



A GUIDE TO FILING AN APPLICATION FOR HISTORIC REVIEW

PURPOSE OF THE GUIDE

This guide has been developed to provide potential applicants with a better understanding of the process for requesting a permit to "Change" a Historic Structure, when such project meets a Historic Review threshold, and should be used to help format such requests. This guide includes a checklist to assist applicants in verifying the completeness of an application. Applicants are advised to review Chapter 1336 in its entirety, linked [here](#), to better familiarize themselves with the process and the Code requirements. Applicants are encouraged to discuss application requirements with staff, and preliminary reviews can be requested prior to applying for Historic Review. For any questions and/or to schedule a preliminary review contact Tana Bere, Community Development Specialist, at: (513) 679-4616 or tbere@wyomingohio.gov.

BACKGROUND

Wyoming City Council adopted Chapter 1336 of the Codified Ordinances in 1992, which regulated the demolition of buildings located within the Village Historic District, and properties outside of the district which are individually designated as Historic Properties. This ordinance was passed after many months of review and consideration by the Historic Preservation Commission (HPC), the Architectural Review Board (ARB), Law Committee, Planning Commission, and City Council. It intended to protect the Historic Resources of the community; ensure that all reasonable alternatives to demolition are considered; and to ensure that, if a Historic Building is to be demolished, thorough consideration has been given to the disposition of the site and the potential impact that this action may have on the surrounding neighborhood. Since the adoption of Chapter 1336, which governs Historic Review, there have been several updates to better protect the integrity of Wyoming's Historic Resources. The most recent update occurred in 2021, which simplified the language, addressed new construction in the Historic Review thresholds, added review for changes to porches in the front or side elevations which are not in-kind replacements, decreased the area considered in the threshold calculations, and streamlined the review process by removing City Council approval except in cases of total demolition of a principal structure or to appeal a decision of the HPC and ARB.

REVIEW THRESHOLDS

Historic Review applies to "Changes" to all buildings, structures, and properties within the City's Historic District and to individually designated Historic Properties. A "Change" is defined as any addition, alteration, demolition, or new construction involving a building, structure, or property. Historic Review is required if any of the following criteria is met:

- Changing 25% or more of the exterior walls of the front elevation;
 - For corner lots, the 25% area threshold applies to each front elevation individually.
- Changing 25% or more of the roof as viewed in the front elevation;
 - For corner lots, the 25% area threshold applies to each front elevation individually.
- Changing 50% or more of the exterior walls of the side elevation;
- Changing 50% or more of the roof as viewed in the side elevation;
- Changing, except for in-kind replacements, any portion of a porch on a front or side elevation (inclusive of its roof and supports); or

- New construction of a building or structure.

Changes that do not require Historic Review include:

- In-kind replacements do not require Historic Review.
 - An in-kind replacement means ordinary maintenance to correct deterioration or damage to a building or structure, or to restore a building or structure to its original condition prior to such deterioration or damage provided such work does not involve a change in design, texture, material, or architectural features.
 - It is the applicant's responsibility to provide documentation to show that the replacement is in-kind.
- A building less than 200 square feet based on the outside dimension does not require Historic Review if the following criteria is met:

The building will remain less than 200 square feet upon completion of the Change; and the City Manager has determined the building or structure clearly does not have historical significance and is noncontributing to an historic district or historic property.

THRESHOLD CALCULATIONS

Historic Review thresholds are calculated as follows.

- Area of the exterior walls on front and side elevations:
 - The front elevation is measured using a flat plane and includes all elements of a building or structure oriented to the public way.
 - The side elevation is measured using a flat plane and includes all elements of a building or structure oriented to the side property line.
- Area of the roof in the front and side elevations:
 - The roof is measured by taking the area of the roof as viewed in the front elevation, and not by measuring the surface area.
- Percent of the Change to determine the threshold:
 - The percent of the Change shall be calculated by totally the area of the elements affected and dividing that number by the existing exterior walls or roof area, then multiplying the quotient by 100.

