

**CITY OF DELAWARE
HISTORIC PRESERVATION COMMISSION
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex**
6:30 P.M.**

AGENDA

REGULAR MEETING

February 24, 2021

1. ROLL CALL
2. APPROVAL of the Motion Summary of the Historic Preservation Commission meeting held on January 27, 2021 as recorded and transcribed.
3. REGULAR BUSINESS
 - A. 2021-0332: A request by MOHIO Pizza for a Certificate of Appropriateness for a proposed rear permanent patio at 23 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.
 - B. 2021-0339: A request by Rylee Ltd for an Informal Review for the proposed demolition and reconstruction of 24-26 South Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.
 - C. DISCUSSIONS
 - (1) Fiberglass-Clad Windows
6. STAFF COMMENTS
7. COMMISSION MEMBER COMMENTS AND DISCUSSION
8. NEXT REGULAR MEETING: March 24, 2021
9. ADJOURNMENT

**This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by the Commission, staff, or the public will be available.

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
January 27, 2021**

ITEM 1. Roll Call

Chairman Coleman called the virtual meeting to order at 6:35 p.m.

Members Present: Cara Hering, Mark Reed, Mark Smiles, Sherry Riviera, Councilwoman Lisa Keller, Stephanie VanGundy, Chairman Joe Coleman

Staff Present: Dianne Guenther, Development Planner

ITEM 2. ELECTION OF OFFICERS

Motion: Ms. Riviera motioned to nominate Mr. Coleman as Chairperson, seconded by Mr. Smiles. There were no other nominations and Mr. Coleman agreed to this role. Motion approved by a 7-0 vote.

Motion: Councilwoman Keller motioned to nominate Ms. Riviera as Vice-Chairperson, seconded by Chairman Coleman. There were no other nominations and Ms. Riviera agreed to this role. Motion approved by a 7-0 vote.

ITEM 3. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on December 16, 2020, as recorded and transcribed.

Motion: Mr. Reed motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on December 16, 2020, as recorded and transcribed, seconded by Vice-Chairwoman Riviera. Motion approved with a 6-0-1 (Van Gundy) vote.

ITEM 4. REGULAR BUSINESS

- A. 2021-0047: A request by Triad Architects for a Certificate of Appropriateness for a proposed bank building renovation and addition at 33 West William Street, which is zoned B-3 (Community Business District) and located in the Transitional Sub-District of the Downtown Historic District Overlay.

Ms. Guenther discussed that the Applicant appeared at the December 16, 2020 HPC meeting for an informal review for the proposed project which entails renovation of the existing mini-bank building and drive-through lanes. There will also be a 2,170 square foot addition to the building's west side. She reviewed the proposed site plan and the revisions to the plan from the informal review, along with the proposed materials and coloring. The Commission was notified that if the Certificate of

Appropriateness is approved by the Commission, the Applicant intends to work with City Staff to pursue rezoning of the site to B-2 Central Business District from the B-3 Community Business District.

APPLICANT:

Zach Price
Triad Architects
328 North Sandusky Street
Delaware, Ohio

The Commission discussed the elevation to the building in regards to the bricked in windows. Mr. Price discussed the preference for the bricked in windows to remain in the plan as submitted.

Motion: Vice-Chairwoman Riviera motioned to approve 2021-0047, as presented and including staff recommendations, seconded by Mr. Smiles. Motion approved by a 7-0 vote.

- B. 2021-0049: A request by MOHIO Pizza for an Informal Review for a proposed rear permanent patio at 23 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther discussed the proposal from the Applicant is related to the COVID-19 pandemic and the need to comply with CDC and Delaware County Health Department requirements for social distancing. Seating was limited due to these restrictions and that Applicant was approved for a COVID temporary patio permit at the rear of the building. Due to the western exposure, the area would become unbearably hot as the sun moves toward the west and the view also provided a less than ideal dining experience with adjacent grease traps, dumpsters, parking lots, utility wires. The Applicant placed removable wood pallets to attempt to screen the views and use umbrellas and a large banner to block the sun.

To create a better dining experience the Applicant is proposing a rear permanent patio with a constructed pergola with pleated cable shades on the top and sides. The pergola would have slatted or picket-type patio fencing around its base perimeter, with planters behind the fencing.

APPLICANT:

Monroe Nelson
MOHIO Pizza
6467 Taggert Road
Delaware, Ohio

The Commission discussed the concept plan presented by staff. Ms. Riviera discussed using a taller fence to help shield the background view. Councilwoman Keller voiced her support of the concept plan. Chairman Coleman also voiced his support and recommended that the Applicant present a final design to the Commission.

C. DISCUSSIONS

(1) Fiberglass-Clad Windows

Ms. Guenther reviewed the background to the fiberglass-clad window discussion. She discussed conversation with federal and state representatives that discussed a paradigm shift at the state and federal level regarding materials in order to achieve historic profile appearance. She recommended that materials listed as alternatives in the Architectural Standards of Downtown Delaware do not rise to the level of specific manufacturers and models as they can often change.

Chairman Coleman requested more information from the experts regarding methodology to use to approve the windows. Ms. Van Gundy discussed that amending the standards regarding window options can be at a case-by-case basis. Ms. Riviera discussed that there are no specifics on aluminum clad or wood windows and would agree to the case-by-case approval. Ms. Guenther discussed the ability to review the current windows and the replacement product to get a good match. Ms. Hering recommended that staff include in staff reports the current window to compare to proposed. The Commission was in agreement to receive more detail information regarding the fiberglass window specifications from staff to proceed with amending the standards.

ITEM 5. STAFF COMMENTS

Ms. Guenther informed the Commission that the process for 2021 sidewalk permits will be starting.

ITEM 6. COMMISSION MEMBER COMMENTS AND DISCUSSION

ITEM 7. NEXT REGULAR MEETING: February 24, 2021

ITEM 8. ADJOURNMENT

Motion: Ms. Van Gundy moved to adjourn the meeting, seconded by Vice-Chairwoman Riviera. The Historic Preservation Commission meeting adjourned at 8:18 p.m.

Chairperson

Elaine McCloskey, Clerk

APPLICANT

MOHIO Pizza Company
23 North Sandusky Street
Delaware, Ohio 43015

REQUEST

2021-0332: A request by MOHIO Pizza for a Certificate of Appropriateness for a proposed rear permanent patio at 23 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

LOCATION & DESCRIPTION

The subject site at 23 North Sandusky Street is located on the west side of North Sandusky Street between William and Winter Streets within the Downtown Core of the Historic District Overlay. The properties immediately to the north, south, and east are also located in the Downtown Core, while the properties to the west are in the Transitional Sub-district of the Historic District Overlay. The zoning is B-2 (Central Business District), as are the surrounding properties.

BACKGROUND

The last appearance of the Applicant before HPC was January 27, 2021 to introduce the concept of a permanent rear patio behind MOHIO Pizza Co. (HPC 2021-0049). The Applicant purchased the building in 2015, transforming the storefront into a popular bistro serving brick oven-baked pizzas, sandwiches, and salads, along with locally crafted beers, wine, and cocktails. Seating on the interior and on the front patio became limited due to the on-going COVID19 health pandemic. The Applicant was approved by the City of Delaware for a COVID temporary patio permit at the rear of the building, which is on the Applicant's private property. The space is inset between the two adjoining buildings and sits a safe distance from alley traffic and city parking lot traffic. However, due to the western exposure, the afternoon heat and proximity to the nearby 'business end' of buildings, such as grease pits and dumpsters, did not prove to provide an ideal setting or dining experience.

The fenced pergola-styled rear patio will provide much needed seating in the warmer months, as well as a unique positive dining experience for the Applicant's customers, screening them from the sun and less attractive nearby features. HPC was receptive to the idea.

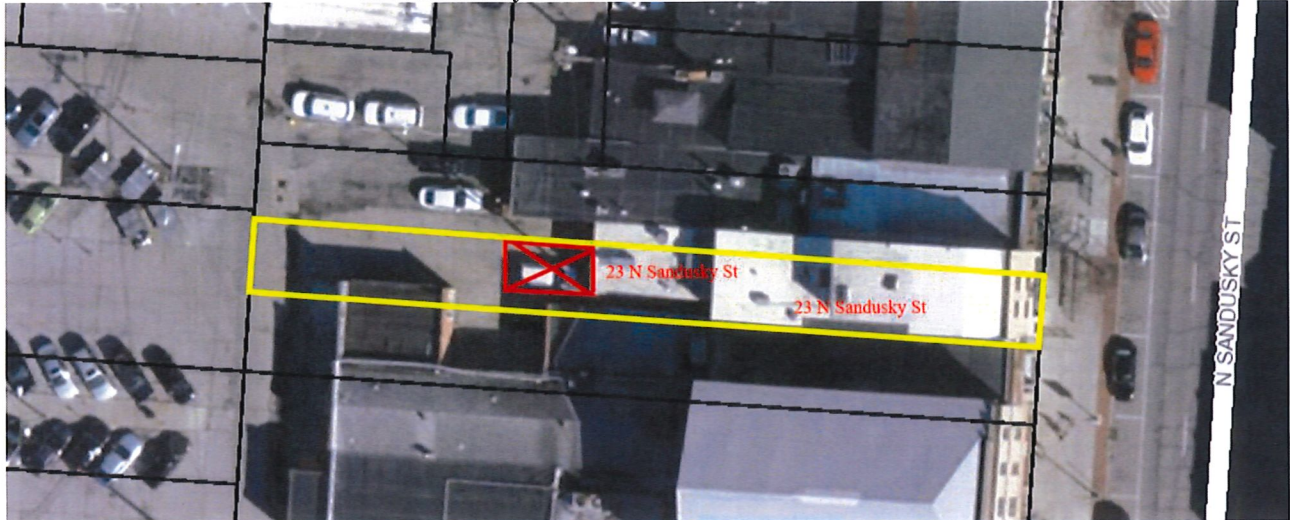
MOHIO Pizza Co. Covid19 Patio Seating 2020



