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Guidelines for All Development

Site Design

Building Design
Parking Lots

Intent
To reduce the negative visual impact of parking lots through the use of landscaped areas and/or architectural features that compliment the overall design and character of developments, while providing adequate security, safety, and lighting in a pedestrian-friendly environment.

Standards/Guidelines

Pedestrian Connections within Parking Lots
1. Pedestrian walkways should provide a clear and direct connection from the main building entrance to each public right-of-way.

2. Pedestrian walkways within parking areas shall provide a minimum 5 feet width of clear, unobstructed passage.

Landscaping
3. Landscape areas next to a pedestrian walkway shall be planted to provide a clear view zone between 3 and 8 feet from ground level within a minimum of 3 feet abutting the edge of the walkway.

4. Where vehicle overhang extends into landscape areas, a setback shall be provided that allows adequate growing space for all trees and shrubs.

5. For parking lots with more than 50 parking spaces, the location of interior landscape islands may be consolidated for planting of large stands of trees to break up the scale of the parking lot.

6. The number and density of trees required in the interior landscape area in parking lots shall be based on the following criteria:
   • Where the parking lot is located between the building and a public right-of-way, provide one tree for every six parking spaces (1:6).
   • Where the parking lot is located to the side of the building and partially abuts a public right-of-way, provide one tree for every eight parking spaces (1:8).
   • Where the parking lot is located behind the building and is not visible from a public right-of-way, provide one tree for every twelve parking spaces (1:12).
Guidelines for All Development

SITE DESIGN

Parking Lots (continued)

**Screening**
7. Parking lots that abut a public right-of-way shall be screened with one or more of the following treatments:
   - Low concrete or masonry walls not exceeding a height of 3 feet.
   - Raised planter with a minimum of 80% evergreen plant materials not exceeding a total height of 3 feet, including landscape planting.
   - On-grade landscape planting consisting of 80% evergreen trees, shrubs, and groundcovers.

8. All exposed surfaces of planters and low walls shall be finished.

9. Chain link fencing shall not be used to screen or enclose parking along a sidewalk in a right-of-way. In addition, razor ribbon or barbed wire shall be prohibited.

**Lighting**
10. All lighting shall be energy-efficient, glare-free and shielded from the sky and adjacent properties and structures to reduce off-site spill-over.
Parking Lot Location

Intent
To locate parking lots in such a way that reduces their visual prominence.

Standards/Guidelines
1. The jurisdiction or agency shall determine which streets are primarily pedestrian-oriented, vehicular oriented, or a mix of both. Depending on the street’s designation:
   • Development along pedestrian-oriented streets shall locate all parking behind the building.
   • Development along mixed pedestrian and vehicular oriented streets may locate all parking behind the building and/or to the side of the building.
   • Development along primarily vehicular-oriented streets may locate parking behind the building, to the side of the building, and/or in front of the building.

2. Shared parking facilities between developments shall be provided whenever possible. Jurisdictions or regulating agencies shall allow a reduction in parking requirements for each participating development.
Screening of Utility Areas

Intent
To reduce the visual impact and provide screening of site service elements, such as waste and recycling storage, service and equipment areas.

Standards/Guidelines
1. On-site service facilities, such as loading docks, dumpsters, etc., shall be located in areas least visible from the right-of-way or common outdoor spaces. Service areas placed in significantly visible areas due to site constraints shall be screened from public view using landscaping or screen walls to the extent possible.

2. All utility areas shall be screened by a combination of masonry, wood, and/or planting areas. Full screening shall at least six feet high or as necessary to screen site service element(s).

3. Loading and service areas shall not face a residential district unless no other location is possible due to site constraints.

4. Landscape screening shall be used in combination with architectural features or landforms.

5. All screening shall reflect building architecture and be harmonious with adjacent project designs. This shall include consideration of proportion, color, texture, and materials.
Prominent Pedestrian Entrances

Intent
To ensure that building entrances are welcoming to pedestrians, easily identifiable and accessible from streets and sidewalks.

