



CITY OF HILLSBORO DESIGN REVIEW MANUAL

THE HISTORIC BUSINESS DISTRICT

*To preserve the historic details of our
business district, while presenting a fresh
face to the community.*

Manual adopted by the Design Review
Board Revised on 7/30/2020

Photo Courtesy of Marco Renk/RSR Photography

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INTRODUCTION TO THE HILLSBORO HISTORIC DISTRICT AND DESIGN GUIDELINES

Hillsboro, originally Hillsborough, was founded in 1807 by David Hayes.

Today, the uptown consists of numerous historical structures. It is important to ensure that this historical integrity continues and that building owners and tenants are responsible for maintaining the original character of their buildings.

Per the National Trust for Historic Preservation, "Historic preservation is now correctly seen as a powerful tool for spurring economic growth, promoting health and well-being, and advancing vibrant, sustainable communities."

Photo Courtesy of the City of Hillsboro



DESIGN GUIDELINES

The City of Hillsboro holds that the key to effective design review is the adoption and application of design standards. Without such standards, those involved in design review may rely too heavily on subjective feelings and opinions, encumbering the review process and leading to inequity. The City has adopted the design review criteria contained in this manual for the purpose of establishing a uniform, rational set of design standards that represent the physical heritage and vision of this community .

These Design Guidelines are intended to help accentuate the historic details of our business district while presenting a fresh, exciting face to the community. By using these standards, we will revitalize the area, and increase the relative property values in the area.

These guidelines are to be used by property owners and tenants taking initial steps to design and re-develop property within the Historic Business District. To encourage renovation and restoration, financial help is available to property owners who make improvements in compliance with these standards

The Hillsboro Design Review Board refers to these guidelines as a resource in approving the restoration/rehabilitation, construction, or demolition of buildings in the Hillsboro Historic Business District.



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COMPLIANCE

The Design Review Board is responsible for reviewing and approving exterior changes to structures within the Historic Business District. This includes **any** action to visually or materially change, modify, reconstruct, repair, remove, or to demolish **any** exterior feature on **any side of an existing structure**, or site designated as within the Historic Business District.

Property owners must obtain an approved 'Certificate of Appropriateness', and required permits before beginning **any** projects.

Failure to follow the prescribed process or proceeding with a non – approved project may result in fines or fees for each offense per day, plus costs, until the non—complaint situation is resolved. **All regulations covered in this manual are subject to change without notice.**



Photo Courtesy of Marco Renk/RSR Photography

OBTAINING APPROVAL

HOW TO OBTAIN DESIGN REVIEW BOARD APPROVAL

- Request a 'Certificate of Appropriateness' packet from the City Administration Office at 130 North High Street.
- Complete and submit the Certificate for approval, detailing the scope of the project, materials, and colors to be used. The application should include as much detail as possible. Color swatches, photos, and artist's rendering of final results, are very helpful.
- The Design Review Board either approves or denies the project with or without changes.
- Once approved, obtain other permits (such as sign permits, building permits, etc.), and apply for financial incentives.
- With approved 'Certificate of Appropriateness', and required permits in hand...WORK BEGINS!

The Design Review Board meets on an as needed basis.

FINANCIAL INCENTIVES

Several opportunities are available for persons seeking to restore/rehabilitate buildings within the Historic Business District. Examples of projects that may be eligible for financial assistance include:

- Removal of past inappropriate alterations.
- Creation of additional housing above existing shops in the uptown area to provide a critical base market for retailers and restaurant owners.
- Development of an uptown hotel .
- Development of offices for small professional services and government or non-profit entities, as well as, a potentially large office complex, perhaps in conjunction with a hotel.

DID YOU KNOW?

Initial studies have shown a need and demand for quality hotel/motel rooms in Hillsboro.

Potential sources of funding include:

- [Certified Local Government Program](#) (work with City to contact)
Ohio Historic Preservation Office (614) 297-2470
1982 Velma Avenue
Columbus, OH 43211-2497
- [Revolving Loan Fund](#)
The City of Hillsboro has budgeted money in a Revolving Loan Fund, which can be lent out to eligible owners within the District at below market rate for restoration/rehabilitation. The loan is then paid back to the City to be used again by other business owners.
- [City of Hillsboro Façade Improvement Program](#)
Façade improvement applications are available at the City Administration Office. Because special financial support from select government resources will be used, it is essential that all façade improvements funded through the Façade Improvement Program comply with the Design Guidelines.
- [Local Lending Institutions](#)
Some area banks provide incentives that include lower interest rates for making improvements in the uptown area. Contact banks for specific information.

