

CITY OF AURORA
OHIO
Architectural Board of Review
Work Session Minutes
August 18, 2016

The Architectural Board of Review met for a scheduled work session on Thursday, August 18, 2016 in the Council Chambers at City Hall. Chairman Nathan Barrett called the meeting to order at 7:52 p.m.

ROLL CALL: Present: Nathan Barrett, Chairman
Lauren Broderick
Melissa Coleman
Crystal Lavy, Vice Chairman
Also Present: Meredith Davis, Asst. Director Planning, Zoning, Building Division
Marie Lawrie, Secretary

MISCELLANEOUS:

✚ Discussion of Commercial and Residential Guidelines

- ❖ **Commercial Guidelines were reviewed.** Existing signs with a panel change will not come before ABR. New signs, wall, or monument will be reviewed before ABR. Ms. Coleman requested that wording be added to reflect that chain link dumpster screening is not allowed. The material for dumpster screening should be similar material or complementary material to the structure. Ms. Broderick requested that wording be added to the windows section stating that glass block is not permitted on the front elevation or any elevation visible from the public right-of-way. Also, wording will be altered to state that windows may be required on all elevations of a building to break up wall mass.
- ❖ **Industrial Guidelines were reviewed.** Lighting will not be included in the Industrial Guidelines. That will be reviewed by Planning Commission. Wording will be changed in the windows section. Wording will state that windows may be required on all elevations of a building to break up wall mass. For the warehouse portion of a project, there may other ways of breaking up the wall mass, if windows are not preferred.
- ❖ **Residential Guidelines were reviewed.**

Page 1, item 5, quality of life will be changed to “general well-being for all residents”.

Page 1, item 6, will be changed to “to ensure the review process is fair and guidelines are implemented.” (impartial?) (with integrity?) Items 1-6 are like a checklist to refer to, especially if a project is turned down.

Page 1, paragraph 1, the last sentence reads, “When provisions of these guidelines and city development code conflict, the more restrictive regulation shall apply.” This sentence will be pondered and possibly changed.

Page 1, paragraph 2, the very first sentence will be eliminated. In that same paragraph, the word streetscape will be replaced with... (neighborhood continuity)? The last sentence of the same paragraph will be eliminated or reworded.

There was a typo on Page 2, Exposed Foundations. Slopped lot will be corrected to sloped lot.

Page 2, Roofs, the words "or historic value" will be added to the sentence that reads, "Slate, synthetic slate, cedar shakes, and other roofing materials are encouraged for some houses, based on architectural style." The following sentence will be relocated to the end of the paragraph, "Shingle color must be approved by Planning Department staff."

Page 3, Chimneys, the comma after the word vent, will be moved to after the word roof. "Or not visible from the right-of-way" will be added to the last sentence pertaining to exceptions.

Page 3, Stacks, will be eliminated.

Page 3, Windows, the sentence that reads, "A balance should exist between the openness created by windows in a façade and the privacy of the surrounding walls." will be rewritten to understand that consideration should be given to placement of windows in relation to privacy of surrounding walls and homes. Exact wordage to be determined. The sentence that reads, "If the front windows have wide castings, then the side windows shall also have wide castings." will be removed.

Page 3, Windows, replace the sentence that reads, "If the front windows have wide castings, then the side windows shall also have wide castings." Any windows that do not have shutters need to have a minimum of (4") wrap.

Page 3, Windows, last sentence, "On existing dwellings, new window openings or other visible alterations to a façade are discouraged." ...must be consistent with the architectural style.

Page 3, Bay Windows will be changed to Projecting Windows. 4'0" will be changed to 36" or less. Window type illustrations will be added. If a window projects 2' or more, it must have the appearance of a solid foundation.

Page 4, Overhead Doors and Garage Doors, remove the front-facing garage door pictures.

Page 4, Skylights, "Skylights are generally not be visible from the street..." will be changed to "Skylights should generally not be visible from the street..."