Standards/Guidelines
1. Visual prominence - the principal entry to the building shall be marked by at least one element from each of the following groups:

   Group A
   a) recess
   b) overhang
   c) canopy
   d) portico
   e) porch

   Group B
   a) clerestory
   b) sidelights flanking door
   c) ornamental lighting fixtures
   d) large textured entry door(s)

   Group C
   a) stone, masonry or patterned tile paving in entry
   b) ornamental building name or address
   c) pots or planters with flowers
   d) fixed seating

2. Weather protection - some form of weather protection (wind, sun, rain) shall be provided. This can be combined with the method used to achieve visual prominence.
Massing

Intent
To reduce the apparent bulk of buildings and maintain human scale by providing a sense of “base,” “middle,” and “top.”

Standards/Guidelines
1. Buildings shall have a distinct “base” at the ground level, using articulation and materials that suggest stability and strength, such as stone, masonry, or decorative concrete. Distinction may also occur through the following:
   a) windows
   b) architectural details
   c) canopies
   d) bays
   e) overhangs
   f) belt bands and cornice lines

2. The “middle” of the building may be made distinct by change in material or color, windows, balconies, and setbacks.

3. The “top” of the building should emphasize a distinct profile or outline, with elements such as a projecting parapet, cornice, upper level stepback, or pitched roofline.
Roof Expression

Intent
To ensure that rooflines present a distinct profile and appearance for the building and express the neighborhood character.

Standards/Guidelines
1. Commercial buildings shall include extended parapets and projecting cornices to create a prominent edge when viewed against the sky. Sloping roof elements are allowed but not required.

2. Buildings containing predominantly residential uses shall have pitched roofs with a minimum slope of 1:4. Such roofs shall have dormers or intersecting roof forms that break up the massiveness of a continuous, uninterrupted sloping roof.

3. Flat, unembellished parapets shall not be permitted.
Transition Elements

Intent
To reduce the degree of adverse visual impact where newer, higher intensity development is located adjacent to older, lower intensity development.

Standards/Guidelines
1. One or more of the following methods shall be used to reduce the potential contrast between developments of different densities:
   - transition building heights for buildings adjacent to residential property
   - placing garages next to the property line adjacent to residential property
   - increasing the amount of vegetation along the property line adjacent to residential development
   - retaining more existing trees along the perimeter adjacent to residential development
   - erecting a decorative wall along the adjacent property line

2. Other elements can also lessen the impact on neighboring development, including the following:
   - directing security lighting downward and using cut-off shields to prevent glare
   - locating driveway entrances so that they will not interfere with neighboring developments
   - locating trash areas away from adjacent residential areas
Additional Guidelines for Commercial or Mixed Use Development

Site Design

Building Design

Sign Design
Public Spaces

Intent
To provide for the consolidation, enhancement, or maintenance of spaces for public use.

Standards/Guidelines
1. New or renovated buildings shall have plazas, courtyards, forecourts, or other public spaces at or near their main entrances. Public space shall provide a minimum of 2 square feet of space per 100 square feet of gross building area.

2. Public spaces shall consider the use of the following elements:
   - special interest landscape.
   - pedestrian scale, bollard, or other accent lighting.
   - special paving, such as colored concrete, brick, or unit pavers.
   - public art.
   - seating, such as benches, tables, or low seating walls.
   - water feature.

3. Public spaces shall be visible and accessible from the sidewalk and shall be contiguous and concentrated in one or two locations rather than scattered in small, unusable portions.

4. Where possible, outdoor spaces shall not be located adjacent to trash/recycle enclosures, loading/service areas or other incompatible uses.