Proposed Pergola Concept with Cable Shades and Fencing



23 N Sandusky Street Aerial View of Rear Patio Site



Proposed Rear Permanent Patio Area

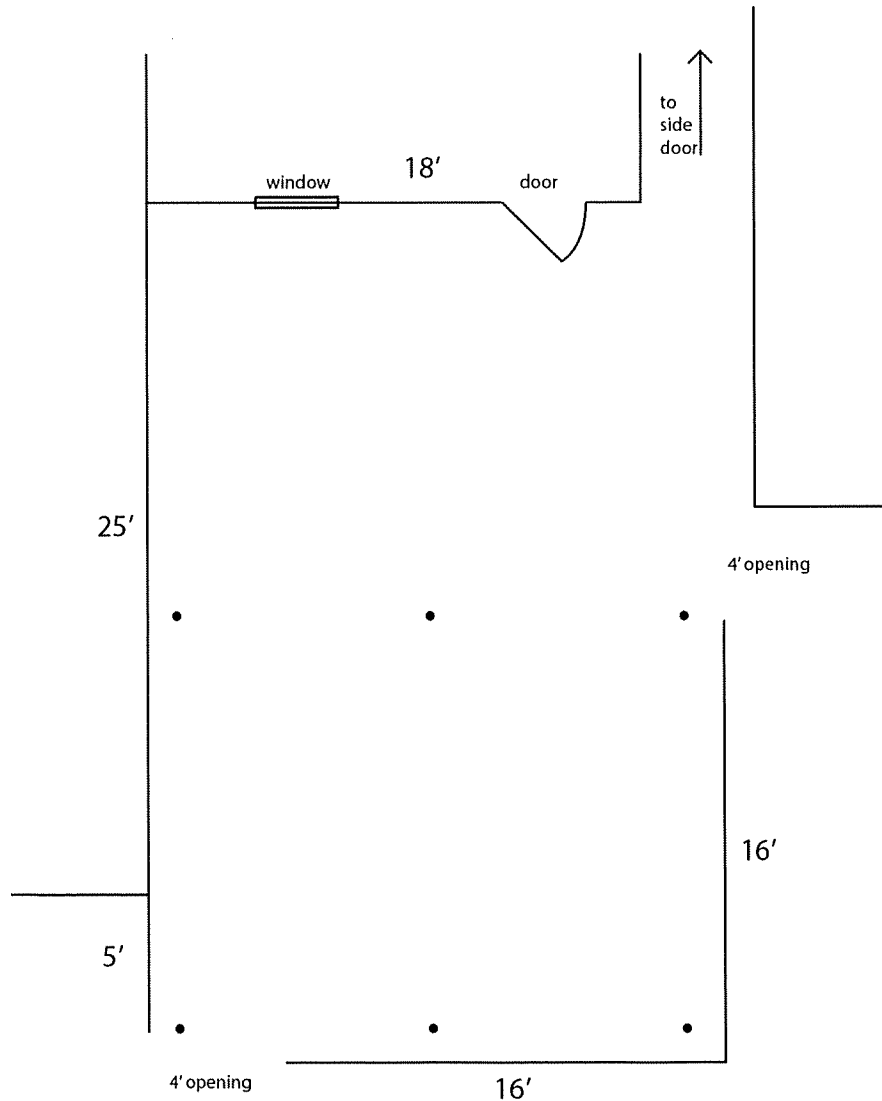


PROPOSAL

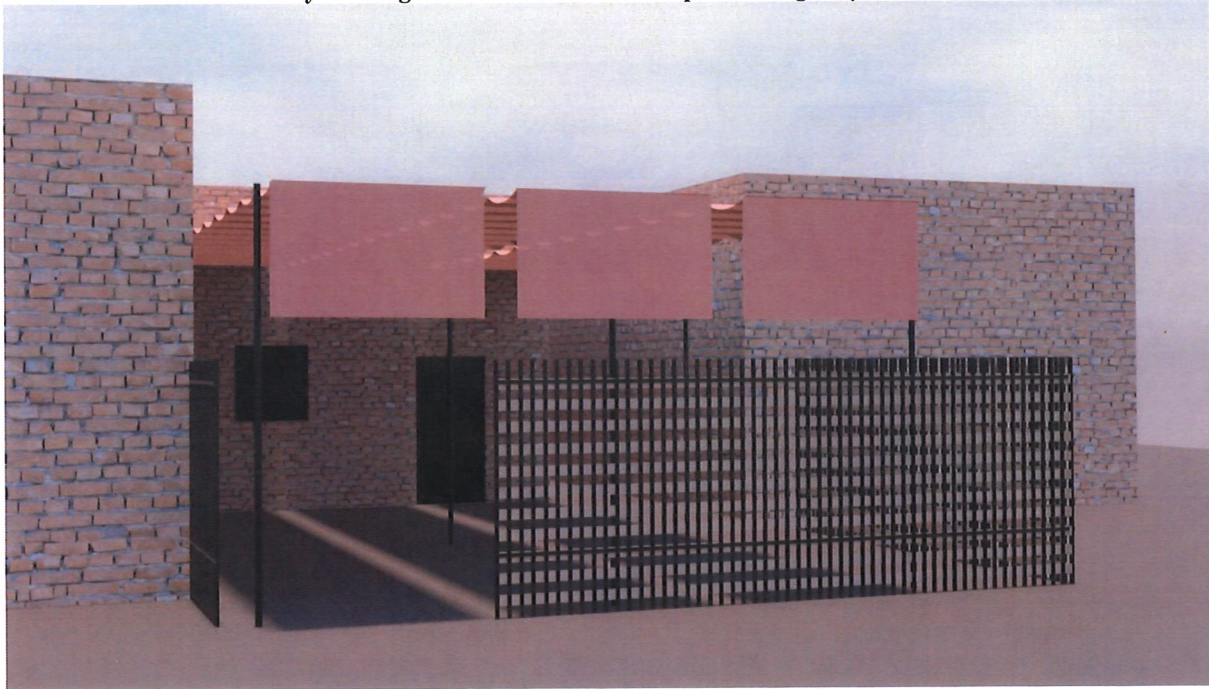
The Applicant presents the following design for review and seeks HPC's approval to move forward to the construction phase. Rather than a full pergola, the cable shades will be suspended from a less-invasive black metal grid support system attached to the rear building wall and black metal vertical posts within the patio area. The cable shades will be suspended from the top grid and, most importantly, the cable shades will be lengthened to drape over the western end of the patio to shield the sun from the patio patrons. To assist with screening the

parking lot, dumpsters, etc., a 6-foot-high black metal historically appropriate picket style fence will be installed on the perimeter as shown in the sketch below. Two 4-foot-wide gate openings will be installed: one on the northwest corner to accommodate the rear pick-up window and patio entry/egress and one on the southeast corner to accommodate the business side door. The patio fence will be placed to not interfere with access to Restoration Brew Worx to the north and the rear entry door of the Delaware County Board of Realtors building to the south. Horizontal wood slats will be affixed to the interior of the patio fence to provide for additional screening and spaced to allow air flow and to possibly support small planter boxes on the exterior. The Applicant is a contractor by trade and will install the cable shades and patio fencing himself after securing the appropriate permits.

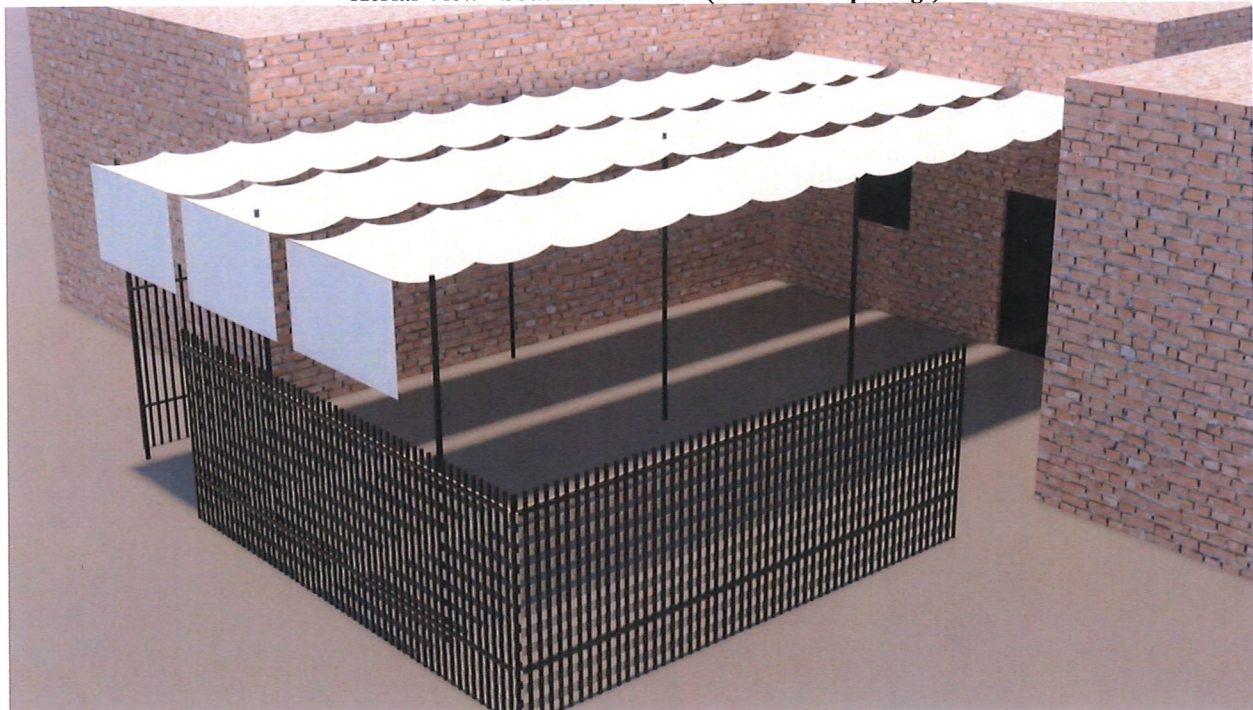
Proposed Patio Sketch



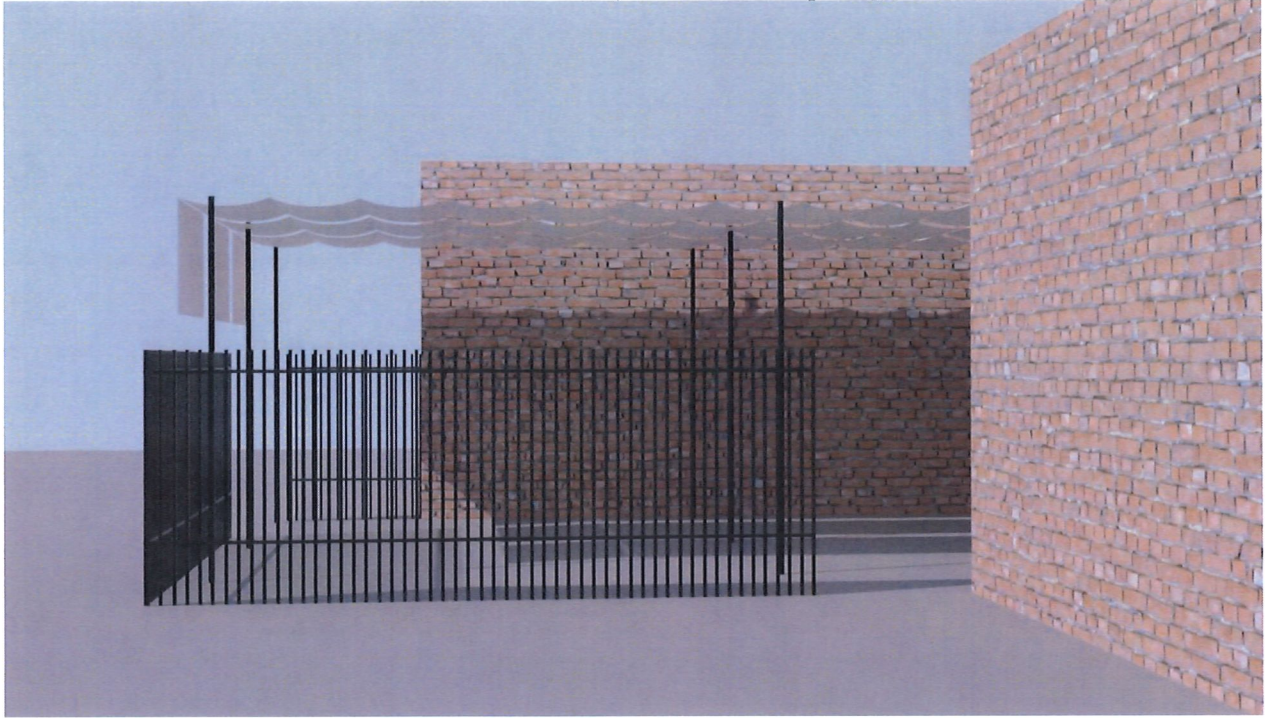
View from Alley/Parking Lot – West Side and Proposed Burgundy Color Cable Shade



