

**ORDINANCE NO. 2024-25**

**AN ORDINANCE AMENDING SECTION 1305.6 ENTITLED “ARCHITECTURAL REVIEW BOARD”  
OF THE CODIFIED ORDINANCES OF THE CITY OF WICKLIFFE, OHIO**

**WHEREAS**, the Planning Commission of the City of Wickliffe, Ohio has made recommendations regarding changes to Section 1305.6 entitled “Architectural Review Board” Codified Ordinances of the City of Wickliffe, Ohio; and

**WHEREAS**, the Council of the City of Wickliffe, Ohio met to review the recommendations of the Planning Commission; and

**WHEREAS**, the Council of the City of Wickliffe, Ohio deems it in the best interest of its residents and businesses to repeal the current Section 1305.6 entitled “Architectural Review Board” (OR 2005-35) of the Codified Ordinances of the City of Wickliffe, Ohio.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WICKLIFFE,  
COUNTY OF LAKE, STATE OF OHIO:**

**SECTION 1.** That Section 1305.6 entitled “Architectural Review Board” (OR 2005-35) of the Codified Ordinances of the City of Wickliffe, Ohio be hereby repealed and replaced in its entirety by the following:

**1305.60 ARCHITECTURAL REVIEW BOARD**

**I. PURPOSE.**

The purpose of The Architectural Review Board is to apply standards that preserve and/or enhance the architectural integrity and exterior appearance of development in the City of Wickliffe, and by so doing, promote the public health, safety, and welfare of the residents and visitors to the community.

**II. INTENT.**

The intent of the architectural review process is to:

- (a) Ensure that the location, configuration, and architectural design of buildings and their materials and colors are visually harmonious on the planned site and with surrounding development and the environment.
- (b) Ensure that the location, configuration, and design of signs and their materials and colors are consistent with the character and scale of the buildings to which they relate and surrounding development.
- (c) Safeguard and enhance the visual and aesthetic character, diversity and quality of the City to protect and enhance the City’s attractiveness to residents, tourists and visitors, and to stimulate business and industry by encouraging excellence in design.
- (d) Encourage superior design quality of the City and strengthen civic pride in the aesthetic environment of Wickliffe.

**III. DEFINITIONS.**

For the purposes of this chapter, certain terms are herewith defined:

- (a) Accenting Colors. Color(s) that accentuate or contrast with something else, such as a touch of color that makes the features of an image stand out.
- (b) Architectural Features. Includes but is not limited to functional, ornamental or decorative features integral or attached to the exterior of a structure, including roof elements, cornices, eaves, gutters, belt courses, sills, lintels, windows, doors, transoms, fan lights, side lights, chimneys, and elements of exterior embellishment.
- (c) Contemporary Durable Materials. Includes but is not limited to those building materials that appear identical to natural materials and have the same or a higher level of durability than natural materials but are manufactured through alternative methods and materials.
- (d) Earth Tone Color. Color scheme(s) that draws from a color palette of browns, tans, grays, greens, blues, purples and some reds.
- (e) Facade. The principal form of a building that looks onto a street or open space.

- (f) Harmonious. A quality which produces an aesthetically pleasing whole as in the arrangement of architectural and landscape elements.
- (g) Mechanical/Electrical Hardware and Equipment. Includes but is not limited to equipment, devices and accessories, the use of which relates to ventilating, air conditioning, heating and similar purposes.
- (h) New Structure. A new structure is anything newly constructed or erected, the use of which requires location on the ground.
- (i) Modification. Includes additions and any exterior alterations that involve exterior material changes, additions and/or removal of architectural features.
- (j) Site Hardware. Includes but is not limited to street furniture, lighting standards, mailboxes, control boxes, newspaper boxes and similar appurtenances.
- (k) Outside Storage. An enclosed unit used to store items separate than the primary building with the exception of a shipping container.

