



# RECORD OF ACTION

## Planning & Zoning Commission

Thursday, October 14, 2021 | 6:30 pm

The Planning and Zoning Commission took the following action at this meeting:

**5. Penalty Code Amendment  
21-113ADMC**

**Administrative Request**

Proposal: Recommendation on an amendment to Zoning Code Section 153.999: Administration and Enforcement - Penalty for unauthorized demolition of and alteration to properties within the Architectural Review District and outlying historic properties listed on Appendix G and reclassification of the offense associated with violations.

Request: Review and recommendation of approval to City Council for the Administrative Request – Penalty Code Amendment under the provisions of Zoning Code §153.234.

Applicant: Dana L. McDaniel, City Manager, City of Dublin

Planning Contact: Chase J. Ridge, Planner II, AICP Candidate

Contact Information: 614.410.4656, cridge@dublin.oh.us

Case Information: www.dublinohiousa.gov/pzc/21-113

**RESULT:** The Commission considered an Amendment to Zoning Code Section 153.999, regarding penalties for unauthorized demolition of historic structures. The request originated with the Architectural Review Board, who experienced unauthorized demolition of two outbuildings associated with a property listed on an Appendix G property. The ARB was in favor of the proposed changes, as previously presented. The purpose of the Code revisions is to provide both punishment and deterrence, where the current Code is lacking. The Commission commented that the proposed language is too broad, not taking into account various types of violations. The Commission recommended a tiered approach.

**MEMBERS PRESENT:**

Jane Fox	Yes
Warren Fishman	Yes
Mark Supelak	Absent
Rebecca Call	Yes
Leo Grimes	Absent
Lance Schneier	Yes
Kim Way	Yes

**STAFF CERTIFICATION**

DocuSigned by:  
  
 Nichole M. Martin, AICP, Senior Planner



~~Mr. Schneier moved, Mr. Fishman seconded approval of the Amended Final Development Plan with the following three conditions:~~

- ~~1) The applicant work with staff to select final exterior materials that address the comments provided by the Commission, subject to staff approval;~~
- ~~2) The applicant work with staff to finalize the landscape plan and provide additional landscaping to buffer the proposed site from Dublin Road, subject to staff approval; and,~~
- ~~3) The applicant continue to work with staff to identify existing trees that can be preserved on site.~~

~~Vote: Mr. Schneier, yes; Mr. Fishman, yes; Mr. Way, yes; Ms. Fox, yes; Ms. Call, yes.  
[Motion approved 5-0.]~~

#### **4. Penalty Code Amendment, Administrative Request, 21-113ADMC**

Recommendation of an amendment to Zoning Code Section 153.999: Administration and Enforcement - Penalty for unauthorized demolition of and alteration to properties within the Architectural Review District and outlying historic properties listed on Appendix G and reclassification of the offense associated with violations.

#### **Staff Presentation**

Ms. Martin stated that the intent of the proposed Code modification is to address unforeseen conditions resulting from an authorized demolition, such as historic structures within Historic Dublin. In review of the associated penalty, it was determined that the existing penalty was inadequate. The proposal is to revise the existing fine for all penalties from a Minor Misdemeanor with a fee of \$100 to a Fourth Degree Misdemeanor, with which an additional penalty could be added every day the offense is occurring. In specific regard to the unauthorized alterations and demolitions in the Historic District, there is an escalation clause, to wit, if the party should offend more than two separate times within five years, the Fourth Degree Misdemeanor would be elevated to a Second Degree Misdemeanor. It is anticipated that any jail time would be suspended in lieu of conditions placed on the property owner. Both staff and the Architectural Review Board recommend the Commission review and forward a recommendation of approval to City Council.

#### **Commission Questions**

Ms. Fox stated that she understands the need to avoid demolition of historic structures, but she also does not believe the City should overly burden people who own property in the Historic District to the point that they are afraid to touch the trim on their homes. The requirement is too broad and vague. In addition, there are many historic properties throughout Dublin that are not included in the Historical Cultural Assessment. Some of those are being demolished with no penalty; yet property owners in the Historic District are subject to several penalties and have associated responsibilities. No property can be removed from Appendix G of the Architectural District, but no property owner wants to be included. She is concerned about the oppressiveness of the proposed Penalty Code amendment. She does believe the Commission could address historical properties included in the Historic Cultural Assessment, but if we were to proceed to penalize property owners for destruction of historic properties, it should be Citywide, not targeted to the Historic District. She is not supportive of moving forward with this at this time; it requires further study. As proposed, it is too broad.