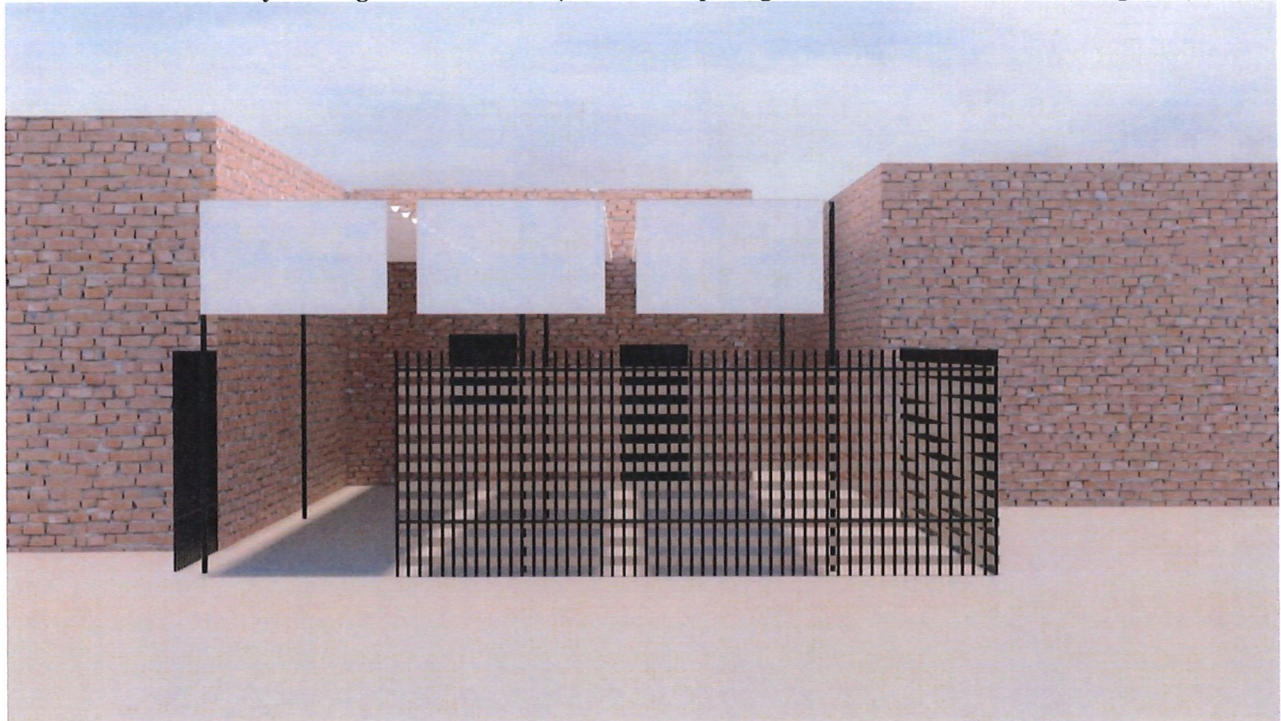
Aerial View - Southwest Corner (Note Gate Openings)



View of South Side (Note Side Gate Opening)

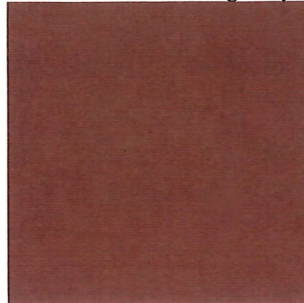


View from Alley/Parking Lot – West Side (Note Gate Opening and Horizontal Wood Screening Slats)



The selected fabric will be required to meet building code requirements. The fabric color will be burgundy to blend with the existing awnings at the rear of the building and with the surrounding brick. In addition, the cable shade manufacturer suggests a mesh-type fabric to allow for moisture evaporation and air flow. If a heavier Sunbrella-type fabric is selected, drainage grommets are recommended. (The white and gray colors depicted in the renderings are for illustrative purposes only.) The Applicant will re-use the tables and chairs already in place.

Fabric Color: Burgundy



The Applicant wishes to create a dining experience on the rear patio area that is just as enjoyable as the inside of the restaurant. The Applicant understands the patio needs to comply with the Architectural Standards in terms of colors and materials. The plan is mindful of access points to his building's rear entrances and the Board of Realtors Office to the south, Restoration BrewWorx to the north, and any easements. The patio is planned with proper openings for emergency forces access and public egress. The Applicant is hopeful HPC approves the request for a Certificate of Appropriateness and continues to be open to comments and suggestions. Upon approval, the Applicant will coordinate with City Staff to obtain the appropriate city department approvals and construction permits.

STAFF ANALYSIS

City Staff continues to be supportive of this permanent patio concept for MOHIO Pizza Co. at the rear of the building on the Applicant's private property. The modified design presented appears to fit the evolution of the Downtown nicely in creating and resulting in a pleasurable dining experience. The City Parking Plan calls for beautifying the parking lots and engaging in more activation of rear areas such as this, where appropriate and where there is room. The concept still leaves room for the every-day "business" of trash/dumpster location if needed in the future, as well as space for parking for the restaurant and the building. To the extent that any plant material could be included would be very helpful and make the space feel more friendly and inviting. With the space being on the western exposure, and the amount of heat that is generated throughout the day, the idea of cable shades and pull-downs for west side of patio makes sense. The concept seems to be a fit for this property, and as proposed, should be well-constructed and well-received.

The Architectural Standards speak to guidelines established for tables and chairs proposed for temporary placement on the public sidewalk area. The tables and chairs shall be comprised of metal or wood. The colors shall complement the storefront and not be "garish, bright, or fluorescent." The style and material of any barriers (planters, fences, etc.) shall complement the storefront. Regarding alcoholic beverage service, the area is delineated by a physical boundary as required by the State Division of Liquor Control. The Standards do indicate a historically appropriate metal fence, and the typical fence in the downtown area is a black metal picket-style fence. The acceptability of the perimeters by Liquor Control prevails in this regard. As precedence, in addition to patio areas located on the public sidewalk rights-of-way, there are a number of patios located on private property in the Downtown area receiving HPC approvals, including: Amato's Pizza-6 South Sandusky Street, Old Dog Alehouse-13 West William Street, SMOHKED BBQ-14 West William Street, Roops Bar-17 North Union Street, Old Bag of Nails-66 North Sandusky Street, Moose Lodge-80 North Sandusky Street, and the Redmen Club-137

East Winter Street. Staff also offers that a pergola concept was positively received for the 14 West William Street new construction project during its Informal Review (HPC 2016-2532). The Applicant was not able to fit that design into the project budget, and the alternate patio design as currently existing on site was approved.

Should HPC continues to be supportive of the plan, in materials and colors that comply with the Architectural Standards, the Applicant will coordinate with City Staff for the departmental reviews that speaks to the technicalities of the project. Items such as safety force access, building ingress/egress, location of underground utility easements, access for adjoining properties, construction plans, traffic barriers, etc. will be discussed. City Staff does recommend approval for this project. The Applicant and City Staff are open to comments and suggestions from HPC.

STAFF RECOMMENDATION (HPC 2021-0332 – CERTIFICATE OF APPROPRIATENESS)

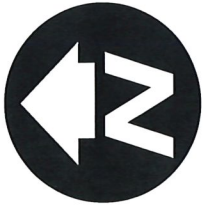
Staff recommends approval of the request by MOHIO Pizza for a Certificate of Appropriateness for a proposed rear permanent patio at 23 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay, with the following Conditions that:

- 1) Any changes to the proposed design shall need, at a minimum, an Administrative Review by the HPC Chairman or appearance before the Historic Preservation Commission, depending on the extent of the change.
- 2) The Applicant shall undertake this project according to the State Building Code, City codes, and Historic District Architectural Standards, and obtain all required permits to accommodate the construction process.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

CONDITIONS/MISCELLANEOUS:



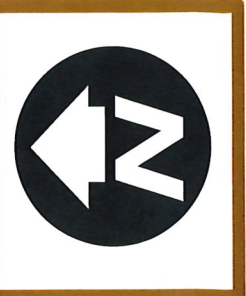
2021-0332 - Certificate of Appropriateness
 23 North Sandusky Street
 MOHIO Pizza - Rear Permanent Patio
 Location Map





Legend

-  Historic Overlay District
-  Downtown Core
-  Transitional
-  Residential



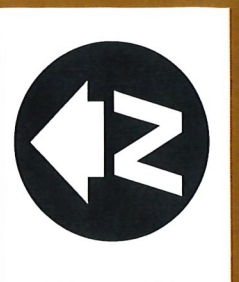
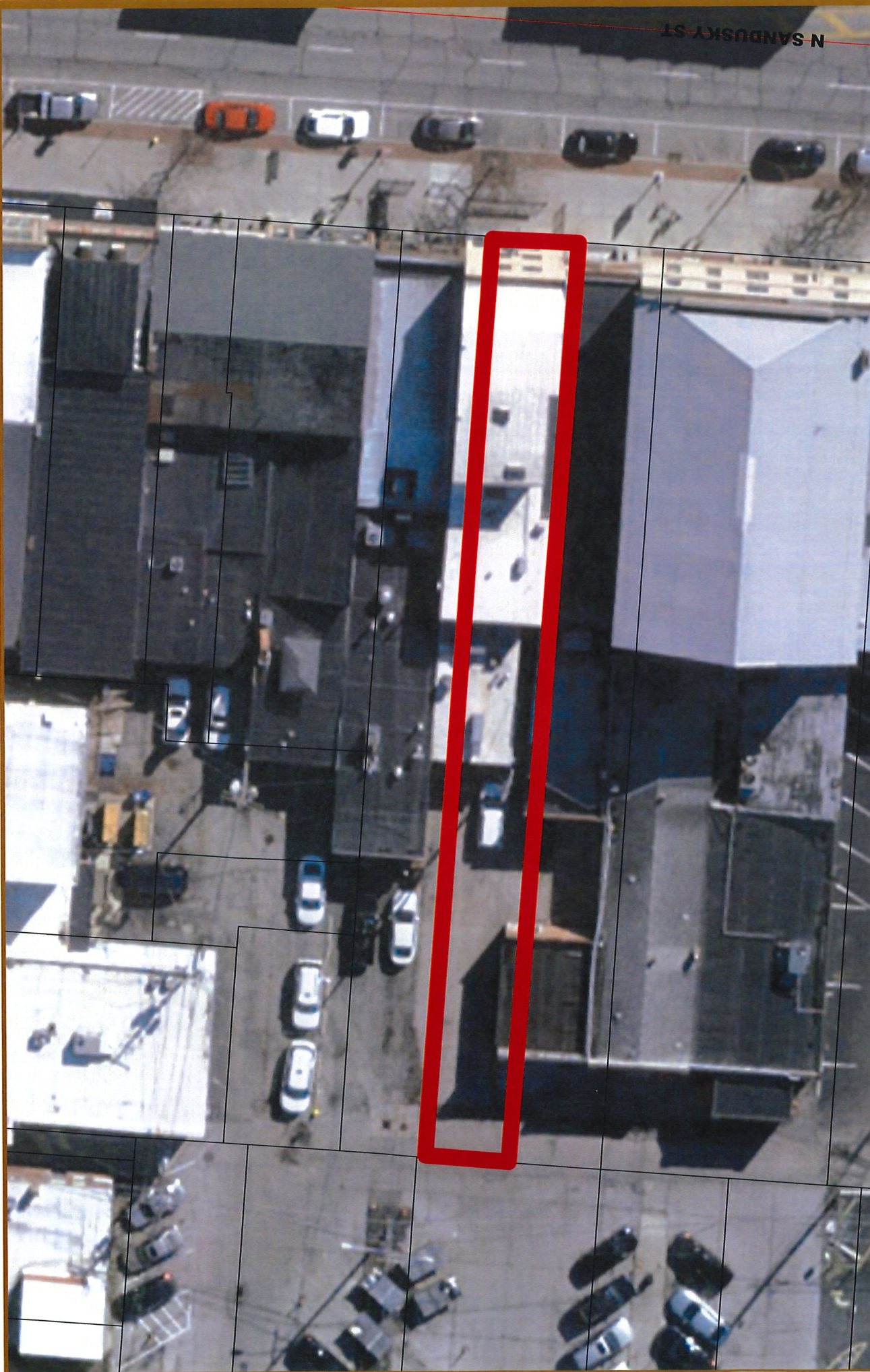
2021-0332 - Certificate of Appropriateness
 23 North Sandusky Street
 MOHIO Pizza - Rear Permanent Patio
 Historic District Map

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2021-0332 - Certificate of Appropriateness
 23 North Sandusky Street
 MOHIO Pizza - Rear Permanent Patio
 Zoning Map





2021-0332 - Certificate of Appropriateness
23 North Sandusky Street
MOHIO Pizza - Rear Permanent Patio
Aerial (2019) Map





CITY OF DELAWARE
PLANNING & COMMUNITY DEVELOPMENT

FOR STAFF USE ONLY:

2021-0332
CA

Certificate of Appropriateness Application

Historic Subdistrict Downtown Core Residential Transitional

2021-0332

Address 23 N. SANDONSKY ST.

