CHAPTER 610 SITE PLAN REVIEW AND DESIGN STANDARDS

Section 610.01 Purpose

The purposes of this chapter are to:

A. Establish procedures for site plan review and to insure that all elements required in this Chapter are present in a site plan and that their design, location and relationship to one another, to the site and to adjacent properties are appropriate to achieve the intent of this Chapter.

B. To aid in maintaining a sense of the physical aspects of the village environment. Pertinent to the physical appearance is the design of the site, buildings, structures, planting, signs, street hardware, and other objects that are observed by the public. These standards are not intended to restrict innovation or variety or to dictate a particular architectural style, but rather to assist in focusing on design principles which can produce creative solutions that will result in a satisfactory and complimentary visual appearance within the village, preserve property values, and promote the public health, safety and welfare.

C. To retain remaining examples of physical design and construction in the village that reflect its heritage, history, culture and architecture, while encouraging revitalization of the village center and village neighborhoods.

Section 610.02 Site Plan Review

The Mantua Village Planning Commission shall conduct a site plan review for the following types of projects and developments:

1. New construction of all uses except accessory or subordinate uses.
2. Conversion of an existing structure to another use, including conversion of a single to two family dwellings.
3. Projects that are contemplating an addition or expansion or change of use which have any of the following effects:
   a) Increase of floor area of more than 20% of the existing floor area.
   b) Alterations or re-arrangement of on-site parking which results in a reduction or increase in the number of parking spaces.
   c) Alteration of traffic flow by way of ingress or egress or within the site itself.
   d) Construction of public or private off-street parking areas where permitted in this Ordinance.
4. Platted Subdivisions
5. Demolition of Historic Structures

Design standards of Section 610.10 are applicable to the above situations unless otherwise noted. *(Ord. 2017-07, eff. 6/15/17)*
Section 610.03 Site Plan Amendment

A. Any approved site plan may be amended at the request of the applicant for site plan amendment and approval of Planning Commission

B. The amended site plan shall show specifically what is proposed to be changed and details regarding the change in compliance with this Chapter.

Section 610.04 Site Plan Application

All projects described in this Chapter shall require an application for site plan review, which will be submitted to the Mantua Village Zoning Inspector. No application shall be accepted unless it is a complete application and the required fees are paid.

Section 610.05 Site Plan Requirements

The Application for site plan review shall include the following items:

A. Completed application form
B. Architectural plans (14 copies) showing proposed structure, and improvements with exterior elevations, scale, proposed kind, color and texture of all primary materials to be used, and detailed floor plans.
C. Site Plan drawings drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24 x 36 inches in size showing the following items:
   1. General vicinity map
   2. Gross Acreage of tract
   3. Property boundary lines and adjacent streets
   4. Zoning classification of the site
   5. Contour map showing two (2) feet contour intervals, both existing and proposed.
   6. Traffic (vehicle and pedestrian) and circulation plan of the site and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of directional signs. Clearly show ingress and egress to the site.
   7. Parking and loading plan, including bicycle parking area.
   8. Landscaping plan
      a. Show locations proposed for trees in any parking areas, location of buffer screens between any parking area and adjacent property.
      b. Show all trees and other plantings proposed. Tree masses may be shown with a diagrammatic outline and written inventory of individual trees included.
      c. All landscaping must meet the requirements of this ordinance.
      d. Show existing landscaping that will be retained which shall be differentiated from proposed landscaping. The type, size, number and spacing of all plantings must be illustrated.
      e. Planter box details such as construction of box, materials, plant types, sizes, number and spacing.
9. Existing structures on the site, those proposed to remain and all buildings within 60 feet of the site's boundaries as well as their height.

10. Proposed signage including dimensions of sign, size of letters and graphics, description of sign frame materials and colors including supports.

   a. For wall signs proposed, include:
      1. Wall anchorage details (must be interior to sign or camouflaged)
      2. Wall of building to which the sign is to be affixed drawn to scale, correctly locating the sign.