DESIGN GUIDELINES

The Design Guidelines for Historic Properties suggest appropriate ways to construct new buildings or make changes to existing buildings. These Design Guidelines should be referenced when considering making a Change to a building, structure, or property within the Historic District or individually designated Historic Property. The Design Guidelines can be viewed on the City's website, linked [here](#).

HOW TO APPLY

Online permitting is now available through the Cloudpermit platform. For Historic Review applications, select "Planning Approval" as the type of application and "Historic Review" as the category. Please refer to the Apply for a Permit page on the City's website, linked [here](#), for helpful information and a video tutorial on how to use Cloudpermit.

The Application for Historic Review must include the following information:

- ____ 1. Provide an overview of the project, including the purpose and intended use of the Change.
- ____ 2. Describe the property including its date of construction, architectural style, any unusual or distinctive physical characteristics, its date of designation as Historic Property, facts pertinent

to the property's Historic Significance, and its current use and physical condition.

- ___ 3. Explain the proposed Change with sufficient detail to describe the methods to be employed, the handling of all wastes, the special handling of hazardous materials, such as lead paint and asbestos, and the final treatment of the site including final grading, landscaping, and screening to remain upon completion of the work.
- ___ 4. A narrative description of the proposed Change with sufficient detail to describe the methods to be employed, the handling of all wastes, the special handling of hazardous materials, such as lead paint and asbestos, and the final treatment of the site including final grading, landscaping, and screening to remain upon completion of the work.
- ___ 5. Describe any practical and reasonable alternatives to the Change that have been considered and the associated costs thereof.
- ___ 6. Describe the expected impact of the proposed Change on the surrounding neighborhood, and how the proposed project is augmenting or continuing the historic character.
- ___ 7. Explain how the Change incorporates recommendations in the Design Guidelines of Historic Properties (available on the City's website).
- ___ 8. The proposed completion date and expected duration of the work.
- ___ 9. Photographs of the property showing its general arrangement, distinctive physical characteristics, and physical state (uploaded as an attachment).
- ___ 10. An existing and proposed site plan, existing and proposed floor plans, and exterior elevations of any proposed replacement construction or new construction that is intended to replace all or any part of the Changed building, structure, or property, showing sufficient detail to demonstrate conformity with the Design Guidelines established by the HPC and ARB (uploaded as an attachment).
- ___ 11. An elevation analysis to show the percent of the Change and how it was measured (uploaded as an attachment).

Applicants who submit incomplete applications will be notified of the shortcomings. Incomplete applications will be held until the necessary information has been submitted, up to 60 days, and returned to the applicant or disposed of thereafter.

Fee:

A \$200.00 application fee is required.

THE PROCESS

Applicants are encouraged to participate in a preliminary review with the HPC and ARB to discuss initial plans for the Change, prior to preparing the full application.

After the application is reviewed by the City Administration for completeness and, if all the necessary information has been provided, applications will be referred to the Historic Preservation Commission (HPC) and the Architectural Review Board (ARB) for their joint review and comment in a public hearing. The owners of properties within 200 feet of the subject property will be individually notified via mail of the public hearing. For applications for Historic Review that involve the total demolition of a principal structure, the notice will contain the date of the joint HPC and ARB meeting/public hearing, as well as the required City Council public hearing.

The applicant or their representative is required at the joint HPC and ARB meeting/public hearing to present the request and answer questions from the members. The HPC and ARB will decide on all applications except when a total demolition of a principal building is proposed. For applications involving a total demolition of a principal structure, the combined recommendation of the HPC and ARB is forwarded to City Council who will, after conducting a public hearing, approve or deny the request. Once an application is approved, the Administration is directed to issue the requested permit. Applications requiring City Council approval typically take 2 months to complete.



*Above time frames assume complete and timely submissions by the applicant.

*When feasible, the building permit review process will be done concurrently if requested by the applicant.

PERMITTING

If an application for Change is approved, a complete set of construction documents and a survey-based site plan, when necessary, will be required for issuance of the zoning certificate and/or building permit. Permit review typically requires 10 business days to complete once all necessary information is received.