

## HISTORIC PRESERVATION AND DESIGN REVIEW BOARD

Congratulations on your decision to own a residence in a Historic District. Protecting the historic nature and ambiance of Lakeside also protects its value.

The Lakeside Community takes preservation of the Lakeside Historic District seriously. Our goal is to protect the historic nature of Lakeside while working alongside each Property Owner to achieve mutually satisfying results. Lakeside Chautauqua assigns the Historic Preservation and Design Review Board (HP-DRB) and the Lakeside Development Administrator responsibility for applying the Association's rules related to historic preservation. The HP-DRB looks at each property/ application individually with extreme care. While trying to expedite the process as quickly as possible for the benefit of Property Owners, the HP-DRB and the Lakeside Development Administrator face unique situations due to the uniqueness of Lakeside itself. This may cause the process to take a little longer than expected. It may be wise to submit your Application for Certificate of Appropriateness (COA) earlier than you think you may need to, to avoid unexpected delays in your project. Please be aware that applications for new construction require a preliminary meeting with the HP-DRB prior to the formal application process. For additional information, see **Title 3 Design, Construction, and Historic Preservation**.

To further Lakeside's Net Zero Goals, HP-DRB added "Green Building and Renovations Recommendations" to the HP-DRB Application process in August 2024.

The application process is laid out in detail to provide clear understanding of the process. As times change and new situations arise, it is necessary to fine-tune the process. Please find the enclosed materials:

- Chronology of Application Process
- MSC Right of Way Regulation
- Application for Certificate of Appropriateness (COA)
- Neighbor Notification Response Form
- Neighbor Notification Diagram
- COA/Lakeside Permit Fee Schedule
- Contractor Construction Rules Form
- Project Detail Checklist
- Green Building and Renovations Recommendations

If applicable, include the following forms with your HP-DRB Application for COA:

- MSC Request for Encroachment on Lakeside Right of Way (ROW)
- MSC Request for Variance (Lakeside Setback Variances or Support for Danbury Township Zoning Variances)
- Demolition Regulations and Worksheet
- MSC Request for Property Split, Consolidation or Subdivision

The Application is on the Historic Preservation and Design Review Board webpage at <https://Lakesideohio.com>. Click Community, then Communities, then Historic Preservation & Design Review Board.

As part of its application for and listing on the National Register of Historic Places in 1983, various structures within Lakeside were recognized as "contributing" to the historic architecture and operations of Lakeside that make it the community it is today. In 2021, the Association updated that work by reviewing all structures within Lakeside so that every building of the then-existing inventory of structures could be recognized as "contributing" or "non-contributing." The result of that review is depicted in **Title 3, Exhibit 1**, and a more easily viewed version is at <https://lakesideohio.com> on the Historic Preservation and Design Review Board webpage. For historical context, the dotted line shown in **Title 3, Exhibit 1** reflects the historic district as recognized in 1983. Lakeside now comprises the larger area to which these Rules apply.

## CHRONOLOGY OF APPLICATION PROCESS

1. **Determine if application is necessary.** All new construction, renovation, or demolition of an existing structure requires approval. In addition, approval is necessary for most exterior changes to existing structures with the exception of paint colors. Approval is also required for decks, patios, paving, adding or subtracting outbuildings, removal of major natural growth, and fencing, as well as ornamental features such as foundations, gazebos, trellises, etc. See **Lakeside Rules & Regulations, Title 3** (in the Lakeside Property Owner's Directory), the **Compliance Matrix at Section 3.5** (for guidance on the responsibility and jurisdiction of both the HP-DRB and Lakeside Development Administrator), and **Appendix A** (for a list of representative changes that fall within the definition of Change and to which **Title 3** applies).

2. **Obtain an HP-DRB application packet, the HP-DRB Deadlines and Meeting Dates** from the HP-DRB webpage at <https://lakesideohio.com> (click Community, then Communities, then Historic Preservation & Design Review Board) or stop by the Lakeside Association Administration Office located at 236 Walnut Ave.

3. **Engage** architects, contractors or other professional(s) needed to develop plans.

4. **Determine** if the project encroaches on Lakeside Right of Way (ROW) or deviates from setback requirements, see **Section 2.12 Lakeside Right of Way, Section 3.11 General Site Standards, and Section 3.11.5 Landscape and Paving Guidelines**. If applicable, **submit Request for Encroachment on Lakeside Right of Way (ROW) Form** and/or **Request for Variance Form**. Any structure or hard surface (concrete, pavers, etc.), which encroaches on the ROW and/or any construction that deviates from existing setback or other zoning or rule requirements must have MSC approval. The appropriate MSC form should be submitted with the HP-DRB Application for COA and will be reviewed by MSC prior to the HP-DRB Meeting, when possible.