#### IV. PLAN REQUIREMENTS.

There is an established Architectural Review Board that will meet on an as-needed basis to consider applications for housing developments of five (5) or more contiguous lots and all non-residential, new buildings, additions, and alterations to existing buildings within the City of Wickliffe. No permit for new building, additions, or alterations to existing structures excluding signage will be issued until compliance with the following requirements has been met:

- (a) Four (4) sets of drawings are required for all of the following submittals except as noted. All drawings shall be drawn to the scale indicated and shall be stamped by an architect or engineer registered in the State of Ohio. An index of all drawings shall be indicated on the first sheets.
  - (1) Site Plan (1" = 40')
 

The site plan must show the location of the building on the parcel. Outlines of buildings on adjacent parcels must also be shown. The plan must show the footprint of the building with the following items dimensioned:

    - A. Front, side, and rear yard setbacks. Review zoning and any deed restrictions with the Building Department.
    - B. Location of proposed building in relation to the street, any drives, parking areas, tree lawn, parking lots, parking islands, and any other adjacent structures exposed on Euclid Avenue.
    - C. The site plan shall also show the following items:
      - 1. Permanent parcel number, subplot number, address.
      - 2. All dimensions.
      - 3. Location of all chimneys, overhangs, and stairways as they relate to the setback requirements.
      - 4. Location of any easements.
      - 5. Grading and drainage plan, including all necessary existing and proposed catch basins and drainage piping, including downspouts.
      - 6. All finished floor elevations.
      - 7. Finished grades and location of existing structures on adjacent properties. First-floor elevations for existing structures on adjacent properties.
      - 8. Height relationship information for structures on adjacent properties.
  - (2) Floor, Foundation, and Roof Plans (minimum scale 1/8" = 1')
    - A. Foundation plans must include a complete footer and foundation plan and must indicate, at a minimum, the following:
      - 1. Footings dotted.
      - 2. Complete structural framing information.
      - 3. Complete drainage information including footer drains and downspouts.
- (b) If the project is an alteration or an addition, the plans shall show the entire existing structure. Plans must, at a minimum, indicate the following:
  - (1) Locations of all major elements of the plan, including windows, doorsteps, chimneys, etc.

(c) Roof Plan shall indicate all elements, parapets, elevator penthouses, etc. If an addition, the plans must show the existing structure.

(1) Wall Sections (minimum scale 1/2" = 1')

Wall sections from below the footer to above the highest element on the roof shall be submitted. A typical wall section may be permitted if the structure is the same on all sides. Sections through overhangs or special and significant architectural elements shall also be provided. Notations shall indicate the type of materials being used, dimensions, and insulation values.

(2) Exterior Elevations (minimum scale 1/8" = 1')

Exterior elevations shall be provided for all sides of a new structure and any side modified by an alteration or addition. Any submission which does not provide all the necessary elevations will be deemed not complete. Exterior elevations shall include the following information. The information shall be shown in a graphic format with annotations.

- A. Exterior materials proposed. Additions or alterations shall match existing materials, including existing colors.
- B. Show all proposed openings, doors, windows, etc.
- C. Provide a color schedule of all elements.
- D. Elevations shall show relationships to existing surrounding adjacent buildings (including those to the rear) showing the height of elements and the distance from those structures.
- E. It is suggested that a colored rendering of the exterior elevation of commercial, institutional, and multi-family buildings be presented at the time of review. The colors should be similar to the materials being proposed.
- F. If rooftop HVAC equipment is proposed, or if there are any architectural elements on the roof, these also must be shown, and it must be shown how they will be concealed from view. This may be shown in the elevations, or it may be necessary to submit a building cross section.

(3) Photographs. One (1) set of color photographs of the exterior shall be submitted. Photographs shall be of all sides of existing structures where possible or applicable. Photographs of commercial buildings shall show adjacent structures. Photographs of new structures shall show vacant land and the structures on either side of the proposed construction.

(4) Material Samples. All exterior finished materials including roofing with visual exposure. One (1) set of samples of proposed materials shall be submitted. If the proposed materials match existing materials, samples need not be submitted.

(5) Cash Deposit. A cash deposit of a minimum of One Thousand Dollars (\$1,000.00) shall be submitted with application. Checks will be made payable to the City of Wickliffe.