11. Utilities plan. Include existing utilities, locations and easements.

12. Proposed Lighting

   a. Proposed fixtures and standards. Location of all existing and to remain lighting fixtures and standards, complete with routing of electrical supply, wattage and isofootcandle diagram.
   b. Materials and colors to be used.
   c. Ground or wall anchorage details.

13. Grading, sedimentation and erosion control plan

14. Professional engineer or architect seal on the plans

15. Environmental Assessment Report (Assessment of Impact of proposal on the physical environment and supporting documentation)

16. List of property owners within two hundred and fifty (250) feet of the property lines of the site.

17. Maximum number of employees, customers, and office vehicles that would be at the facility at any time.

18. If new construction is proposed where historic building exists, documentation from a preservation architect as to the feasibility of preservation of the existing structure shall be submitted.

D. Conversion of a single family dwelling to a two family dwelling will require submission of the following: Site Plan requirements of 610.05: A, B, and C to include Numbers 1, 2, 3, 4, 7, 9 and 16.

Section 610.06 Administrative and Planning Review

A. Once an application has been reviewed for completeness by the Zoning Inspector and the Inspector determines it contains the required elements for site plan review as specified in this chapter, the Inspector shall distribute the application, architectural plans and site plans to the following to prepare for the site plan review process:

1. Planning Commission members (five copies)
2. Service Director (one copy)
3. Village Engineer (one copy)
Chapter 610 Site Plan Review and Design Guidelines

4. Police Chief (one copy)
5. Fire Chief (one copy)

6. Portage Soil and Water Conservation Service (one copy)
7. Shade Tree Commission (one copy)
8. Other departments/agencies who may have authority or expertise (allow for 2)
9. File copy (one copy)

B. The Clerk of the Planning Commission shall notify adjacent property owners within two hundred and fifty feet (250) of the subject property and other interested parties by mail, fifteen (15) days prior to the Planning Commission review or such other period of time as required by State Law.

Section 610.07 Planning Commission Review

A. The Planning Commission shall review the completed request for site plan review to determine compliance with this Code and Planning/Design Standards. The Planning Commission shall approve or disapprove within sixty (60) days of the date of the initial site plan review by the Planning Commission. If modifications are required, the applicant shall be notified in writing of the modifications and the Planning Commission shall have an additional 60 days from the date the required modifications are resubmitted to act on the site plan application. A further extension of time may be signed by the Village and the applicant for a reasonable amount of time.

B. The Planning Commission may seek expert advice or cause special studies to be completed during the review process and such costs shall be borne by the applicant.

C. The applicant shall be notified in writing of all actions taken. If approved, the Planning Commission Chairperson shall send a letter of approval within thirty (30) days of Planning Commission approval. The applicant shall have one (1) year to obtain a zoning permit. Failure to secure a zoning permit within this time shall cause the approved site plan to be invalid and the applicant must re-apply as a new application.

D. If disapproved, the applicant shall be notified in writing. The Plan shall not be re-submitted to the Planning Commission for one (1) year from the date of disapproval.

Section 610.08 Conformance to Site Plan Approval

A. The site plan approval may be revoked if the proposed development has not been issued a zoning permit or is found to be in violation of this Code and/or any condition attached to site approval by the Mantua Village Planning Commission.

B. In order to revoke a site plan approval, the Planning Commission shall schedule a public hearing and notify the applicant thirty (30) or more days prior to the scheduled hearing.
C. All violations shall be treated as a violation to this Code and subject to penalty as specified in Section 650.03.

Section 610.09 Financial Guarantees

Prior to the issuance of the zoning permit, a cash bond or other financial guarantee acceptable to the Planning Commission by a majority vote, shall be placed on deposit with the Mantua Village Clerk/Treasurer to insure that the improvements, including but not limited to roads, parking lots, sidewalks, and landscaping are installed in conformance with the approved site plan. The cash bond or other financial guarantee shall reflect the actual amount of the required work plus twenty (20) percent in the event of increased costs. The cash bond or other financial guarantee shall be used if required improvements are not completed within eighteen (18) months of site plan approval. *(Ord. 2012-26, eff. 08-16/12)*

Section 610.10 Design Guidelines and Standards

The following guidelines are to be used by the Planning Commission in conjunction with the other chapters of this zoning code and other adopted plans to give general and specific guidance to the shape and appearance of development within the Village. These guidelines and standards are to be used by those involved in site planning and design to guide the project and the site review process and to serve as the Planning Commission’s guidelines for appropriate community design.