5. **Prepare Application** and gather materials required for application: photos, floor plans, product literature or samples, site plan with square footage (as depicted in Danbury Township requirements), elevation plans, and neighbor notification letter. A **Project Detail Checklist** is attached to aid in application completion and to help prevent delays. See **Section 3.7 Certificate of Appropriateness (COA) – Application Requirements**.

6. **At least 30 days** prior to the **HP-DRB Meeting Date**, the applicant is to **notify all abutting Property Owners** of any project, including those whose properties abut across a street right-of-way. Please refer to the Neighbor Notification Diagram for two examples of those considered abutting Property Owners. Send a letter describing your project, including the nature and location of any planned alteration and the Neighbor Notification Response Form. The notification shall include a complete and final plan and complete and final site plan drawings. See the **HP-DRB Deadlines and Meeting Dates** for the Application Deadline, which is also the same deadline for mailing neighbor notifications (and allows for the 30 days neighbor notice).

**Neighbor notifications** shall be sent via Certified Mail with Return Receipt Postcard or another form evidencing delivery. For return address on Return Receipt Postcard, use: HP-DRB, Attn: [insert Applicant's last name], 236 Walnut Ave., Lakeside, OH 43440. If notifications are sent via email, read receipt must be activated. Applicant shall forward **read receipt verification emails** to [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com).

7. **Ensure that your application is complete** in its entirety (refer to **Project Detail Checklist**) and is received at the Lakeside Administration Office by the deadline of the meeting for which it is intended. The applicant shall furnish a photocopy of the Certified Mail Receipts or other proof of delivery to the HP-DRB, in the final packet. A delivery receipt indicating refusal of delivery or unclaimed mail is adequate notification under this section.

8. **Obtain and post all permits** that may be required by Lakeside Chautauqua, Danbury Township and Ottawa County (as applicable) on the premises, readily visible from the street.

**FOR QUESTIONS, CONTACT LISA HOGUE AT:** 419-798-4461 ext. 298 or [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com)

## LAKESIDE RIGHT OF WAY REGULATION §2.12 and LANDSCAPE AND PAVING GUIDELINES §3.11.5

### §2.12 Lakeside Right of Way

**§2.12.1** The Association owns the right of way, paved and unpaved, at each street in front of each property in Lakeside, and that property has not been conveyed to Property Owners by their Lease. Property Owners have the non-exclusive right to use that right of way area, as do all other persons.

**§2.12.2** Property Owners are granted the privilege, and encouraged, to install and maintain plantings (not including trees, which can be planted only with the prior written permission of the Association) on unimproved right of way between their property line and the street pavement. The Association may also install and maintain plantings in that right of way, with notice to the Property Owner.

#### **§2.12.3** Permanent Structures and Hardscape in the Right of Way

**§2.12.3.1** No permanent structure shall be placed within the right of way.

**§2.12.3.2** Hardscape may be placed in the right of way only with the prior written permission of the Association, but generally only as necessary to access the primary entrance to a home, for stairs to the primary entrance, and for driveway access to on-property parking areas/garages. Hardscape for parking areas on the right of way is not considered necessary for purposes of this Rule.

**§2.12.3.3** Hardscape in the right of way should be adequate to achieve the needed access but minimized in coverage to accomplish the desired purpose and with design aesthetic a consideration. To that end:

**§2.12.3.3.1** Walkways should be limited to five (5) feet maximum width;

**§2.12.3.3.2** Driveways to a one (1) car garage should be limited to twelve (12) feet width; driveways to a two (2) car garage should be limited to twenty (20) feet width;

**§2.12.3.3.3** All materials used for walkways and driveways must be pervious/permeable; and

**§2.12.3.3.4** Stairways should be limited to need.

**§2.12.3.4** Structures or Hardscape placed in the right of way without prior written approval of the Association are subject to removal at the expense of the Property Owner.

**§2.12.4** Non-conforming Structures and Hardscape. The Association recognizes that structures and Hardscape have been placed on the right of way by Property Owners in the past. Those structures and Hardscape existing prior to August 20, 2016, are non-conforming, but may remain so long as they are maintained in accordance with these Rules. Such structures and Hardscape may not be enlarged, extended or replaced, however, without the prior written permission of the Association.

**§2.12.5** Property Owners shall maintain the right of way area contiguous to their property in accordance with the requirements of these Rules and shall take appropriate steps to make sure that tree limbs, shrubbery, or other obstructions do not encroach upon traffic rights-of-way, impede visibility at an intersection, or otherwise present a safety hazard. The Association reserves the right to trim plantings in the right of way to ensure visibility for intersections and safety.

**§2.12.6** Neither the granting of the privilege to Property Owners to install and maintain plantings and Hardscapes, nor the existence of structures, plantings or Hardscape in the right of way contiguous to a Property Owner's property alters the ownership or lease status of that right of way area, as it remains in all events owned by the Association.