Page 4, Exterior Wall Materials and Style of Architecture, remove sample pictures with stucco, add examples of stone corners and wraps. There was discussion about communities currently under construction following the 2 foot wrap policy. Add verbiage that explains that these updated guidelines as it pertains to wraps does not apply for communities which are currently under construction following the 2 foot wrap policy. They would want that subdivision to finish out consistently. Possibly add verbiage to allow the board to request

4" wrap minimum to demonstrate the appearance of a solid brick/stone structure. Ms. Lavy requested a sentence added to the guidelines that addresses when a project is before the Board and the applicant is requesting something that goes against the current guidelines, due to neighboring properties that were constructed previously under a completely different set of guidelines. This would give the Board the ability to say that the current project must comply with current guidelines regardless of what may be prominent within the area.

Page 5, Accessory Buildings Over 150 Square Feet, correct 150 square feet to 200 square feet.

Page 5, Accessory Buildings 150 Square Feet or Less, correct 150 square feet to 200 square feet.

Page 5, the very last sentence, change "rod iron" to wrought iron.

Page 6, Three-Season Rooms, add definition of 3 season, sunrooms, and add verbiage that states that screened porches may need skirting.

Page 6, Recommendations for Repairs and Maintenance, this section may need bullets for "Re-Pointing" "Roofs" "Porches, Railings..." "Shutters".

Page 6, Porches, Railings, Steps, and Decks, it is not feasible to state that a higher grade lumber shall be used for all finish elements. Mr. Barrett stated that treated lumber is prominent for the projects.

Page 6, Shutters, replace the word "old" with the word "existing". There was comment about why this sentence is included.

There was a discussion about how the Board would like accessory structures to match the primary structure. Is there a way to require applicants to reside the shed at the same time as the home? There was also discussion about when an applicant adds shingles on an addition that do not match the faded existing shingles.

- ❖ The Overlay District was stated to be separate, having specific guidelines. Those guidelines will be more restrictive, addressing the uniqueness of that zoning. The Overlay District guidelines will be codified.

ADJOURNMENT:

Mr. Barrett moved; Ms. Lavy seconded, and the meeting adjourned at 9:49 p.m. on a unanimous voice vote.

Nathan Barrett, Chairman

Marie Lawrie, Secretary

Draft

City of Aurora, Ohio
Architectural Board of Review

Commercial Guidelines

Commercial Projects

These guidelines endeavor to protect an important aspect of the economic base of the City of Aurora by preventing the destruction of the natural environment, to enhance property values by controlling design, material types and architectural elements, and to preserve structures with architectural merit. This unique character is encouraged and controlled.

ABR Principals of Commercial Projects

- Integrity of Architectural Design
- Sensitivity to City & Neighborhood context
- Pedestrian safety and friendliness

ABR Requirements of Commercial Design

- **Demonstrate consistency in design composition**
The overall design composition of a new or modified commercial building should be coordinated and integrated unto itself, in terms of character, scale, mass, materials, lighting and signage, while providing creative architectural details that are inviting and generate distinct branding for the business and the overall district.
- **Reflect character and context**
Commercial building design should be sensitive to the overall character of Aurora and to the surrounding commercial streetscape, and encourage pedestrian orientated qualities and connectivity throughout overall area to help stimulate active and successful commercial districts.
- **Be in scale with surroundings**
A buildings size should be proportional to the size of the other buildings in the streetscape and the size and dimension of various building elements should be proportional to each other.
- **Have appropriate mass and bulk**
New or modified commercial buildings should blend into the established commercial neighborhood and maintain its scale. Architectural features such as dormers, varying roof heights and awnings contribute to overall composition and reduce perception of bulk.
- **Reflect an appropriate rhythm**
To ensure that the proportions and patterns of wall openings and recesses on a commercial façade have an interesting and pleasing flow or rhythm and that the pattern of commercial buildings in the streetscape has a similar pleasing flow – or rhythm. Varying roof heights or pitches, recessed entries, changes in building materials, and architectural features all contribute to the overall rhythm of the building itself and overall commercial district.