A. Relationship to Adopted Plans and Policies

1. The site plan shall conform to and reflect all Mantua Village plans and policies; all community master plans or comprehensive plans; and other adopted plans or policies related to the development of Mantua Village.
2. The site plan shall conform to all Federal, State, Regional, and County adopted rules, regulations, plans and/or policies that relate to the development and redevelopment of Mantua Village.
3. The site plan shall conform to the statement of intent for the zoning district in which it is located.

B. Objectives of the Design Criteria

The quality of our village will be maintained by respecting the historic street pattern, building profiles, site elements and the natural setting. These standards therefore encourage development of new construction and renovation to take into account the surrounding buildings, streets and landscape. Preservation of historic landscapes, buildings and natural features is the first objective for development. Maintenance of historic structures, site elements and natural features shall be incorporated into projects. Alteration and/or demolition of historic structures shall occur only after careful evaluation of other alternatives.
Removal or disruption of historic, traditional or significant uses, structures, building and landscape or architectural elements shall be minimized to the maximum extent possible and as is practical whether these exist on the site or on adjacent properties.

C. Open Space and Historic Landscape Preservation

1. Objective

   The basic objective of these standards is to create a high quality environment for all residents and visitors to the village by conserving and integrating natural and historic features into development.

2. Open Space Conservation

   The Village sits on the Cuyahoga River, which is part of our heritage and is one of our vital sources of recreation, scenic beauty, and contributes significantly to the quality of life of the village. The developed areas of the village are bounded by open rural landscapes that contribute to the character of the village as a special place. We desire to have all development respect these spaces to the extent possible.

   a. Topography

      The natural topographic and landscape features of the site should be preserved in their natural state as much as is practical by minimizing tree and soil removal.

      - Grade changes shall be in keeping with the general appearance of neighboring developed areas unless they have not respected the original grades.
      - The orientation of individual building sites shall be such to maintain maximum natural topography, soil and vegetation.
      - Topography, tree cover and natural drainage ways shall be treated as fixed determinants of road and lot configuration rather than as elements to be changed to accommodate development.

   b. Linkages

      All open space should provide functional and visual connections (landscaped and usable) to natural and landscaped public and private open space in the village. Refer to village planning documents and the conditions on neighboring properties for design direction. Properties adjoining steep slopes and flood plains are particularly important in this regard. To the extent feasible, development should be careful not to block public views of the natural landscape and open spaces in the village.

   c. Historic Site Features
An important part of the history of the village are the remaining site features that remind us of development from decades gone by. Where feasible, it is the hope of the village that these features be maintained and integrated into development. Examples are those listed below:

- Walls from historic buildings and retaining walls can be incorporated into new development. Where it is necessary to move walls, consider reusing existing materials.
- Fences are an important part of the character of the village landscape. New fences should respect historic fences in the neighborhood. If historic fences exist, maintain if possible.
- Streetscape elements: Where historic streetscape elements exist, (such as signs, posts, etc.), try to integrate them into the development.
- Hedgerows and trees are an important part of the character of the village. Retain where possible. Research historic photos for landscape elements that might be replicated in new development.

D. Street Design Standards

1. Objective

The design of new streets should be of a similar character to the historical fabric of the village. Rectilinear blocks with alleys provide opportunities to maintain a pedestrian scale and accessible streetscape. Placing parking to the rear and (if necessary, the side) of structures and accessing it off alleys makes for a functional approach that respects the character of the village. New development should reflect the physical diversity of the village in regard to mixture of housing types and styles, mixture of lot sizes and shapes.