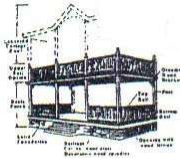
### §3.11.5 Landscape and Paving Guidelines

**§3.11.5.1** As set forth in **Section 2.12**, all Hardscape on or across Lakeside right-of-way areas must be Permeable and approved by the Association. Acceptable Permeable surfaces are gravel, grass paver systems or paver products that allow movement of stormwater through the surface to percolate to the soil below.

**§3.11.5.2** Permeable materials are encouraged for all new and replacement areas of Hardscape within the property lines of a site. All pavers used for such purposes must be Pervious and their design and installation must comply with the standards for permeable pavers published by the Interlocking Concrete Pavement Institute, the Brick Industry Association, or the National Concrete Masonry Association.

**§3.11.5.3** With the goal of reducing additional stormwater runoff as a result of new construction, a stormwater management system must be included in all submissions that address roof areas or impermeable paving areas. The stormwater management system may include drywells or connection to the existing stormwater drainage lines if available.

**§3.11.5.4** Location of trees and plants must be included in submissions showing Relationships to adjacent buildings or properties. Location of new landscaping should consider views to the lake from adjacent properties to ensure clear views are maintained as much as possible.



# HISTORIC PRESERVATION & DESIGN REVIEW BOARD

236 Walnut Avenue Lakeside, Ohio 43440-1463 (419) 798-4461 Email: [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com) Fax (419) 798-5033

APPLICATION # \_\_\_\_\_  
Administrative Approval \_\_\_\_\_ (office use only)

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Street Address of Property for Review \_\_\_\_\_ Block # \_\_\_\_\_ Lot(s) \_\_\_\_\_

### Holders of Lakeside Lease:

Name \_\_\_\_\_

Lakeside Address \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

(Please attach information for each leaseholder, if co-owned)

### Architect, Contractor and other responsible people for drawings:

\_\_\_\_\_  
Name Company Phone/fax/email

\_\_\_\_\_  
Name Company Phone/fax/email

(Attach additional list, if necessary)

Please list the names and contact phone numbers for all persons that will be attending the HP-DRB meeting at which this request will be considered so that we can confirm the date, time and location:

\_\_\_\_\_  
\_\_\_\_\_

### EXPLANATION OF PROPOSED WORK (attach additional sheets, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK** (check all that apply):

**Rehabilitation of existing structure:**

- Exterior Masonry
- Exterior Siding
- Roof, Gutters, Downspouts
- Chimney
- Doors
- Windows
- Porch or Stoop
- Cornice or Frieze
- Awning or Canopy
- Signs
- Foundation Enclosure
- Basement
- Other \_\_\_\_\_

**Demolition:**

If yes, please describe on page 1

**Green Building Elements:**

- Energy Efficiency
- Water Fixtures and Conservation
- Waste Management
- Long-Term Sustainability
- Renewable Energy
- Health and Safety

**Additions to buildings:**

- Roof Structure
- Doors, Entries, Windows, Exterior Stairs
- Porch, Deck
- Handicapped Access
- Additional Rooms
- Other \_\_\_\_\_

**Site Work or Landscaping:**

- Fence or Wall
- Site Lighting
- Paving (walk, drive, patio) – **see 3.11.5**
- Generator, AC condenser, mini split
- Gas line install - **see 2.12.7**
- Other \_\_\_\_\_

**New Structure:**

- Commercial Building
- House
- Garage
- Outbuilding
- Foundation Plan
- Basement
- Utility install – **see 2.12.7**
- Other \_\_\_\_\_

**NOTIFICATION OF NEIGHBORS:** Please check the **HP-DRB Deadline & Meeting Calendar**.

At least **30 days** prior to consideration by the HP-DRB (*same deadline as Application submission*), the applicant shall notify **all** abutting Property Owners, including those whose properties abut across a street right-of-way, of the nature and location of any planned alteration. Please refer to the enclosed Neighbor Notification Diagram for two examples of those considered abutting Property Owners. The notification shall include a property survey, plan drawing and a site plan drawing. The notification shall be made via certified mail, email (*with read receipt activated*), or another form evidencing delivery. The applicant shall furnish evidence that it has issued such notifications and provide certified mail receipts or other evidence of delivery (*verification of read receipt emails*) to the HP-DRB. A delivery receipt indicating refusal of certified mail delivery or unclaimed mail is adequate notification under this section.

The HP-DRB will not consider applicants without documentation indicating that all abutting Property Owners have been sent the required documents **30 days** prior to the HP-DRB meeting date (*see current calendar for deadline*).

Please list the abutting Property Owners, their LAKESIDE address and their notification address.