Ms. Martin stated they are not proposing to alter any zoning regulations or any other property compliance regulations. This is solely an update to the penalty clause should a property owner anywhere in the City violate a section of the zoning Code. There are some specific regulations related to demolition of historic property, but the revision to the penalty section applies to every part of the City, should the Code be violated.

Ms. Fox inquired if too broad of a brush has been used in this effort to avoid losing an historic structure. Is there a double standard here? The City has historic properties included in Appendix G, and recently, one of those historic properties was demolished. There might be a better way to protect historic properties. We are not doing anything to incentivize the preservation of them, but we will penalize them if the structure is destroyed. She would prefer to take steps to help them save the properties. Historic buildings require a lot of maintenance. She is concerned about actually discouraging property owners from maintaining their historical properties. Property owners would prefer to avoid the ARB review process.

Mr. Schneier stated that he owns property in the Historic District. Does his participation in this discussion present a conflict of interest?

Mr. Boggs responded that it does not because the subject discussed is not unique to his property as opposed to any other property in the District. He sees no way that this penalty provision would have any particular benefit or detriment to his property.

Ms. Call stated that fines are either punitive or to recoup City costs. What is the purpose here?

Ms. Martin responded that this amendment has been proposed for consideration because, unfortunately, there were two unauthorized demolitions this year of Appendix G historical properties. Historic structures cannot be replaced. It is not meant to be punitive. It is meant to provide a penalty equal to the Code violation. A historic chicken coop and an historic spring house were lost. Charges were not pursued because the existing penalty is only a \$100 fine. Revising the penalty would provide the City Law Director more latitude to negotiate favorable resolutions.

Mr. Boggs stated that the fine amounts established are the maximum fine for a Fourth Degree Misdemeanor. Because they are fines for a criminal offense, their purposes are not compensation to the City. If there were a situation wherein the City suffered economic harm, restitution could be sought separately. The fines themselves serve two primary purposes: punishment and deterrence. The current Code is lacking both elements.

Mr. Schneier inquired if changing the classification would increase the fine from \$100 to \$250 per occurrence, and each day would be an occurrence.

Mr. Boggs responded that is correct. Each day would be charged as a separate occurrence, and separate complaints would be processed through Mayor's Court. It would be necessary to provide proof of each day. If a demolition has occurred, every day is an occurrence, indefinitely. Finding a balance would be necessary; perhaps only 10 days would be charged with a total fine of \$2,500.

Mr. Schneier stated that he does not like rules that require later interpretation. Perhaps it would be better to have a different fine for a demolition for a set amount that is higher than \$250, which should be an effective deterrent. He believes unauthorized demolitions should be defined and handled separately. This need has been precipitated by a couple of demolitions, so there is no need to get other property owners caught up in addressing the issue. He believes everyone would know the difference between painting windows incorrectly and tearing down a building – there is a wide

gap between those scenarios. He would suggest language and a definition be added addressing demolitions, along with a heavier fine for that offense.

Ms. Martin stated that is a valid point and it was considered. However, the reason that a finite number was not pursued for a demolition is because the intent is not to recoup costs. The City has lost no monetary value due to the demolition. It is a penalty imposed by the Court. The potential jail time is important, as it allows the Court magistrate to add conditions to their finding. The fine may be negligible but the conditions can be tailored to the particular situation.

Mr. Schneier inquired what might those conditions be in the case of a demolition.

Mr. Boggs responded that it might not be a total demolition; it could be a structural alteration. In addition to the \$250 fine, 15 days in jail could be suspended if the property owner returned the structure to its previous historic state. This type of penalty is common in criminal prosecution of these misdemeanors. The tools are limited for Mayor's Court for misdemeanor offenses to incentivize a change in behavior. In terms of a full demolition, it might be appropriate to require its reconstruction with historic integrity. That is the tool that they would like to provide Code Enforcement, the prosecutor and the Court magistrate.

Ms. Call stated that she is seeing three different situations: (1) minor home alterations, such as painting or window replacements; (2) significant alterations to the structure, such as an addition or expansion; and (3) demolition – tearing down/removing the structure. The third item should have a significant deterrent; the second item should have a less significant deterrent; the first item could have a more significant fine.

Mr. Boggs noted that this amendment is addressing work done in violation of Chapter 153. In the Historic District, making those types of changes to historic structures requires a Board Order. Any maintenance that does not require a Board Order would have the same set of rules that exist today. The issue results when property owners take actions that required a Board Order, but they neglected to obtain it. The City has invested a significant level of time and resources in studying its built environment; having cultural and historical assessments completed, and creating the ARB structure. It is important to ensure that process is respected.