2. Blocks

Blocks of a generally rectangular shape should be the main organizing feature of new development. While topography, existing vegetation, hydrology, and design intentions should determine block shape and size, the perimeter of the village subdivision blocks should generally range from 600-800 feet in length as measured along frontage lines at the road right of way.

3. Streets, Pedestrian and Bikeways

Streets, sidewalks and bikeways should be designed according to the following standards:

a. Alignments should be scaled to the neighborhood size and patterned after the character of existing streets.

b. Roads shall be designed to discourage excessive speeds and pavement areas should be minimized through efficient design.
c. Road and street patterns should be designed in a hierarchical, generally rectilinear pattern with variation as necessary by traffic safety, environmental reasons and design intentions. This hierarchy may include as appropriate, arterial, major collector streets, secondary collectors and local access streets and alleys as permitted by the Village Subdivision Regulations. Streets should terminate on other streets.

d. Streets should be designed to:

1. Parallel and preserve existing fence lines, tree lines, hedgerows and stone walls.
2. Minimize alteration of natural site features.
3. Maintain/secure the view to prominent natural vistas.
4. Minimize area devoted to motor vehicle travel.
5. Promote pedestrian movement so that it is more convenient and pleasant to walk short distances in the village than to drive.

e. In keeping with the design of the village proper, secondary collector and local access streets are to be designed as "public rooms" and designed to accommodate pedestrians, bicycles, and vehicular movement and parking; foreground and entryway into private residences; civic and commercial buildings; and social space. These roads and streets should be designed with:

1. A zone of moving vehicles;
2. A buffer area of street trees, parked cars and plantings;
3. A pedestrian movement and meeting zone.

f. Provide on street parking on at least one side of all new streets, with a total parallel parking lane of 10 feet in width or diagonal parking (45 degrees) of 16 feet.

g. Streets shall be designed and located in such a manner as to maintain and preserve natural topography, cover, significant landmarks, and trees, to minimize cut and fill of property, and to preserve and enhance views and vistas on or off the subject site.

h. Opportunities to create plazas or special public amenities at street corners or mid block locations are encouraged. Additional street definition should be sought by emphasizing block corners and by designing streets to terminate on a significant feature such as a centrally placed building façade, view of a church spire, or some other significant view, or feature.

i. Visual and physical linkages to existing development in the village center are strongly encouraged.

j. Pedestrian enhancements shall occur by developing street furnishings which include shade trees spaced at 20 feet, lamp post light fixtures, seating, bicycle racks, trash cans and other amenities. These amenities should match the standards of the
Village, and where none exists, be suitable for the proposed application and be approved by the Planning Commission.

k. For new development, especially residential, walkways and bikepaths/lands shall be provided to link residential uses with other sites/amenities such as recreation, schools, churches, and commercial uses. Other new development must incorporate pedestrian and bike needs and connections into site development plans.

l. Outdoor lighting is encouraged along all major pedestrian walkways. Exterior lighting should be part of and enhance the architectural design and site features, and should light those areas of pedestrian traffic without creating glare and detracting from the building and site appearance.

E. Site Design Standards

1. General

The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping, safe pedestrian movement, and limited parking areas.

a. Parking

- Parking areas should be screened from public view.

- Decorative elements, building wall extensions, fences, berms, landscaping and other innovative means to screen parking areas from the public view are encouraged.

- Rear yard parking is preferred to front yard parking. Where indicated by the zoning code, parking should occur in rear or side yards. Shared parking in neighboring lots and other access means are outlined in the Parking requirements of this Code.
Off street parking areas and garages shall not be located at the visual termination of streets and shall not be the principal use of corner lots. They should be designed to have a low visibility in the area.

b. Landscaping and Treatment of Yards

Walks, parking spaces, terraces and other paved areas should provide an inviting, safe, stable and comfortable environment and appearance for walking.

Plant material should be selected for interest of structure, texture and color and growth. Plants that are hardy, indigenous, and complimentary to the site design should be selected.