NAME	LAKESIDE ADDRESS	NOTIFICATION ADDRESS (or EMAIL)

- Applicants should consult Title **3: Design, Construction, and Historic Preservation Regulations** and the **Section 2.12 Right of Way Regulations**.
- It is the responsibility of the applicant to obtain all necessary approvals and permits before work commences. Those may include **Danbury Township**, the Building Inspection Department of Ottawa County and the Ottawa County Sanitary Engineer after approval from HP-DRB.
- Please allow a minimum of two (2) months for this process.
- Once plans have been approved, applicants who wish or need to make changes, including any demolition, **must** contact HP-DRB to determine if COA changes need to be resubmitted to HP-DRB.
- The Certificate of Appropriateness (COA) expires 24 months from the date of issue.
- Please notify HP-DRB via email: [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com) once your project is complete.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

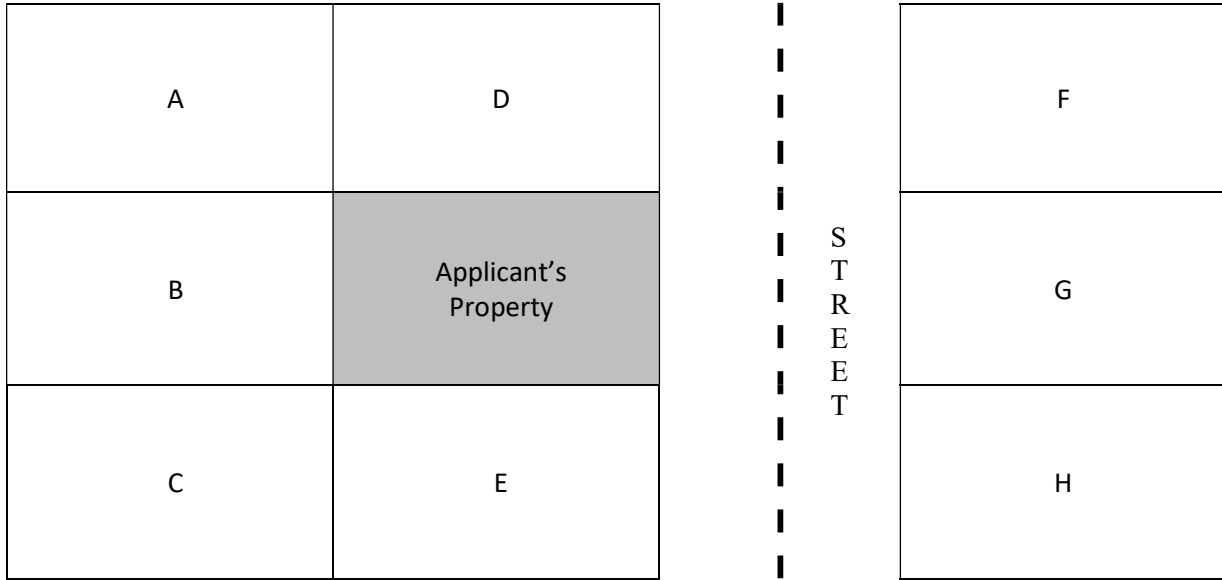
Lakeside Association Contact:

HP-DRB attn: Lisa Hogue 419-798-4461 ext. 298 or [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com)

