing a storefront to create a recessed arcade is also not recommended.

Repair storefronts by reinforcing historic materials. In instances where the storefronts have been modernized, carefully remove the later alterations and inspect for signs of original features or their former location and dimensions. If original elements are missing, conduct research by investigating old photographs or drawings and examining similar nearby buildings of the same period. Consult with an architect or designer with experience in historic preservation in situations where the original features are missing and a new treatment should be devised.

Sometimes a historic storefront has undergone changes that were of high-quality and have, over the course of time, become historic in their own right. For example, an Italianate commercial building may have a decorative terra cotta trim and Carrera glass added in the early years of the twentieth century. It is not recommended that one simply remove these interesting finishes in order to attempt to highly conjectural restoration of the original appearance. Preserve the terra cotta and Carrera glass.

**STRUCTURAL SYSTEM**

Preserve the structural system and especially the elements which define its historical character, such as post and beam systems, trusses, summer beams, cast iron columns, above grade stone foundation walls or load-bearing stone and brick walls. Protect and maintain the structural system by cleaning the roof gutters and downspouts and by keeping the roof flashing and membrane in good working order. Keep the structural system free from insect infestation.

Repair the structural system by augmenting or replacing deteriorated individual parts or features. For example, weakened floor framing can be spliced, braced or otherwise supplemented and reinforced. When replacing defective structural elements, use substitute material that will convey the same form, height, design and overall visual appearance of the historic feature where exposed to view. Most importantly, substitute material should equal or be greater than the original load-bearing capabilities of the original features.

Limit any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent buildings. Design and install new mechanical systems, such as heating and cooling, water and sewage, an<l electric, in a manner which minimizes the number and size of cutouts and holes in structural members. Keep these new systems inconspicuous.

Add new floors when required for the new use if this alteration does not damage or destroy the structural system or obscure, damage or destroy character defining spaces, features or finishes. Create an atrium or light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system, as well as, character defining interior spaces, features or finishes.

Do not remove, cover or otherwise radically change features of structural systems which are important in defining the character of the building. Putting a new use into a building for which it was not designed may harm the structural system of the building. Also installing new mechanical systems in such a manner that they damage the structural members is detrimental to the building. Do not leave known structural problems untreated, such as sagging beams, bowing walls, etc. Do not simply overlook evidence of possible structural damage. Introducing urea­ formaldehyde foam insulation into frame walls can damage the wood structure.

#### **NEW CONSTRUCTION**

It is not the purpose of the ordinance to prohibit new construction within the historic district. Neither is it the purpose of this commission to inhibit design creativity for new construction. However, because the historic district has certain architectural features which define the neighborhood, new construction shall be of a quality and character that accentuates the surrounding built environment. Specifically, new construction is to be compatible in scale, building material, color and texture to the distinct architectural features of the historic district. This will be assured by the approval of all new construction designs by the Ravenna Design Review Commission.

Site Planning, Including Landscaping

The permitted and conditionally-permitted uses in Design Review District shall be consistent with the corresponding zoning districts as determined by the official Zoning Map of the City of Ravenna. In addition the following site standards shall be applicable:

1. All new parking areas shall be constructed in the rear yard when possible. When lot size necessitates other placement, parking shall be screened. Method of screening is to be approved by the Design Review Commission. ~~Driveways shall be constructed of concrete, bituminous material, such as black top, or the equivalent. (not needed)~~
2. Parking areas shall be screened from abutting areas zoned residential by a six-foot-high obscuring fence built or appropriate materials, or by a green belt.
3. Fences may be erected of historic materials, such as wood, wrought iron or masonry, in the front yard subject to approval of the Design Review Commission.
4. No property may have more than one point of ingress or egress, unless a safety or health hazard exists as defined in the Ravenna Zoning Code.
5. Minimum setbacks (front yard) shall conform to the average established setbacks of existing buildings in the district within three hundred feet of the subject property.
6. Minimum side yard and rear yard setbacks shall conform to the requirements of the corresponding zoning districts as indicated on the Zoning Map of the City of Ravenna.
7. Consideration shall be given to historic landscape treatments or sympathetic landscape designs as part of the overall construction project.

