More than Meets the Eye-
An Introduction to Design Guidelines

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Georgia Chapter of the American Planning Association
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1. Purposes & Principles-
   When and Why should you consider design guidelines?

2. Elements & Examples-
   What can design guidelines do for you?

3. Adoption & Administration-
   How are guidelines put into practice?
Purposes & Principles

Zoning ordinances establish development procedures and requirements

- Uses (types of development allowed)
- Lot requirements (width, area, setbacks)
- Transitional buffers
- Allowable heights
- Floor area requirements
- Parking requirements
- Landscape requirements
- Other elements to protect health, safety and general welfare
Purposes & Principles

Design guidelines are most often developed to help reinforce or establish a particular design character or quality based on a master plan or other similar initiative.

How do I get from here to there???
# Purposes & Principles

<table>
<thead>
<tr>
<th>Ordinances (Zoning)</th>
<th>Design Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White</td>
<td>Shades of Gray</td>
</tr>
<tr>
<td>Compliance</td>
<td>Flexibility</td>
</tr>
<tr>
<td>Establish parameters</td>
<td>Assist decision making</td>
</tr>
<tr>
<td>“Must” and “Shall”</td>
<td>“Should”</td>
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</tbody>
</table>

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Purposes & Principles

1. In theory, zoning regulates general practices and design guidelines are created to supplement zoning with more detailed considerations related to the character and appearance of buildings and sites.

2. In practice, design guidelines are often developed to supplement existing regulations AND to overcome challenges associated with outdated zoning codes that are in need of attention.

3. Generally, quantitative minimums and maximums should be regulated through zoning and subjective design characteristics are better illustrated through design guidelines.
Brookhaven-Peachtree Livable Centers Initiative, DeKalb County, GA
In 2005, the Atlanta Regional Commission granted DeKalb County a planning grant through its Livable Centers Initiative (LCI) to develop a long range plan for the Brookhaven-Peachtree Area including the Brookhaven/Oglethorpe University MARTA station area and the Peachtree Road corridor from the Fulton County line to Ashford Dunwoody Road. The planning process included three public workshops averaging over 100 participants each and monthly meetings with a stakeholder core team to enlist the community’s help in developing a plan for future development and redevelopment in the Brookhaven-Peachtree Area. A Framework Plan for the Core LCI Study Area was created outlining future land uses, potential transportation improvements, and desired open space improvements. Once the general framework plan was established, more detailed site development concepts were generated for priority areas to show potential redevelopment of major sites in accordance with the community’s vision.

A set of urban design and development guidelines were established as part of the Brookhaven-Peachtree LCI Plan to encourage development and redevelopment that is consistent with the LCI vision. These guidelines were used as the basis for the Brookhaven-Peachtree Overlay District, an amendment to the DeKalb County zoning ordinance, which is described within this document. This ordinance will serve as a legal, enforceable code to implement the LCI plan.
**Streets and Sidewalks:**

- Any new streets shall enhance connectivity within the Peacree-Brookhaven Overlay District by connecting at least two (2) public streets.
- Sidewalks shall be provided on all streets and shall consist of a landscape zone and a pedestrian zone at widths as provided below.

<table>
<thead>
<tr>
<th>Sidewalk Requirements</th>
<th>Landscape Zone</th>
<th>Pedestrian Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>streets</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Dr. Ivan H. Durham Rd. &amp; Apple Valley</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>(between N. Druid Hills &amp; Sunland</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Dr.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Others</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

- Landscape zones shall be planted with grass, ground cover, or flowering plants or a mix of asphalt pavements, concrete pavements or granite pavements, where on-street parking is provided or pedestrian crossings and/or concentrations is likely. Pedestrian paths shall provide a smooth, firm, flat, and unobstructed for the safe and convenient use of pedestrians.
- Pedestrian sidewalk areas paved with materials other than concrete that are consistent in color with concrete sidewalks may be allowed with the approval of the Director of Planning and Development.
- Where newly constructed sidewalks adjacent to newly constructed driveways, the newly constructed sidewalk shall provide safe separation of pedestrian traffic from adjacent sidewalks. Any development that disturbs existing sidewalks on an adjacent property shall replace disturbed walks to their pre-disturbance state and condition.