Architectural Elements

Entrance:

Entries involve all elements of the path between the sidewalk or street and the front door. An entry path should provide a pedestrian-friendly transitional area between public and private space. The primary entry should be identifiable and visible from the street and sidewalk. The front door should face the street; when it cannot, a clearly marked walkway should lead the way from the sidewalk or street to the front door. To help provide visual prominence for the main entrance, please consider the following:

- The addition of an appropriately scaled portico, awning or overhang that provides shelter at the front door.
- Adequate light fixtures for safety, especially to illuminate any steps associated with stoops and porches and to provide identification of the address and building entry.

Exposed Foundations:

All exposed foundations shall be constructed of brick or stone materials which give a permanent dimensional appearance on all sides. Exterior materials shall be approved by the Architectural Board of Review. *Exception: All exposed foundation materials for additions shall match the existing building.*

Exterior Building Equipment:

All exterior equipment must be screened from any public vehicular way in an aesthetically pleasing manner by using similar building materials of main structure, weather treated wood, composite material or appropriate landscaping.

Stacks and Rooftop Equipment:

All stacks and rooftop equipment must be screened from any public vehicular way in an aesthetically pleasing manner by using similar building materials of main structure, weather treated wood, composite material or appropriate landscaping.

Windows:

Windows should face the street and are required on all elevations of a building to break up wall mass, except as permitted by the Architectural Board of Review. Windows should have visually prominent lintels and sills to establish a character of traditional building methods. Frame type and style of windows shall be consistent on all elevations except as approved by the Architectural Board. Glass block is not permitted on the front elevation. The Architectural Board may reject glass block windows on other elevations if considered too large.

Roof Form and Pitch:

Pitches, overhangs, and orientation to the street are among the elements of roofs that contribute to the architectural design of the structure, ensure that rooflines present a distinct profile and appearance and promote architectural integrity of the structure. The roof pitch and orientation and a variety in height also influence the transition between neighboring buildings and provide harmonious rhythm.

Varied roof forms, such as towers, parapets, gabled roofs, hipped roofs and extended eaves with rafters and corbels, may be used to add interest if consistent with the architectural style of the building. While flat roofs with varying roof height are acceptable, pitch roofs are encouraged to breakup mass.

Overhead Doors:

Overhead doors or garage doors shall not appear on the front elevation. If an overhead or garage door is used for deliveries it must be located away from the main road and have screening to adjacent buildings. *Exception: The Architectural Board may approve front elevation garages for hardship reasons. Items of hardship shall include, but are not limited to, a narrow lot, a ravine, or large trees. The ABR may also consider overhead or garage doors on front elevations of restaurants and bar & grille's for the purpose of providing outdoor dining and add to the character of the overall structure.*

Architectural Style:

All styles must match or enhance any existing structure on the site. The Architectural Board shall have the right to approve or not approve all architectural elements. Western Reserve architecture is encouraged.

Western Reserve Architecture:

Western Reserve architecture consists of a unique mixture of many Colonial influences, drawing elements from such prevalent architectural styles of the late 18th and early 19th Centuries as Georgian, Queen Anne, Greek Revival and Federal. Plain and spare brick construction was employed for many important and public structures, punctuated by white or off-white framed windows, and simply decorated with stone accents: columns, courses, capitals, brackets, lintels and such. While shutters are commonly associated with architecture of the Western Reserve they are not always typical. The shutters that do appear are most commonly dark green or black in color.