**SlGNS ~~AGE~~**  (Moved to back of section, based on principles found in preservation briefs)

 ***Integration of Signs into Storefronts and Sites:***

*Signs shall be of size, proportion, color, material and scale that respects the integrity of the building and its context on the street.*

1. *In general, signs are secondary or tertiary building elements*
2. *Signs shall be oriented to the pedestrian.*
3. *Sympathetically designed projecting signs perpendicular to sidewalk , or ground signs where a front yard is present are encouraged.*
4. *Window signs encompassing a small percentage of the glass area are encouraged.*
5. *Wall mounted signs shall be integrated into the design of the building, so as to clearly be secondary to major building elements, and not encroaching on design features such as sills, transom bands, windows and the like. Where possible, signs should be located in sign bands or the space between the top of the lower level storefront lintel and upper level window sills.*

***Submission Requirements***

Before any sign is constructed, erected or altered, it must receive a Certificate of Approval from the Ravenna Design Review Commission. Each application shall include the following and upon the request of the Ravenna Design Commission, submit any additional material deemed necessary:

1. The exact location and height of the sign.
2. The dimensions of the sign.
3. The color, materials, character and method of illumination, if any.
4. The method of supporting or fastening the sign.
5. In the case of a projecting or free-standing sign, the vertical distance between such sign and the finished grade and the horizontal distance between such sign and the curb.

### ALLOWABLE SIGN TYPES

1. Flat Signs: Any sign painted or affixed to an exterior wall of a building having the face of the sign parallel to the building.
	1. One sign per establishment per street frontage.
	2. Shall not extend horizontally more than three inches from the building face.
	3. May or may not be illuminated. Lighting source, design and placement must be unobtrusive as possible. Proposed method of lighting is subject to approval.
	4. May only carry a message related to a business or profession conducted, or a commodity or service sold or offered upon the premises where such sign is located.
2. Dimensional Surface Signs: This sign type is also affixed to an exterior wall of a building with the face of the sign parallel to the building. It may consist in part, or in whole, of three dimensional letter forms applied directly to the building surface, or applied to a separate flat background. The message may be in relief or depressed by means of carving, etching, routing, positive or negative cutout, etc. Special three dimensional signs, such as a figure, barber pole, clocks, etc., are generally acceptable provided these symbols meet appropriate guidelines.
	1. One sign per establishment per street frontage.
	2. Shall not extend horizontally more than twelve inches from the building face.
	3. May or may not be illuminated. Lighting source, design and placement must be as unobtrusive as possible, and must be approved by the Ravenna Design Review Commission.
	4. May carry only a message related to a business or profession conducted, or a commodity or service sold or offered upon the premises where such sign is located.
	5. The sign shall be contained in a three-dimensional rectangle whose top does not exceed the second story window sills and shall have a minimum clearance of ten feet above the sidewalk.
3. Projecting Signs: any sign projecting horizontally more than twelve inches from the building face. (Chapter 1458.14 (c) Projecting Signs).
	1. One sign per each pedestrian level tenant per street frontage and one sign for each upper floor tenant.
	2. Shall not exceed nine square feet in surface area.
	3. Shall not exceed horizontally more than one-half the distance of the width of the sidewalk from the property line to the curb.
	4. May or may not be illuminated. Lighting source, design and placement must be as unobtrusive as possible, and is subject to approval.
	5. May only carry a message related to a business or profession conducted, or a commodity or service sold or offered upon the premises where such sign is located.
	6. For pedestrian level establishments, the sign shall be contained in a rectangle whose top edge does not exceed the second story window sill. The bottom edge shall have a minimum clearance of nine feet above the sidewalk.
	7. For establishments wholly contained on upper floors, the sign shall be contained within a rectangle whose top edge does not exceed the next higher story level window sills. For establishments contained on the top floor level, the sign shall be contained within a rectangle whose top edge does not exceed the roofline.
4. , Window Signs: Any permanent sign painted, gold leafed or attached onto the glass area or installed behind a window or in a showcase intended for viewing through the window from the outside of the premises. (Chapter 1458.14 (d) Window Signs).
	1. One per window.
	2. The area of permanent window signs will be limited to 20% of the glass area, except in the case of a door sign where the sign's area may be 50% of the glass area. In some instances window signs totaling more than 20% may be approved at the discretion of the Design Review Commission.
	3. The sign area will be calculated for each window.
	4. May only carry a message related to a business or profession conducted, or a commodity or service sold or offered upon the premises where such sign is located.
5. Free Standing Signs: Any sign having its own support system which is independent of a building (including bulletin boards, A-shaped sandwich signs for sidewalk use, etc.) (Chapter

1458.14 (e) Free-Standing Signs).