5. Where site constraints are too restrictive to provide for public space, a payment-in-lieu of public space shall be made to the jurisdiction and agency for use in the enhancement or maintenance of an existing public space within the jurisdiction or under the agency’s care located within the same community. Parameters for allowing this shall be established by each jurisdiction or regulating agency.
Street Furnishings within Spaces for Public Use

**Intent**
To increase the number of opportunities for people to socialize and interact in outdoors spaces.

**Standards/Guidelines**
1. Continuity of streetscape features shall be provided along the length of a street identified as a specific district or area.

2. Site furnishings such as pedestrian kiosks, benches, newspaper stands, trash receptacles, bus shelters, hanging flower baskets, and planting pots shall be made of durable, weather-resistant, vandal-resistant materials as allowed by each jurisdiction or regulating agency.

3. Use of site furnishings shall be provided at building entrances, plazas, open spaces, and/or other pedestrian gathering areas without blocking pedestrian access or visibility.

4. Opportunities for “stationary” activities such as standing or sitting shall be provided where people choose to stay in a place to observe or participate in public outdoor activities. Seating can be either primary (chairs and benches, such as that found at a café or a transit stop) or secondary (low walls, steps, fountain edges, where people spontaneously gather).
Transparency

Intent
To provide visual connections between activities inside and outside of buildings.

Standards/Guidelines
1. A minimum of 50% of any ground floor façade* facing a pedestrian street shall be comprised of windows with clear, “vision” glass.

2. A minimum of 25% of any ground floor façade* facing any other street shall be comprised of windows with clear, “vision” glass.

3. Reflective glass or film shall not be permitted on street-facing façades.*

* the portion of the facade between 2 ft and 12 ft above grade
Treatment of Blank Walls

Intent
To ensure that buildings do not display unembellished walls to the abutting street or public areas.

Standards/Guidelines
Where windows are not provided on walls (or portions of walls) facing streets or visible from residential areas, at least four of the following elements shall be incorporated:

a) masonry (but not flat concrete block)
b) concrete or masonry plinth at wall base
c) belt courses of a different texture and color
d) projecting cornice
e) projecting metal canopy
f) decorative tilework
g) trellis containing planting
h) medallions
i) opaque or translucent glass windows
j) artwork
k) vertical articulation
l) lighting fixtures
m) recesses

n) an architectural element not listed above, as approved, that meets the intent.
Weather Protection

Intent
To protect pedestrians from excess sun, wind and rain.

Standards/Guidelines
1. Canopies or awnings shall be provided along pedestrian streets. The minimum depth of any canopy or awning shall be 5 ft unless limited by the building code. The vertical dimension between the underside of a canopy or awning and the sidewalk shall be at least 8 ft and no more than 12 ft.

2. Weather protection can be combined with the method used to achieve visual prominence at entrances.

3. Illumination within or below the awning shall be allowed only if the awning material is opaque.
Ground Level Details

Intent
To reinforce the character of the streetscape by encouraging the greatest amount of visual interest along the ground level of buildings facing pedestrian streets.

Standards/Guidelines
1. Ground-floor, street-facing façades of commercial and mixed use buildings shall incorporate at least four of the following elements:
   a) lighting or hanging baskets supported by ornamental brackets
   b) medallions
   c) belt courses
   d) plinths for columns
   e) kickplate for storefront window
   f) projecting sills
   g) tilework
   h) pedestrian scale sign(s) painted on windows
   i) planter box

2. Building façades facing parking areas shall incorporate at least two of the above-mentioned items.
Screening Rooftop Equipment

Intent
To screen rooftop mechanical and communications equipment from the ground level of nearby streets and residential areas.

Standards/Guidelines
1. Mechanical equipment shall be screened by extended parapet walls or other roof forms that are integrated with the architecture of the building.

2. Painting rooftop mechanical equipment, erecting fences, and using mansard-type roofs are not acceptable methods of screening rooftop equipment.

3. Cell phone transmission equipment shall be integrated with the design of the roofs, rather than being simply attached to the roof-deck.
Integration with Site and Building Design

Intent
To ensure that signage is a part of the overall design approach of a project -- not an additive element or afterthought.

