



Design Review Board Meeting
Wednesday, August 9, 2023 - 5:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Environmental Changes Minor - Review & Recommendation
 - a. Ordinance and fee schedule
5. Other Business
6. Adjourn

1187.03 DEFINITIONS.

As used in this Chapter, the following words shall be defined as:

- (a) "Applicant" means any person, persons, association, organization, partnership, unit of government, public body or corporation who applies for a Certificate of Appropriateness in order to undertake an environmental change within the Districts.
 - (b) "Certificate of Appropriateness" means a certificate authorizing any environmental change within the Design Review District.
 - (c) "Design Plan" means a plan for the general design of a residential housing development within the City. A Design Plan must be approved as part of the overall Development Plan.
 - (d) "Design Review Districts and Standards" refers to the document providing building, construction and design standards for any environmental change within all Design Review districts as well as general design standards for the Village of Johnstown.
 - (e) "Districts" means the Design Review Districts.
 - (f) "Environmental change, major" means new construction, alterations which change, modify, reconstruct, remove or demolish any exterior features of an existing structure that are not considered to be minor modifications, demolition, building addition, the addition of signage or changes to nonconforming signs and the construction of accessory buildings, structures including, fences, walls, retaining walls, decks, porches, swimming pools and spas, and similar changes as determined by the Village Manager, subject to the provisions of this chapter.
 - (g) "Environmental change, minor" means the addition or deletion of awnings, canopies, replacement of windows and doors, gutters, skylights, solar panels, satellite dishes and similar appurtenances as determined by the Village Manager; face changes to otherwise conforming signs; changes to paint and siding colors; changes in materials but not in appearance; re-roofs; landscape modifications; the construction of sports fields and associated bleachers, fences, dugouts and like facilities not requiring a commercial building permit, as approved by the Village Manager and modifications to off-street parking and loading areas containing less than five spaces. All minor environmental changes must comply with the Design Guidelines and Requirements of this chapter. Minor environmental changes done in conjunction with major environmental changes are to be treated as major changes for the purposes of this chapter.
 - (h) "Preserve" or "preservation" means the process, including maintenance, of treating of an existing building to arrest or slow future deterioration, stabilize the structure, and provide structural safety without changing or adversely affecting the character or appearance of the structure.
 - (i) "Owner" means the owner of record, and the term shall include the plural as well as the singular.
- (Ord. 25-2021. Passed 7-6-21.)

1187.04 DISTRICT BOUNDARIES.

The Design Review Districts have been defined in the Design Review Districts and Standards Plan and are as follows: Historic Village Center, Corridor and Urban Neighborhood District. A map of the districts can be viewed on page 8 in the Design Review Districts and Standards Plan. New non-residential structures or additions in GCC-1, GCC-2, and LM zoning districts are also subject to the Certificate of Appropriateness requirement.

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(Ord. 25-2021. Passed 7-6-21.)

1187.05 REVIEW AND APPROVAL AUTHORITY.

The Design Review Board is hereby established to carry out the duties and functions of TITLE NINE. The Design Review Board shall consist of five members. All five members shall be appointed by City Council. At least three members must be residents of the Village of Johnstown, two members may reside outside of the Johnstown municipal limits but must reside within Monroe Township. All members shall be appointed by Council for terms of four years. Initial term lengths shall be staggered so as to provide continuity of membership on the Board. Terms shall begin thirty (30) days after enactment of this legislation. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which his/ her predecessor was appointed shall hold office for the remainder of the term.