* 1. One sign per pedestrian street level frontage.
	2. A-shaped sandwich signs must be a minimum of two feet and may be up to four feet in height and up to eight square feet.
	3. May be located anywhere within the front yard or side yard of the establishment. Free standing signs, except A-shaped sandwich signs, cannot be located on the sidewalk. A­ shaped sandwich signs may be located anywhere on the sidewalk directly in front of the establishment provided that the unobstructed sidewalk width is at least eight feet.
	4. Free standing signs may not exceed a height of 25 feet and must be visually compatible to the historic district. Surrounding signs, structures and proposed sign height will be considered in determining the sign area which would be appropriate.
	5. May only carry a message related to a business or profession conducted, or a commodity or service offered upon the premises where such sign is located.
	6. Free standing signs will not exceed sixteen square feet per face.
1. Awning Signs: Any sign painted or sewn onto an awning. Awnings shall only be made of canvas or other cloth fabric. Metal, plastic and other rigid materials are prohibited. (Chapter

1458.14 (g) Awning Signs).

* 1. One sign per front and at each end cap of awning, if desired.
	2. Symbols will be permitted provided the total area of any symbol and any lettering comprises no more than one-third of the awning valance area.
	3. The bottom of any awning shall be at least eight feet above the sidewalk.
1. Temporary Signs: Any sign not permanently attached to a building, the ground or other structure. Mobile signs: Any sign originally constructed or designed for mobility, either self-propelled or non-self-propelled, shall be considered mobile and not a permanent sign,

although the means or devices for mobility have been removed and their function replaced by a permanent type of foundation or anchorage to the ground.

* 1. Shall not remain on display for a period exceeding four weeks.
	2. One sign per pedestrian level tenant or one sign for each upper floor tenant.
	3. May or may not be illuminated subject to approval by the Design Review Commission.
	4. May only carry a message related to a business or profession conducted, or a commodity or service sold or offered upon the premises.
	5. May be located anywhere within the front yard of the establishment.
	6. May not exceed the height of eight feet from the ground level.
	7. Such sign should be 25% of allowable building sign square footage or *(:,N* x 1.5)+25

PROHIBITED SIGN TYPES

(Chapter 1458.14 (i) Prohibited Sign Types)

1. Roof Signs: Any sign placed on, over or above the roof or parapet of a building.
2. Billboards and Other Off Premises Signs: Any sign which advertises goods, services, facilities, events or activities not related to its location or which directs persons to different premises from those on which the sign is located if such sign is attached to the outside surface of a building or structure, or to trees, fence posts, telephone posts, or is free standing.
3. Flashing Signs: Generally, signs which flash, blink, revolve or otherwise convey motion will not be permitted. However, some of these sign types may be appropriate in a particular circumstance, such as the traditional rotating barber's pole.
	1. No sign, awning, canopy or other apparatus pertaining to signs shall be kept or maintained by supports of permanent posts or poles between the property line and curb.
	2. The method of attachment should respect the architectural integrity of the structure and relate to or become an extension of the architecture. No sign shall conceal architectural details.
	3. No sign shall be erected or constructed that is unsafe, insecure, a fire hazard, a wind hazard, a barrier to needed light or air, or is in any way a menace to public safety and welfare.
4. The color and materials of any sign shall be harmonious with the color and materials of the building identified by the sign. Materials such as wood, wrought iron, steel, metal grill work and so forth, which were used in the nineteenth century, are encouraged. Non-historic materials, such as extruded aluminum or plastics, are not recommended.

***NON CONFORMING AND OBSOLETE SIGNS***

1. Signs of non-conforming nature which were legally installed at the date of this ordinance may continue to exist in accordance with the Ravenna Zoning Code.
2. *(proposed) Signs that no longer are used shall have the sign panel blanked out, or removed if appropriate. Obsolete poles, foundations, brackets, light fixtures and other appurtenances related to the sign shall be removed from the building and site.*

## BUILDING MAINTENANCE AND REPAIRS

Neither the owner of nor the person in charge of a structure within a Historic District or of a designated Landmark shall permit such structure or landmark to fall into a state of disrepair which may result in the deterioration of any exterior appurtenances or architectural features so as to produce or tend to produce, in the judgment of the Design Review Commission, a detrimental effect upon the character of the Historic District as a whole of the life and character of the Landmark or structure in question, including but not limited to:

* 1. The deterioration of exterior walls or other vertical supports
	2. The deterioration of roofs or other horizontal members

(3) The deterioration of chimneys

1. The deterioration or crumbling of exterior plaster or mortar
2. The ineffective waterproofing of exterior walls, roofs, or foundations, including broken windows or doors
3. The deterioration of any feature, so as to create or permit the creation of any hazardous or unsafe condition or conditions. (could add signs here as well)

(Ord. 2013-072. Passed 5-6-13

# (missing- direction on demolition of buildings in the district)

# DEFINITIONS

Preservation is the process of sustaining the form and extent of a structure essentially as it now exists. It aims at halting further deterioration and providing structural stability where required, but does not involve significant rebuilding. Local examples of this are numerous and would include virtually any historic building which has been well maintained and whose owners are continuing to keep the building in good repair. The Immaculate Conception Church is a good example of preservation.

