

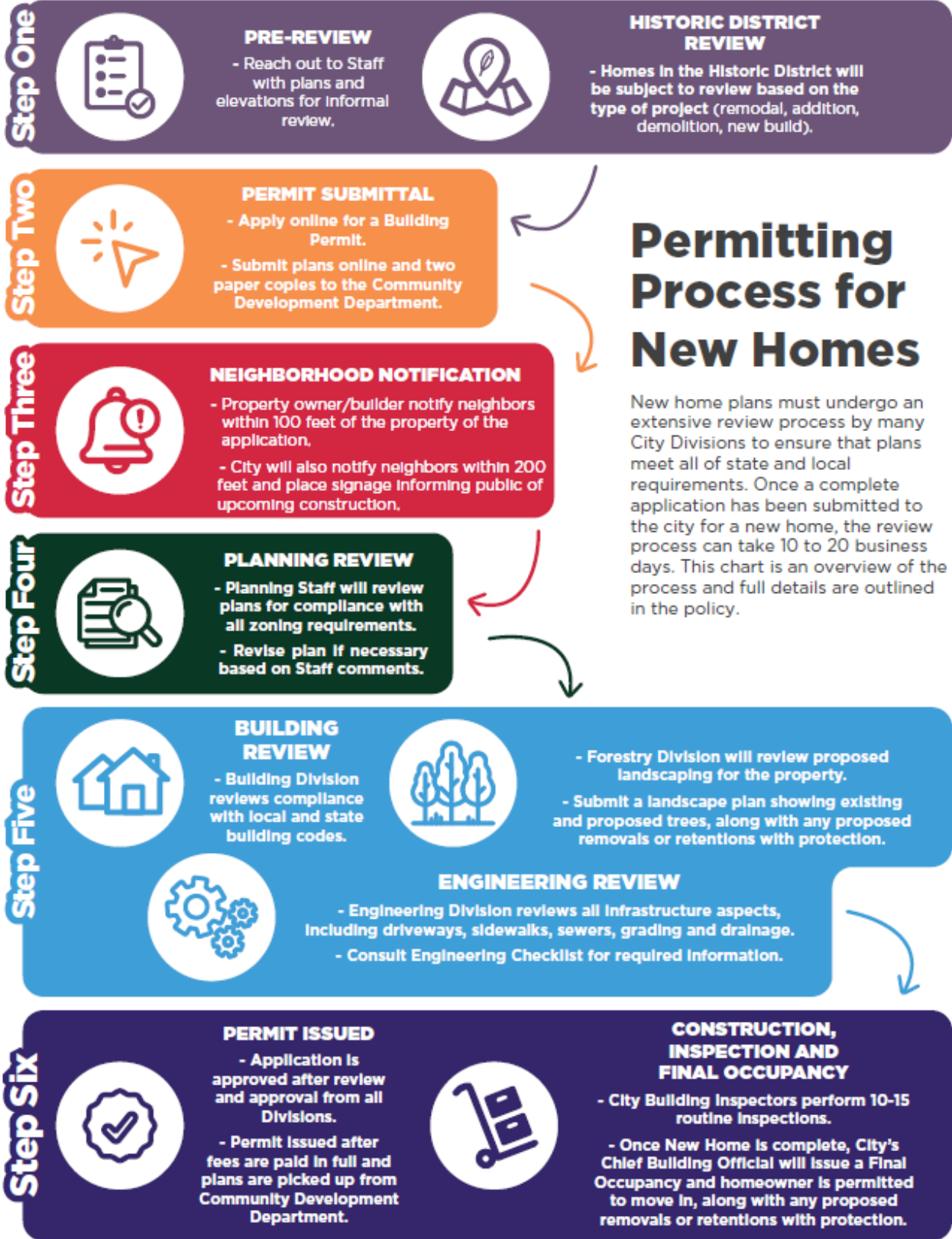
City Manager Policy for Review of Upper Arlington Residential Design Standards

The City of Upper Arlington recognizes the importance of appropriate home design and property configuration to ensure new residential construction reasonably blends with the existing character of the City's outstanding neighborhoods. Also of critical importance is the enhancement of the City's aging housing stock to meet today's needs and ever-increasing demand. This policy seeks to strike a balance between these two objectives. The policy outlined below serves as a supplement and guidebook on the Residential Design Standards that are found in the [Unified Development Ordinance \(UDO\) Article 7.17](#).

Purpose and Intent

- (i) The purpose of the Residential Design Standards is to ensure that residential development, either through residential investment or infill redevelopment blends in and is compatible with existing and prominent neighborhood characteristics. This will help to enhance the property values in Upper Arlington while protecting the character of its residential neighborhoods. These standards are **in addition** to all other standards and requirements of the Unified Development Ordinance like setbacks, coverage limits and minimum lot sizes. This Policy serves as the City's supplement to the Standards. It does not apply to multi-family residential structures with three or more units or commercial mixed-use development with a residential component. It also does not apply to property in the Residential Community Development District (RCD), which has specific architectural and development standards approved by City Council. Corporate ownership of vacant or unleased homes and parcels is discouraged.





Permitting Process for New Homes

Step 1: Pre-Review – Applicants have the recommended option of an informal pre-application meeting (in-person, virtually or via e-mail) with the Planning Division to review preliminary design plans, including a proposed site plan and elevations. This includes a preliminary review for compliance with the Residential Design Standards. Contact the Planning Division at planning@uaoh.net or 614-583-5070.