(6) Fee. A fee for Architectural Review will be charged to each applicant, said fee to be determined by the Building Commissioner.

## V. EXTERIOR PLAN APPROVAL

(a) The Architectural Review Board shall, after receipt of reports from City staff and the applicable City Commissions, determine whether the Exterior Plan shall be approved, conditionally approved, or disapproved. The Exterior Plan shall not be approved unless the Architectural Review Board finds that:

(1) All of the applicable provisions in the Planning and Zoning Code are complied with.

(2) 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.

(b) If the Exterior 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.

(c) Exterior Plan approval shall be for a period not to exceed one (1) year from the approval date of the Exterior Plan. If no construction has begun within two years after approval is granted, the approved Exterior Plan shall become null and void.

## VI. ARCHITECTURAL REVIEW STANDARDS FOR RESIDENTIAL

### (a) Building Architecture

- (1) Building Materials. Building materials shall be of high quality and durability, and architectural features should be used to create visual interest and livability of the family dwellings. Building facades shall be constructed with one or more of the following materials: solid wood, brick, stone, stucco, contemporary durable materials, vinyl, aluminum, or metal siding, with minimal use of cinder block. Materials shall be of low reflectance. All structures shall be designed to be architecturally compatible with each other by employing similar roof pitches, architectural details and be constructed of compatible exterior building materials.
- (2) Facades. The façade of a building should reflect a unified architectural treatment, level of architectural detail and are given equal consideration with regard to massing, proportion and composition and will have consistent materials and transitions of materials will occur at appropriate architectural elements such as inside corners.
- (3) Building Color. Specific colors and color schemes shall be designed to be compatible and harmonious with those of the buildings in the surrounding area. Colors shall be natural earth tone. The color white is also encouraged. Facade colors shall be subtle and of low reflectance. Accent colors may be used to highlight architectural features. Prohibited accent colors shall include metallic and fluorescent.
- (4) Roofing. Roofing shall be compatible and harmonious with building materials and color scheme.

### (b) Site Planning.

- (1) Site Layout. Principal buildings, accessory buildings, fencing, parking areas, access drives, storm water facilities, pedestrian walkways, and landscaping shall be arranged to provide a visually appealing development that takes the existing topographic features and neighboring properties into consideration. Aesthetically pleasing attributes shall be visible throughout the entire development and the public right-of-way.
- (2) Lighting. Lighting shall enhance the visual appearance of the development. The color and design of the light poles and fixtures shall be designed to complement the architectural character of the buildings.
- (3) Fencing. Barbed wire, razor barb, and electrically charged fencing are not permitted. Masonry, wood, vinyl fencing, or decorative iron fencing is encouraged.
- (4) Landscaping. Landscaping shall comply with the requirements outlined in Chapter 1321.43.

### (c) Trash Enclosures. For multi-family developments, trash containers or receptacles (including recycling containers) shall be screened or enclosed with a trash enclosure meeting the following criteria:

- (1) The trash enclosure shall have four (4) sides with opening doors for the purpose of trash removal.
- (2) The trash enclosure shall be constructed of a wooden or vinyl fence structure, or masonry wall with an opacity of one hundred percent (100 %) and a height of one foot above the top of the tallest container.
- (3) The trash enclosure shall be constructed and located so that the opening doors are wide enough to accommodate a garbage truck emptying and replacing the trash container or receptacle.
- (4) The building materials used for the trash enclosures shall be compatible with the building materials used on the principal building. A reinforced concrete pad and approach apron shall be constructed under and in front of the enclosed area.
- (5) Gates and doors on the enclosure shall be of wood, vinyl, hardiplank or any alternative material the Board deems suitable. Fencing with slats is prohibited.
- (6) The location of trash enclosures shall be as inconspicuous as possible.
- (7) See Section X for City Minimum Standard Detail.