Business name MOHIO PIZZA Co.

Applicant Name/Contact Person Monroe Nelson Phone 614.496.8422

Address 6467 TAGGART RD Del. OH. 43015

Email MOHIO65@HOTMAIL.COM

*if the Applicant is not the owner of the property, the Property Owner is required to sign the application to authorize proposed changes.

Property Owner _____ Phone _____

Address _____

Email _____

Project Type

- Signs, Graphics or Awnings
- Demolition Permit(s)
- Other
- New Construction
- Exterior Building/Site Alterations (specify): CONSTRUCT PATIO (Permanent)

Work Description (please type or print legibly)

Describe the proposed project in detail, describing materials and colors proposed, including all changes to the building, site or lot. Include all features to be removed, altered, or added and provide a narrative of why the particular type of construction or other environmental changes are being proposed. Indicate all materials to be used. Attach additional sheets as needed.

- Permanent Patio in Back Area of Restaurant

- 6' METAL Fencing - approximately 2-16' Sections outlining a barrier for patio w/ proper easement for access to sidewalk entrance & carrying out window. Erection of cable guided shade material to shade area - vertical slats for the tops of the 6' fence area.

Materials to submit with application: 1 electronic copy and 12 hard copies if required to appear before HPC Commission.

*Check made payable to the City of Delaware in the amount of \$50.00

*Legible Photographs, digital copies or copied from a negative, not photocopied

*Site Plans showing view from above, plus elevation plans showing the view from front, sides, and rear drawings for new construction, modifications or signs showing *dimensions, setbacks, colors, and specifications* of any window, door, trim, lintel, sign, base, header, or other element to be installed/modified

*Material samples/manufacturers brochures which show/describe materials to be used

*Color samples must be provided, such as manufacturer paint chip cards or brochures depicting proposed color selections

*Interior floor plans, where appropriate

Variance Explanations: If the Applicant believes that strict application of the Standards and Guidelines for the Historic District will create a substantial economic hardship or that there is an unusual and compelling circumstance, a narrative to support a Variance from, or waiver of, the Code requirements may be submitted. The Variance or waiver shall be granted only if the Commission deems that at least one of the following six (6) criteria is met:

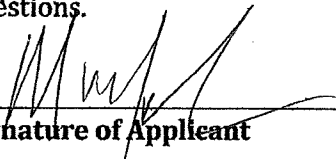
- o There would be substantial economic reduction in the value of the property due to application of the Standards and Guidelines;
- o The property cannot be maintained in its current form and substantial economic burden would result from the application of the Standards and Guidelines;
- o No reasonable alternative exists;
- o The property has little or no historical or architectural significance;
- o The property cannot be reasonably maintained in a manner consistent with Standards and Guidelines; or
- o No reasonable means of saving the property from deterioration, demolition, or collapse exists.

Deadline: Applications must be submitted THIRTY (30) DAYS prior to the Historic Preservation Commission meeting.

Public Notification: Staff will notify property owners within 150' of the site as required.

Meeting Date/Time: 4th Wednesday of each month at 7:00 pm in Council Chambers on the second floor of Delaware City Hall, 1 South Sandusky Street, Delaware, OH 43015.

***Please Note** the Commission might table the application if the applicant is not present to answer questions.


Signature of Applicant

2/9/21
Date

Signature of Owner (if not the Applicant)

Date

Application Fee \$50.00 **Fees Received** \$ 50⁰⁰ **Received by** LAS **Date** 2/10/21

Front and Rear Elevations – June 2020



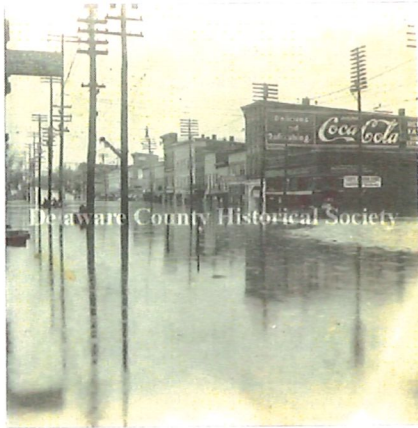
Research indicates the building may or may not be original to the site. Based on Sanborn Fire Insurance Maps dating from 1885 through 1911, a building depicted on this site is in the same configuration as today. The County Auditor’s Office indicates it was built in 1920. It could be speculated it was simply re-built in the same footprint or the façade “modernized” shortly after Great Flood of 1913. The simple circa 1910-1920 construction style is typical of the early 20th century commercial buildings in Delaware; however, it is in sharp contrast to its more ornate 19th century Italianate-style neighboring buildings. The upper façade has a somewhat unique design: the second floor windows are separated by stylized rectangular columns (pilasters), with a rectangular stone design facing affixed to the upper façade, and a panelized frieze directly below the flat roofline. Staff has not been able to locate photographs of the original building. The previous owners had owned the building at least since 1979 and reportedly remodeled the façade in 1991. The Applicant purchased the building in 2006.

Building Façade – 1953 and 1999



The storefronts have been upgraded numerous times and have had numerous tenants over the years. In addition, this building, only six buildings north of the Delaware Run, and this block of South Sandusky Street survived the damaging effects of three major floods in the last 100 years.

The Great Flood of 1913



View from William St South to Spring St

1959 Downtown Flood



24-26 South Sandusky Street

Downtown Spring Flood 2020



Delaware Run at 40 S Sandusky Street

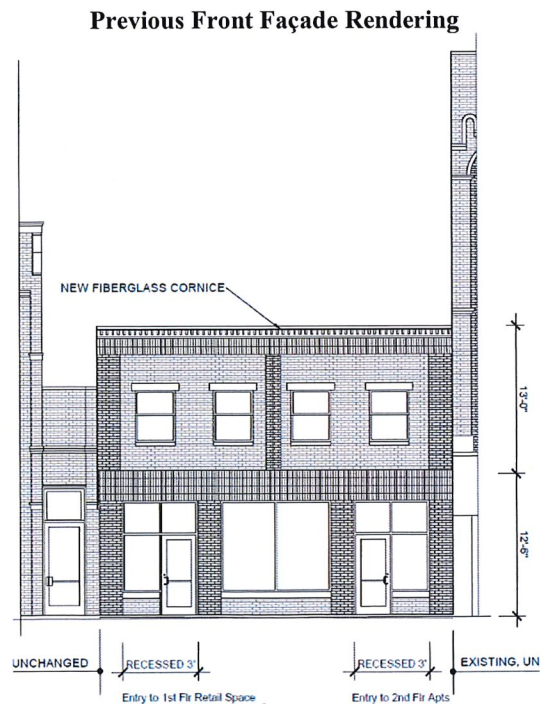
PROPOSAL

The Applicant would like to pursue demolition and reconstruction of this building and is before HPC for another Informal Review to present the information requested at the July 22, 2020 meeting. Reports from two structural engineers are included with this Staff report. Both reports indicate the structural integrity of this building is severely compromised from age, settling, and past improper construction techniques. The building, if rehabilitated, would require removal of failed systems and major reconstruction. The upper front façade structure is also failing; it is not known if the original building façade was removed or is just covered over with the newer materials seen today. It would more than likely be damaged through corrective efforts.

These reports were forwarded to the City's Chief Building Official for assessment. Upon review, the Chief Building Official indicated in his report that "it would be in the City's best interest to permit this building to be razed and make way for a new one. The new structure will be historically correct or meet the City's Historic Preservation guidelines, be structurally sound, safe, flood proofed, and have fire rated exterior walls at the lot lines." In addition, the Chief Building Official concluded rehabilitating the building to current building standards would not be economically feasible. Please reference all reports for details.

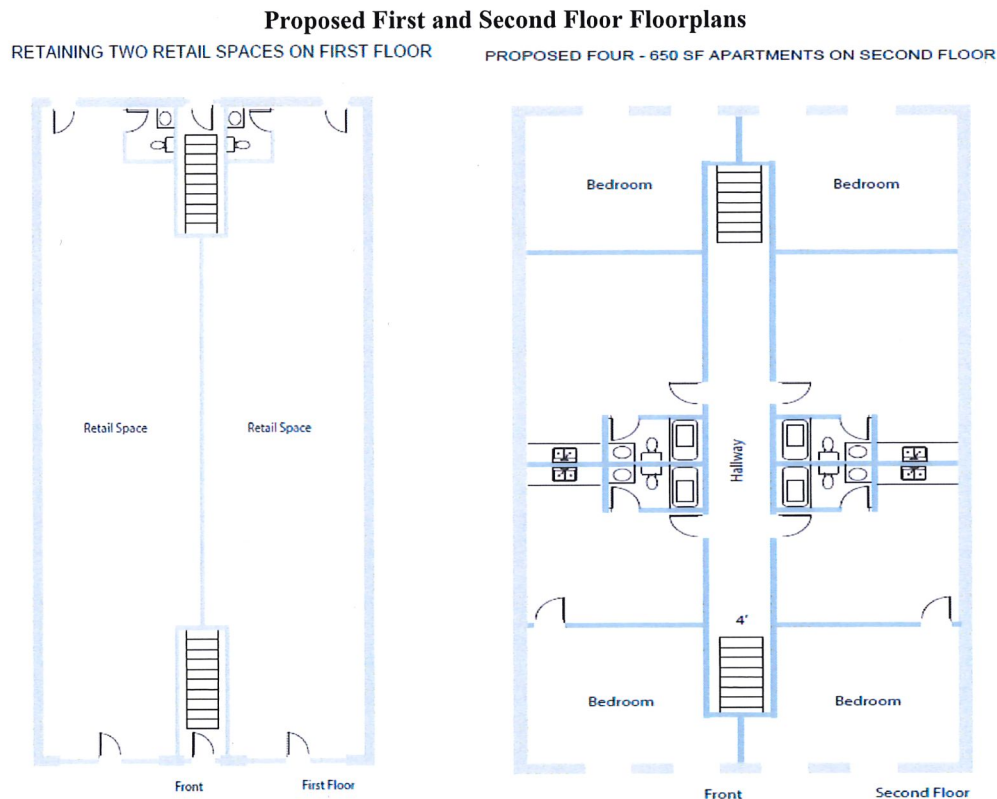
The Applicant undertook what was described as a "conservative" cost analysis of demolition/new construction versus rehabilitation of the building. The Applicant concluded that the cost of rehabilitation (\$624,030) is close to the cost of demolition/new construction (\$644,840). The preference is to remove the failing structure and provide a new building to current standards for the health and safety of the first-floor retail tenants and second floor residential tenants.

Since there are no apparent photographs available of the original building façade, the Applicant took a serious look at the architecture of the Downtown Historic District and attempted to incorporate the spirit of it in the revised front façade rendering over the previous front façade rendering presented.



The brick upper façade will have a cornice with dentils and four windows in the early 19th century design of the surrounding historic district. In a similar configuration as the existing, the two storefront entrances will flank a central stairway entry to the second floor. Each retail storefront will have a central inset entry with a bronze-colored transom windows and plate glass windows flush to the sidewalk. The window bases will be brick with limestone caps. (The Applicant is open to suggestions from HPC regarding this design.)

On the first floor, the two existing retail spaces will be retained in their current configuration. The second floor will be reconfigured into four efficiency (instead of two) apartments. As with the previous design, the rear of the building will be extended to be line with the adjacent buildings.



The Applicant is committed to abiding by all zoning and building requirements. The parcel, as well as the entire South Block, sits squarely within the 100-year floodplain associated with the Delaware Run. The Applicant discussed floodplain regulations for new construction with the Chief Building Official, who is also the City's Floodplain Administrator. Planning and Community Development Department staff discussed with the Applicant the Development Process for demolition and new construction in the downtown, which includes approvals by the Planning Commission and City Council.