**While the Design Review Board addresses only the exterior of buildings, its oversight helps provide the optimal environment in which these projects can happen.*

BASIC PRINCIPALS FOR DESIGN & PRESERVATION GUIDELINES

POINTS TO KEEP IN MIND

- Maintain and restore commercial buildings historic elements by not changing the overall look of the building.
- Initiate construction and renovation projects with attention to a sense of architectural flow and visual continuity within the Historic Business District.
- Aim for improvements that make commercial buildings more environmentally/energy efficient.
- Recreate appealing facades for local businesses.
- Gracefully accommodate new uses for old structures.
- Replicate or preserve what was original.
- Repair where possible.
- Replace with replica where preservation is not possible.

BASIC PRINCIPALS (Continued)

DETAIL

A major portion of any restoration/rehabilitation will involve façade details such as doors, windows, shutters, lintels, cornices, eaves, original signs, etc.. These details make up the character of the individual buildings and should not be destroyed or concealed (example: arched windows are identified with a certain time period and should not be squared off at the top). They can be highlighted through careful color selection.

Original details such as columns, porches, and steps should be restored and retained in converted residences. Vinyl siding, enclosed porches, and covered railings and spindles are not permitted. Landscaping in the front setback, by porches, and by street sidewalks add to the visual appeal of your business. Use a natural product such as a brick or stone to set your front walk off from the street sidewalk. Use of stamped concrete pattern walks are **not** permitted.

PROPORTION

Proportion refers to the height, width, and mass of a building and how it relates to the adjacent buildings. Most of the buildings in the District are two-story with windows of similar size and shape. Changing windows shape/size is permitted when reverting to the original building design.

NEW CONSTRUCTION

The new design should be compatible with its neighbors, maintaining sensitivity to its architectural context. In general, it is important to be attentive to the existing architectural rhythms of the Historic District's structures.

BASIC PRINCIPALS (Continued)

DEMOLITION

Demolition of an existing building may be approved if one of the following conditions exists:

- Demolition has been ordered by the Safety and Service Director for the public safety because of an unsafe or dangerous condition that constitutes an emergency.
- The owner can demonstrate to the satisfaction of the Design review Board that the structure cannot be reused, nor can a reasonable economic return be gained from the use of all or part of the building proposed for demolition.
- The demolition request is for an inappropriate addition or an incompatible building, and the demolition of the structure will not adversely affect the streetscape.
- The demolition request is for a non-significant portion of the building and the demolition will not adversely affect those parts of the building that are significant, as determined by the Design Review Board.

MECHANICAL & ELECTRICAL ITEMS

All mechanical and electrical items should be located out of view as much as possible. Any items requiring exposure should be painted to match existing materials and screened with an enclosure architecturally integrated with the building.

STOREFRONTS IN THE UPTOWN DISTRICT

THE IMPORTANCE OF STOREFRONTS IN THE STREETScape

Storefronts and building facades are not only the chief means of identifying businesses in the commercial district, but part of a larger concept of the streetscape. The overall presentation of a commercial district that is thriving can be undercut by poor lighting, bad signage and general disrepair. The streetscape is the true face of the business district, and the storefronts within it need to represent it well so that all can thrive.

This does not mean that each storefront needs to look exactly the same, but there should be a harmony that is achieved in relationship to the overall commercial district. In order to improve the image of a commercial area, there needs to be a basic understanding of the typical buildings in the district.

New buildings should reflect the unique qualities of the established business district. When carrying out improvements, care should be taken to ensure that new treatments and new design elements are sensitive to the historic form and/or material used previously.

STOREFRONT RENOVATION TYPES

Recommended storefront renovation methods vary depending on the age of the building and the current condition of the storefront. The following storefront types each have their own basic guidelines:

Original Historic Storefront

Part of a commercial building built before 1940 with its original storefront and distinctive features still intact or largely intact. When renovating an Original Historic Storefront:

- 1) Repair structural/functional parts of façade.
- 2) Retain and restore historic details of building.
- 3) Renovate to accommodate new use while maintaining original storefront.