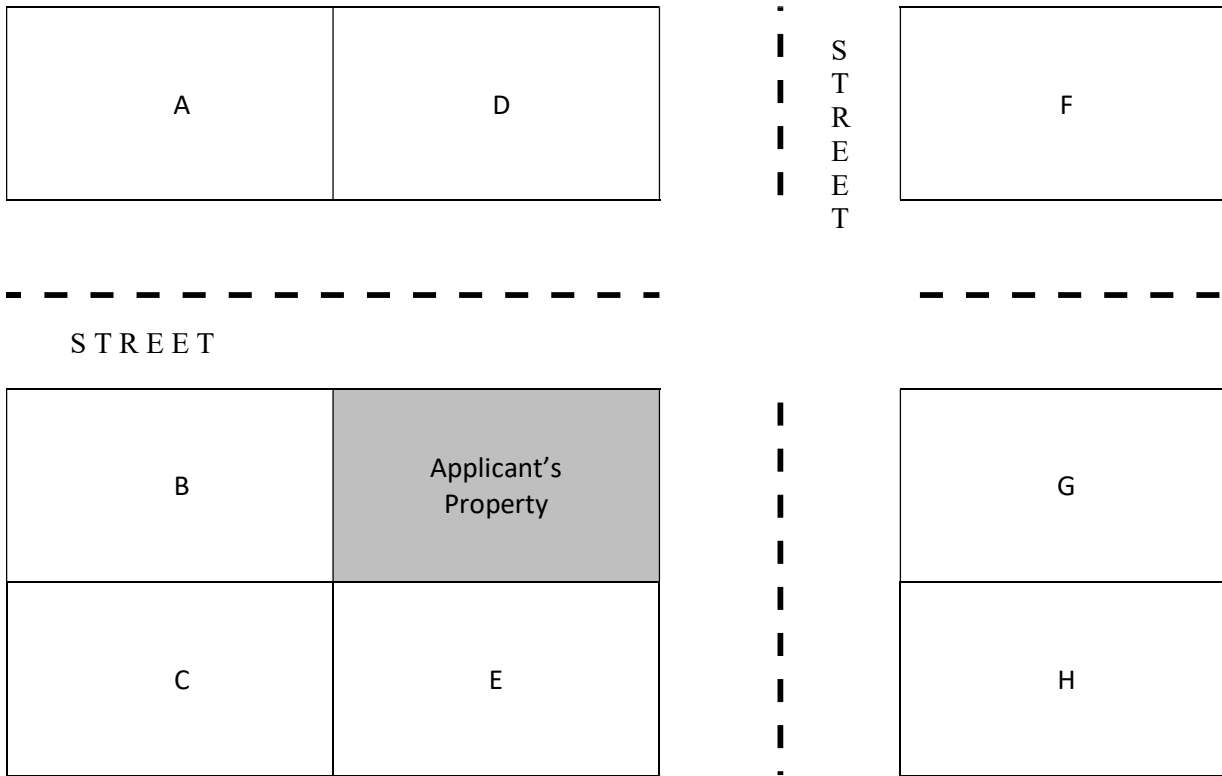


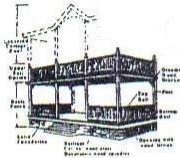
**NEIGHBOR NOTIFICATION DIAGRAM**  
 (Indicate North on the appropriate diagram below)

**Example 1** – Notifications must be sent to the Property Owners on Lots A-H



**Example 2** – Notifications must be sent to the Property Owners on Lots A-H





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## COA/LAKESIDE PERMIT FEE SCHEDULE

Effective 9/4/2018

Please include this completed form with your application

Application fees have been established to help defray the administrative costs related to the process of obtaining a COA, administrative approval and the monitoring of approved projects. The fee also includes the Lakeside Progress Permit, which allows approved construction work to proceed.

NOTE: In most cases, Danbury Township and Ottawa County must also issue construction and building permits. Please review Lakeside Regulation **Title 3** for additional information.

1. NEW CONSTRUCTION AND REMODELING

This includes all projects that increase structural square footage, including accessory buildings.

FEE: **\$45** plus the number of new square feet x \$0.25

Example:

Total # of new square feet \_\_\_\_\_ x \$0.25 = \_\_\_\_\_

Then: **\$45 + new square feet fee = Total fee due upon application submission.**

2. PROJECTS THAT ALTER EXTERNAL FEATURES

This includes fencing, hardscape landscaping, structural and trim changes beyond normal maintenance.

FEE: **\$45** due upon application submission – includes COA and Progress Permit.

3. APPLICATION TO CONSIDER DEMOLITION

FEE: **\$100** due upon application submission. This fee is non-refundable.

Possible extra costs for Independent Expert consultation fees.

New Construction fees described above will apply to replacement structure.

Please make check payable to: **Lakeside Association.**

## LAKESIDE ASSOCIATION CONTRACTOR CONSTRUCTION RULES

Please refer to **Section 3.10** for additional Lakeside construction regulations at [Lakesideohio.com](http://Lakesideohio.com), *click on Community, then Communities, then Historic Preservation & Design Review Board, and Lakeside Association Rules & Regulations.*

1. All permits must be secured and posted on the work site before work can begin.
2. Construction during Lakeside Season:
  - There shall be no exterior construction on residential units or hardscape landscaping during the Chautauqua season, other than emergency repairs or ongoing maintenance by Property Owners themselves.
3. Contractors should assume the last day of construction will be the **Thursday before the Memorial Day weekend**, unless notified otherwise.
4. Work cannot begin before **8:00 am** within the grounds. There will be no construction on Sundays.
5. Work site will be kept as clean as possible **daily**. A dumpster is to be on site for large projects and will be emptied immediately when full. Construction debris is not to be dumped in Lakeside dumpsters.
6. A Porta-John should be on site if facilities are needed. Porta-Johns must be maintained regularly.
7. Vehicle parking should not block streets. All vehicles will be parked in approved parking areas. No parking on other residents' properties without prior permission. Keep sidewalks clear during construction.
8. General OSHA safety guidelines and regulations should be followed on all work sites.
9. Use of foul language is not allowed at the work site. Please be aware that houses in Lakeside are very close together and that voices travel easily here. Respect all surrounding areas around the work site.
10. Lakeside Association is a non-smoking community.
11. Contractor signs are permitted at the site **only** while work is being done. Signs **must** be removed when project is finished and are not allowed during the Chautauqua season. Lakeside Association reserves the right to remove any signs should we deem necessary.
12. If alterations are required or desired that would result in a visual change at any time after approval and receipt of the Certificate of Appropriateness (COA), these modifications **MUST** be re-submitted to the HP-DRB.
13. If contractor is not selected by the COA issue date, Property Owner's signature denotes agreement that contractor will adhere to Lakeside's Rules and Regulations.