The mixed-use (retail and residential) will be maintained. The existing rear parking area will be adequate for the needs of the new building. The Applicant understands that the project, if approved to move forward by HPC, would require additional review and approval by the HPC for final building and site design (including proposed materials and colors) to obtain a Certificate of Appropriateness, followed by Planning Commission and City Council approval. Should HPC be open and agreeable to the deconstruction of the existing building and re-construction of a new building, the Applicant will instruct the project architect to complete the building plans, including final design of the front and rear elevations for presentation to HPC.

As requested by HPC, the Applicant has provided additional information to help guide HPC's view on the proposed project. It is hoped this information will be reviewed favorably. The Applicant welcomes the comments and suggestions from the Historic Preservation Commission on the proposed course of action to move forward on the design and layout of the proposed building.

STAFF ANALYSIS

City Staff appreciates the Applicant's proposed investment in the rejuvenation of the "South Block," the Applicant's follow-through to perform the due diligence requested and requesting additional preliminary determination on the proposed project.

The site is located on the southern end of the Downtown Historic District in the Downtown Core, which overall is predominately late 19th century architecture. The inclusion of an early 20th century style building in the middle of the streetscape would seem to be somewhat of an anomaly; however, the 0-50 block of South Sandusky Street has more of a mix of architectural design and age of structures than the blocks of the Downtown Core from William Street to Central Avenue and the Courthouse area. It is not apparent if this building is or is not original to the site. This building and its history, though, may be given its due consideration. Staff was not able to locate photographs of the building's original façade. Photographs from the Great Flood of 1913 of South Sandusky south William Street are indiscernible for this location or leave this particular building out of view.

Based on the third-party engineer reports, and the Chief Building's evaluation of same, Staff offers that should HPC be agreeable to the demolition of the existing building, a newly constructed mixed use building of residential on the second floor and retail on the first floor would be appropriate and in line with neighboring uses. Reconstructing a two-story building would be an appropriate scale for this site. The building's obsolescence and the results of its rehabilitation is an unfortunate unknown and may ultimately end in its demolition despite repair attempts. Its removal for residential and retail tenant health and safety concerns and reconstruction in a design that meets the Architectural Standards would not appear to be detrimental to the historic district. While Staff always takes a detailed review of any proposed demolition within the Historic District, the South Block has suffered from flooding throughout the last 100 years, and this particular building in question has suffered apparent heavy damage throughout that time, while having a different design and overall aesthetic than most of Downtown, leading Staff to conclude the idea has merit to consider in this particular case for the potential long term benefit of the Downtown and the property in question. Staff would be careful to note that each such case deserves to be reviewed on its own merits and would contend that approval precedent would not necessarily be conveyed to any other property as the facts of this particular case appear to be fairly unique taken in total.

As far as façade design, the Architectural Standards do indicate the historic character shall be determined from historic photographs and physical evidence. In the absence of such documentary evidence, a design shall be based upon typical commercial storefronts of the era from which the building dates. Although no photographs have been forthcoming of this building, and it is unclear if the building is original or a replacement, the documentary evidence indicates a building in this layout has been on this site since at least 1885 (the 19th century). However, the Standards also indicate most properties change over time, and those changes may have acquired historical significance in their own right. Yet, a false sense of historical development should not be created. These factors should be considered for suggestions on façade design. The revised design is on the track to blend with and complement the historic fabric of the Downtown. The Applicant understands all exterior renovations are to be constructed of materials and a color palette compatible with the existing building and the Architectural Standards.

Lastly, Section 1190.07(a) of the City Codified Ordinances, does allow demolition of a substandard structure in the Historic District (which has been documented in the reports presented). It reads as follows:

Section 1190.07. - Demolition.

- (a) *In cases where an applicant applies for a certificate to demolish a structure within a designated historic district or to demolish a historic landmark, the Historic Preservation Commission shall grant demolition and issue a certificate when one or both of the following conditions prevail:*
 - (1) *The structure contains no features of architectural and historic significance.*
 - (2) *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 alternatives to demolition, or that deterioration has progressed to the point where it is not economically feasible to restore the structure.*

The Applicant is sensitive to historic preservation and a project architect has been retained, thus ensuring that all proposed work will meet the Standards, as well as pertinent building codes and regulations.

The City of Delaware does not take lightly demolition of buildings within the Historic District. The Applicant is motivated to remove a deteriorating building and undertake a substantial investment to provide a building that will complement and blend into the City’s Historic District and the National Register Historic District, as well as more appropriately address health and safety concerns of the building’s retail and residential tenants.

STAFF RECOMMENDATION (HPC 2021-0339 – INFORMAL REVIEW)

This is an Informal Review; therefore, no action is necessary. The Applicant and Staff are seeking comment from the Historic Preservation Commission regarding the proposed demolition and immediate reconstruction of 24-26 South Sandusky Street.

COMMISSION NOTES:



Tuesday, January 26, 2021

Surge
Mark Lundquist, VP, Program Product Development
1110 Morse Rd
Columbus, OH 43229

Re: Response to structural report on 24-26 S. Sandusky St.

Dear Mr. Lundquist:

Per your request I reviewed the structural evaluations of Mr. Raymond Blinn, PE, of Eeman & Blinn, Inc. & Mr. Darren Cook, PE of Jezerinac Geers. I'm aware of the building's structural issues since Mr. & Mrs. Booth owned the building in the early 90's. They stabilized the front of the building where the wood columns had rotted allowing it to settle. I have always hoped someone with the financial means would purchase this building to repair or rebuild it. After review of the reports, it is apparent that time is here.

I believe it would be in the City's best interest to permit this building to be razed and make way for a new one. The new structure will be historically correct or meet the City's Historic Preservation guidelines, be structurally sound, safe, flood proofed, and have fire rated exterior walls at the lot lines.

From my personal experience, once you start inward on this building to make the repairs you would be dismantling it from front to back. You then would have to install new structural elements, new mechanical, electrical, repair the north south exterior walls, and all of this on an existing footing and foundation make no economic sense.

I hope to work with you on this project in the meat future.

Respectfully,

A handwritten signature in blue ink that reads "Jerry Warner".

Jerry Warner, C.B.O.
Chief Building Official



October 26, 2020

Mark Lundquist
Surge Staffing
1110 Morse Road
Columbus, OH 43229

RE: 24-26 South Sandusky structural evaluation

Dear Mark:

I met with you on October 21, 2020 to observe the structural condition of the building at 24-26 South Sandusky Street, Delaware, Ohio

Background

The building is a two story wood framed structure built in 1920. The front façade was remodeled in 1991 according to the Delaware County auditor's web site. The building measures 30'-11" wide by 61' deep with an 8'x12' lean-to addition in the rear.

Observations

A portion of the second floor is exposed in the rear of the building. The original floor structure has deflected 3¾" at mid span. There are two support walls on each side of a first floor corridor in the center of the building. The floor joists span about 12'-6" on each side of the corridor. A 3¾" deflection in a 12'-6" span is quite alarming and would indicate that the original floor structure has probably failed. Even though new framing was added above this roof it is not safe since the new framing bears on the existing framing. Pairs of 3-2x10 joists have been added below the second floor framing but they are spaced at 10'-6" and 12'-6" apart and would not support the floor between the new framing so the majority of the floor framing is unsupported and unsafe.

The roof framing consists of 2x4 rafters at 16" c/c. Only one of the corridor walls extends to the roof so the south rafters span about 18' and the north rafters span 12'-6". The roof joists on the south side of the building are overstressed by 190%. The roof joists on the north side are overstressed by 42%. These calculations do not include any snow drift loading. The building to the north is one story higher so drift loading needs to be considered. With drift load the north span is 79% overstressed.

The front façade has a center support column. It appears that it has settled about 3½". It would be difficult to jack up the front façade without damaging it. There are already signs that the surface material on the façade is delaminating and could possibly fall down in a bad wind storm.

10/26/20
24-26 S. Sandusky
Page 2

The second floor corridor three different levels and the step ups have different heights. This could be a problem if the second floor needed to be evacuated in an emergency since it would be a potential trip hazard. The second floor corridor needs to be rebuilt so that it is all on one level.

Recommendations

The most economical solution would be to tear down the roof and second floor structure and rebuild with new wood frame construction. Any attempt to reinforce the existing structure or to level the corridor to meet code requirements would be a very labor intensive endeavor and would require removing most of the existing ceiling material and most of the existing wiring and duct work.

The front façade might possibly be saved but that would require considerable forensic investigation since we do not know if the original façade was removed or just covered over. We would also need to determine the condition of the existing fasteners connecting the new façade to the existing façade or the existing framing if the façade was removed. Since the current façade is not original there is no historical reason to try to preserve it. The best solution might be, with the aid of historical photos, rebuild a new façade to look like the original.

If you have any questions or require any additional information feel free to contact our office.

Sincerely yours,



Raymond L. Blinn, P.E.
For Eeman & Blinn, Inc.



Enclosures(4)

519-433-01-032-000

Property Information

Parcel Number	519-433-01-032-000	Property Address:	24 S SANDUSKY ST
Owner Name	RYLEE LTD		DELAWARE OH 43015
Owner Address	24 S SANDUSKY ST DELAWARE OH 43015	Tax Payer Address:	RYLEE LTD
Tax District	14 DELAWARE CORP		1110 MORSE RD
School District	2103 DELAWARE CSD		COLUMBUS OH 43229
Neighborhood	14002 Del Corp 002		USA
Use Code	433 Office/Storage Over		
Acres	0.14800		
Description	LOTS 81-82		

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	\$58,000	# Parcels	1
Homestead/Disability	N	CAUV	\$0	Deed Type	Warranty Deed
Owner Occ Credit	N	Mkt Impr Value	\$89,100	Amount	\$210,000
Divided Property	N	Total	\$147,100	Transfer Date	5/11/2006
New Construction	N	Current Tax		Conveyance	1899
Foreclosure	N	Tax Due	\$3,813.12	Deed #	
Other Assessments	N	Paid To Date	\$3,813.12		
Front Ft.	N	Current Balance Due	\$0.00		

<< Previous Card Card 1 of 1 Next Card >>

432 Office / Retail Over Building Section 001 Occupancy 001

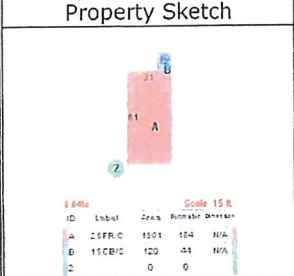
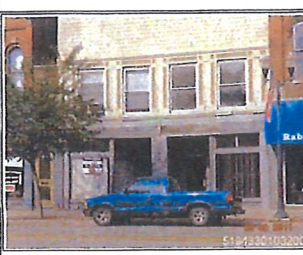
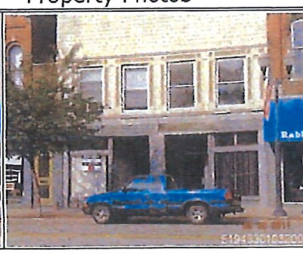

Year Built	1920	Year Remodel	1991	Occupancy	353 Retail Store
# Stories	1	Story Height	14	Use Code	432 Office / Retail Over
Section Area	2011	Perim/Shape	196		

432 Office / Retail Over Building Section 002 Occupancy 001

Year Built	1920	Year Remodel	1991	Occupancy	352 Multiple Resid. (Low Rise)
# Stories	1	Story Height	9	Use Code	432 Office / Retail Over
Section Area	1891	Perim/Shape	184		

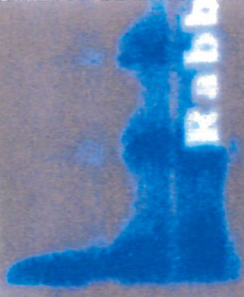
■ Card - 1

Property Sketch and Photos -- Card 1

Property Sketch	Property Photos																						
 <table border="1"> <thead> <tr> <th>ID</th> <th>Label</th> <th>Area</th> <th>Perim</th> <th>Shape</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>15FR/C</td> <td>1504</td> <td>104</td> <td>N/A</td> </tr> <tr> <td>B</td> <td>15CB/C</td> <td>120</td> <td>04</td> <td>N/A</td> </tr> <tr> <td>C</td> <td></td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	ID	Label	Area	Perim	Shape	A	15FR/C	1504	104	N/A	B	15CB/C	120	04	N/A	C		0	0				
ID	Label	Area	Perim	Shape																			
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B	15CB/C	120	04	N/A																			
C		0	0																				

10/21/2020

~~K~~ 8/21/20









September 10, 2020

Mr. Mark Lundquist
Vice President, Program Product & Development
SURGE
1110 Morse Road
Columbus, Ohio 43229

Re: 24 - 26 South Sandusky – Building Condition
Job No.: 20.09.129

Dear Mark:

At your request, we have conducted a site visit to the above referenced building. The purpose of our visit was to evaluate the current condition of the building. It is our understanding that it is being considered for re-development or demolition and a better understanding of the structure is desired. To assist us in our review, we were provided with access to view the framing and given a brief verbal description of the conditions leading to our inspection. We were informed that existing construction drawings do not exist. At the present time, the building is fully occupied with the ground floor being two separate retail establishments and the second floor being residential. Note that the north half is unoccupied at this time and presently in a partial state of renovation.