Historic District Review – Any home designated as a Contributing Structure in the Historic District must be approved for removal by the Board of Zoning and Planning (BZAP) prior to demolition per the City’s historic demolition process; the replacement home must also be approved by BZAP at a Work Session prior to construction. This is to ensure neighborhood compatibility within the Historic District. The City’s [GIS map](#) shows Historic District boundaries and designated Contributing Structures. [UDO Article 7.18](#) includes design guidelines for contributing historic structures. Properties that include a Non-Contributing Structure in this Historic District should have their new home approved by BZAP at a Work Session prior to construction.

Step 2: Permit Submittal – [Building Permit](#) applications are submitted through the City’s online permit portal. Plans must be submitted online **and** two paper copies must be dropped off to the Community Development Department. Review will not start until paper plans are submitted. Submittals must include an acknowledgement of the Building Permit Checklist (see link above). Accurate finished square footage and values of work must accompany the application. All submitted documents are publicly accessible on the permit portal or via Public Records Request.

Step 3: Neighborhood Notification – Neighbors within 100 feet of the property must be notified of the new home permit application via regular mail from the property owner/builder before applying for a permit. This notice should include the applicant’s contact information and note that any decision made by the City is appealable to the Board of Zoning and Planning (BZAP) within 10 days of any Staff determination. A sample letter can be viewed [here](#). The notification should state that recipients of the letter are welcome to contact the property owner/builder for more information, with questions or comments.



Planning Staff also send notice to all neighbors within 200 feet advising them of the permit submittal with an outline of the process. Signage will be conspicuously placed at the site by the City for enhanced awareness of the permit and imminent construction. This is meant for notification and planning purposes only; passers-by are welcome to contact the Planning Division with any questions-or concerns.

When a minor subdivision (lot split) application is submitted, the City will send notice to neighbors within 200 feet and post signage conspicuously at the site to enhance awareness. This does not apply to minor lot line adjustments.

Submitted applications and permits, including plans, are publicly available online via the City's [permitting portal](#) (search by address).

Step 4: Planning Review – Planning Staff reviews plans for compliance with all zoning requirements (setbacks, coverages, etc.), including the Residential Design Standards. Staff will consult with a third-party architect as needed to assess adherence to the Residential Design Standards. Requested changes by the third-party architect will be reviewed by Staff and then shared with the applicant. If the plan does not meet code, the applicant can revise the plans to be compliant or seek a variance from the Board of Zoning and Planning (BZAP). If the applicant believes a denied proposal meets the zoning standards, they may file an appeal of Staff's decision to BZAP. [See [BZAP calendar](#) for submission deadlines and meeting dates.] Once plans have received zoning approval, or BZAP approves a request variance, a Planning Approval Certificate is issued and uploaded to the online application, which is publicly accessible. This certificate includes any conditions of approval related to the permit and the last date for an aggrieved party to appeal Staff's decision to BZAP.

Step 5: Building Review – The Building Division reviews compliance with the State and Local building codes. Minimum permit submittal requirements can be found on the [Building Permit](#) application. For new home construction, a grading plan shall be submitted. The grading plan shall show existing and proposed contour intervals (for every two feet of vertical grade change) and surface runoff arrows. The plan shall also include all proposed first floor elevations and existing and proposed spot grades at the corners of all new foundation walls and pavement areas. Existing first floor elevations and spot grades of the abutting properties shall also be



included. The approved and controlling subdivision Master Grading Plan (if one exists) shall be followed. The finished floor elevations and finished grade elevations of the new home shall match those of the existing homes as close as possible while meeting the grading and drainage requirements of the Residential Code of Ohio and the ordinances of the City of Upper Arlington.

The Builder shall provide to the Building Inspector a survey completed by a Licensed Surveyor at the time of foundation inspection showing compliance with the grading plan elevations and the foundation elevation and location. The Builder shall also provide an as-built survey to the Building Inspector at the Final Occupancy inspection demonstrating compliance.

Forestry Review – The Forestry Division reviews proposed landscaping for the property. For all new homes, street trees are to be planted or retained per Article 6.07, which requires one street tree for each 25 feet of lot frontage.

- All existing on-site healthy trees shall be preserved to the fullest extent reasonable, unless directed or otherwise approved by the City Forester.
- All existing invasive plant species should be removed and any new landscaping should include a majority of native plant species.
- The applicant must submit a landscape plan showing all existing trees on site, proposed removals, proposed retentions with protection measures, and all proposed tree plantings with the Building Permit application.
- For further guidance, see the [Landscape Requirements for New Homes](#) brochure.

Engineering Review – The Engineering Division reviews all infrastructure aspects, including driveways, sidewalks, sewers, grading, and drainage. See [Engineering Checklist](#). Construction within a floodplain is discouraged.

Step 6: Permit Issued – Once all Divisions have reviewed and approved the plans, the application is approved, and permit fees are due. The permit is issued after fees are paid in full and the plans are picked up from the Community Development Department, which includes a review letter and Building Card to track on-site inspections. Fees include permit, zoning review, building code review, and State of Ohio permit (1%). Permit fees for new homes are based on the finished square footage of the structure.



Construction, Inspection, and Final Occupancy – Throughout the course of the homebuilding process, City Building Inspectors perform multiple inspections (depending on the scope of work) including footer/foundation, plumbing, electric, gas, framing, HVAC, insulation, and grading/drainage, among others. Building Inspectors also monitor adherence to required erosion control measures. Once a new home is complete, Final Occupancy is issued by the Chief Building Official and the structure can be occupied. Contact the Building Division at 614-583-5070 if you witness any issues during construction like mud on the streets or erosion control issues. Please contact the Police Division at 614-583-5160 for issues like hours of work violations or excessive noise.