We have read and understand the Rules and Regulations in **Title 3**.

Contractor (print company name) and signature: \_\_\_\_\_

Property Owner (Lakeside address) and signature: \_\_\_\_\_

Lakeside Association Contact: Lisa Hogue 419-798-4461 ext. 298 or [designreview@lakesideohio.com](mailto:designreview@lakesideohio.com)

## HP-DRB PROJECT DETAIL CHECKLIST

Provide as many details as possible to prevent delays in the process. See the **Compliance Matrix** at **Section 3.5** for guidance on the responsibility and jurisdiction of both the HP-DRB and Lakeside Development Administrator. Be sure to include the following with your application:

- \_\_\_\_\_ If applicable, include the MSC Form for any deviations from setbacks or encroachment in the right of way; per **Section 2.12** and **Section 3.11** General Site Standards.
- \_\_\_\_\_ A written or typed summary of the Change(s) intended, the exact location of the property for which the certificate is requested, the complete name(s), address(es), email address(es) and telephone number(s) for all owners of the property, and the person or persons making the application.
- \_\_\_\_\_ Photograph(s) of existing building(s) subject to Change and of the adjacent structures on abutting lots.
- \_\_\_\_\_ A plan drawing of an addition/subtraction or new structure proposed for the site, preferably at one-eighth inch or one-fourth inch equals one-foot scale.
- \_\_\_\_\_ Site Plan showing the proposed Change(s), setbacks, location of silt fence during construction, including dimensions of property, setbacks, existing trees larger than four inches in diameter, driveways, and sidewalks. Site Plan shall be drawn at one-sixteenth inch to one-foot scale. A scale of one-inch equals 20-feet minimum is required (one-inch equals ten feet or one-eighth inch equals one foot is satisfactory).
- \_\_\_\_\_ Adequate drainage and/or dry wells provided and shown on Site Plan.
- \_\_\_\_\_ Show the location of tree(s) affected by the project, including the location of replacement trees, on the Site/ Landscape Plan; the Tree Advisory Committee will evaluate and advise for replacement. See **Section 3.7.1.1.12**.
- \_\_\_\_\_ When plans include the addition of roof area or hardscape, include a calculation of the Impervious Surface Ratio (ISR), see **Title 3**, page 3 definitions for ISR.
- \_\_\_\_\_ Foundation Plan; building cross-section including basement/crawl space.
- \_\_\_\_\_ Floor Plan - including square footage; if renovation, include the change in square footage as well.
- \_\_\_\_\_ Elevation Plans – Elevation Drawings of the existing building affected by the proposed Change, showing all changes. The same is required for a new, free-standing building. A color rendering may also be used. Submitted elevations must include a building cross section. For new free-standing structures, submissions must also include a street level drawing showing the proposed structure and adjacent dwellings. A defined point in the street in front of the structure will be the benchmark for measurements showing the level of 1) natural grade, 2) proposed grade, 3) top of the foundation, 4) top of the first floor, and 5) peak of the roof.
- \_\_\_\_\_ Location of any outdoor heat pump, A/C unit or generator; shown on drawings (please include specs re: decibel levels in dB or dBA).
- \_\_\_\_\_ As specified in **Section 3.11** - show all exterior Hardscape on the property.
- \_\_\_\_\_ Photocopy of letter sent to neighbors attaching Neighbor Notification Response Form
- \_\_\_\_\_ Photocopy of the certified mail receipts or proof of delivery, if notification was sent via email with read receipt activated. For certified mail, please use the following return address on the green return receipt postcards: **HP-DRB, Attn: [Applicant's name], 236 Walnut Ave., Lakeside, OH 43440**.
- \_\_\_\_\_ Product/Literature Samples (preferably an internet link, electronic file, or photo). Include color choices.
- \_\_\_\_\_ Green Building Choices
- \_\_\_\_\_ COA/Lakeside Permit Fee
- \_\_\_\_\_ Contractor Construction Rules Form signed by Contractor and Property Owner.

**\*\*PLEASE INCLUDE COMPLETED CHECKLIST WITH YOUR APPLICATION\*\***

## GREEN BUILDING AND RENOVATIONS RECOMMENDATIONS

Before starting the building or renovation process, we recommend conducting an energy audit by a professional to help guide the design process.