The building is a 2-story wood frame structure with masonry bearing walls. It is situated between two adjacent buildings and it is unclear if the north and south walls are fully shared or separated. Given the age and construction type, they are likely to be at least partially entwined though the south may be separated. The roof and second floor framing are made of a combination of nominal dimension and rough-hewn wood joists. This indicates that some revision of the framing was done at some point in the past and is not the original construction. The front or east wall of the building is made of masonry at the second floor bearing upon a beam carrying the load over the retail entries. There is no basement in the building. Unfortunately, most of the structure is obscured by existing finishes and we were only able to see small areas of framing upon which to evaluate the conditions.

We observed that the front wall support beam appears to be bowing and rolling outward. The second floor is noted as having noticeable deflection with the attached ceiling showing some cracking. On the north half of the building the floor framing appeared to be damaged with a new floor having either been installed or in process. Though our ability to view the floor framing was quite limited, the outward appearance is somewhat concerning. We found it concerning to walk upon the original framing in this area. The roof framing appeared to be undersized with respect to current design scenarios but somewhat inline with what might be expected for older construction. We did notice

Jezerinac Geers & Associates, Inc.
5640 Frantz Road, Dublin, OH 43017
614.766.0066
www.jgaeng.com

Mr. Mark Lundquist
September 10, 2020
Page Two

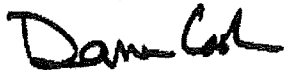
water staining and damage though we are uncertain if this was recent damage or long-term damage. The exterior walls appeared to be relatively sound with only minimal cracking and damage in place.

While it is clear that the building is intact, it is relatively apparent that there are underlying issues that might call in to question the quality of the existing framing. As we were unable to view much of the bearing conditions, it is surmised that the floor framing is shifting and or deteriorating such that overt deflections are developing with little to no mitigation. We suspect that if a better view of the framing was available that significant damage would be uncovered. It is unclear what might be uncovered in the roof framing beyond the relatively undersized elements in place. The front beam is likely being impacted by a combination of factors such as long-term corrosion, framing alterations relative to store front revisions, and original construction techniques that allow for untoward shifting. In order to better assess these conditions, it is felt that significant portions of the framing would need to be exposed thereby impacting daily operations in the business and apartment. While it is challenging to assess the extent of repair needed, based upon the limited viewing, we can postulate that large sections of the framing will need to be removed and replaced to correct the conditions. It is however clear that the building would need to be removed from service to permit this to occur as the work would be invasive and fraught with challenge.

Should you have any questions, or require additional information, please do not hesitate to contact our office.

Sincerely,

JEZERINAC, GEERS & ASSOCIATES, Inc.



Darren Cook, P.E.

24 and 26 South Sandusky Street
Front Elevation



Rear Elevation



PROPOSED FACADE FOR 24-26 SOUTH SANDUSKY STREET

NEW FIBERGLASS CORNICE

EIFS Surround



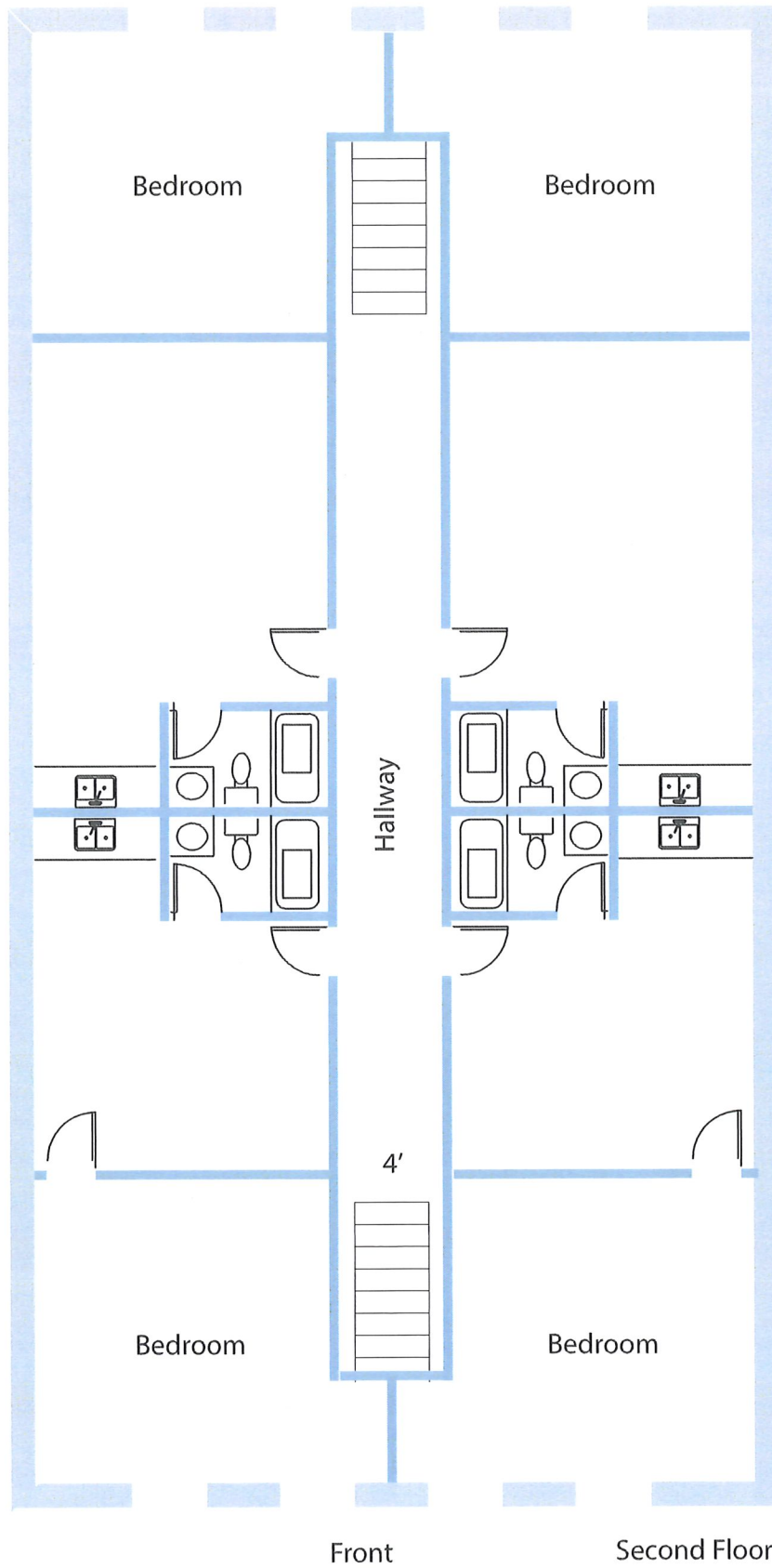
Entry to 26

Entry to 2nd Floor

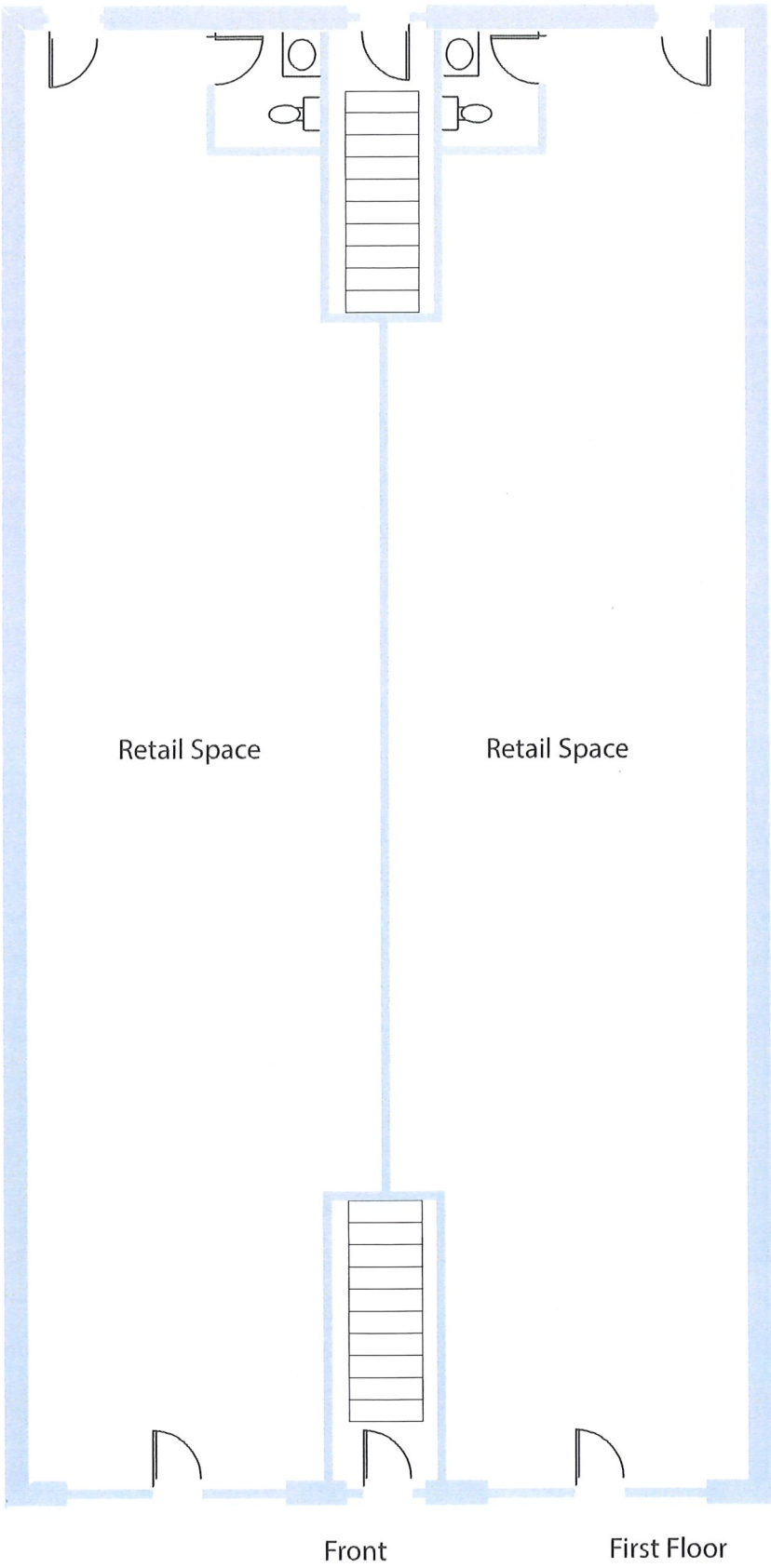
Entry to 24

SOUTH SANDUSKY STREET

PROPOSED FOUR - 650 SF APARTMENTS ON SECOND FLOOR



RETAINING TWO RETAIL SPACES ON FIRST FLOOR





CITY OF DELAWARE
PLANNING & COMMUNITY DEVELOPMENT

Certificate of Appropriateness Application

FOR STAFF USE ONLY:

2021-0339
FNF REVIEW

Historic Subdistrict Downtown Core Residential Transitional

Address 26 South Sandusky

Business name Mason Equity

Applicant Name/Contact Person Mark Lundquist Phone 614 431-5100

Address 1110 Morse Rd Columbus, Ohio 43229

Email MLundquist@SurgeStaffing.com

*If the Applicant is not the owner of the property, the Property Owner is required to sign the application to authorize proposed changes.