Photos Courtesy of Marco Renk/RSR Photography



Altered Historic Storefront

An AHS is part of a commercial building built before 1940 with its distinctive features dramatically altered or completely missing. When renovating an Altered Historic Storefront, three approaches apply:

- 1) Partially or fully reconstruct the original storefront (if the original appearance of the storefront is documented).
- 2) Construct a new storefront that is compatible with the design and age of the building.
- 3) Retain the current storefront if it is a high-quality alteration of the original that has attained historical significance of its own.



Non-Historic Storefront

Part of a commercial building built after 1940. When renovating a Non-Historic Storefront, two approaches apply:

- 1) Repair the existing storefront to match its present appearance **if** it is compatible with the commercial district and is of high-quality design and materials.
- 2) Construct a new storefront according to the storefront design guidelines, remaining attentive to the historic architectural patterns within the business district and striving to be consistent with neighboring historic storefronts.

Building Without a Storefront

A building not designed or originally intended for storefront commercial use (such as a residence, a garage, etc.) it may be treated in either of two ways:

- 1) If the building is historically important, if it has a distinct historical character, or if it is of a high architectural quality, it should be renovated with as few changes to the exterior as possible to accommodate the new use; a full storefront should not necessarily be inserted into the façade.
- 2) If the building does not have a distinct historical character or if it is of low architectural quality, it may be altered more dramatically. If possible, a full storefront should be inserted into the façade.



Photos Courtesy of Marco Renk/RSR Photography

MATERIALS & COLOR

Materials and color are two of the most important aspects of a building's design as they can convey an image of quality and care. Materials and color contribute to a business's advertising strategy as well as to the building's overall image. Depending on the character of the district and its architectural stock, recommended materials and colors will vary. Consistency or compatibility with existing adjacent and/or historic structures in the Historic District is important.

Materials shall be functionally and aesthetically compatible with each other. Historic materials should be preserved in place except in instances of rotting. Non-traditional materials may be used if it is determined by the Design Review Board that the historic and architectural character of the original building will not be adversely affected. **Changes shall be subject to approval by the Design Review Board on a case to case basis.**



DO

- **Do** retain or uncover original materials wherever possible.
- **Do** repair items like parapet walls, decorative cornices, and pilasters.
- **Do** make sure replacement materials match originals as closely as possible and are of a compatible quality, color, texture, finish, and dimension to those common in the building.
- **Do** repoint and repair deteriorating brick.



DON'T

- **Don't** remove quality materials from a building.
- **Don't** use materials that cover or alter original architectural features of the building.
- **Don't** use materials that are easily damaged or that deteriorate quickly. For example, remove plywood or rough-sawn wood paneling.
- **Don't** arbitrarily paint decorative lines, bands or graphic designs directly on to wall, if not related to the building's architectural character or detailing.

MATERIALS

Paint, wood, metal, brick, and stone all have different textures. It is important that the materials be consistent with the historic character of the building and match the originals as closely as possible. This may require the removal of inappropriate alterations made through the years. Financial incentives are contingent upon use of approved materials.

APPROVED MATERIALS

Brick (no thin veneer or fake brick) **Stone**

(no thin veneer or fake stone) **Terracotta**

Wood-ceramic tile

Decorative concrete and precast

concrete Decorative cast iron and steel

Metal flashing

Structural steel

Shingles

Smooth fiber cement board and clapboards

Cedar, slate, copper, or standing seam metal roofing

Copper, galvanized steel, or aluminum gutters/downsprouts (Should be round/half round)

PROHIBITED MATERIALS

Mirrored or darkened glazing glass

Vinyl, aluminum, and plywood siding

Corrugated or baked enamel metal panels

Synthetic stucco

Asphalt shingles as siding

Stamped concrete

White PVC

Exposed concrete blocks

COLOR

Color selection should take into consideration the approved colors used in adjacent buildings to avoid a clash of colors. Shared buildings should use colors that compliment or, alternatively, use the same base color on upper stories.

Colors must be selected from the Sherwin Williams America's Heritage (exterior historic colors) pamphlet. Any brand of paint may be used to match the Sherwin Williams approved colors.

