



COMMUNITY DEVELOPMENT • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

DATE: April 18, 2025
TO: The Architectural & Historic Board of Review
FROM: Amanda Krickovich, Associate Planner
C.C Nick Sugar, City Planner
RE: AHBR Submittal Requirements

Background

The Planning Commission is currently conducting a review of Appendix A - *Submittal Requirements* of the Land Development code. The review is following the process for a city-initiated text amendment, which would include a recommendation to City Council from the Planning Commission. The purpose of this update is to eliminate outdated references, codify current and best practices, and provide necessary clarifications as needed.

To support this effort, the Planning Commission has established a subcommittee to work collaboratively with staff on the review. The subcommittee has requested input from the Architectural & Historic Board of Review on submittal requirements. Currently, the Land Development Code has a vague reference to AHBR submittal requirements that were likely never fully codified.

Staff requests that the Board review the relevant code sections and provide any comments or recommendations for consideration.

Staff recommends the AHBR consider the following submittal requirements:

- Scaled site plan including the location of existing and proposed buildings, structures, and paved areas on the site. For alterations to existing buildings, the site plan shall highlight the area of proposed work.
- Scaled architectural elevations depicting full-height and width facades, type and extent of exterior finishes, all openings including fenestration and overall vertical building heights. The elevations shall indicate treatment of visible mechanical equipment and abutting topography and grade relationship.
- Scaled floor plan(s) with room use indicated.
- Photographs of all four sides of existing structures and the project area.
- Roof plan including all roof pitches.
- Product specification sheets of all proposed materials.