

## Application

Whenever the exterior of a public or private structure within the district boundaries, as defined by the City's Ordinances, is proposed to be constructed, or existing structure altered, an application for a Certificate of Appropriateness shall be filed with the Secretary of the Architectural Review Board.

The following are example exterior alterations, including but not limited to:

- Wall Modifications, Color Selections
- Window & Door Replacement
- Signage, including wall + window graphics / Façade Lighting / Awning Revisions
- Outdoor Café / Fencing Improvements

A current application can be located at the following website link: <https://www.portclinton.com/wp-content/uploads/2018/07/Architectural-Review-Bd-Application.pdf> or contact City Hall at 419-734-5522, extension 239.

The ARB meets every second and fourth Thursday of each month. Applications are to be submitted one month prior to the next months meeting.

The following items are some requirements with each application when applicable:

- Notarized authorization letter to alter structure if applicant is not the property owner.
- Existing condition color photos of building elevations to be altered, adjacent properties.
- Proposed exterior finish color selection, physical material samples.
- Color rendering/sketch of proposed exterior modifications
- Additional requirements – please reference the application.

The Certificate of Appropriateness shall be valid for five years from the date of approval.



The ARB follows the Secretary of the Interior's Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings.

A copy of the Port Clinton Codified Ordinance Chapter 1323 Downtown Architectural District can be found at [www.portclinton.com/law-director](http://www.portclinton.com/law-director)

The Review Board consist of seven (7) members appointed by the Mayor, A current list of ARB members is available at the City of Port Clinton website at: <https://www.portclinton.com/planning-zoning-2/>

2/28/2020

## Architectural Review Board



1868 E. Perry Street  
Port Clinton, Ohio 43452

Phone: 419-734-5522,  
ext. 239

Fax: 419-734-1043

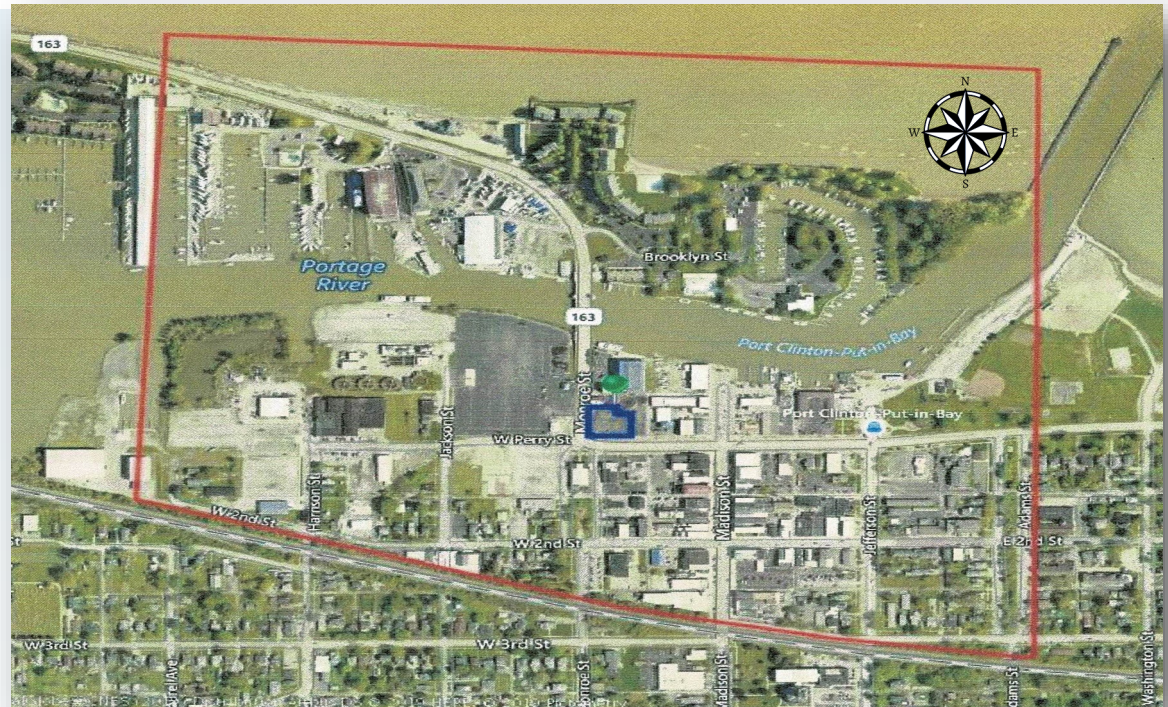
E-mail:  
[pcadmin@portclinton-oh.gov](mailto:pcadmin@portclinton-oh.gov)

[www.portclinton.com](http://www.portclinton.com)



## Purpose of the Architectural Review Board (ARB)

The ARB has been established to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by reviewing any proposed changes of the exterior architectural characteristics of structures and preservation and protection of buildings of architectural or historical significance throughout the **Architectural District**. It is the further purpose to recognize and preserve the distinctive historical and architectural character of this community which has been greatly influenced by the architecture of an earlier period in this community's history. These purposes will be served by the review and regulation of exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled, removed or demolished in the defined **Architectural District**.



## District Boundaries

Above is the established **Architectural District**, as defined by the following boundaries:

- The east boundary is any property that fronts on the east right-of-way line of Adams Street, and on that right-of-way line extended from the north line of the Norfolk-Southern Railroad right-of-way northerly to Lake Erie.
- The west boundary is any property that fronts on the west right-of-way line of Laurel Avenue, and on that right-of-way line extended from the north line of the Norfolk-Southern Railroad right-of-way to Lake Erie.
- The south boundary is the north line of the Norfolk-Southern Railroad right-of-way, starting at the east right-of-way line of Adams Street and proceeding westerly to the west right-of-way line of Laurel Avenue extended northerly where it intersects the shoreline.
- The north boundary is the shoreline of Lake Erie from a point where the east right-of-way line of Adams Street extended intersects the shoreline, westerly to a point where the west right-of-way line of Laurel Avenue extended northerly intersects the shoreline.