### Energy Efficiency

- **Improve Insulation:** Enhance insulation in walls, roof, windows, and doors to reduce heating and cooling.
- **High-Efficiency HVAC:** Consider installing a heat pump for a higher efficiency HVAC system.
- **LED Lighting:** Use LED lighting for reduced energy consumption and longer lifespan.
- **Solar Tube Lighting/Skylights:** Reduces consumption and improves overall efficiency of the system.
- **Low Emissivity Windows:** Install low-emissivity windows to reduce heat transfer and improve energy efficiency.
- **Airtight Construction:** Conduct a Blower Door Test, aiming for less than one air change per hour (ACH). This can be facilitated through a comprehensive energy audit. We recommend finding a certified energy auditor through reputable organizations such as the [Residential Energy Services Network](#) (RESNET) or the [Building Performance Institute](#) (BPI).
- **Appliances:**
  - Energy Star rated, higher SEER rating on AC condenser
  - Heat pump clothes dryer
  - Induction electric range

### Water Fixtures and Conservation

- **Low-Flow Fixtures:** Install low-flow faucets, showerheads, and toilets to reduce water consumption.
- **Water Heaters:** Opt for a tankless water heater, heat pump water heater, or solar water heater to save energy and water.
- **Landscaping:** Natural surfaces to reduce water runoff using rain gardens and rain barrels. Permeable pavers preferred on lease hold and required in the right of way. Include trees for shading.

### Waste Management

- **Material Repurposing:** Reduce lumber use by repurposing demoed materials or recycling.
- **Appliance and Fixture Recycling:** Recycle and/or donate appliances and fixtures; prioritize deconstruction over demolition to salvage materials. Ex.) Cabinets, lighting fixtures, door hardware, doors, etc.

### Long-Term Sustainability

- **Durability:** Choose durable systems and materials that require minimal maintenance.
- **Low Embodied Energy:** The energy consumed in manufacturing and transport of a product.
- **Future Adaptability:** Design renovations to be adaptable for future changes and needs, ensuring long-term usability and sustainability.
- **Fortified Home Program:** Protect your roof and home from extreme weather.

### Renewable Energy

- Design for **Passive Solar** heating and shading.
- **Solar Panels/Shingles:** Install solar panels or solar shingles to generate renewable energy on southern exposure roofs and reduce reliance on non-renewable sources.

### Health and Safety

- **Ventilation:** Air to Air Heat exchanger is essential in well insulated airtight construction.
- **Hygrometer and CO monitor:** To monitor humidity and pollutants.
- Consider electric versus gas appliances and HVAC for improved safety and health.
- **Radon Detector Test:** If test indicates a problem, install a radon mitigation system.

## Regulations Governing Consideration and Review of Demolition in Lakeside

Lakeside is on the National Registry of Historic Districts. This designation recognizes an area's unique and important historic character, architectural character, and sense of place. Each Lakeside cottage and structure is part of that history and, as such, has historical importance. Preservation and modification of Lakeside buildings are addressed in Lakeside Regulations **Sections 3.6, 3.12 and 3.13**.

**The creation of the Lakeside district recognized the unique situation within the property owned by the Lakeside Association and is designed to accommodate the mix of residential, recreational, educational, and commercial uses therein. The Lakeside Historic District is listed on the National Register of Historic Places. Aside from Danbury Township zoning regulations, other design regulations may be enforced by the Lakeside Association through its Historic Preservation and Design Review Board (HP-DRB). The HP-DRB is concerned with preserving Lakeside's historic character through such matters as design, texture and materials, exterior architectural features, and landscaping. Property Owners planning the construction, restoration, reconstruction, rehabilitation or razing of any buildings in Lakeside, must receive a certificate of appropriateness from the HP-DRB.**

**As a Historic District in the National Register of Historic Places the HP-DRB now and in all possible situations of construction, restoration, reconstruction, rehabilitation or razing (demolition) of any building in Lakeside be guided by the *STANDARDS OF GUIDANCE FOR REHABILITATING HISTORIC BUILDINGS ADOPTED BY THE SECRETARY OF INTERIOR NATIONAL PARK SERVICE AND STATED AS FOLLOWS:***

- 1. A property will be used as it was historically or be given a new use that requires minimal changes to its distinctive materials, features spaces, and spatial relationships.*
- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relations that characterize a property will be avoided.*
- 3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
- 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
- 5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
- 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
- 8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
- 9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
- 10. New additions and adjacent or related new construction and new buildings will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment is not impaired.*

While maintenance and improvement are encouraged and alteration is very possible, Demolition of a Lakeside structure is considered with very great reluctance.

Requests for demolition are reviewed by the Lakeside Historic Preservation and Design Review Board in accordance with Lakeside Regulation **Section 3.6**.