Exterior Walls/Façade Composition:

All exterior wall materials and the style of architecture shall be approved by the Architectural Board of Review. Buildings of an established traditional style have all materials, colors, roof pitches, windows, architectural details and proportions consistent with that particular style as approved by the ABR. Each structure should be designed with a pattern for the building with a distinct base, middle and top by incorporating cornices, changes of material and/or other architectural devices. The building façade, and the majority of openings should have relief and depth that produce shadows. Siding materials, such as brick, wood or fiber-cement board are preferred for use in Western Reserve style buildings. The use of siding materials that do not reflect the Western Reserve style, such as exterior insulation finishing systems (E.I.F.S.), plywood, exposed plywood, aluminum and vinyl, are strongly discouraged.

Accessory Buildings and Structures:

All accessory buildings and structures shall match the materials, colors and architectural style of the primary buildings. These buildings shall have either column foundations or solid foundations. *(Exception: if exempted by the Ohio Building Code).* The Architectural Board shall approve the

architectural style and materials. All dumpsters shall be enclosed and fully screened on three sides with materials and colors to match the building. All dumpster enclosures shall have foundations.

Additions to Existing Buildings:

All additions shall match or improve the existing materials, colors, roof pitch, windows and architectural style of the existing primary building. *Exception: as approved by the Architectural Board.*

Signs:

The Architectural Board shall approve all signs as defined in Chapter 1159 of the Aurora Codified Ordinances. The use of individual letter design is encouraged for wall signs.

Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.

Draft

City of Aurora, Ohio
Architectural Board of Review
Industrial Guidelines

Industrial Projects

These guidelines endeavor to protect an important aspect of the economic base of the City of Aurora by preventing the destruction of the natural environment, to enhance property values by controlling design, material types and architectural elements, and to preserve structures with architectural merit. This unique character is encouraged and controlled.

ABR Principals of Industrial Projects

- Integrity of Architectural Design
- Sensitivity to City & Neighborhood context

ABR Requirements of Commercial Design

- **Four-Sided Architecture**
Design elements of four-sided architecture include; variation in roof height and/or pitch, windows on all elevations, and changes in building materials. Architectural design to add depth and give the appearance of shadows along elevation facing the street is encouraged.
- **Parking Lot and Landscape Architecture**
Landscaping islands or aisles are required in industrial parking lots in order to create a welcoming environment for employees and visitors. Thoughtful landscaping is required on all elevations facing a public road or where people are entering or exiting. Increased bufferyards and landscaping screening maybe required when abutting a residential use.

Refer to Chapter 1115.03 General Landscape Standards and 1115.05 Landscaping Standards for Site Developments, or create industrial landscape standards?

Architectural Elements

Exterior Building Equipment:

All exterior equipment must be screened from any public vehicular way in an aesthetically pleasing manor by using similar building materials of main structure, weather treated wood, composite material or appropriate landscaping.

Stacks and Rooftop Equipment:

All stacks and rooftop equipment must be screened from any public vehicular way in an aesthetically pleasing manor by using similar building materials of main structure, weather treated wood, composite material or appropriate landscaping.

Windows:

Windows should face the street and are required on all elevations of a building to break up wall mass, except as a permitted by the Architectural Board of Review. Windows should have visually prominent lintels and sills to establish a character of traditional building methods. Frame type and style of windows shall be consistent on all elevations except as approved by the Architectural Board. Glass block is not permitted on the front elevation. The Architectural Board may reject glass block windows on other elevations if considered too large.

Roof Form and Pitch:

Pitches, overhangs, and orientation to the street are among the elements of roofs that contribute to the architectural design of the structure, ensure that rooflines present a distinct profile and appearance and promote architectural integrity of the structure. The roof pitch and orientation and a variety in height also influence the transition between neighboring buildings and provide harmonious rhythm.

Varied roof forms, such as towers, parapets, gabled roofs, hipped roofs and extended eaves with rafters and corbels, may be used to add interest if consistent with the architectural style of the building. While flat roofs with varying roof height are acceptable, pitch roofs are encouraged to breakup mass.

Lighting?

Signs:

The Architectural Board shall approve all signs as defined in **Chapter 1159.08** of the Aurora Codified Ordinances. The use of individual letter design is encouraged for wall signs.

Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.