Standards/Guidelines
1. The design of buildings and sites shall identify locations and sizes for future signs. As tenants install signs, it is expected that such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development.

2. Signs shall only project above the roof, parapet, or exterior wall when they are in character with the building design.
Creativity, Craft and Artistic Elements

Intent
To encourage interesting, creative and unique approaches to the design of signs.

Standards/Guidelines
1. Signs should be expressive and individualized.

2. Signs should convey the product or service offered by the business in clear, graphic form.

3. Projecting signs, supported by ornamental brackets and oriented to pedestrians are strongly encouraged.

4. Internally illuminated boxes with formed or painted lettering are not permitted.

5. Neon may be used in an artful way in signs; however, simply outlining the roof or building in neon tubing shall not be allowed.
Additional Guidelines for Multiple Family Development

Site Design

Building Design
Common Spaces

Intent
To provide a friendly pedestrian environment through the creation of a variety of usable and interesting open space(s) within multi-family developments with greater than 10 dwelling units.

Standards/Guidelines
1. Multi-family projects shall be sited to maximize opportunities for creating usable, well-integrated common spaces.

2. Usable common outdoor spaces shall be visible and easily accessible to multi-family residents.

3. Usable common outdoor spaces shall provide at least four of the following amenities to accommodate a variety of ages and activities appropriate to the needs of the residents. Amenities include:
   - Site furnishings (benches, tables).
   - Picnic areas.
   - Play areas.
   - Gardens.
   - Patio or courtyards.
   - Open lawn with trees.
   - Playfield.
   - Special interest landscape.
   - Pedestrian-scale bollards, or other accent lighting.
   - Recreational trail system.
   - Special paving, such as colored or stained concrete, stone, brick, or other unit pavers.
   - Covered structure(s) (i.e. picnic shelter, gazebo).
   - Water feature(s).
   - Sports courts, such as tennis, basketball, or volleyball.

4. Lighting shall be provided within usable outdoor common spaces to provide visual interest at night and additional security.

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Common Spaces (continued)

5. Usable common outdoor spaces shall not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses unless site constraints allow no other alternative.

6. If usable common outdoor spaces are located adjacent to a street right-of-way or incompatible use (i.e. site utility areas), landscaping shall be used to provide a buffer between the space and the right-of-way or incompatible use.

7. Common outdoor spaces shall consider landscaping with plants other than turf or lawn. Perennials and/or annuals are encouraged to provide special interest.

8. Rocks, pebbles, sand, and similar non-living materials shall be used only as accent features provided such features do not exceed a maximum 25% of the total landscape area.
Pedestrian Walkways

Intent
To create a network of safe, convenient internal walkways for pedestrians between entrances and usable common areas.

Standards/Guidelines
1. A comprehensive system of pedestrian walkways shall link together all site entrances, building entries, parking facilities, and common outdoor spaces with the sidewalk system in the public right-of-way.

2. Pedestrian walkways shall be reinforced with pedestrian-scale lighting, bollard lighting, landscaping, accent lighting, signage, or a combination thereof to aid in pedestrians way-finding.
Pedestrian Entrances

Intent
Each multi-family project should provide a visible, sociable point of entry for people arriving on foot.

Standards/Guidelines
Multi-family buildings of more than 10 dwelling units shall incorporate architectural elements that convey a sense of entry that is secure, protected from the elements, and allows for interaction among residents. Two or more of the following features shall be used:
- Landscaped forecourt
- Canopy over the entry door
- Covered porch
- Vestibule with windows
- Lobby with seating
Roof Form

Intent
To maintain the residential scale and character of lower density neighborhoods and to reduce visual bulk.

Standards/Guidelines
1. Structures shall incorporate pitched roof forms having slopes between 4:12 and 12:12.

2. Gables facing the street are encouraged unless the predominant character of the neighborhood is flat roofed buildings.