Guidance for Residential Design Standards – How will plans be reviewed?

- (i) **Applicability** – These standards apply to the design of new single-family homes, two-family homes, additions, detached garages, any proposed modification of a Contributing Structure in the Historic District whereby its historical significance is materially compromised, and in the proposed creation of new parcels or the modification of existing parcels, whether by minor subdivision (lot split) or otherwise.
- (ii) **Area of Focus** – When assessing compatibility, prominent characteristics of the existing neighborhood will be reviewed.
 - **Primary Focus Area:** A primary focus on characteristics of the street segment on which the home is located, which is defined as both sides of the street between two intersecting streets.
 - For property located on a street segment of fewer than five properties, an additional street segment in each direction shall be included in the primary area of focus.
 - **Secondary Focus Area:** Secondary areas of focus may be considered by the Community Development Director when prominent characteristics are not present. This secondary area of focus includes the neighborhood block (as shown on the plat) and the entire subdivision.
 - If the lot is unplatted, the secondary area of focus includes an additional street segment in each direction from the subject street segment.
 - Directly adjacent properties sharing a common property line that are in a different subdivision plat, but in the same zoning district, will be considered in the review for compatibility.



(iii) Residential Characteristics That Will Be Reviewed – Compatibility is assessed based on adherence to prominent characteristics and is in addition to all other zoning requirements including building setbacks, development cover on the lot, frontage along the street, lot area, etc.

a. Lot Characteristics and Home Siting

i. **Lot Splits** – New home sites shall be of similar lot width, lot depth, lot shape, and lot size/area, which is considered compatible if the new home site or parcel is not less than 20 percent of the median of the street segment.

- If lot characteristics of the street segment vary greatly, the secondary area of focus shall be considered by the Community Development Director (see ii - Area of Focus).
- Conceptual new home elevations and site plans shall accompany the application. In lieu of elevations and site plans, a detailed response to all items in Section iii - Residential Characteristics That Will Be Reviewed, shall be submitted. Proposed homes are to be similar to the submitted conceptual plans.



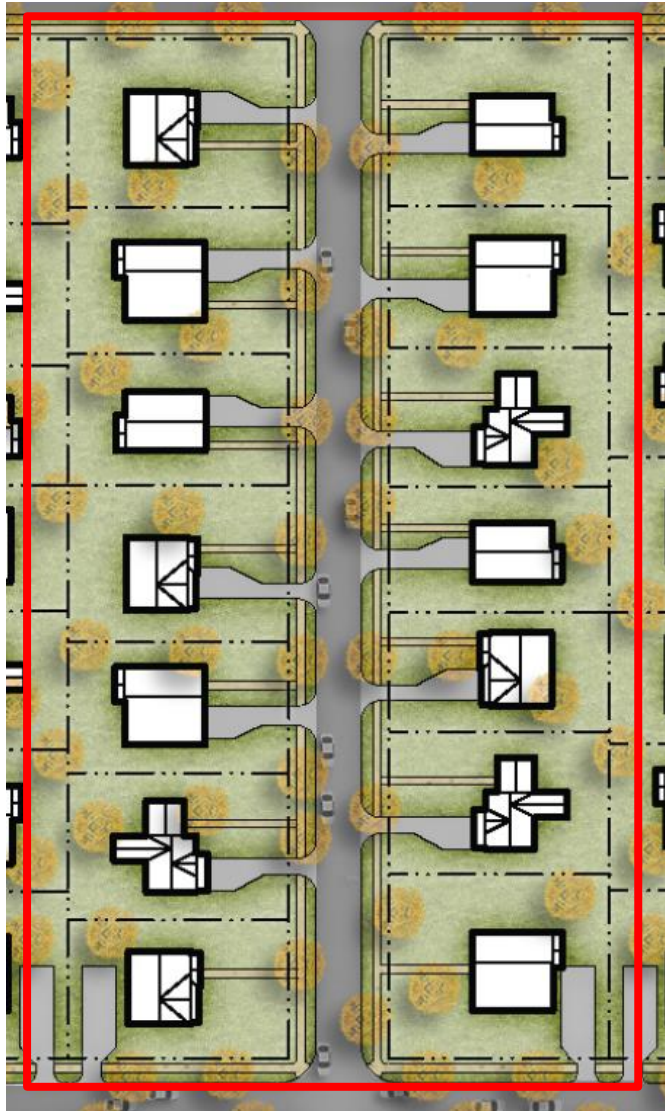


Figure 1: Lots on street segment vary in width and size but remain compatible.

- ii. **Front Yard Setbacks** – Front yard setbacks of existing homes on the same side of the street segment shall be considered in reviewing the proposed location of the new home. The front face (excluding front porches) of the new home shall not be more than 20 percent forward of or behind adjacent homes' front setback, unless in the case of a replacement home, where the front yard setback will largely remain. All homes must respect platted setbacks. Building lines can be found on a



property survey or on the subdivision plat.