- (a) Duties and Responsibilities. The Design Review Board shall review Certificate of Appropriateness and Design Plan applications in accordance with this section. The Design Review Board shall also perform any other duties outlined in this code. It shall also be the duty of the Design Review Board:

- (1) To protect property rights and values;

- (2) To enhance the built environment, make reports, hold public meetings/hearings and perform all other duties as may be prescribed by Licking County, the Ohio Revised Code (ORC) and this code;
 - (3) To review development proposals as required by this code; and
 - (4) To provide recommendations to the City Council on issues that the Council may refer to the Commission.
- (b) Rules of Procedure. The following Rules of Procedure shall be followed:
- (1) Quorum Requirement. A quorum of three (3) members, which may include one or more of the “standing alternates”, is required to render any decision. A majority of those voting shall prevail.
 - (2) Conduct of Meetings. To implement the purpose of this DRB, certain procedures shall be adopted to include, but not be limited to, a regularly scheduled meeting attended by members of the DRB. Written meeting reviews setting forth decision and findings shall be made. These records shall be preserved as part of the official proceedings for each development proposal. Lastly, the DRB shall generally follow “Robert’s Rules of Order” and may prepare and adopt supplemental procedural rules, subject to the approval of the City Council, that will ensure the accomplishment of the stated purpose and promote the efficiency and effectiveness of the design review process.

(Ord. 42-2021. Passed 10-19-21.)

1187.06 CERTIFICATE OF APPROPRIATENESS AND DESIGN PLAN REQUIRED.

(a) A Certificate of Appropriateness is required for any new non-residential structure or addition within the Design Districts, as well as GCC-1, GCC-2 and LM zoning districts and any other properties in any other zoning district which are non-conforming uses in that district and shall apply to all environmental changes. A Design Plan is required as part of the Development Plan for any new residential development in Johnstown.

(b) A zoning permit for a structure(s) requiring a Certificate of Appropriateness or Design Plan approval shall be issued only after approval by the Design Review Board.

(c) Exterior work on a structure that requires approval by the Design Review Board shall not commence until approval is granted by the Design Review Board. Should work commence prior to the Design Review Board approval, the property owner shall be subject to penalties per Section 1125.99 of the Planning and Zoning Ordinance.

(Ord. 25-2021. Passed 7-6-21.)

1187.07 PROCEDURE FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS OR DESIGN PLAN APPROVAL.

(a) Applications for the approval of the Certificate of Appropriateness or Design Plan:

- (1) Shall be filed with the City on forms provided by the City;
- (2) Shall include all required supplemental information, including such plans, drawings, specifications and other materials as may be needed by staff or the Design Review Board to make a determination;
- (3) Shall be submitted by the application deadline as established by the City;
- (4) Shall be signed by the applicant and owner attesting to the truth and exactness of all information supplied on the application.

(b) Design Plan Materials for Submission. The materials that may be required for submission as part of the Design Plan include but are not limited to:

- (1) A dimensioned site plan showing existing conditions including all structures, pavement, curb-cut locations, natural features such as tree masses and riparian corridors, and rights-of-way.
- (2) A dimensioned site plan showing the proposed site change including structures, pavement, revised curb-cut locations and landscaping.
- (3) Illustration of all existing building elevations to scale.
- (4) Illustrations of all proposed building elevations to scale.
- (5) Samples of proposed building materials.
- (6) Color samples for proposed roof, siding, etc.
- (7) Illustrations of all existing site signage including wall and ground.
- (8) Illustrations of proposed signage to scale.
- (9) A dimensioned site plan showing location of existing ground mounted signs.
- (10) A dimensioned site plan showing the proposed location of ground mounted signs.
- (11) Samples of proposed sign materials.
- (12) Color samples of proposed sign(s).
- (13) Proposed lighting plan for sign(s).
- (14) The applicant shall post one sign per public street frontage of the subject property within fifteen (15) feet of the curb indicating the subject, date, and time for a public hearing. The sign(s)

shall be posted at least ten (10) days prior to the scheduled hearing. The sign(s) should be purchased at the Johnstown City Offices and will measure no less than two (2) feet by three (3) feet.

(c) Staff, including the City Engineer and the City Planner, shall review the submitted materials for completeness and shall:

- (1) If it is found to be complete, place the Certificate of Appropriateness or Design Plan application on the next appropriate Design Review Board agenda; or
- (2) If it is found to be incomplete, reject the application and return, the application and fee to the applicant with an itemization of deficiencies.