Property Owner Rylee LTD. Phone _____

Address 1110 Morse Rd Ste 202 Columbus OH 43229

Email Contact@MasonEquity.com

Project Type

- Signs, Graphics or Awnings
 - New Construction
 - Exterior Building/Site Alterations
 - Demolition Permit(s)
 - Other
- (specify): _____

Work Description (please type or print legibly)

Describe the proposed project in detail, describing materials and colors proposed, including all changes to the building, site or lot. Include all features to be removed, altered, or added and provide a narrative of why the particular type of construction or other environmental changes are being proposed. Indicate all materials to be used. Attach additional sheets as needed.

The Cost of repair is close to the
cost of starting over
Estimated New construction \$644,840
Estimated Rehab \$624,030

Materials to submit with application: 1 electronic copy and 12 hard copies if required to appear before HPC Commission.

- *Check made payable to the City of Delaware in the amount of \$50.00
- *Legible Photographs, digital copies or copied from a negative, not photocopied
- *Site Plans showing view from above, plus elevation plans showing the view from front, sides, and rear drawings for new construction, modifications or signs showing *dimensions, setbacks, colors, and specifications* of any window, door, trim, lintel, sign, base, header, or other element to be installed/modified
- *Material samples/manufacturers brochures which show/describe materials to be used
- *Color samples must be provided, such as manufacturer paint chip cards or brochures depicting proposed color selections
- *Interior floor plans, where appropriate

Variance Explanations: If the Applicant believes that strict application of the Standards and Guidelines for the Historic District will create a substantial economic hardship or that there is an unusual and compelling circumstance, a narrative to support a Variance from, or waiver of, the Code requirements may be submitted. The Variance or waiver shall be granted only if the Commission deems that at least one of the following six (6) criteria is met:


- o There would be substantial economic reduction in the value of the property due to application of the Standards and Guidelines;
- o The property cannot be maintained in its current form and substantial economic burden would result from the application of the Standards and Guidelines;
- o No reasonable alternative exists;
- o The property has little or no historical or architectural significance;
- o The property cannot be reasonably maintained in a manner consistent with Standards and Guidelines; or
- o No reasonable means of saving the property from deterioration, demolition, or collapse exists.

Deadline: Applications must be submitted THIRTY (30) DAYS prior to the Historic Preservation Commission meeting.


Public Notification: Staff will notify property owners within 150' of the site as required.

Meeting Date/Time: 4th Wednesday of each month at 7:00 pm in Council Chambers on the second floor of Delaware City Hall, 1 South Sandusky Street, Delaware, OH 43015.

*Please Note the Commission might table the application if the applicant is not present to answer questions.

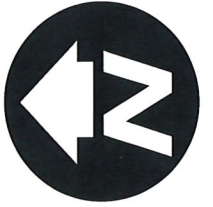

2/12/2021

 Signature of Applicant Date



 Signature of Owner (if not the Applicant) Date

Application Fee \$50.00 Fees Received \$ n/a Received by dlg Date 2.12.21
Informal Review - No Fee Applies Per Chapter 1190



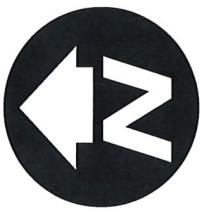
2021-0339 - Informal Review
 24-26 South Sandusky Street
 Demolition and Reconstruction
 Location Map





2021-0339 - Informal Review
 24-26 South Sandusky Street
 Demolition and Reconstruction
 Zoning Map





2021-0339 - Informal Review
24-26 South Sandusky Street
Demolition and Reconstruction
Aerial (2019) Map





MEMORANDUM

DISCUSSION: FIBERGLASS-CLAD WINDOWS

To: Historic Preservation Commission Members

From: David Efland, Planning and Community Development Director
Dianne Guenther, Development Planner

Date: February 24, 2021

RE: Proposed Change to Architectural Standards for Downtown Delaware:
Inclusion of Fiberglass-Clad Windows As An Acceptable Window Treatment

=====

At last discussion of the referenced topic, the Historic Preservation Commission requested additional information regarding methodology to use to approve replacement windows.

The parameters for approval of a comparable window replacement is essentially based on the National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows, in the section entitled Window Replacement. Relevant sections are excerpted here:

Window Replacement

Although the retention of original or existing windows is always desirable and this Brief is intended to encourage that goal, there is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should not begin with a survey of contemporary window products which are available as replacements, but should begin with a look at the windows which are being replaced. Attempt to understand the contribution of the window(s) to the appearance of the facade including:

1. *the pattern of the openings and their size*
2. *proportions of the frame and sash (e.g. the width/depth of styles, rails, and meeting rails)*
3. *configuration of window panes*
4. *muntin profiles (replacement must be simulated divided lite—not just grids between the glass)*
5. *type of wood*
6. *paint color*
7. *characteristics of the glass*
8. *associated details such as arched tops, hoods, or other decorative elements*

Develop an understanding of how the window reflects the period, style, or regional characteristics of the building, or represents technological development. Armed with an awareness of the significance of the existing window, begin to search for a replacement which retains as much of the character of the historic window as possible. Consider energy efficiency as one of the factors for replacements, but do not let it dominate the issue. (The Brief is at: <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>)

To aid the Applicant in understanding the overall factors to consider in determining whether a window may be repaired or replaced and what factors may be considered in selecting a replacement window if it is determined the existing window cannot be weatherized, or maintained, the Commission may wish to create an Appendix to the Architectural Standards outlining this information. Sample Window Guidelines which details this information are attached.

To aid the Applicant in what information should be included in the request for a Certificate of Appropriateness, information from the attached sample Window Survey could be summarized and included with the COA Application specifically for those Applicants seeking window replacements. This information can also be included as an Appendix item in the Architectural Standards.

As discussed at the last meeting, each case will be different and may not require the same level of detail to be submitted based on age, architectural style, etc. If the Commission would like to refresh their memory on the aspects of the Marvin Window Elevate series which was presented to the Commission at its January 23, 2019 meeting, the link to the product is:

<https://www.marvin.com/products/collections/elevate/double-hung>

Staff offers, and if this might be the wish of the Commission, that the Commission move to include fiberglass-clad windows as an approved material for window replacement in the Historic District Overlay and for Staff to draft the appropriate changes to the existing Architectural Standards for further review and approval by the Commission before proceeding to Planning Commission and City Council approval.

SAMPLE WINDOW GUIDELINES

SAMPLE

Typical Window
Standards in
Columbus Historic Districts

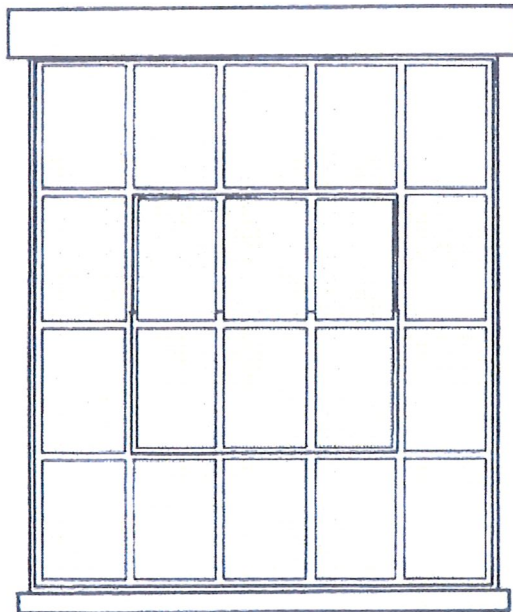
Windows

Windows allow light and ventilation into a building and are an important architectural feature of older buildings. Original windows reflect the period, style and regional characteristics of a building and should be preserved. This is perhaps self-evident for ornamental windows, but it can be equally true for factory and warehouse buildings where the windows may be the most dominant visual element of an otherwise plain building.

Several different types of windows were used in older buildings depending on the architectural style and the time in which they were constructed. Typical residential window styles include: one-over-one, two-over-two, four-over-four or six-over-six. The original windows typically are double-hung with counter weights to move the lower sash up behind the upper sash.

Like residential windows, commercial and industrial windows have gone through the same type of evolution. As glass making technology advanced commercial windows changed from small individual panes to large sheets of glass. It is inappropriate to change the original window panes or opening size.

Metal commercial or industrial windows share many of the same problems as wood windows as well as many of the same solutions. Extensive research has been done to address weatherization, repair, and maintenance of metal windows.



Commercial window.

In many cases repair and retrofit of the historic windows is more economical than wholesale replacement. All too often, replacement units are unlike the originals in design and appearance. If the windows are important in defining the historic character of the building, insensitively designed replacement windows may destroy the building's historic character.

Recommendations

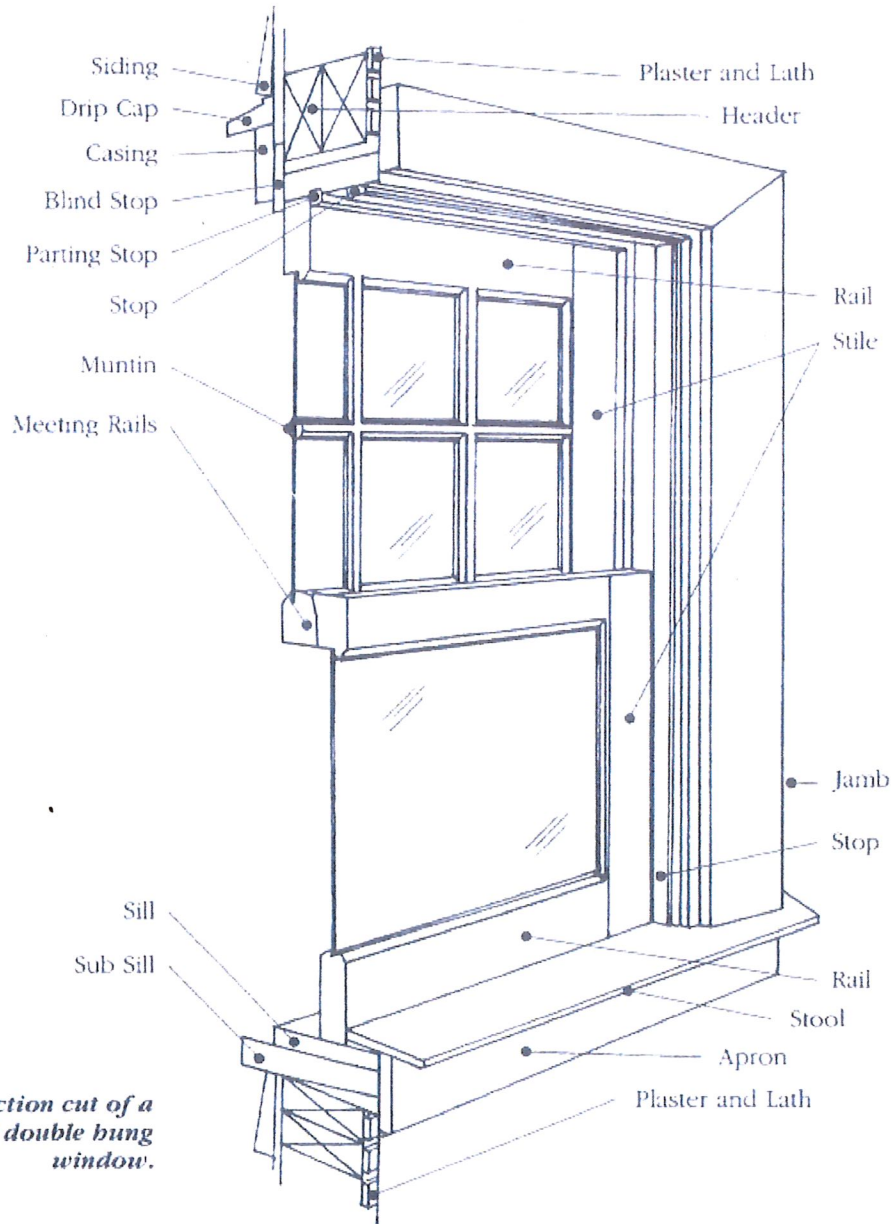
- Repair and preserve a structure's original windows. In many cases only the sash or part of the sash is missing or in need of replacement. Often the frames and trim are in good condition and can be retained and repaired. Often, deteriorating wood can be repaired with epoxy consolidation to solidify the wood, and epoxy paste used to fill gaps.
- Windows that help define a building's historic character should be preserved, even if the building is converted to a new use.
- Replacement of windows should be considered only as a last resort.
- If the existing windows are badly deteriorated or the majority are missing then replacement is acceptable. Most windows in residential buildings are constructed of wood, and replacement windows should also be constructed of wood unless other evidence shows that the original windows were constructed of another material. Replacement of windows in commercial buildings should be constructed of wood or metal, based on the original window shape or style.
- Aluminum or vinyl cladding is not appropriate on exterior wood windows.
- Most standard modern sash do not fit the window openings of older buildings. In many cases, new windows will have to be custom made.
- Window openings should not be eliminated or altered to accommodate a larger or smaller replacement window.
- Mirrored or tinted glass is discouraged in windows of residential or commercial buildings.
- See STAINED GLASS
- See STORM WINDOWS
- See SHUTTERS
- See PAINTING.