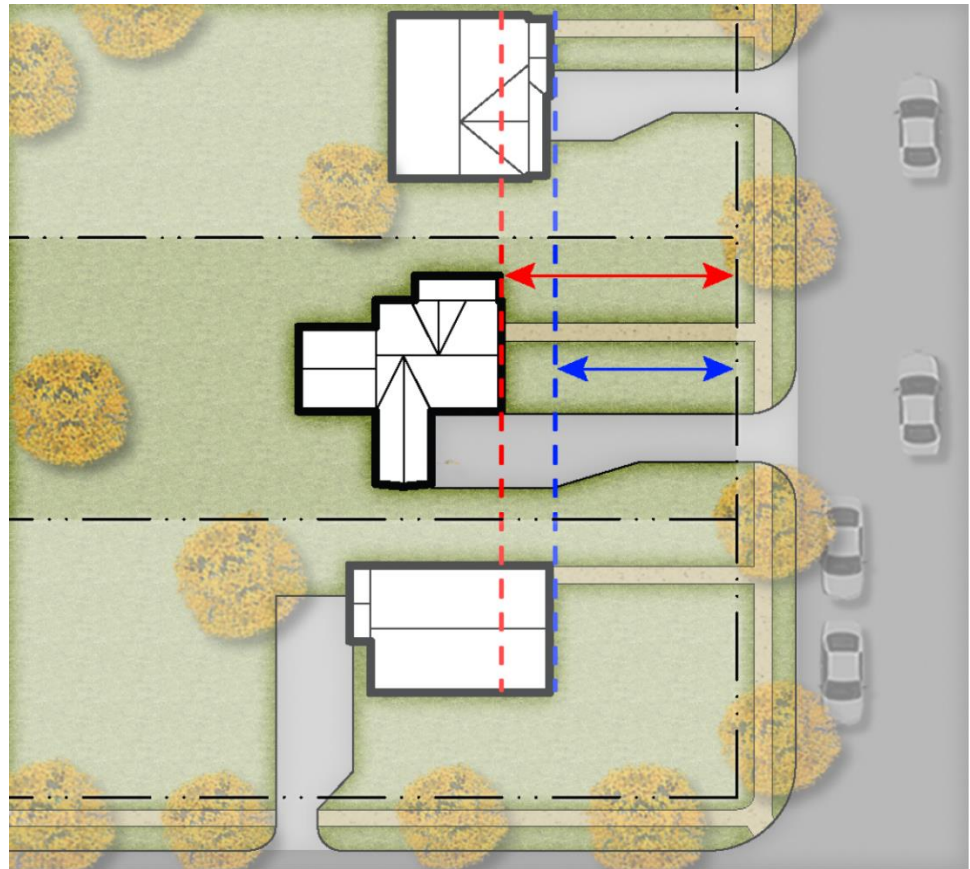


Figure 2: New home is situated within 20 percent of the average setback of neighboring homes.

- iii. **Garages** – The location, size and orientation of attached and detached garages should be consistent with those found along the street segment.
- Preference is given for side and rear-loading attached garages or detached garages if a prominent characteristic.
 - Front-load garages should be recessed from the front face of the home.
 - The number of garage bays facing the street shall not exceed the highest number of bays found on the street segment.
 - The design of detached garages should be compatible with the principal residence and must meet the requirements of the UDO.
 - Single-car, carriage-style detached garages installed in addition to an existing or proposed attached garage are only permitted when the parcel is at least 1.5 times the minimum lot frontage and area standards



for the zoning district, and is located behind the primary front façade of the house.

- Single-car garage doors should not exceed 9 feet in width or 18 feet in width for a two-car garage door.
- iv. **Privacy** – The location of the house on the lot shall be designed to respect the privacy of existing adjacent homes. Second and third floor balconies proposed adjacent to an existing one-story single-family home shall be set back at least two (2) times the minimum side yard setback.

b. Architecture

- i. **Style** – While there is a wide range of architectural styles found in the community, there are many distinct neighborhoods with generally consistent styles. New homes shall be consistent with the architectural style and era in which the street segment was built. Regardless of the architectural style selected, each new home shall be designed in a way that reinforces the architectural clarity of that particular style (e.g. overall proportions, roof shape, window types, architectural details, etc.). Mixing of architectural styles on the home is not recommended. Additions should seamlessly blend with the existing home, unless in the case of historic homes, where a distinction may help preserve the historic integrity of the home.

Modern-Styled Homes – Architecturally modern-styled homes may be approved by the Community Development Director only after consultation with the City’s third-party architect when exterior materials are consistent with the street segment and the maximum height of the house is 22 feet or less.

- ii. **Exterior Materials** – Exterior materials are to be consistent with the architectural style of the home and with others on the street segment. No more than two exterior wall materials are recommended on any elevation. Materials should express the traditionally intended purpose of the material (i.e., heavier materials like brick or stone at base of home). The use of vinyl siding on a front elevation should only occur in combination with brick or stone. Mixing more than two siding materials (e.g. vinyl siding, fiber cement siding, wood siding, stucco



siding, etc.) is discouraged. Material color should be chosen to complement the prominent color palette of the street segment (e.g. if an entirely white siding home is proposed when the majority of homes on the street are earth-tone colors and/or include stucco/stone, the addition of complementary materials like brick or stone should be added) and noted on the elevations. Vinyl siding shall be a minimum thickness of 0.44mm.



Figure 3: Example home that **does not** meet compatibility because of mix of siding and excessive use of materials.



Figure 4: Example home that **does** meet compatibility because there are no more than two materials, stone complements the use of siding, and stone is used at the base of the home.