POINTS TO CONSIDER:

- Bright or vivid colors should be avoided.
- Finishes should be low gloss or matte.
- High gloss finishes should be avoided.
- Color should be used to tie together all of the buildings parts, including the storefront, windows, doors, and cornice.
- For a traditional color scheme, the following points should be considered:
 - It may be possible to discover the original color scheme by carefully scraping or sanding an area down to the first coat of paint.
 - In the mid 1800s, soft neutral tints were popular.
 - In the late 1800s, darker, richer shades of color were popular.
 - In the early 1900s, lighter, calmer colors were popular.
 - White paint was not widely used in the 19th Century.

GUIDELINES FOR ENTRANCES & WINDOWS

Part of a historical building's value lies in its windows and doors. Their materials and construction reflect the period of construction and contribute to the character of the building. For this reason, the preservation of old windows and doors in their original context is strongly encouraged. In cases where new or replacement units are necessary, the proposed design(s) should be compatible with the character of the original.

ITEMS TO CONSIDER

- Historic windows and doors should be preserved and maintained in their existing locations where possible. It is the responsibility of the applicant to demonstrate that preservation is impractical or unfeasible.
- Windows and doors shall contain details that are appropriate for and rationally related to the building design.
- Window and door materials shall be in accordance with the 'Materials' section of the Design Review Manual.
- Windows on the facade of the building should not be blocked or filled in.

ENTRANCES

In general, the main entrance should be recessed at least three feet from the front plane of the building. This is to visually emphasize the entryway to accommodate the swing of the door, and to provide shelter from the elements. **Changes shall be subject to approval by the Design Review Board on a case to case basis.**

- Original doors should be restored and preserved when possible.
- Replacement doors must be commercial grade, energy efficient, and match the style/period of the building.
- Storefront doors should be full or half glass.
- Exterior doors to upper-story residences may be panel doors without glass.



Photo Courtesy of Marco Renk/RSR Photography

WINDOWS

- Storefront facades should mainly be windows. 60% - 80% of the storefront pedestrian zone (2' - 8' above the sidewalk) should be clear glass unobstructed by blinds or display that block the view into the store, unless there are client privacy concerns due to the nature of the business.
- Changing window shape/size is permitted only when reverting to original design of the building.
- Multi-story buildings should have windows on the second story as well, similar to those of surrounding buildings and appropriate for the design of the building. It is permissible to use opaque glass or shutters to visually maintain upper-story blocked window openings that cannot be reopened. On all levels, wood or aluminum-clad wood windows are preferred.
- Window air conditioning units and satellite dishes are not permitted on street side facades.
- Reflective, opaque, or heavily tinted glass shall not be used in the storefront, with the exception that opaque glass may be used for client privacy concerns or in transom windows above the viewing zone in cases where dropped ceilings need to be concealed. However, it is preferable to rework dropped ceilings so that they start several feet back from the storefront in a vertical or slanted bulkhead.
- Regardless of material, all replacement windows should match the original windows in pane arrangement and molding profile. Artificial window trim grids should not be used.
- **Changes shall be subject to approval by the Design Review Board on a case to case basis.**

WINDOWS (Continued)

WINDOWS ON SECONDARY ELEVATIONS OF HISTORIC BUILDINGS SHOULD REASONABLY MATCH THE APPEARANCE OF THE HISTORIC WINDOWS.

- Replacement windows on secondary elevations that are architecturally composed or contribute to the overall character and design of the property should closely match the character and visual qualities of the historic window.
- Alteration of window openings on secondary elevations that are architecturally composed or contribute to the overall character and design of a property is discouraged. Limited alteration may be appropriate if it is compatibly designed and does not affect important character-defining or compositional features.
- Replacement windows on secondary elevations that are visible from a street should properly fit and fill original window openings and match the general characteristics of the original windows. Precise replication is not required.
- Replacement windows facing a rear yard, internal courtyard, light well or are on strictly utilitarian elevations should match the general characteristics of the historic window but flexibility will be applied.
- Selective alteration or blocking up of window openings on secondary elevations that are strictly utilitarian may be appropriate if it is compatible in general character with the building and if it does not affect important character-defining features.
- Replicating the material of historic windows on secondary elevations is the most appropriate option; however, alternative materials are acceptable.

FILLING IN EXISTING SIDE WINDOWS WITH BRICK

- Use period brick
- Closure should be inset
- Lintels and decorative brick work should outline original window.