### (d) Signs. The requirements in Chapter 1161 - Signs should apply.

## VII. ARCHITECTURAL REVIEW STANDARDS FOR GENERAL BUSINESS APPLICATIONS.

### (a) Building Architecture

- (1) Building Materials. Building materials shall be of high quality and durability, and architectural features should be used to create visual interest and usability of the commercial or office buildings. Building facades are encouraged to be constructed with one or more of the following materials: solid wood, glass, brick, stone, stucco, decorative block or contemporary durable materials, with minimal use of vinyl, decorative aluminum or metal siding. Materials shall be of low reflectance. All structures shall be designed to be architecturally compatible with each other by employing similar roof pitches, architectural details and be constructed of compatible exterior building materials. The exteriors on a minimum of forty percent (40%) of the facades of buildings should incorporate brick, brick veneer, stone, stone veneer, split face block, stucco, glass, decorative block, EIFS or other contemporary durable materials that have the appearance of stone, brick or stucco or other natural materials.
- (2) Building Color. Specific colors and color schemes shall be designed to be compatible and harmonious with those of the buildings in the surrounding area. Colors shall be natural earth tone. The color white is also encouraged. Facade colors shall be subtle and of low reflectance. Accent colors may be used to highlight architectural features. Prohibited accent colors include metallic and fluorescent.
- (3) Roofing. Roofing shall be compatible and harmonious with building materials and color scheme.
- (4) Facades and Exterior Walls. Facades shall be articulated to reduce the massive scale and the uniform, impersonal appearances of large buildings and provide visual interest that will be consistent with the community's identity, character and scale.

### (b) Site Planning.

- (1) Site Layout. Principal buildings, accessory buildings, fencing, parking areas, access drives, storm water facilities, pedestrian walkways, and landscaping shall be arranged to provide a visually appealing development that takes the existing topographic features and neighboring properties into consideration. Aesthetically pleasing attributes shall be visible throughout the entire development and the public right-of-way.
- (2) Lighting. Lighting shall enhance the visual appearance of the development. Color and design of the light poles and fixtures shall be designed to compliment the architectural character of the buildings.
- (3) Fencing. Chain link fencing shall be limited to areas behind the primary building. Masonry, wood, vinyl, or decorative iron fencing is encouraged. Barbed wire, razor barb and electrically charged fencing are not permitted.
- (4) Landscaping. Landscaping shall comply with the requirements outlined in Chapter 1321.43.

### (c) Outdoor Storage, Mechanical Hardware and Equipment, Trash Collection, and Loading Areas.

Loading docks, truck parking, outdoor storage, utility meters, mechanical hardware and equipment, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are minimized to adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape.

- (d) Trash Enclosures. Trash containers or receptacles (including recycling containers) shall be screened or enclosed with a trash enclosure meeting the following criteria:
  - (1) The trash enclosure shall have four (4) sides with opening doors for the purpose of trash removal.
  - (2) The trash enclosure shall be constructed of a wooden or vinyl fence structure, or masonry wall with an opacity of one hundred percent (100 %) and a height of one foot above the top of the tallest container.

- (3) The trash enclosure shall be constructed so that the opening doors are wide enough to accommodate a garbage truck emptying and replacing the trash container or receptacle.
- (4) The building materials used for the trash enclosures shall be compatible with the building materials used on the principal building. A reinforced concrete pad and approach apron shall be constructed under and in front of the enclosed area.
- (5) Gates and doors on the enclosure shall be of a wood, vinyl, hardiplank or any alternative material the Board deems suitable. Fencing with slats is prohibited.
- (6) The location of enclosures shall be as inconspicuous as possible.
- (7) See Section X for City Minimum Standard Detail.

(e) Signs. The requirements in Chapter 1161 - Signs, should apply.