Ms. Martin pointed out that, Citywide, we do not jump to the penalty section, except in the case of a demolition. Staff works with the property owner to find a resolution, both through zoning and code enforcement. She has participated in that effort, and those discussions can sometimes take a year. When negotiations and constructive conversations stall, a viable mechanism is needed to achieve a resolution.

Mr. Schneier stated that Mr. Bogg's example exemplified his concern. In his opinion, the distinction between demolition and an alteration gives too much judicial discretion to Mayor's Court for those types of remedies. In the Historic District, many structural changes require Board approval that do not require a Board approval elsewhere. Painting one's home a different color could be in violation of a Board order, so that property owner would be subject to penalties and judicial discretion. There is the intentional but inadvertent violation versus a demolition. If the Commission agrees with his concern, the direction could be that further work be done on the proposed amendment.

Ms. Call expressed agreement.

Ms. Martin provided an example of a property owner violating a Board order related to a paint color. When the City becomes aware of the violation, education would occur on how to address that paint

change, rather than immediately penalizing them. There might also be an issue where the property owner refuses to acknowledge the situation.

Ms. Call stated that there is a need for both a penalty and a deterrent. We do not want to deter upkeep to a property. The proposed language has required detailed clarification to the Commission members, who are involved in this type of review. It would be more difficult for a property owner to understand, so they may neglect doing some types of property maintenance in the interest of avoiding fines and potential jail time.

Mr. Schneier stated that the discretion staff would use in the process is not codified. In the future, there could be a different staff, discretion, and certified letters from the City. The language used is "alters" and "modifies." That could be a paint color or a door knob. It is important not to rely on discretion to the detriment of the homeowner, but also to the detriment of staff and this Commission. We would be setting precedent on an ad hoc basis.

Mr. Fishman stated that he is aware of the ARB process, and it is different than the Muirfield Association rules for paint colors, for example. The Association provides a palette from which the homeowner can choose a color. With the ARB process, the choices are subjective. Paint is inexpensive; if it is inadvertently painted an incorrect color, it can be repainted. When an update is required, some earlier historical items are no longer available. He agrees with Mr. Schneier. If the City wants to impose penalties it must be for an actual crime, i.e. it is something the property owner intentionally did that was contrary to City Code, specifically within its Historic District. Demolishing a structure is a different scenario. Is the expectation that the structure must be rebuilt from the rubbish, or that the penalty accrues an indefinite number of days?

Ms. Martin responded that the fines would not accrue infinitely. The Law Director's office would have to prove that each day the homeowner took a deliberate action in violation of the Code.

Mr. Fishman stated that the property owner might not have deliberately taken an action in violation of Code. It may have seemed apparent to him that the building needed to be demolished, so he took that deliberate action. When do the fines stop accruing? Does it end up with jail time?

Mr. Boggs stated that from a practical standpoint, neither the Code Enforcement nor Prosecutor want to document several daily violations, so it could be capped at a certain number of days. There are prescribed levels of misdemeanor offense available to the City. Civil action could also be taken, if preferred. However, that would involve a different court process and level of expense. A balance between an inadvertent offense and a repeated, deliberate offense is needed. The proposed Code amendment is written for the latter; the existing Code is written for the former, although the \$100 fine is out-of-date.

Mr. Fishman stated that he agrees with addressing the inadvertent and deliberate offenses separately and with a different degree of penalty.

Ms. Call stated that, as mentioned previously, she believes there are three categories of offenses. Does the existing Code address minor violations adequately?

Ms. Martin responded that in most cases, staff works with the property owner collaboratively to bring them into compliance, and no penalty is pursued. No Minor Misdemeanor charge has been pursued for anyone, and staff has observed that the existing penalty provisions may incentivize noncompliance. Based on tonight's discussion, staff will be able to revise the proposed amendment per the Commission's input.

Ms. Call invited any additional input from Commissioners.

Ms. Fox stated that the ARB Code provides criteria for demolition. It does not provide a penalty for Code violation. What makes it difficult for Historic District property owners is that the pertinent Code sections are in different places. There are Historic Design Guidelines in addition to that Code. It is difficult for them to know and find what is applicable to them. It is important that the City begin to educate the owners of any historic properties. They should be provided educational pamphlets and a handbook with the Code and Guidelines. Otherwise, the property owners may make mistakes and be subject to penalty. She would prefer to focus on demolition of all historic properties within the City. The Appendix G listing is smaller than the total number of historic structures.