(d) Any minor environmental change requires a Certificate of Appropriateness issued by the Village Manager.

(e) Any major or minor environmental change which requires a variance to the requirements of this chapter requires a Certificate of Appropriateness to be issued by the Planning and Zoning Commission.

(f) Design Plan Approval and Issuance of Certificate of Appropriateness. The Design Review Board shall after receipt of reports from the City Planner or City Engineer - determine whether the Certificate of Appropriateness or Design Plan shall be approved, conditionally approved, or disapproved. The application shall not be approved unless the Design Review Board finds that all of the applicable provisions in the Planning and Zoning Ordinance and the Design Review Districts and Standards have been satisfied and that the site plan meets the purpose and intent of this chapter, including the location and configuration of the building(s), landscaping, off-street parking, driveways and site amenities are visually harmonious within the site and its surroundings.

- (1) If the Design Plan is disapproved, the reasons for a disapproving vote shall be stated by those members and it shall be captured in the minutes of the meeting.
- (2) Design Plans must be approved, conditionally approved or disapproved within thirty (30) working days from the date of receipt. This thirty (30) day period may be extended by the mutual agreement of the Design Review Board and the applicant.
- (3) Design Plan approval shall be for a period not to exceed eighteen (18) months from the approval date of the Design Plan.
- (4) If no construction has begun within two (2) years after approval is granted, the approved Exterior Plan shall become null and void.
- (5) Design Plans approved prior to the adoption of this section, in which work has not commenced, shall become null and void one (1) year after the adoption of this section.

(Ord. 35-2021. Passed 8-17-21.)

1187.08 CRITERIA FOR EVALUATION OF APPLICATION FOR CERTIFICATION OF DESIGN APPROPRIATENESS.

In considering the appropriateness of any proposed environmental change, including landscaping or exterior signage, the Board or Village staff member shall consider the following, as a part of its review:

- (a) The compliance of the application with the Design Guidelines and Requirements. The proposed environmental change is to comply with the Design Guidelines and Requirements of the Village, incorporated by reference.
- (b) 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.
- (c) The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.
- (d) 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.
- (e) Each property shall be recognized as a physical record of its historic time, place and use. Alterations that have no historical basis and which seek to create an appearance inconsistent or inappropriate to the original integrity of the property shall be discouraged.
- (f) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (g) 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.
- (h) 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.

- (i) 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.
 - (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.
 - (k) Significant archeological resources affected by a project shall be protected and preserved, if such resources must be disturbed, mitigation measures shall be undertaken.
 - (l) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- (Ord. 05-2011. Passed 5-17-11.)



RESOLUTION 2023-11

**AN ORDINANCE ESTABLISHING AND AMENDING CERTAIN FEES FOR
PLANNING AND ZONING SERVICES PROVIDED BY THE CITY OF
JOHNSTOWN AND SETTING ASIDE ALL OTHER FEES PREVIOUSLY
ESTABLISHED**

WHEREAS, the cost of providing planning and zoning services to individual residents and businesses has increased substantially over the past five years; and

WHEREAS, it is the intent of the City Council to have planning and zoning applicants pay for the cost of said planning and zoning services and not the City of Johnstown taxpayers; and

WHEREAS, as stated in Section 1127.09, Council, by resolution, shall establish a schedule of fees, charges and expenses and a collection procedure for Zoning Certificates, Certificates of Compliance and other matters pertaining to this Zoning Ordinance. The schedule of fees shall be posted in the office of the Zoning Inspector and may be altered and amended only by Ordinance of Council; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO; A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 1. City Council herein approves the following fee schedule; amended fees are highlighted