Draft

City of Aurora, Ohio
Architectural Board of Review
Residential Guidelines

The Architectural Board of Review (ABR) is guided by a set of general goals outlined by the City of Aurora that address certain design and development goals as follows:

1. To protect the historic and architectural qualities of Aurora
2. To protect the balance of Aurora's natural resources
3. To ensure development and building consistency as outlined in the Development and Zoning Code of the City of Aurora
4. To promote high standards in the renovation and construction of residential dwellings
5. To promote compatible neighborhoods and quality of life for all residents
6. To ensure the review process is fair and consistent in policy and implementation to allow all parties to benefit from the process

The purpose of the following guidelines (existing dwelling units and new construction) are to protect an important aspect of the economic base of the City of Aurora by preserving the City's character and to preserve a high-quality environment throughout, preventing the destruction of the natural environment while enhancing property values by controlling design, material types and architectural elements. This City believes that unique character traits in the residential neighborhoods should be encouraged and maintained. These principals are policies that provide the foundation for both the standards and the architectural review process. The Architectural Board of Review (ABR) shall look upon these principles as a framework for making discretionary decisions. While this document provides specific recommendations for new construction and building modifications, it cannot and is not intended to cover all circumstances. Rather, the structure and content of these guidelines are meant to give applicants and reviewers the perspective to address the unique conditions of each project, while giving applicants the flexibility to develop their own designs that meet the principles and intent of the guidelines. When the provisions of these guidelines and city development code conflict, the more restrictive regulation shall apply.

These guidelines apply to the exterior of dwellings and only the portion of the façade that fronts a public street. In the case of a dwelling located on a corner or intersection, these guidelines would apply to both sides that face a public street. Home design should always consider streetscape harmony this is responsive to the overall character and context to the surrounding residential and commercial areas. Residential development should improve quality of life in Aurora and create a strong sense of place and feeling of pride in the community.

Architectural Styles

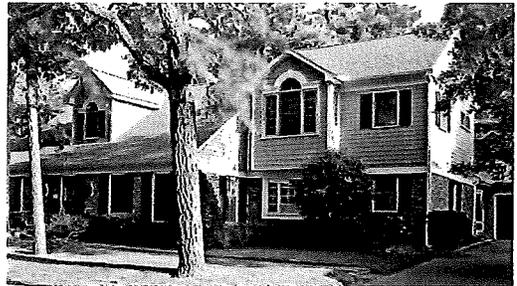
While the ABR does not mandate architectural styles for specific areas within the City, consideration should be given to the historic, mixed-use and overlay districts. (refer to attached exhibits for corresponding maps).

Historically Significant Structures

When contemplating renovation or new construction, consideration should be given to existing historic structures and site features including walls and gates.

Exposed Foundations:

All exposed foundations shall be constructed in similar pattern and color of main structure and be of brick or stone material which give a permanent dimensional appearance on all sides. When main structure sits on a slopped lot, all exposed foundation material should be constructed to grade of the property. All exterior materials shall be approved by the Architectural Board of Review. Additionally all exposed foundation materials for additions and accessory buildings shall match the existing residence.



Roofs:

Roof lines shall reflect traditional building types for an individual lot and structure. They Roofing materials including slate, copper, clay tile, and wood shakes shall be repaired and maintained whenever possible. If a roof is deteriorated beyond repair, asphalt or fiberglass reinforced asphalt shingles are acceptable alternatives in most cases Shingle color must be approved by Planning Department staff. New roofs shall be compatible in color and texture with the architectural style of the house. Slate, synthetic slate, cedar shakes, and other roofing materials are encouraged for some houses, based on architectural style.

Pitches, overhangs, dormers and orientation to the street are among the elements of roofs that contribute to the architectural design and integrity of the dwelling.

The roof pitch and orientation also influence



the transition between neighboring buildings. Roof design options include: varying rooflines through changes in height and form to breakup mass. Selecting roofs considerate of neighborhood character such as pitch, size, materials, and colors. Multiple roof forms, from projections and recesses in floor plans, can be useful in establishing scale, and rhythm and avoiding excess roof mass.