**Safe and convenient pedestrian pathways shall be provided from sidewalks along streets to each structure entrance, including pedestrian access routes to parking decks and through parking lots and service areas, to adjacent buildings within any development. All walkways shall be concrete and a minimum width of five (5) feet.**
65% of ground-floor facade shall be storefront.

Development Standards:

- Ground-floor commercial and retail uses shall have entrances at grade opening directly onto the public sidewalk or a public space adjacent to the public sidewalk.
- Canopies over retail and commercial entrances and/or windows shall be mounted at a single consistent height for each building.
- The size of leased commercial space shall vary within each development to allow for a diversity of tenants.
- A minimum of 65% of the ground-floor façade of mixed-use and commercial buildings shall be clear and unframed transparent glass storefront.
- Pedestrian access shall be provided from parking behind buildings to the public sidewalk through the ground floor of the building or via side walks between buildings.
- The primary entrance for all upper-storied uses shall be clearly visible from the street and shall face the street. If a building fronts more than one street, the primary entrance should face the street with the highest pedestrian activity. Alternate streets: Sycamore Street and Apple Valley Road.
- Secondary: Dresden Drive, North Druid Hills Road, Harmande Drive, Ashford Dunwoody Road, Lanier Drive, Peachtree Battle Avenue, Brookhaven Place, Teriinity, new streets, and other existing streets.
- The combined area of any non-parking area shall not exceed 10% of the main building façade.

Architectural Features:

Prepared By: Urban Collage, Inc.
Prepared For: DeKalb County
March 2007
Dahlonega, Georgia Downtown Master Plan
2.3.1 Building Typologies / Locations

Buildings along Memorial Drive
- Brick buildings with entrances
- Brick building with corner detail
- Wood and masonry building
- Second floor window detailing
- Sidewalk with decorative and outdoor dining
- Brick building with corner detail
- Second floor window detailing
- Wood and masonry building
- Second floor window detailing

2.3.2 Street Characteristics
- The guidelines listed below should be used in addition to those listed in Part 1.3 (Buildings and Streetscapes) and should serve as guidance in conflict.
- A sidewalk/planting area, minimum 5' wide, should be placed adjacent to the street (excluding drops). This should include landscape elements, trees, and benches, light poles, trash receptacles, bicycle racks, etc.
- Memorial Drive
  - Two-way travel lanes, each 3.5'-6.5' wide should be contained from the intersection with East Main Street to Emerson Moore Highway.
  - Head-on diagonal parking should be provided on either side of the street.
  - Decorative street lighting should be provided on both sides of the street at a distance of 5' on center.
  - The sidewalk should be 12' wide and includes areas for outdoor dining. It should be paved with exposed aggregate or sandblasted concrete.

Figure 2.3.2: Retail / Memorial Drive Section
Elements & Examples

Site Design Elements
- Massing
- Height
- Relationship of Buildings to the Street
- Streets and Sidewalks
- Parking
- Landscaping
- Buffers
- Signage

Architectural Elements
- Building and Roof Forms
- Building Materials and Colors
- Fenestration (doors and windows) and Details
Elements & Examples

Goals

- Provide guidance for new development, re-development, additions, and modifications
- Encourage consistency while providing for appropriate flexibility and variety
- Maintain important contributing properties while encouraging non-conforming development to embrace standards and upgrade to meet the guidelines as soon as feasible
Building Massing

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Sample Diagrams.
For a one-acre site, there are a number of strategies for build-out. Depending on the respective Tier and the bonuses achieved through incentives, redevelopment might take the shape of one of the following diagrams.