Service yards, dumpsters, mechanical equipment, utility hardware and/or other unsightly places or items should be screened from the view of the public. Screening should be natural or created from trees, fences, and/or other landscaping, and should be harmonious with the building and surrounding environment. Screenings shall be equally effective year around.

In areas where general planting will not prosper, other materials such as fences, walls, and use of surfaces of wood, brick, stone, gravel and cobbles should be combined to create a durable landscaping effect.

Newly installed utility services, and service revisions necessitated by exterior alterations should be underground but not under pavement unless a means of service access is provided which allows maintenance without disturbing the pavement.

Landscaped Yard of English Realty

F. Building Design Standards
Title VI Administrative Procedures
Chapter 610 Site Plan Review and Design Guidelines

Architectural style of structures is not restricted, but new construction and renovation throughout the village should be compatible with surrounding properties in terms of characteristics such as height, massing, roof shapes, and window proportions. Especially when new construction is adjoined by existing historic buildings, building height and exterior materials shall be compatible with and complimentary to those of adjacent properties. *While there are exceptions when context should and can be neglected, it is presumed that in these cases it will be for landmark buildings as provided for in the Planning Commission's Village Landmark Plan.*

The following standards are performance based criteria for evaluating how well a building fits in the village. The village considers some aspects of building design as critical and others less so. Not all standards are essential, and so require no points. Note that the total required points for the overall building design exceeds the sum of those required for each section. This encourages creativity and flexibility for the building owner and designer to emphasize certain design elements of their liking.

In each section, a building developer is required to achieve a minimum number of points. For the entire review, a developer should have a total of 20 points. The tally sheet is provided below.

**TALLY OF DESIGN ELEMENTS USING POINT SYSTEM**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Item</th>
<th>Possible Points</th>
<th>Points Earned</th>
<th>Minimum Required each section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Historic Structures</td>
<td>1</td>
<td>1</td>
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<tr>
<td>3.</td>
<td>Building Footprint</td>
<td>3</td>
<td>1</td>
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<td>4.</td>
<td>Height and Scale</td>
<td>5</td>
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<td>5.</td>
<td>Massing</td>
<td>4</td>
<td>2</td>
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<td>6.</td>
<td>Rhythm &amp; Proportion</td>
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<td>1</td>
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<td>7.</td>
<td>Roof Shapes and Pitches</td>
<td>3</td>
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<td>8.</td>
<td>Cornices and Eaves</td>
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<td>9.</td>
<td>Windows</td>
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<td>10.</td>
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<td>11.</td>
<td>Storefronts and Transoms</td>
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<td>2</td>
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<td>12.</td>
<td>Awnings</td>
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<td>13.</td>
<td>Materials and Colors</td>
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<td>2</td>
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<td>14.</td>
<td>Special Details as to Style</td>
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<td><strong>Total points required</strong></td>
<td></td>
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<td><strong>20</strong></td>
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</table>

1. **Historic Structures**  
   *(1 point required)*
For purposes of these standards, Mantua Village has deemed that those buildings constructed prior to 1940 are considered to be of critical importance to the character of our community. Where feasible, these buildings should have their facades restored and be adapted to new uses.

☐ Restoration means maintaining original elements and only replacing original elements of the building when they are too deteriorated to restore. Use the Secretary of Interior’s Guidelines for Rehabilitation of buildings, especially if tax credits are to be pursued. Assistance for rehabilitation can be acquired from the Ohio Preservation Office.

☐ If a building can not be restored/renovated/adapted for a new use, the developer shall provide evidence from a qualified design professional as to the infeasibility of such restoration. The Village, at its discretion will hire its own consultants to verify such evaluation.

2. Design Elements
(see 3-13 below)
The following design elements shall be considered in the design and renovation of all buildings:

- Building Footprint
- Height and scale
- Massing
- Rhythm and Proportion
- Roof Shapes and Pitches
- Cornices and Eaves
- Windows
- Architectural Projections
- Storefronts and Transoms
- Awnings
- Materials and Colors
- Special Details as to Style

3. Building Footprint
(1 point required)

The building footprint is the way the building addresses the sidewalk.