### **Public Comments**

Ms. Martin stated that one public comment in support of the proposed amendment was received in advance of this meeting, which was included in the Commissioners' packets. No additional public comments were received.

Staff will revise the proposed Code amendment reflective of the Commission's guidance.

### **~~5. Solar Panel Code Amendment, Administrative Request, 21-152ADMC~~**

~~Introduction of a Code Amendment to establish general regulations in regard to solar panels for residential and commercial properties.~~

### **Staff Presentation**

~~Ms. Martin stated that requests for solar energy components have been increasing, both with commercial and residential applications. Existing City Code addresses renewable energy equipment and solar energy in a very limited manner. In reviewing the Code, it was found that solar panels are explicitly regulated only in the West Innovation District (WID) and Bridge Street District (BSD). The City of Dublin Zoning Code permits solar panels in the WID and BSD. In the WID, Renewable Energy is permitted as an accessory use in all districts with use-specific standards. In the BSD, Renewable Energy Equipment is permitted as an accessory use in all districts with use-specific standards. The Accessory Structures section of the Code identifies solar panels, but they are defined as an accessory structure and have no use-specific standards. To inform the discussion, Planning staff contacted municipalities in Ohio and Indiana regarding each city's current regulation of REE (solar panels, geothermal units, and wind turbines). Most of the cities contacted have specific sections within their code that provides details on if, and where, REE may be installed. The communities contacted include Blue Ash, Mason, Grove City, Westerville, Worthington, Upper Arlington, and Montgomery, Ohio, and Carmel, Indiana. Approximately 50% of the jurisdictions allowed a variety of alternative energy solutions, including solar, wind and geothermal. The discussion tonight will focus solely on solar. All of the benchmark research was provided in the meeting packet.~~

~~[Representative images shown.] Ms. Martin stated there are a variety of options available for commercial buildings. On a flat roof, the solar panels can be treated as a mechanical structure and be fully screened behind a parapet. On a commercial building with a pitched roof, the solar panels cannot be screened as a mechanical, so judgments must be made according to location on a street-facing façade, sustainability, and the community's character. Additionally, there are architecturally integrated panels available for commercial applications. These could be appropriate in the BSD and the West Innovation District. In regard to commercial sites, there are a variety of site and implementation considerations and options. Two examples are solar farms and solar vehicular~~



# BOARD ORDER

## Architectural Review Board

Wednesday, August 25, 2021 | 6:30 pm

The Architectural Review Board took the following action at this meeting:

**4. Penalty Code Amendment  
21-113ADMC**

**Administrative Request – Code Amendment**

Proposal: Amendment to Zoning Code §153.999: Administration and Enforcement - Penalty for unauthorized demolition of and alteration to properties within the Architectural Review District and outlying historic properties listed on Appendix G.

Request: Review and recommendation of approval to the Planning and Zoning Commission for an Administrative Request – Penalty Code Amendment under the provisions of Zoning Code §153.999 and the *Historic Design Guidelines*.

Applicant: Dana L. McDaniel, City Manager, City of Dublin

Planning Contacts: Sarah T. Holt, AICP, ASLA, Senior Planner and Chase J. Ridge, AICP Candidate, Planner II

Contact Information: 614.410.4662, sholt@dublin.oh.us or 614.410.4656, cridge@dublin.oh.us

Case Information: www.dublinohiousa.gov/arb/21-113

**MOTION:** Ms. Kramb moved, Ms. Cooper seconded, to recommend approval to the Planning and Zoning Commission for the Administrative Request for an Amendment to the Penalty Code.

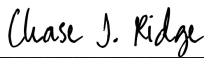
**VOTE:** 3 – 0

**RESULT:** The Administrative Request to amend the Penalty Code was recommended for approval and forwarded to the Planning and Zoning Commission.