## VIII. ARCHITECTURAL REVIEW STANDARDS FOR THE EUCLID AVENUE OVERLAY DISTRICT.

- (a) Building and Site Design Guidelines. These Euclid Avenue Overlay Guidelines are intended to supplement the Architectural Review guidelines found in this Chapter of the Wickliffe Codified Ordinances and provide more specific guidance based on the unique attributes of the Euclid Avenue Overlay area. In the event there is a conflict between the general guidelines and these guidelines, those adopted for the Overlay area would take precedence.
  - (1) Building details, particularly on the front facade, should be designed for maximum visual interest. Buildings should be designed to respond to the context of the Wickliffe community and surrounding properties.
  - (2) Buildings should be designed with details and materials to evoke the city look with building styles and designs common to the neighborhood on all sides of the structure.
  - (3) Artificial cladding materials, such as vinyl siding are discouraged.
  - (4) Storefront windows provide an opportunity to display merchandise and provide "eyes on the street." Clear glass should be retained in existing storefront windows.
  - (5) Awnings are encouraged to provide protection from the weather for pedestrians and to provide location for signage.
  - (6) Main entries should be clearly defined, and emphasized with architectural detailing, awnings, lighting, and/or signage.
  - (7) Decorative paving is encouraged for sidewalks and other paved areas on private property.
  - (8) Landscaping should be concentrated at parking lot edges to soften the appearance of parking from the street and to provide definition to curb cuts; landscaped islands within a parking lot are also encouraged.
  - (9) Trash dumpsters must be in enclosures as specified in Section 1305.60 VI(d) of the Wickliffe Codified Ordinances. Loading areas and mechanical equipment should be located to the rear of buildings, with fencing and landscaping to screen these areas from public view.
  - (10) Mechanical equipment on the ground and waste receptacles must be screened with a fence or plant material as approved by the Planning Commission, or housed in a structure that is in harmony with the surroundings.
  - (11) Mechanical equipment attached to the side or roof of a building, including heating vents, should be kept as low as possible and screened. Color should be compatible with the background.
  - (12) Accessory loading areas should be located in unobtrusive areas and be screened or blocked from public view.
  - (13) Pedestrian-scaled light fixtures using LED lamps will add a warm glow to the district at night and are appropriate along the sidewalk and within parking lots and shall be directed not to impede light into neighbors' properties.
  - (14) Benches and trash receptacles and these elements are welcome.
  - (15) Sidewalks should be generous within the district leading to each building entrance. New sidewalks should have at least five feet (5') clear passageway.

## IX. ARCHITECTURAL REVIEW STANDARDS FOR MANUFACTURING APPLICATIONS.

### (a) Building Architecture.

- (1) Building materials. Building materials shall be of high quality and durability, and architectural features should be used to create visual interest and usability of the manufacturing buildings. Building facades are encouraged to be constructed with one or more of the following materials: wood, contemporary durable materials, brick, stone, scored block, with minimal use of vinyl or decorative aluminum siding. Materials shall be of low reflectance. The use of a combination of decorative stone, brick or masonry materials and wood is encouraged.
- (2) Building color. Specific colors and color schemes shall be designed to be compatible and harmonious with those of the buildings in the surrounding area. Colors shall be natural earth tones. The color white is also encouraged. Facade colors shall be subtle and of low reflectance. Accent colors may be used to highlight architectural features. Prohibited accent colors include metallic and fluorescent.
- (3) Facades and exterior walls. Facades should be articulated to reduce the massive scale and impersonal appearances of large manufacturing buildings and should provide visual interest that will be consistent with the community's identity, character and scale.

### (b) Site Planning.

- (1) Site layout. Principal buildings, accessory buildings, fencing, parking areas, access drives, storm water facilities, pedestrian walkways, and landscaping shall be arranged to provide a visually appealing development that takes the existing topographic features and neighboring properties into consideration.
- (2) Lighting. Lighting shall enhance the visual appearance of the development. Color and design of the light poles and fixtures shall be designed to complement the architectural character of the buildings.
- (3) Fencing. Chain link fencing should be limited to areas behind the primary building. Masonry, wood, vinyl or decorative iron fencing is encouraged.
- (4) Landscaping. Landscaping shall comply with the requirements outlined in Chapter 1321.43.