☐ Traditionally the building abuts the sidewalk with a recessed area for an entry to provide protection from inclement weather.

☐ Corner buildings often have recesses on the corners as well.

☐ Overhangs and awnings that provide weather protection and visual interest may be
used in lieu of building recesses where appropriate.
4. **The Height and Scale** of each building should be related to and compatible with its site and to the use, scale, and architecture of buildings in the vicinity that have a functional or visual relationship to the proposed building(s).

*(Minimum of 3 checks required)*

- Buildings that are a minimum of two stories are encouraged, with -
- Retail on first floor.
- Second floors should be office or residential
- Three story buildings are the maximum sized structures.
Matching the cornice line, floor levels, window lines and other elements of the building creates a harmonious streetscape.

Total Score (Minimum of 3 boxes)

Note: could weight some items more highly

5. Building Massing *(Two checks required)*

Building massing has to do with the over-all arrangement of volumes as they address the street.

- It is generally desirable for the building to be composed of either one primary form that is carved into or added upon to give the building some distinction. The historical downtown blocks use this effect.

- Another approach is to create a composition of distinct forms and connect them through common elements such as bands of material, window rhythm, etc. This is especially important when you have large buildings such as industrial structures.

- Using office spaces, loading areas, entrances, etc. to break up large facades is quite effective.

- Small areas can receive distinctive treatments in color, canopies, awnings, columns and the like to break down the over bearing nature of the building.

Total points
5. Building Massing Example
6. **Rhythm and Proportion** *(3 checks required)*

New structures should relate to the traditional patterns of the street. This is achieved as follows:

- Buildings should be broken in “blocks” emulating traditional storefront spaces with pilasters, columns or other elements dividing the facade.

- Buildings should be designed to be visually stable, with base, middle and tops of the structure articulated in the materials and forms employed.

- Use of a proportional system for the design of the building that relates to neighboring structures is strongly encouraged. In general, a Victorian, vertical block proportioning system is common for the village. Elements of the building, (windows, doors, transoms, special items, cornices, pilasters, etc) should work within the proportioning system.

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**Typical Late 19th Century Building in Mantua**

- **Top**
  - Coping
  - Finial / Chimney Pot
  - Cornice / Parapet
  - Lintel
  - Pilaster
  - Sill
  - Sign Band
  - Transom

- **Middle**
  - Storefront

- **Base**
  - Bulkhead
7. **Roof Shapes and Pitches**  

*(1 point required)*

Roofs are important elements of the Village architecture.

- Every effort should be made to maintain historic eaves and roofs.
- Additions should have roofs compatible with those of the main building.
- Roofs on new construction should match neighboring structures as to pitch and general proportion.
- Flat parapets are a predominant format on Main Street, but depending on the situation may not be required. Builders and designers should take clues from adjacent architecture. Secondary elements and projections, where appropriate and feasible by the building code, are compatible with such a streetscape. (see below)

8. **Cornices and Eaves**  

*(1 point required)*

- Should match adjacent buildings of similar number stories where possible.
- Creation of detailed eaves and coping adds visual interest to the skyline and is encouraged.
9. Windows and Fenestration
(2 points required)
Windows are functional as well as aesthetic components of the structure.

☐ First floor levels should have 50% or more glass.

☐ Second and third floors should have no more than ½ as much glass as the first level, except if there are special window types, projections, towers and the like that give the windows a distinctive nature.

☐ Recessed entrances are encouraged on the first level.

☐ Bow and bay windows are encouraged on upper levels.

10. Architectural Projections
(no points required)
Projections are secondary elements that give traditional buildings their distinctive character.

☐ Towers

☐ Balconies

☐ 2nd floor extensions

☐ And other elements make buildings more visually interesting and are
11. **Storefronts and Transom Windows**  
* (2 points required)  

Storefronts and Transoms are traditional elements of the Village landscape.

- These elements should be retained, restored and incorporated into new construction where appropriate.

- Creating bulkheads for storefront windows composed of paneled wood, tile, masonry, metal, and other complementary materials and elements add a pleasing scale and texture for pedestrians.