**RECORDED VOTES:**

Gary Alexander	Yes
Amy Kramb	Yes
Sean Cotter	Absent
Martha Cooper	Yes

**STAFF CERTIFICATION**

DocuSigned by:  
  
9A45F751698D466  
Chase J. Ridge, AICP Candidate, Planner II



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- 7) ~~That the applicant shall demonstrate the preservation, to the maximum extent possible, of the stone wall, at the next submittal.~~

~~\*The applicant, Dan Morgan, agreed to the seven conditions of approval.~~

~~Vote: Mr. Alexander, yes; Ms. Kramb, yes; and Ms. Cooper, yes.  
[Motion carried 3-0]~~

~~Ms. Cooper moved, Ms. Kramb seconded, to approve the Parking Plan to permit 32 off-site parking spaces to be combined with the 9 spaces on-site, to fulfill the minimum parking requirement of 41 spaces.~~

~~Vote: Mr. Alexander, yes; Ms. Kramb, yes; and Ms. Cooper, yes.  
[Motion carried 3-0]~~

~~Ms. Martin stated the Waiver is important at this stage, as the site layout is predicated on it. If the motion was made in the affirmative and failed, it would be disapproved and the applicant not eligible to bring back another Lot Coverage Waiver. Ms. Martin and the Board agreed the applicant could table the Waiver this evening, if he wanted to.~~

~~Mr. Morgan requested to table the Lot Coverage Waiver as written to move along in this process.~~

~~Ms. Cooper clarified that earlier in the Board's conversation, there was not enough information demonstrating the applicant needed the Waiver to make a determination at this time. She asked if the Waiver could be stricken as a request.~~

~~Ms. Martin affirmed the Waiver should be tabled.~~

~~Ms. Kramb moved, Ms. Cooper seconded, to table the following Waiver at the request of the applicant:~~

- ~~1. §153.173A – Historic Zoning Districts – General Development Standards – Requirement: 85% of lot coverage is permitted. Requested: 89% lot coverage.~~

~~Vote: Mr. Alexander, yes; Ms. Kramb, yes; and Ms. Cooper, yes.  
[Motion carried 3-0]~~

#### **4. Penalty Code Amendment, 21-110ADMC, Administrative Request – Code Amendment**

The Chair said this application is a request for an Amendment to Zoning Code §153.999: Administration and Enforcement - Penalty for unauthorized demolition of and alteration to properties within the Architectural Review District and outlying historic properties listed on Appendix G.

#### **Staff Presentation**

Mr. Ridge stated there was an opportunity to address outdated penalties associated with violations to Chapter 153; and specifically, unauthorized modifications to or demolition of historic sites/structures. The current penalty is as follows:

Any violation to Chapter 153 is subject to a Minor Misdemeanor and a fine of \$100.

- Each day during which a violation or noncompliance occurs constitutes a separate offense.

The proposed regulations increase the minimum charge to a 4th-degree misdemeanour, maintaining the current language that "Each day of noncompliance constitutes a separate offense." The amendment establishes a new section, which addresses violations specific to properties requiring a Board Order from the Architectural Review Board (ARB). Historic properties and those identified on Appendix G would be involved. Additionally, the first offense is subject to a 4th-degree misdemeanor with a fine of \$250 and possible jail time of ≤30 days. A second offense, within 5 years of the first, is subject to a 2nd-degree



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misdemeanor with a minimum fine of \$500, a maximum fine of \$750, and maximum jail time ≤90 days. The current penalty and the proposed amendments were summarized in a table [shown.] The process for each of these offenses will be reviewed in the Mayor's Court.

Staff requests the Architectural Review Board review the proposed amendment to Code Section 153.999 – Penalty (21-113ADMC) and make a recommendation of approval to the Planning and Zoning Commission for consideration at a future meeting.

### **Board Questions for Staff**

Ms. Kramb stated if an element or structure is demolished, the Board cannot charge the offender every day for something that does not exist anymore. The offender would still be out just \$250, which is cheaper than following the law. She asked if there was a way to increase the amount. Yes, it is better than the current \$100 but \$250 is still not worth chasing after an offender. She did not believe this increase was enough to keep people from offending in the first place.

Ms. Martin stated Staff felt similarly regarding the monetary values but they are determined in the Ohio Revised Code by class of offense. The community does not get to decide the monetary values. The main point here is to increase the offense from a minor misdemeanor to a misdemeanor that has a degree associated with it and it becomes a criminal offense with potential jail time, appearing on a criminal record. A large portion of those days may be suspended but with suspension of some jail time, the court can impose conditions and those conditions can be particularly helpful when a property had been altered without authorization. Demolition is very problematic.

### **Board Discussion**

Ms. Kramb said it would be at the judge's discretion. If 30 days of jail time could be imposed, the offender could negotiate a penalty more to his/her liking.

Ms. Martin stated the Law Director's office, in advancing the case, would make a recommendation to the seriousness of the offense to have the appropriate penalty imposed.

Mr. Alexander stated the legal language for this offense is very broad.