Chimneys:

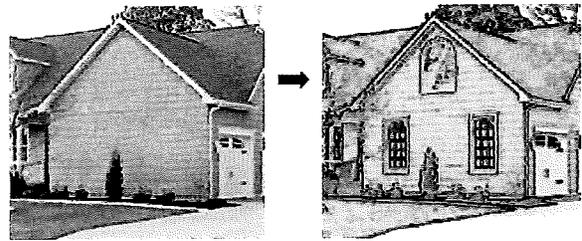
All fireplace chimneys, including direct vent, which project through the roof shall be constructed of brick or stone materials. *Exception: direct fireplace venting through a wall shall be located at the rear of the residence.*

Stacks:

Any stack with a diameter of six inches (6") or greater which extends through the roof must be enclosed with an acceptable chimney facing material that gives the appearance of brick or stone. Vinyl and aluminum are not acceptable means of wrap or enclosure. All stacks must be installed on the rear side of the roof ridge.

Windows:

Windows are required on all elevations of a residence to provide scale and breakup wall mass. A balance should exist between the openness created by windows in a façade and the privacy of the surrounding walls. Windows should have visually prominent trim consistent with the style of the dwelling.



If windows on the front elevation have muntins, then the side windows shall have muntins. If windows on the front elevation have shutters, the Board may require the side windows to also have shutters to match for the purposes of consistency. If the front windows have wide castings, then the side windows shall also have wide castings. All windows without shutters shall have a minimum of a four inch (4") wrap. Glass block is not permitted on front elevations. The ABR shall have the right to reject glass block windows on other elevations if the windows are considered too large. On existing dwellings, new window openings or other visible alterations to a façade are discouraged.

Bay Windows (i.e. projecting windows): (we will create a figure for this)

All bay window projections located on the first floor of the front elevation where the bottom of the Bay Window support structure is 4'-0" or less above finished grade must have the appearance of bearing on a solid foundation consisting of materials matching the foundation wall of the house or main structure. A bay window projection on the side or rear elevations or on the front elevation where the bottom of the Bay Window support structure is greater than 4'-0" above finish grade can be cantilevered.

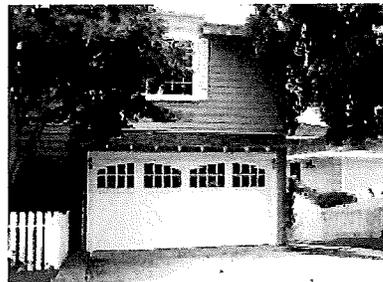
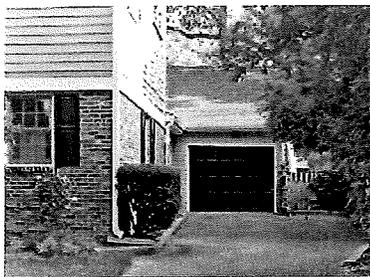
Finish grade shall be the grade contour at the Bay Window location as shown on the approved site/topographical plan.

Bow Windows:

All bow window projections located on the first floor of the front elevation should extend to grade and must have the appearance of a solid foundation wall. A bow window that projects more than two feet (2') must bear on a foundation. Foundation walls, either in appearance or in function, shall consist of materials matching the foundation walls of the house or main structure.

Overhead Doors and Garage Doors:

All garages must have doors and the colors shall complement the residence. Where possible, garages should not front or face the street. The location and orientation of a garage may be determined by zoning and lot size. It is permissible to construct new homes with front loading garages on small lots as deemed appropriate. Garage doors and facades that face the street may benefit from windows and/or architectural detailing aimed at reducing their visual mass and scale. At its discretion, *the Architectural Board may also approve front elevation garages for hardship reasons. Items of hardship shall include, but are not limited to, a narrow lot, a ravine, or large trees provided such hardship is not created by the project owner/planner.*



Skylights:

Skylights are generally not be visible from the street or road on which the house/structure fronts. Skylights are to be constructed of the same pitch and color of the roof, and not detract from overall architectural integrity of the structure.