Restoration is the process of accurately recovering the form and details of a property as it appeared in a particular time by means of removal of later work and the replacement of missing original work. There are very few examples of this approach because it is often very expensive. The Etna House is, perhaps the best local example of restoration of an exterior façade.

Reconstruction is the process of reproducing by new construction the exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period in time. According to federal guidelines reconstruction should only be undertaken when the properly lo be reconstructed is essential for understanding and interpreting the value of a historic district, and sufficient documentation exists to ensure an exact reproduction of the original. No local examples of reconstruction exist.

Replication is the process whereby an original structure is duplicated on another site, often with changes made for the sake of convenience. A wide variation in the quality of replicas exists.

Sometimes they are useful when an important part of a group of buildings is no longer standing, but in many instances they can give a false impression of the original object.

Rehabilitation (or adaptive re-use) is the process of returning a property to a state or utility, through repair or alteration, which makes possible an efficient contemporary use. In rehabilitation those portions of the property which are important in illustrating historic, architectural and cultural values are preserved or restored. This process is the most generally usable and respected technique in dealing with historic buildings today. Ravenna has a number of older houses where the historic exteriors and significant interior spaces have been restored, but the kitchens, bathrooms and mechanical systems have been updated for modern living.

Remodeling is the process of changing or adapting an old building to a new use, but without regard to the effect of these changes or modernizations on the building's original character. This process can often damage a historic building as its essential architectural elements are lost through remodeling. Many of Ravenna's commercial buildings in the downtown area have undergone remodeling, especially on their storefronts. This produces a lower level which is out of harmony with the historic upper floors and can create an appearance which is timely when completed, but soon becomes outdated and worn. One of the biggest problems with remodeling, or "remuddling" as preservationists refer to it, is that the building's appearance not only is changed, but often the materials used are of inferior quality and contract with the more substantial materials of the original construction.

**1434.02 DEFINITIONS.** As used in this chapter:

1. "Alter or alteration" means any change in the architectural features of any property, such as construction, when that property lies within the Historic District or is a Listed Property
2. "Addition" means any act or process that changes one or more of the exterior architectural features of a building or structure by adding to, joining with or increasing the size or capacity of the building or structure
3. "Building" means any structure created for the support, shelter or enclosure of persons, animals, or property of any kind and which is permanently affixed to the land
4. "Certificate of Approval" means a certificate issued by the Design Review Commission indicating that a proposed change, alteration, or demolition of a historic building or structure or within a historic site or district, is in accordance with the provisions of this chapter and local design guidelines
5. "Change" means any alteration, demolition, removal, or construction involving any property subject to the provisions of this chapter
6. "Demolition" means any act or process that destroys in part or in whole any building or structure
7. "Guidelines" means the specific criteria of this chapter relating to appropriate and inappropriate methods and techniques for performing the physical work on a structure. These criteria are meant as a broad-based guide for the execution of the work and each project is to be reviewed on an individual basis.
8. "Historic District'' means any area designated by ordinance of the City of Ravenna which may contain within definable geographic boundaries, buildings, structures, or sites of historic, architectural, or archaeological significance
9. "Historic Structure “means any building or structure which has historic, architectural, or archaeological significance and has been so designated according to the provisions of this chapter. The significance of a property to the history, architecture, archaeology, engineering, or culture of this community, state, or the nation may be achieved in several ways:
	1. Association with broad pattern of our history, events, activities, or patterns
10. Association with important persons
11. Distinctive physical characteristics of design, construction, or form

{4) Potential to yield information important in history or prehistory (archaeology)

G) "Listed Property" means any building, structure, or archaeological site that has been designated as a "Listed Property" by ordinance of the City pursuant to procedures proscribed herein, that is worthy of preservation, restoration, or rehabilitation because of its historic, architectural, or archaeological significance

1. "Owner" means the owner or owners of record
	1. "Design Review Commission" shall mean the board or commission established under the provisions of this Chapter.

(Ord. 2013-072 Passed 5/6/2013)