- iii. **Facade articulation and blank elevations** – The facades of all four sides of a home shall include windows and other appropriate architectural features for the proposed home style. Blank elevations lacking windows will not be permitted. Any brick or stone water table near grade shall wrap the corner of the outside elevations; this is not required on rear elevations.



iv. Varied elevations – Single-family houses with similar building elevations shall not be located on adjacent lots or directly across the street from each other.

c. Building Form

i. Height – Building height shall not exceed more than 150 percent of the street segment median, which includes both sides of the street between two intersecting streets. The five most adjacent homes to the rear (e.g. one home to the rear and then the two homes to each side of it) are to be included in this calculation.

- For non-interior lots (i.e. corner or through lots), the street segments for which the home has frontage shall be used.
- For street segments with a median height of less than 17 feet, the median height shall be increased to 17 feet for the basis of the height calculation provided a streetscape rendering with adjacent homes is approved by the Community Development Director in consultation with the City’s third-party architect.
- Height can be determined from in-field measurements and/or from Franklin County Auditor data.
- The maximum building height (as measured from grade to the roof peak) for single-family homes in Upper Arlington is 35 feet, but is reduced to 28 feet in the River Ridge Addition (Extended) area.
- Increased first floor heights as a result of grading requirements shall be accounted for in the building height calculation.



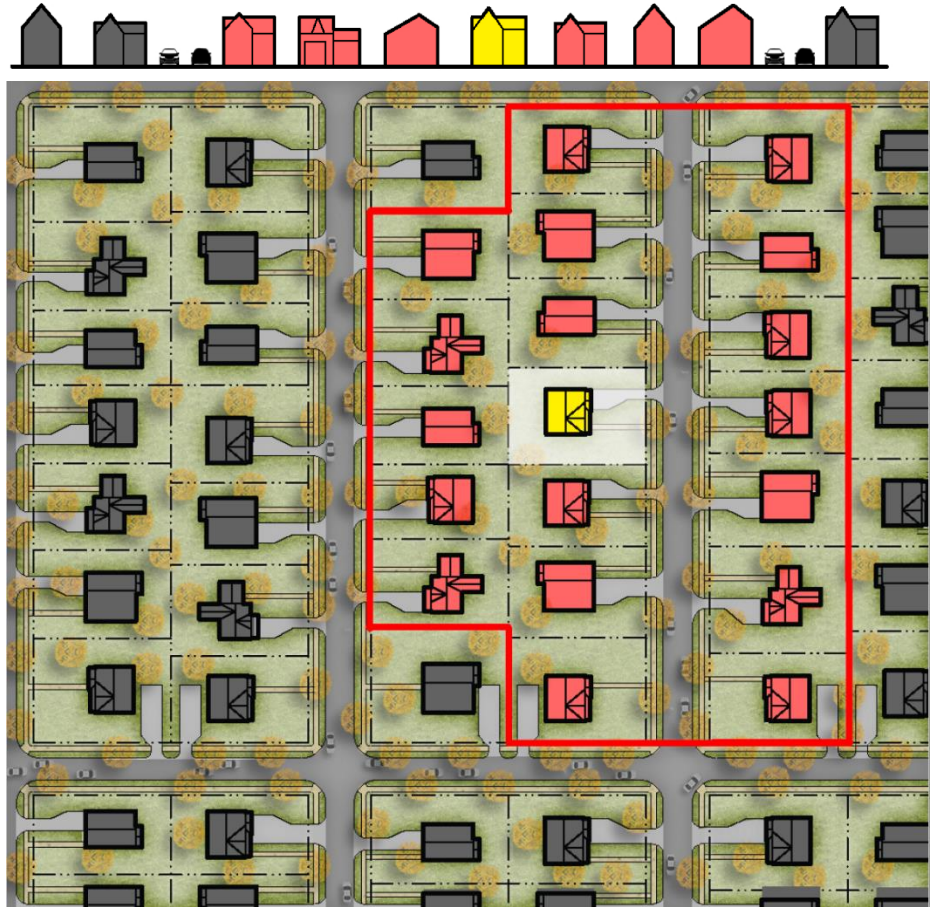


Figure 5: When determining acceptable building height, homes on the street segment as well as the five closest homes behind are included in the assessment.

Legend:

- New home
- Homes included in calculation
- Homes NOT included in calculation
- Area of Influence Boundary

- ii. Increased Height Considerations** – Building heights shall not exceed 175 percent of the street segment median, provided a streetscape rendering with adjacent homes is approved by the Community Development Director in consultation with the City’s third-party architect, when more than one of the following unique conditions are present, as approved by the Community Development Director and in consultation with the City’s third-party architect:

- a. lot size being 1.5 times the minimum zoning district standard
 - b. side and/or rear yard setbacks being two times the minimum standard
 - c. when the topography of the lot reduces height compared to neighboring homes on one or more sides
 - d. when sharing a common property line with property zoned commercial or mixed-use, and/or
 - e. when the property is located on an arterial, through or collector street (see attached street designation list).
- iii. **Number of Stories** – The number of stories shall not be more than one (1) full story above the street segment median. Number of stories can be determined from in-field measurements and/or from Franklin County Auditor data.
- iv. **Step-back requirements (when adjacent to single-story homes)** – For parcels 75 feet or wider, new homes with second floors or second floor additions shall be stepped back so that the second floor is at least 1.25 times the required minimum side yard setback. A step-back is not required if the existing first floor is at least 1.25 times the required minimum side yard setback.