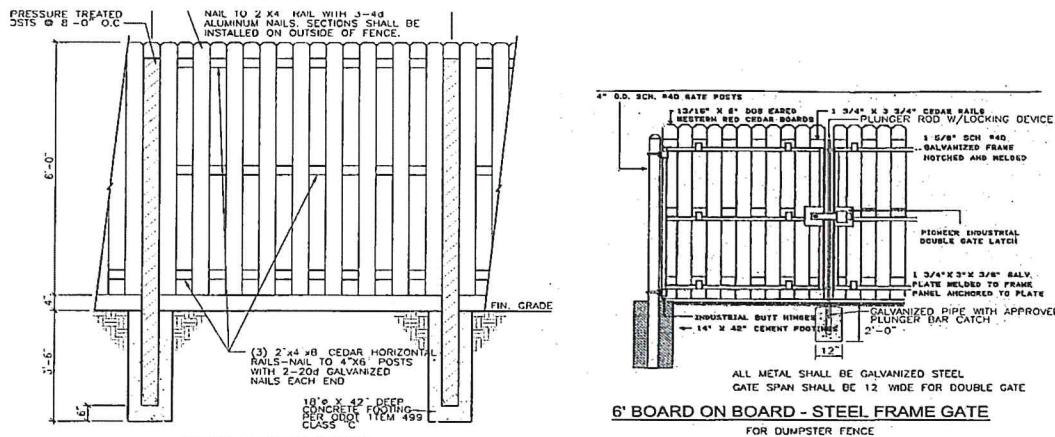
(c) Outdoor Storage, Mechanical Hardware and Equipment, Trash Collection, and Loading Areas. Loading docks, truck parking, outdoor storage, utility meters, mechanical hardware and equipment, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are minimized to adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape.

(d) Trash Enclosures. Trash containers or receptacles (including recycling containers) shall be screened or enclosed with a trash enclosure of one hundred percent (100%) opacity where visible to a public street.

- (1) The trash enclosure shall have four (4) sides with opening doors for the purpose of trash removal.
- (2) The trash enclosure shall be constructed of a wooden or vinyl fence structure, earth mound or masonry wall with an opacity of one hundred percent (100 %) and a height of one foot above the top of the tallest container.
- (3) The trash enclosure shall be constructed so that the opening doors are wide enough to accommodate a garbage truck emptying and replacing the trash container or receptacle.
- (4) The building materials used for the trash enclosures shall match the building materials used on the principal building. A reinforced concrete pad and approach apron shall be constructed under and in front of the enclosure.
- (5) Gates and doors on the enclosure shall be of a wood, vinyl, hardiplank or any alternative material the Board deems suitable. Fencing with slats is prohibited.
- (6) The location of trash containers or receptacles shall be as inconspicuous as possible.
- (7) See Section X for City Minimum Standard Detail.

(e) Signs. The requirements in Chapter 1161 - Signs should apply.

## X. TRASH ENCLOSURE DETAIL.



#### DUMPSTER ENCLOSURE DETAILS

## XI. APPEAL.

Any person whose plan has been disapproved or who has otherwise been aggrieved by a decision of the Architectural Review Board, Building Commissioner, or designee may appeal that decision to the Board of Zoning Appeals. Please refer to Chapter 1335.

**SECTION 2.** That this ordinance repeals any and all other ordinances or parts thereof that may be inconsistent with this ordinance.

**SECTION 3.** That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 121.22 of the Ohio Revised Code.

Passed: May 15, 2024

Attest: Clerk of Council

Submitted to the Mayor for approval on

May 15th, 2024

First Reading April 8<sup>th</sup>, 2024

Second Reading April 22nd, 2024

Third Reading May 15th, 2024

Edward A. Bur  
Council President – Presiding Officer

## **Council President – Presiding Officer**

Approved: May 15<sup>th</sup>, 2024

Mayor

Passed May 15<sup>th</sup>, 2021

Yes 7 No 0

I, Sandra J. Fink, Clerk of Council of Wickliffe, Ohio, hereby certify the foregoing is a true copy of  
Ordinance No. 2024-25 enacted by Council at its regular meeting on May 13, 2024.  
Sandra J. Fink, Clerk of Council