DO



Photos via Google Images



DON'T



LIGHTING

Lighting has two purposes, both illuminating the business and also, discouraging crime. Lighting creates a feeling of security for the passerby and is an important factor in a commercial setting. Well-lighted entrances to businesses are more welcoming. Lighting can create a sense of layering from the street to the interior of the store which welcomes the customer to come inside. Good lighting can also create a focal point as well as highlight a display area.

When carrying out storefront renovations, a variety of light sources and locations should be considered. General light is used for overall illumination. It helps fill spaces and soften shadows. Task light is concentrated light for particular tasks like the kind of lighting that is installed to illuminate a building's business directory. Accent lighting highlights objects, plants, and artwork and is equally important in exterior as well as interior applications. Sign lights, display window lights, architectural lighting, and general area lighting is encouraged to advertise the business, highlight building features, and to illuminate dark corners of the property or street. **Changes shall be subject to approval by the Design Review Board on a case to case basis.**



- **Don't** use exposed electrical conduit on the face of a building.
- **Don't** let light spill over into residential units above commercial storefronts. Lighting mounted on buildings should be placed with care to avoid lighting 'over splash.'
- **Don't** use too many lights fixtures.
- **Don't** use scrolling or flashing lights of any kind.



DO

- **Do** help make pedestrian experience safer in poorly illuminated parts of the commercial district by illuminating the storefront and the area around the building.
- **Do** encourage indirect lighting.
- **Do** make the scale and style of the lighting fixtures in keeping with the storefront design.
- **Do** use decorative period appropriate fixtures to accent the storefronts and enhance building's architectural details.
- **Do** hide or shield supplemental security lighting, such as floodlights to avoid glare.

SIGNS

Signs should be designed as elements of the building, not as unrelated items merely attached to it; they should complement the style of the building. Signs need to be noticeable, but not cover or hide the architectural character or cause the removal of significant architectural elements. Signs should not project beyond the second floor window sills or above the roofline. Colors should be selected from the Sherwin Williams America's Heritage (exterior historic colors) pamphlet. Any brand of paint may be used to match the Sherwin Williams approved colors. Changes shall be subject to approval by the Design Review Board on a case to case basis. Exceptions can be made for chain stores that have branding standards.

Signs should be proportional and made of wood, fiber-cement board panels, or metal and must be in compliance with the City's current Sign Ordinance. Carved, dimensional signs with lettering of a minimum depth of 1/2" are preferred. Other sign material subject to approval by the Design Review Board.

Signs on residences converted to businesses are permitted. Free-standing lawn signs should be within knee to eye level with separate lighting; porch signs may be hung from porches in a way that does not block the main entrance to the business. Wall mounted signs should be made of wood and located near the main entrance without covering windows. **Changes shall be subject to approval by the Design Review Board on a case to case basis.**

SIGNS (Continued)

FASCIA SIGNS

Fit within the transom area above the shop windows and are visually contained within the building framework of columns and other architectural trim. It is important that the sign fit within certain building proportions in order to look appropriate to the façade. Letters should be proportional to the size of the sign.

MARQUEES

A structure placed on a building over the entrance.

MONUMENT & POLE SIGNS

Must not project over the street line or into a public alley or public parking lot. They must fit within the architectural features of the building.

WINDOW SIGNS / WINDOW GRAPHICS

Are placed right on the window on the first floor façade and whether inside or outside should **not** cover the entire window; coverage may not exceed 25% or, if a solid sign, four square feet per window. They must conform to Design Review Board standards for color and design. Window lettering should be coordinated with the businesses' color scheme and other style lettering and not block the view into the business.

SIGNS (Continued)

BANNERS

Are permitted to announce openings of new business, change of ownership, or a special event, and must be maintained while on display. Banner are approved for 30 days only, with a limit of 2 banners per year.

DIRECTORY SIGNS

Should be installed permanently on the glass section of the door or sidelight. If these spaces are not available, the sign should be installed adjacent to the door.

SANDWICH SIGNS

Should be wood or metal and constructed in a sturdy manner to withstand normal traffic and weather to ensure the safety of pedestrians. They must be maintained in good condition and must not block the pedestrian walking corridor.

ROOF SIGNS

Not permitted.