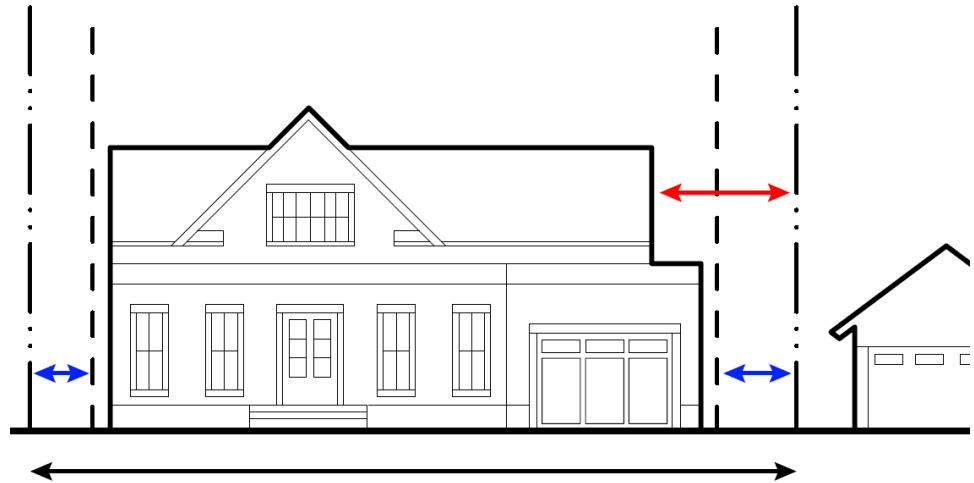


Figure 6: A new home has the second story stepped-back when adjacent to a single-story home.

- v. **Massing** – Building footprints exceeding 2,000 square feet and/or within 10 percent of the maximum building cover limit for the zoning district shall implement a variety of massing-reducing measures, including but not limited to, detailed roof forms, projecting or recessed elements, lower roof eaves, and appropriate material changes.



- vi. **Roof Pitch, Shape and Eaves** - The roof design of a new home or addition shall be comparable with prominent roof styles located on the street segment. All roof plans that comprise the main house mass should have equal pitches, while secondary elements such as dormers, porches and bays may have differing pitches (depending on the home style). When a new roof is taller than neighboring roofs, lowering the eave line can reduce its perceived height. Roofs facing south and west may be designed to accommodate future solar panels. All dormers, regardless of style, should integrate functional windows.

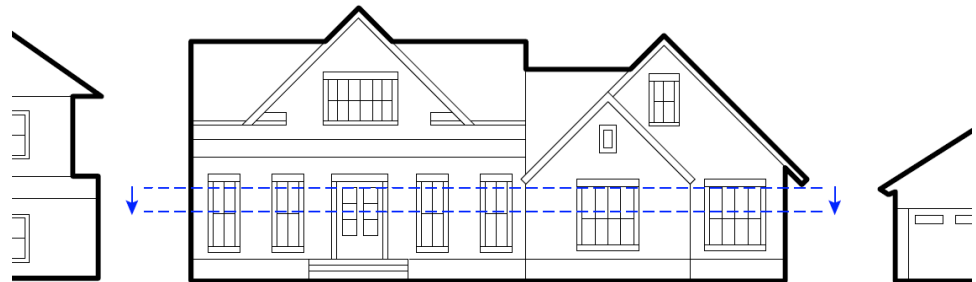


Figure 7: Lowering the roof eave can reduce the perceived height of the home, respecting neighboring single-story motif.

Neighborhood Areas

- (A) The many neighborhoods throughout Upper Arlington are unique and special in their own distinctive ways. In part, this character comes from the predominant period when homes were built that impacted architectural style and materials. It is important to maintain existing neighborhood character in each of these locations because it impacts home value and sense of place and pride in the community. The following chart should be used as a guide when planning for the architectural style and materials of new homes. It **generally** describes the existing neighborhood areas in Upper Arlington and some of their common architectural and lot characteristics. Some blocks or street segments do not have prominent characteristics, therefore allowing more flexibility in the proposed design. New homes and additions should be in line with these general characteristics.



(B) Neighborhood Areas Chart

General Neighborhood Areas	Number of Stories	Typical Building Height	Example Architectural Style(s) and Type(s)	Exterior Building Material(s)	Other
<i>Brandon Heights</i>	1.5-2	24'	Colonial, Cape Cod	Brick, stone, stucco, siding	Constructed 1940s-1950s. Lot splits are common to revert back to original plat.
<i>Canterbury</i>	1-1.5	20'	Ranch, Colonial	Stone, brick, stucco	Constructed 1940s-1950s. Lots typically exceed minimum zoning dimensions.
<i>Historic District Extended</i>	2-2.5	27'	Tudor, Revival	Brick, stone	Constructed 1900s-1940s. Recommended that new homes in the Historic District be reviewed by BZAP informally.
<i>Kingsdale</i>	1-1.5	18'	Ranch, Split-Level	Brick, stone, stucco	Constructed 1950s-1960s.
<i>Middlesex</i>	1-1.5	18'	Ranch, Split-Level	Brick, stone, stucco	Constructed 1950s-1960s. Lot sizes are generally larger than the minimum standards.
<i>North UA</i>	2-2.5	25'	Variety	Brick, stone	Constructed 1960s-1980s. Lot sizes are generally larger than the minimum standards.
<i>Northeast UA</i>	1.5-2	24'	Colonial	Brick, stucco, siding	Constructed 1960s-1970s.
<i>River Ridge Extended</i>	1-1.5	18'	Cape Cod, Ranch	Brick, siding, stone	Constructed 1950s.