3. Dormers should be used to break up long lengths of roof.
Façade Articulation

Intent
To provide visual variety along the street façade.

Standards/Guidelines
1. Buildings shall include articulation along the façades facing and visible from public rights-of-way. Flat, blank walls are discouraged.

2. Horizontal façades longer than 30 ft shall be articulated into smaller units, reminiscent of the residential scale, using at least two of the following methods shall be included:
   a) distinctive roof forms
   b) changes in materials
   c) window patterns
   d) color differentiation
   e) recesses / offsets
Additional Guidelines for Small Lot Residential Development

Site Design

Building Design
Common Spaces

Intent
To provide a friendly pedestrian environment through the creation of a variety of usable and interesting usable common open space(s) within small lot developments.

Standards/Guidelines
1. Small lot residential development projects shall be sited to maximize opportunities for creating usable, well-integrated common spaces.

2. Usable common outdoor spaces shall be easily visible and accessible to residents.

3. Usable common outdoor spaces shall provide at least four of the following amenities to accommodate a variety of ages and activities appropriate to the needs of the residents. Amenities include:
   - Site furnishings (benches, tables).
   - Picnic areas.
   - Play areas.
   - Gardens.
   - Patio or courtyards.
   - Open lawn with trees.
   - Playfield.
   - Special interest landscape.
   - Pedestrian-scale bollards, or other accent lighting.
   - Recreational trail system.
   - Special paving, such as colored or stained concrete, stone, brick, or other unit pavers.
   - Covered structure(s) (i.e. picnic shelter, gazebo).
   - Water feature(s).
   - Sports courts, such as tennis, basketball, or volleyball.

4. Lighting shall be provided within usable outdoor common spaces to provide visual interest at night and additional security.

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5. Usable common outdoor spaces shall not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses unless site constraints allow no other alternative.

6. If usable common outdoor spaces are located adjacent to a street right-of-way or incompatible use (i.e. site utility areas), landscaping shall be used to provide a buffer between the space and the right-of-way or incompatible use.

7. Common outdoor spaces shall consider landscaping with plants other than turf or lawn. Perennials and/or annuals are encouraged to provide special interest.

8. Rocks, pebbles, sand, and similar non-living materials shall be used only as accent features, provided such features do not exceed a maximum 25% of the total landscape area.
BUILDING DESIGN

Intensity / Bulk

Intent
To allow for maximum flexibility in location, size, and configuration of houses while ensuring that residential structures are in scale with the smaller lot areas.

Standards/Guidelines
1. For small lot development, there shall be no minimum lot size, no minimum setbacks, and no maximum lot coverage.

2. The intensity of development shall be governed by Floor Area Ratio.

3. The maximum FAR for residential structures on small lots shall be .50 - .70.

   The FAR calculation shall include habitable living space on all floors, and shall not include basements, detached garages, or porches, decks and balconies that are open to the air.
Front Porches (minimum depth)

Intent
To encourage a space for seating and/or personalized planting, conveying a distinct and sociable personality for individual dwellings.

Standards/Guidelines
Dwellings should be designed to have covered landings at the front door, and porches that are at least deep enough to allow pots with plantings. However, porches deep enough to allow for seating are encouraged.
Intent
To create a visual effect along the street that conveys the presence of homes and spaces for pedestrians, not merely parking garages.

Standards/Guidelines
The face of any individual small lot parking garage shall be de-emphasized by at least one of the following methods:

a) Porch roof over garage doors
b) Living space cantilever over garage doors
c) Side entry
d) Side garage entry
e) Trellis or architectural feature
f) Two 8’ wide garage doors
g) Garage doors setback of 5 feet beyond the principle façade
BUILDING DESIGN

Roof Form

Intent
To ensure that buildings reflect a softer residential character traditionally associated with single-family detached housing.

Standards/Guidelines
Roofs shall have pitched forms, with a slope between 3:12 and 14:12.