Exterior Wall Materials and Style of Architecture:

All exterior wall materials and the style of architecture shall be approved by the Architectural Board. Residences of an established traditional style shall



have all materials, colors, roof pitches, windows, architectural details and proportions consistent with that particular style as approved by the Architectural Board. A change in exterior wall materials from the front elevation to the sides must wrap a minimum of two feet (2') around the corners and onto the sides. The use of exterior insulating finishing systems (E.I.F.S.) as a siding material must be no more than a nominal portion of the total exterior and only as approved by the Architectural Board.

Undesirable change in material

Appropriate change in material

Architectural Detail Examples

Possible illustrations?

Additions to Existing Residences:

All additions shall match the materials, colors, roof pitch, windows, doors, and architectural style of the existing residence or principal structure. Additions shall also be considerate of existing scale, proportions and rhythm of the principal structure as to not disrupt them. Any color or material on an addition shall require all remaining areas on the house and all appendages to match the new addition within a year of the Architectural Board approval. *Exceptions: as approved by the Architectural Board.*

Accessory Buildings Over 150 Square Feet:

Any accessory building within 50 feet of a residence or visible from the right-of-way or neighboring structure shall match the colors of the residence. Exposed foundation materials for accessory buildings over 150 square feet may be required to match the residence. Accessory buildings over 400 square feet must have a solid foundation as required by the Ohio Building Code. Such exposed foundations may be required to match the residence. Windows may be required by the Board at its discretion.

Accessory Building 150 Square Feet or Less:

Any accessory building 150 square feet or less shall match the colors of the residence. These structures will not require a review by the Architectural Board.

Walls and Fences:

All fences must be located in the rear yard area and may not exceed 6 feet in height. Board on board fences are preferred, otherwise the plain side of the fence must face out. Chain link fences are prohibited.

Fences are not permitted in the front or side yard unless they are approved as a decorative fence and do not exceed 4 feet in height and be of wood or rod iron. Decorative walls are

permitted provided they are constructed of stone, brick or stamped concrete and do not exceed 3 feet in height.

Three-Season Rooms:

All three-season rooms shall match the materials, colors, windows, and architectural style of the residence. All three-season rooms shall have the appearance of a solid foundation. Foundation walls shall consist of materials matching the foundation wall of the house or main structure.

Metal Roofs:

Metal roofs are generally prohibited on any structure unless the Board determines the application overcomes the criteria in C.O. 1321.03(b)

Recommendations for Repairs and Maintenance:

Routine repairs and Maintenance do not require the approval of the Architectural Board of Review (ABR) when the work is completed using matching materials and design. Existing architectural details, including trim, shutters, columns, porches, and other elements shall be retained. If certain elements have deteriorated beyond the point where they can be retained, they shall be replaced in the same spirit as they were originally constructed. Any modification or deletion of existing exterior architectural details requires the approval the ABR.

Re-pointing: Mortar used to re-point existing brick or stone shall match the color of the mortar on the existing building; the width and profile of the mortar joints shall also match the existing condition.

Roofs: Areas of deteriorated shingles can be replaced without replacing the entire roof if the new shingles match the material, color, texture, and profile of the existing roof. Asphalt shingles shall not be used to patch a slate, wood shake or shingle, or tile roof.

Porches, Railings, Steps, and Decks: When porches, railings, steps, decks, or other exterior elements are replaced, pressure-treated wood is acceptable for structural members but a higher grade lumber, such as cedar, redwood or cypress, shall be used for all finish elements, including posts, railings, fascia and trim, stair risers and treads, and other visible features.

Shutters: if shutters are replaced, the new shutters should match the old in materials, composition, size, shape, color and texture.

Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.