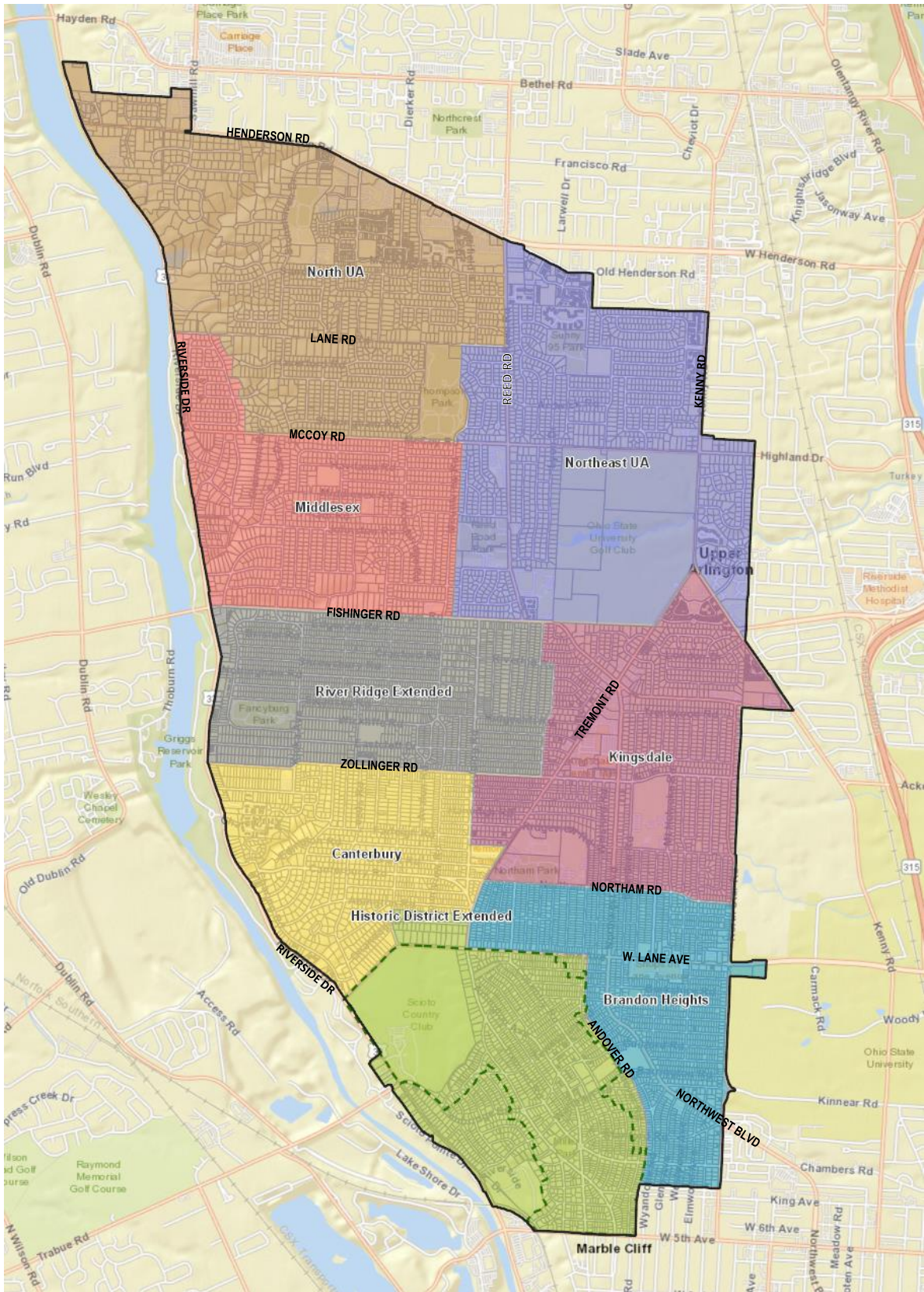


Figure 8: Neighborhood Areas Map



City of Upper Arlington

Definitions as used in this Policy

- (A) *Aggrieved Party*: means any person who demonstrates an interest that is directly affected by the order, requirement, decision, or determination. A person's interest is directly affected where it is subject to an immediate, unique harm distinct from the harm suffered by the community at large. A future, contingent, or speculative interest will not suffice. For the purposes of this definition, any person owning property contiguous or adjacent to a proposed land use site shall be considered directly affected with respect to any administrative hearing or appeal regarding that site.
- (B) *Contributing Structure*: means those buildings or structures that do not exist principally to serve a religious function, that stand within the "Upper Arlington Historic District," as defined by the National Register of Historic Places, that feature characteristics for which the National Register designation was made such as construction between 1915 and 1940, representation of early 20th century architecture, or local significance in the area of community planning or landscape design, and that were contained in the original nomination form and map for purposes of receiving the historic district designation.
- (C) *Historic District*: means those properties generally located south of W. Lane Avenue between Riverside Drive, Cambridge Boulevard and Northwest Boulevard in the Historic District Overlay zone.
- (D) *Prominent Characteristics*: means the easily noticeable and recognizable qualities that are unique to the neighborhood, are consistent between buildings, homesites, and parcels, and indicate a common identity. Examples include: building style, building location, exterior materials, lot size and shape, amount of greenspace, etc.
- (E) *Property configuration*: means the relative arrangement of a property, in terms of its width, depth, shape and buildable area.
- (F) *River Ridge Addition (extended)*: means the area generally bound by the south side of Fishinger Road, the east side of Sunset Drive, the north side of Zollinger Road and the west side of Somerford Road, and consisting of the following subdivisions within that area: River Ridge Addition, East Cleft on the Scioto, North Mountview Addition, Sciotangy Heights, and Millwood Addition.
- (G) *Story*: means that portion of a building included between the surface of any floor and the surface of the floor next above it, or, if no floor above it, then the space between the floor and the ceiling next above it.
- (H) *Story, first*: means the lowest story or the ground story of any building the floor of which is not more than twelve (12) inches below the average contact ground level at the exterior walls of the building; except that any basement or cellar used for residence purposes shall be deemed the first story, provided, however, that a basement or cellar used purely for recreational purposes shall not be deemed the first story.
- (I) *Story, half*: means a partial story under a gable, hip or gambrel roof, whose rafters bear on the floor plate of such story, or the wall plate of the story below. If this partial story exceeds one-third ($\frac{1}{3}$) of the area of the next floor below, or if this story uses a shed dormer on one (1) or more sides, it shall be deemed a full story.
- (J) *Street Segment*: means both sides of the street within two intersecting streets.