Resources

Preservation Brief 9 - *The Repair of Historic Wooden Windows* - John H. Myers, copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 13 - *The Repair and Thermal Upgrading of Historic Steel Windows* - Sharon C. Park, AIA, copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Columbus Historic Preservation Office



Section cut of a typical double hung window.

SAMPLE WINDOW GUIDELINES

SAMPLE

AMENDMENTS TO CITY OF COLUMBUS
ARCHITECTURAL REVIEW COMMISSION GUIDELINES
(Ord.# 2221-2004: Adopted 2005)

AMENDMENTS TO CITY OF COLUMBUS
ARCHITECTURAL REVIEW COMMISSION GUIDELINES
(2005)

WINDOW REPLACEMENT

The following factors may be considered in determining whether a window may be replaced:

- The window frame or sash is missing.
- The window is not original or contributing.
- The window does not have stained or leaded glass.
- More than half of the sash is rotten (wood) or rusting (metal) and the existing condition has been documented by the applicant and reviewed by staff.
- Mold is continuously growing on the interior of the window sash or frame and the existing condition has been documented by the applicant and reviewed by staff.
- Condensation is continuously appearing on the interior of the window and the existing condition has been documented by the applicant and reviewed by staff.
- The window does not meet egress requirements.
- Appropriate ongoing efforts have been made to weatherize, maintain or repair the window without success.
- The installation of a storm window over a contributing primary window will not address the issue.
- The installation of a storm window will not allow the operation of a contributing primary window.

The following factors may be considered in selecting a replacement window if it is determined the existing contributing window cannot be weatherized, maintained or repaired.

- The applicant is to submit details and profiles of the existing and new windows for comparison by the commission.
- Only the sash should be replaced if the original frame is in good condition.
- Replacement sash must match the material and profiles of the existing contributing window.
- All parts of a replacement window (including the sash, frame, stile, rails, sills, moldings and muntins) must match the existing contributing window in material, size, profile, operation and proportion.
- An aluminum clad wood window or vinyl clad wood window may be considered if the size, profile, operation and proportion match the contributing window.
- An aluminum window or aluminum clad wood window may be considered if the contributing window was all metal. The new window must be similar in profile, operation and proportion to the contributing window.
- Window openings shall not be filled in or altered to accommodate larger or smaller replacement windows.
- Basement windows should be maintained to allow light and ventilation into that space.
- Glass block is not to be installed in window openings.
- An insulated window may be considered if the size, profile, operation and proportion match the contributing window.
- Insulated windows with divided lites shall have true divided lites with muntins that match the size and profile of the original muntins. Simulated divided lites may be considered, if the

AMENDMENTS TO CITY OF COLUMBUS
ARCHITECTURAL REVIEW COMMISSION GUIDELINES
(2005)

muntins are bonded to the exterior and interior of the window, match the size and profile of the original muntins and have a minimally visible spacer bar between the two glass panes.

- Glass color, texture and tinting are to match existing.
- Stained or leaded glass is not to be insulated unless original to the opening or historically documented for the opening.
- A vinyl clad wood window, aluminum clad wood window or aluminum window may be considered for new construction if the size, profile, operation and proportion are appropriate to the style and design of the new construction.

The following recommendations may be considered in maintaining or installing storm windows:

- Maintain and preserve historic storm windows whenever possible.
- To be historically accurate, choose removable or fixed exterior wood storm windows. Painted metal storm windows are an appropriate alternative to wooden storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected.
- The storm window meeting bar is to be in the same location as the meeting rails of the primary window sashes.
- Install exterior, low profile storm windows that fit the original window openings and do not obscure the glass or sash. The frame of the storm window should be mounted inside the existing window frame.
- Exterior wood and metal storm windows of the primary windows are to be a color compatible with the color scheme of the building, usually, the same color as the sash.
- Do not use single sheets of glass or Plexiglas as storm windows over double-hung windows. Single sheets may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.

SAMPLE WINDOW SURVEY

Historic District Council Windows List

As amended from time to time – Approved 11/19/2020



*New products not on the list will be reviewed on a case by case basis.

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS			
<i>Note: If window muntins are used, they must match profile of existing historic muntins and must include exterior raised muntins (grilles).</i>			
Wood: Hurd Jeld-Wen Marvin Pella (Reserve)	Aluminum-Clad Wood: Hurd Marvin Pella (Architect, Designer, Reserve) Weather Shield	Vinyl-Clad Wood: Anderson (400 Series, Architectural, 200 Series) Pella (Architect, Designer, Reserve)	Cellular PVC/Ultrex: Marvin Elevate (previously known as Integrity Wood-Ultrex) Windsor
APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY			
<i>Any product line approved for use on historic structures can also be used on new construction. Window style and light pattern are at the discretion of the applicant. Note: If window muntins are used, they must include exterior raised muntins (grilles).</i>			
Aluminum-Clad Wood: Pella (ProLine)		All Vinyl/Plastic/Fiberglass: Jeld-Wen Pella (Impervia, 350 Series, Encompass)	

Window Survey Submission Requirements

Purpose

The windows on many historic buildings are an important aspect of the architectural character of those buildings. Their design, craftsmanship, or other qualities may make them worthy of preservation... Evaluating the significance of these windows and planning for their repair or replacement can be a complete process involving both objective and subjective considerations. The Secretary of the Interior's Standards for Rehabilitation and the accompanying guidelines, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind.

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window should be documented. This should be undertaken in the form of a window survey. The survey is intended to identify the extent of deterioration in each window and to provide a decision base as to whether the windows should be repaired or replaced.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs.

Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows will possibly be replaced, and what the proposed new window treatment will be. The form indicates what the number on the drawing is and its corresponding photograph number. The existing type denotes the material of the window/door and the type of window/door that it is. For example, WD DH would be wooden, double hung and MTL CASE would indicate that the window would be a metal casement. The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

A four-level classification system is used to document the existing condition of each of the windows. This classification is based upon the system identified in the National Park Service publication, Preservation Brief #9, "The Repair of Historic Wooden Windows."

Class One (I), "Routine Maintenance," is associated with small repairs, which are usually performed as a part of a building's annual maintenance program. This may include paint removal, re-glazing, weather-stripping, caulking, and repainting.

Class Two (II), "Stabilization," shows a small degree of physical deterioration but can be repaired in place by patching, waterproofing, consolidating, and re-gluing the existing material.

Class Three (III), "Partial Replacement," has localized deterioration in specific areas. These members are totally removed and new ones are spliced into the existing fabric.

In **Class Four (IV)**, "Total Replacement," if the entire fabric of the window has deteriorated, then the only feasible alternative is total replacement.

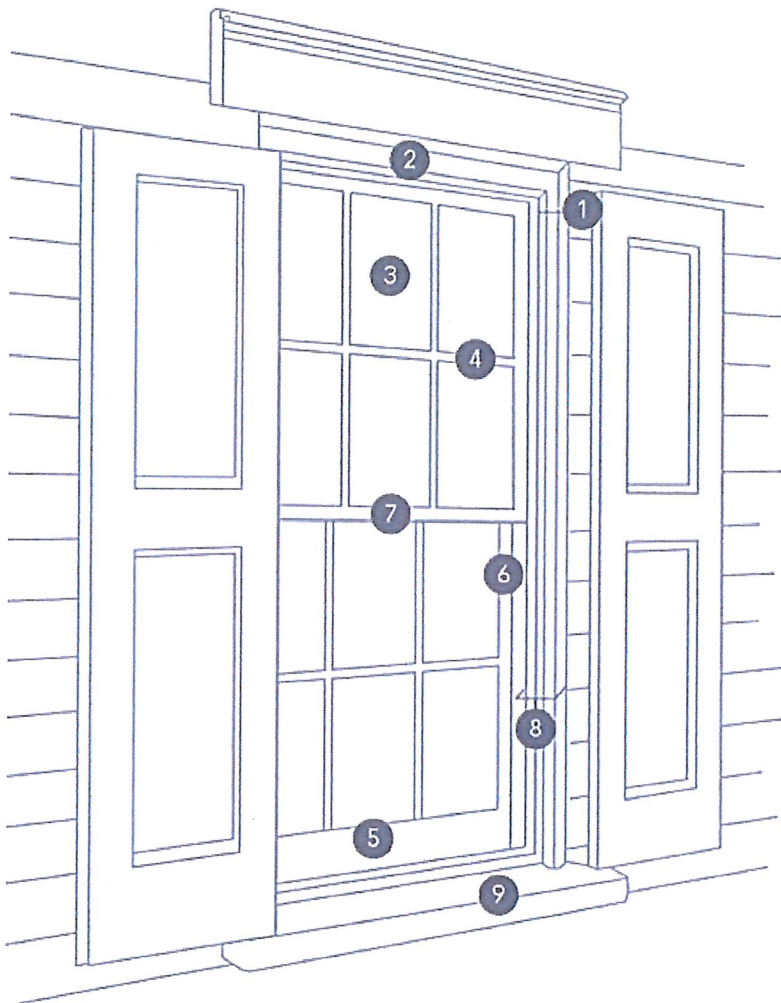
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates. If the number of Class IV windows exceeds 75%, then total replacement may be approved.

Replacement

The selection of replacement windows should not begin with what is commercially available, but rather with what is being replaced. A major concern with most replacement windows is that they do not accurately replicate the historic appearance of the existing windows. Replacement sash should match the historic sash in pane size and configuration, glazing, muntin detailing and profile and historic color and trim. Frequently, the profiles of replacement elements, such as muntins, sash, frames, and moldings, are flatter and wider or narrower and thinner than the historic profiles. A stock window may duplicate the exact number of original panes, but a change in relief affects the character of the historic window, which in turn alters the overall appearance of the entire building. Therefore, window sections will be required for all projects involving total window replacement. This can be done either by submitting section drawings of both the existing and proposed window(s) or by submitting by a list of measurements comparing the individual elements of the existing window(s) to the proposed one(s) (A/K/A a window schedule).

ANATOMY OF A WOOD WINDOW



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Additional Window Resources

- [NPS Technical Preservation Brief 9: The Repair of Historic Wooden Windows](#)
- [Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement – National Trust for Historic Preservation](#)
- [Window Preservation Alliance](#)
- [5 Worst Mistakes of Historic Homeowners \(Part 1 Windows\) – The Craftsman Blog](#)