**§3.6.1** *Generally, the HP-DRB seeks alternatives to demolition, particularly with respect to Contributing Structures.*

**§3.6.2** *The HP-DRB has a maximum period of six months from the date an application for demolition of part or all of an existing structure is received to determine and receive community input on the application, to schedule and hold public hearings on the application, and to allow the assessment by the HP-DRB of the historical merit of the building and its relation to surrounding properties and to the Historic District. At the time the demolition permit is applied for, a rebuild plan (a proposed plan for a new structure) must be in place. Upon submission of application for demolition, the applicant shall prominently post a copy of the application at the building and maintain said posting until the application is approved or denied by the HP-DRB.*

**§3.6.3** *The HP-DRB or Lakeside Development Administrator may require an Investigative Demolition prior to the applicant seeking a demolition permit to determine the construction methodology, structural soundness, mechanical systems, or internal attributes of a structure. The Lakeside Development Administrator shall approve all Investigative Demolitions prior to such work being performed.*

**DEMOLITION WORKSHEET**

**This worksheet must accompany all requests for demolition**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Lakeside Address for Review \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Demolition is defined as the act of demolishing or removing, except for maintenance as described in Section 2.11 and the Compliance Matrix at Section 3.5, (a) 50% or more of the roof area as measured in Plan view (the appearance as seen from above), or (b) 50% or more of the exterior walls of a building as measured contiguously around the building, or (c) any exterior facade facing a street, park or lake front. In order to protect the historic character of Lakeside, the demolition of a structure shall only be permitted in the rarest of circumstances.**

\_\_\_\_\_ Has the history of the property and structure been researched? Brief background information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Has the structure been damaged from fire, flood, or natural causes?
- \_\_\_\_\_ Is structural damage a result of owner neglect?
- \_\_\_\_\_ Has the structure been condemned by a local governmental authority?
- \_\_\_\_\_ Has the structure been declared uninsurable by a bank or insurance company as a result of its condition?
- \_\_\_\_\_ Has the applicant sent all Property Owners, both abutting and across the street, a copy of the application?

**Please attach supporting paperwork.**

\* \* \*

FOR HP-DRB USE:

- \_\_\_\_\_ Applicant has posted the Lakeside-approved demolition signage prominently in front of the structure. Signage is to be posted until COA issues.
- \_\_\_\_\_ The property is listed as a “demolition-request” on the Lakeside Chautauqua website (30 days).
- \_\_\_\_\_ Community input?

## Request for Encroachment on Lakeside Right of Way (ROW)

Encroachment on Lakeside ROW, including any structure or hardscape, requires approval by the Municipal Services Committee (MSC) of the Board of Directors as well as HP-DRB; per

### ***§2.12.3 Permanent Structures and Hardscape in the Right of Way; see also: §3.11.5.1.***

This completed form should be submitted with the HP-DRB Application for COA to Lisa Hogue and will be reviewed by MSC prior to the HP-DRB meeting when possible. Approved MSC Form must be "in-hand" prior to the start of construction.

Owner(s): \_\_\_\_\_

Phone/email: \_\_\_\_\_

Lakeside Address: \_\_\_\_\_

Description of encroachment (Attach drawing with exact measurements and all property lines/structures shown; photos of the property are strongly encouraged.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Materials Proposed (Any pavement/pavers must be certified permeable, per **Section 3.11.5**. The manufacturer and specific model are required. Visual aid/brochures are encouraged.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed use (If related to parking, you will also need to submit a Parking request.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation of need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MSC Member/ Staff Review/ Recommendation: \_\_\_\_\_

\_\_\_\_\_

MSC Action: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Approved with modification: \_\_\_\_\_

\_\_\_\_\_

Please be aware that the approval of an encroachment by this committee in no way implies or indicates a change in the ownership of Lakeside's property. Encroachment beyond what was approved will be subject to removal at the expense of the party responsible for the encroachment (**§2.12.3.4**). When considering permanent improvements, note that Lakeside reserves the right to alter the use of the ROW at any time in the future, without compensation for encroaching structures.

\_\_\_\_\_ Date: \_\_\_\_\_

Chair, Municipal Services Committee, Lakeside Board of Directors

or: Lakeside Development Administrator

**Request for Variance**  
**for Lakeside setback variances or support for Danbury Township zoning variances**

Construction in Lakeside Chautauqua that deviates from existing setback requirements requires approval by the Municipal Services Committee (MSC) of the Lakeside Association Board of Directors, see

*Title §2.2.2.4 To notify the Association of any request for a **property variance**, split, or subdivision*

This completed form should be submitted with the HP-DRB Application for COA attn: Lisa Hogue and will be reviewed by MSC prior to the HP-DRB meeting when possible. After this process is complete, the leaseholder will then need to appeal to the Danbury Township Board of Zoning Appeals (BZA) for final approval (other than for setbacks). Approval by MSC and Danbury Township must be "in-hand" prior to the start of construction.

Owner(s): \_\_\_\_\_

Phone/email: \_\_\_\_\_

Lakeside Address: \_\_\_\_\_

Description of request (include a survey showing the existing lot lines with the proposed change (required), as well as any drawings or photos which might enlighten the committee):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of need: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MSC Member/Staff Review/Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MSC Action: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Approved with modification: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Lakeside approval does not ensure that Danbury BZA will approve, but Lakeside's approval may be used in support of your request, if desired.

\_\_\_\_\_ Date: \_\_\_\_\_

Chair, Municipal Services Committee, Lakeside Board of Directors

or: Lakeside Development Administrator