References

- (A) The City's Master Plan, last updated in 2013, includes several provisions as it relates to housing. Among them are to maintain and improve the existing housing stock and to stabilize neighborhoods that are threatened by physical decline. Other key objectives include encouraging more affordable options for new residents, include higher density housing options in targeted areas, and enhance housing for seniors and those of special needs.
- (B) The City's Master Plan from 2001 included targeted redevelopment areas in order to increase density of residential and commercial uses along major corridors. Seven mixed-use areas in Upper Arlington are the focus of expanding on these options.
- (C) The River Ridge/Kingsdale West Planning Study from 2018 identified several housing objectives in order to maintain existing characteristics of these neighborhoods. Among them include restricting houses on double (nonconforming) lots, reducing the maximum building height, and limiting commercial uses to along Tremont Road only.

Resources

- (A) City of Upper Arlington GIS (includes parcel data, zoning, building cards, subdivision plats and variance history):
uaoh.maps.arcgis.com/apps/webappviewer/index.html?id=722bd754536b4bc0a1cf7ad32b5c10b4
- (B) Franklin County Auditor (property data): franklincountyauditor.com/
- (C) Franklin County Auditor (Building Footprint and Height Data): auditor-fca.opendata.arcgis.com/datasets/building-footprints/explore
- (D) Franklin County Recorder (property files and subdivision plats):
recorder.franklincountyohio.gov/
- (E) Google Maps: google.com/maps/@40.0289224,-83.0468766,15z
- (F) Google Earth: earth.google.com/web/
- (G) Mid-Ohio Regional Planning Commission (MORPC) Regional Housing Strategy:
morpc.org/wordpress/wp-content/uploads/2021/08/RHS_Final_PRINT-VERSION_8_3.pdf#page=2



Traffic Schedules - Street Designation List
[Formerly C.O. § 311.02]

(A) The following streets are designated as through streets

- (1) Fifth Avenue.
- (2) Fishinger Road.
- (3) Henderson Road.
- (4) Kenny Road.
- (5) Lane Avenue.
- (6) Lane Road from Riverside Drive to Reed Road.
- (7) McCoy Road.
- (8) North Broadway.
- (9) Northwest Boulevard.
- (10) Redding Road.
- (11) Reed Road.
- (12) Riverside Drive (U.S. Route 33).
- (13) Tremont Road (from Fishinger Road to Kenny Road).
- (14) Zollinger Road.

(B) The following streets are classified as arterial streets

- (1) Fifth Avenue.
- (2) Fishinger Road.
- (3) Henderson Road.
- (4) Kenny Road.
- (5) Lane Avenue.
- (6) North Broadway.
- (7) Northwest Boulevard.
- (8) Reed Road.

(9) Riverside Drive (U.S. Route 33).

(10) Tremont Road (from Fishinger Road to Kenny Road).

(C) The following streets are classified as collector streets:

- (1) Andover Road.
- (2) Arlington Avenue.
- (3) Asbury Drive.
- (4) Cambridge Boulevard.
- (5) Canterbury Road.
- (6) Carriage Hill Lane.
- (7) Chartwell Road from Gateway Drive to Stonehaven Drive.
- (8) Coach Road.
- (9) Coventry Road from Waltham Road to Northam Road.
- (10) Dierker Road.
- (11) Gateway Drive.
- (12) Greensview Drive.
- (13) King Avenue.
- (14) Kioka Avenue from Zollinger Road to Lytham Road.
- (15) Lane Road from Riverside Drive to Reed Road.
- (16) Leeds Road.
- (17) Longeaton Drive.
- (18) Lytham Road.
- (19) MacKenzie Drive.
- (20) McCoy Road.
- (21) Mountview Road from Canterbury Road to McCoy Road.



- (22) Northam Road.
- (23) North Star Road.
- (24) Northwest Professional Plaza.
- (25) Nottingham Road.
- (26) Redding Road.
- (27) Ridgeview Road.
- (28) Stonehaven Drive.
- (29) Tremont Road from North Star Road to Fishinger Road.
- (30) Waltham Road.
- (31) Windermere Road.
- (32) Windham Road.
- (33) Zollinger Road.

(D) All other streets not classified as a through street, arterial street or collector street are classified as local streets.