- Likewise, transom windows composed of smaller panes or signs (see Awnings and Signs below) also help to break up the scale of the building and allow natural light to penetrate deeper into the building.
12. Awnings
(No points required)

☐ Awnings add visual interest, color, sun control and weather protection. Awnings are a secondary element of a building and should be integrated into the façade in a balanced way. Historically, awnings in Mantua would have been operable and cover every storefront. An awning can be used over an entry to give detail to a nondescript building. Be careful to balance it with other design elements of the façade such as windows, signs, details, lights, etc.

☐ Awnings should break at pilasters and other natural breaks in the architecture of the facade. Building owners should be encouraged to implement an integrated approach to awnings for a building and should not put awnings on only one storefront of a multi-tenant building.

☐ Awning colors should be related to the color scheme to the whole facade, including window and door trim, storefront, cornice and other elements.

☐ Drops of awnings may be used for signs but will be counted towards the over all sign area for the building.
13. Materials and Colors

(2 points required)

☐ Materials used in renovation and restoration should be compatible with the original structure and in keeping with Federal and state Rehabilitation Standards (someone needs to interpret them though if you do not talk to the state.)

☐ New materials used in building are not regulated except that they respect the scale, massing and proportion of the existing structures.

☐ Using materials and colors, such as red brick with minimal range, and others that approximate traditional ones used in the village is encouraged.

14. Special Details as to style

(no points required)

These standards are in no way intended to dictate the style of new structures. They do however wish to encourage developers and designers of buildings to be sensitive to the community standards and to create interesting, creative and appropriately detailed buildings that contain the design elements of these standards.

G. Sign Design Standards

1. All signs should be of a complementary scale and proportion to the building, site and streetscape.
2. For building signs the following guidelines apply:

   a. On historic structures, signs shall be designed as an integral architectural element of the building, placed to fit into the places traditionally set aside for such elements. Traditionally, the primary signs of buildings are placed on the face of buildings above first story windows in either special sign bands or in transoms. Signs for upper story uses are encouraged to be in windows, on first floor projection signs and on directories adjacent to building entrances.

   b. On new structures, signs shall be coordinated into the design of the structure in ways similar to that of the traditional buildings of Mantua. Creation of a transom band, awning or distinct area on the structure that is clearly of secondary importance to the primary form is encouraged.

   c. Graphic elements shall be held to the minimum needed to convey the sign’s major message and shall be composed in proportion to the area of the sign face.

   d. The colors, materials and lighting of every sign should be restrained and harmonious with the dominant or accent colors.
e. These signs should be composed of two distinct types: identity and informational.

1. Identity signs shall contain only the name and logo of the business. This should be the primary sign on the building. If corporate logos and colors are used, they should fit within a sign panel that relates to the over-all architecture. Typically these signs are at or above the transom level. Wall/Transom Signs should have their panel designed to integrate with building in terms of materials, shape and color. Use of transom areas as background for individually applied letters or coordinated panel signs is encouraged. Multiple tenants in a structure are encouraged to develop a similar format for sign, understanding that businesses have logos and proprietary design to accommodate.

Projecting signs as described in the zoning code are also appropriate. Projecting signs should respect the design elements of the building as to detail, color, scale and mass.

2. Informational signs convey goods, products and services and other related information about the tenant. This information should be of a third level of importance and be located in or on windows or as a directory that is found at eye level.
3. Lighting of signs is important to the pedestrian character of the street. External light sources, such as gooseneck lights, are the historical method for lighting signs and is preferred over internally illuminated signs.

4. Site signs should relate to the street in a historically sensitive fashion. Where there are appropriate yards, pedestal or ground mounted signs are encouraged and preferable to pole signs. These signs should be designed to complement the architecture of the surrounding buildings and the street furniture as it exists. Such signs should be set back from the sidewalk/property line at least 5' feet.

5. Multi-tenant and industrial/commercial park signs should have a distinctive character that relates to the materials of the development and the surrounding architecture.