AWNINGS

A 'Certificate of Appropriateness' and approval by the Design Review Board are required for all awnings on buildings that are within the Historic District. Awnings should be historically appropriate, functional, fit within the transom area, be visually contained within the building framework of columns and other architectural trim, and be color coordinated. They should not require the removal of or cover significant architectural features. Storefront awnings should extend only to the tops of the display windows, be proportionate to the window openings, and not cover second floor window sills. Second story awnings should protect or accent upper floor windows.

Awnings should be made of canvas or of solution-dyed acrylics or acrylic-coated polyester cotton blended fabrics that replicate historic awning coverings. Both residential and commercial awnings should be compatible with the building and windows in scale, proportion, and color. They may include a business identification sign that is subject to the Design Review Board approval.

Backlit awnings and vinyl awnings are not permitted.

SUMMARY

The Design Review process is intended to ensure the historical integrity of the Historic Business District to withstand the changes of time and to remain the foundation for this historic county seat. The Design Review Board manual is to be used by the Design Review Board, buildings owners, business owners, and by contractors working within the Historic Business District.

The Design Review Board works to encourage and instill in people the importance of retaining our valuable and irreplaceable resources. Owners are encouraged to repair instead of replace whenever possible. When replacement is necessary, duplication of the original is important, even if newer material must be used. Also, we encourage building owners to study their building's history, including the date built, original owner/builder, and the building's role in Hillsboro. If your building is listed on the National register, share your buildings history through a plaque, art, and/or mural.



Photo Courtesy of the City of Hillsboro

APPEALS

If a 'Certificate of Appropriateness' is denied, the property/business owner requesting the Certificate may appeal to the Board of Zoning Appeals. The appeal shall be handled by the procedures established in 155.065 (Ord. 1994-19, passed 1-3-95).

ORDINANCE

155.065 Zoning Appeal Procedure

An application to the Board of Zoning Appeals, in cases in which it has original jurisdiction under the provisions of this chapter, may be taken by any property owner, including a tenant, or by a governmental officer, department, board, or bureau. The application shall be filed with the Commissioner of Buildings who shall transmit the application together with all plans, specifications, and other papers pertaining to the application, to the Board.

An appeal to the Board of Zoning Appeals may be taken by any property owner, including a tenant, or by any governmental officer, department, board, or bureau affected by any ruling of the Commissioner of Buildings or any other administrative officer administering any portion of this chapter. The appeal shall be taken within a reasonable time, as prescribed by the rules of the Board of Zoning Appeals, by filing with the Commissioner of Buildings and with the Board a notice of appeal specifying the grounds thereof. The Commissioner of Buildings shall forthwith transmit to the Board the notice of appeal, together with all plans and papers constituting the record on which the action appealed from was taken.

ORDINANCE (Continued)

(C) The Board shall fix a reasonable time for the hearing of an application or of an appeal. It shall give at least ten days notice of the time and place of the hearing by insertion one time in a newspaper of general circulation in the city. The Board shall also mail notices to the applicant or appellant and to the Commissioner of Buildings at least five days before the time when the application or appeal shall be considered by the Board. Any party may appear at the hearings in person, by agent, or by attorney. The Board shall decide the application or appeal within a reasonable time.

(D) An appeal shall stay all proceedings in furtherance of the action appealed from unless the Commissioner of Buildings certifies to the Board, after notice of appeal shall have been filed with him, that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In these cases, proceedings shall not be stayed otherwise than by order which may, on due cause shown, be made by the Board on application, after notice to the Commissioner of Buildings or by judicial proceedings.

155.069 Design Review Board

The Design Review Board was established under City Ordinance 155.069 (Ord. 1994-19, passed 1-3-95)

A Design Review Board is hereby established to provide guidance for changes to structures and objects within the designated Hillsboro Historic Business District by providing a means of review to assist in achieving a more pleasing downtown environment; help maintain and enhance the distinctive character and architectural integrity of various period structures and appurtenances; and assure that future intrusions and alterations are appropriate, given environmental, architectural, historical, economic and community development considerations.

The Design Review Board shall consist of five members, appointed by the Mayor and approved by City Council, and shall include two Hillsboro Historic and Business "G" Zoning District Property Owners or a city resident; two owners of Hillsboro Historic and Business "G" Zoning District businesses or a city resident; and one representative of the Highland County Historical Society who is also a resident of the city. Members' terms shall be three years in duration and staggered.

DISCLOSURE

All regulations covered in this manual are subject to change without notice.



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