Ms. Cooper said one of the other benefits of the new language and penalty, as vague as it may be, could be used in a letter to be a deterrent. The Law Director should determine the appropriate language. The case that prompted this action, involved a homeowner that demolished a structure without first requesting approval. The City believed that action was bold, and questioned whether the property owner knew he was permitted to do that or not.

Ms. Holt stated, at the Board workshop last month, solutions were sought to avoid this from happening in the future. One of the solutions was the Code Revision being reviewed tonight; another was a flyer that the Planning Department would send out on an annual basis, reminding Historic District property owners that they are subject to special rules in addition to the other zoning laws. Taking this step of giving notice to people of the requirements they have to follow in the Historic District is a proactive solution. The flyer is getting finalized right now. A flyer will also be included in the City's Welcome Packet, alerting new property owners to their responsibilities to uphold as business owners or residential property owners.

Ms. Cooper stated it is important that we welcome new property owners and advise them about who to reach out to for guidance.

Ms. Kramb inquired about another solution discussed, whereas Staff puts together an extensive inventory of all of the additional outbuildings or structures that count under the use provisions so when a letter is sent, it is specific to what is on their particular property such as an outhouse, chicken coop, springhouse or shed, etc.

Ms. Holt said that project will not be started until the first general flyers have gone out so the City is not surprising people about their property and Staff has a process in mind.

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Mr. Alexander asked if the City has documentation on the significant number of stone walls, (some may not be original). That distinction should be included.

### **Public Comment**

Tom Holton, 5957 Roundstone Place, Dublin, OH, stated he did not know how to apply a date of installation for the stone walls.

There was a site on Riverside Drive, where the log cabin was discovered and taken apart by the City. The house was later demolished. There was a smoke house, intact and in very good condition (unsure of date) on the same property. According to the property owner, during the excavation for the new build, a contractor backed into the smoke house and destroyed it. Under these rules, the property owner would have been responsible, even though they did not do the damage, themselves. That is a real case he wanted to point out.

Ms. Kramb moved, Ms. Cooper seconded, to recommend approval to the Planning and Zoning Commission for the Administrative Request for an Amendment to the Penalty Code.

Vote: Ms. Cooper, yes; Ms. Kramb, yes; and Mr. Alexander, yes.

[Motion carried 3-0]

### **5. ~~Historic Paint Colors, 20-130ADM, Administrative Request~~**

~~The Chair said this informal review application is a proposal to establish pre-approved paint colors for the Architectural Review District and outlying historic properties listed on Appendix G.~~

### **Staff Presentation**

~~Ms. Martin stated this was a re-introduction of this particular Administrative Request; it was brought before the ARB, August 2020. At the time, Staff and the Board discussed paint colors, the Historic District Code Amendments, and the *Historic Design Guidelines*.~~

~~The ARB decided it was best to prioritize the Code Amendments and the *Historic Design Guidelines* as an immediate need. After the adoption of those two documents in Feb 2021, the ARB had another opportunity to look at the Historic District paint color document. There are now new members on the Board, and all have had time to reflect. The Historic District Code provides an opportunity for the ARB to establish a set of approved paint colors. The intent is to create clarity, streamline the process, and make it user-friendly for both residential and commercial property owners, provided they are able to select a paint color that is on the list and architecturally appropriate for their structure. This evening, Staff is requesting the Board's affirmation on how this document should be reorganized, specifically, in regard to time period versus organizing the list by architectural style, which was the way it was presented at the August 2020 meeting. The way the document was structured [shown] was reviewed. The document was intended to be a companion document to the Historic District Code and the *Historic Design Guidelines*. That intent would continue to remain the same. The architectural design section of the *Historic Design Guidelines* that were ultimately adopted, de-emphasized architectural styles while acknowledging them, as well as acknowledging all building types. The paint color document was predicated on the original structure of the guidelines that prioritized architectural styles to provide a road map. That document no longer emphasizes architectural styles and the companion to the paint colors document, no longer exists. The paint colors document includes architectural styles through a period of time, and also includes history about what would be traditional to an architectural style or indicative of that period of time, due to technology and trends. Body, trim, door, shutter and outbuilding color recommendations are listed for a particular style period of time. The document specifies paint colors from historic paint palettes obtained from three different manufacturers. A property owner would not be required to purchase paint from one of these manufacturers but would be required to use the color code, in order to purchase an alternate brand. Staff has considered what some of these opportunities may be to reassess the structure of this document and organize it by~~