2023 Planning & Zoning Department Fee Schedule

Lot Split	\$100 plus \$50 per new lot created by lot split
Preliminary Plat	\$1,500 plus \$200 per lot (single family) OR \$2000 plus \$100 per acre or partial acre (non-single-family) subdivision plat
Final Plat	\$2,000 plus \$200 per lot (single family) OR \$1,000 plus \$100 per acre or partial acre (non-single-family) subdivision plat
Re-plat	\$300 plus cost of postage and advertising*
Street, Storm water, Sanitary and Water Plan Review and Inspection	\$7,500 initial deposit plus costs incurred for review and inspection
Commercial Site Plan Review & Inspection	\$7,500 initial deposit plus costs incurred for review and inspection
Conditional Use	\$500 plus cost of postage and advertising*
Variance (single family)	\$250 plus cost of postage and advertising*
Variance (non-single family)	\$500 plus cost of postage and advertising*
Non-Conforming Use (single family)	\$600 plus cost of postage and advertising*
Non-Conforming Use (non-single family)	\$600 plus cost of postage and advertising*
Zoning Map Amendment	\$600 plus cost of postage and advertising*
Zoning Text Amendment	\$600 plus cost of postage and advertising*

Zoning Appeal	\$200 plus the cost of postage and advertising *
Home Occupation	\$200 plus cost of postage and advertising*
Zoning Certificate (REQUIRED for all new construction [including garages], additions or modifications to or change of use of ANY structure)	\$100(single family) OR \$200 (non-single family)
Preliminary Planned Unit Development Plan	\$2,000 plus \$200 per lot (single family) OR \$750 plus \$200 per acre or partial acre (non-single-family) subdivision plat
Final Planned Unit Development Plan	\$2,000 plus \$200 per lot (single family) OR \$1,000 plus \$200 per acre or partial acre (non-single-family) subdivision plat
Improvements Inspection for Planned Unit Developments	\$7,500 initial deposit plus costs incurred for review and inspection
Certificate of Appropriateness	\$300
Occupancy Certificate (single family)	\$125
Occupancy Certificate (multiple family)	\$150 per unit
Occupancy Certificate (all others)	\$250
Sign Permit	\$150 plus \$0.50 per sq ft of sign facing
Temporary Sign Permit	\$50 (which includes a \$25 refundable deposit if the sign is timely removed)
Garage Sale Permit	\$5 per day - limited to three (3) sales per year at any given address
Fence Permit	\$50 (single family) OR \$100 (non-single family)
Curb Cut	\$50 (single family) OR \$100 (non-single family)
Sidewalk	\$50 (single family) OR \$100 (non-single family)
Sidewalk Sign	\$30
Deck (Residential)	\$50
Deck (Non-Residential)	\$200
Shed (Residential)	\$50
Shed (Non-Residential)	\$200
Site Drainage Review & Inspection Fee	\$0.20 per sq ft of impervious surface area on site
Re-Inspection (all types)	\$75
Permit Modification (all types)	\$50
Flood Development Permit	\$300 plus \$10 per acre or partial acre
Demolition Permit (non-single family)	\$1,000 per structure (which includes a \$500 refundable deposit, if requested, following inspection to ensure lot is timely restored to green space)
Demolition Permit (single family)	\$700 per structure (which includes a \$500 refundable deposit, if requested, following inspection to ensure lot is timely restored to green space)
Maps	\$5 per copy
Zoning Code	\$25 per copy

Annexation Review	\$25 per acre or partial acre proposed to be annexed
Food Trucks	\$50 per day

Section 2. Any resolution or portion thereof in conflict with the provisions of this resolution is hereby repealed.

Section 3. It is found and determined that all formal actions of this City Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this City Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the CITY OF JOHNSTOWN

Date of Introduction/Public Hearing/Passage: April 18, 2023

Effective:

By: Orsini


Donald Barnard, Mayor

ATTEST TO:

APPROVED AS TO FORM:


Teresa Monroe, Clerk of Council


Yazan Ashrawi, Law Director