A.10.1. Tier I
No bonuses available in Tier I.
Development "envelope"
One-acre parcel
Roca Building
0.4 FAR
Three stories or 60 ft

A.10.3. Tier II
With Bonuses:
1.0 "FAR" Five stories or 80 ft.
Development "envelope"
One-acre parcel
Roca Building
0.4 FAR
Three stories or 50 ft

A.10.2. Tier IV
With Bonuses:
5.0 "FAR" 25 stories or 300 ft.
Development "envelope"
One-acre parcel
Roca Building
0.4 FAR
Three stories or 50 ft

Understanding the Diagrams.
- The green rectangle represents a hypothetical one-acre parcel.
- The transparent grey "box" represents the maximum "envelope" for development, based on setback requirements and height restrictions.

Design Guidelines
March 2003
FAR
Diagrams A.10
Building Heights

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Building Heights

- Within the Brookhaven-Peachtree Overlay District, there shall be two sub-areas for the purpose of establishing allowable building heights. Sub-area I shall include the area directly surrounding the Brookhaven MARTA station and parcels with frontage along Interstate I-285 to a maximum distance of four hundred forty (440) feet from the Peachtree Road right of way, where the highest intensity development is desired. Sub-area II shall include the remaining area within the Brookhaven-Peachtree Overlay District, including Driscoll Drive, North Druid Hills Road, and those areas that serve as a transition edge between high density development surrounding the MARTA transit station and existing single-family neighborhoods. The boundaries of these sub-areas shall be established by a zoning map amendment adopted pursuant to this chapter which amendment shall incorporate herein and make a part of this chapter 2.

- All building heights are to be measured from the finished grade line to the top of cornice for flat-roofed buildings or the top of the roof for pitched-roof buildings along the facade that faces the street with the highest volume of daily traffic. When measuring less than an inch in height for the purposes of calculating the first floor level above the street level, providing a consistent first floor level, or for the sole purpose of housing mechanical, plumbing, or electrical equipment, shall not be counted as stories for the purposes of maximum building heights.

- All buildings within the Brookhaven-Peachtree Overlay District shall be a minimum of two (2) stories tall and twenty-eight (28) feet in height.

- The maximum building height for buildings in Sub-area I shall be six (6) stories or eighty (80) feet whichever is less and the maximum building height for buildings in Sub-area II shall be four (4) stories or sixty (60) feet whichever is less.

- Single-family attached townhomes and live/work units in Sub-area I, or Sub-area II shall not exceed three (3) stories or thirty-five (35) feet, whichever is less.

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Sub-Area I
<table>
<thead>
<tr>
<th>Building Use</th>
<th>Max Building Height</th>
<th>Max Building Height with Bonuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Family Attached</td>
<td>3 stories or 45 feet*</td>
<td>4 stories or 55 feet*</td>
</tr>
<tr>
<td>Commercial</td>
<td>6 stories or 50 feet*</td>
<td>7 stories or 70 feet*</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>8 stories or 50 feet*</td>
<td>8 stories or 100 feet*</td>
</tr>
<tr>
<td>Mixed-Use</td>
<td>8 stories or 50 feet*</td>
<td>8 stories or 100 feet*</td>
</tr>
</tbody>
</table>

Sub-Area II
<table>
<thead>
<tr>
<th>Building Use</th>
<th>Max Building Height</th>
<th>Max Building Height with Bonuses</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4 stories or 55 feet*</td>
</tr>
<tr>
<td>Commercial</td>
<td>4 stories or 60 feet*</td>
<td>6 stories or 70 feet*</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>4 stories or 60 feet*</td>
<td>6 stories or 80 feet*</td>
</tr>
<tr>
<td>Mixed-Use</td>
<td>4 stories or 60 feet*</td>
<td>4 stories or 80 feet*</td>
</tr>
</tbody>
</table>

* whichever is less

Prepared by: Urban Collage, Inc.  Prepared For: DeKalb County
March 2007
South Chestatee Street

- Physical improvements to South Chestatee should be similar to the character but not a replication of the Public Square. Pages 3.8 to 3.11 of the Master Plan describe the street section and improvements, which focus on:
  - A minimum 8' wide sidewalk on the east side of the street with cover at new storefront buildings provided by an embayment or arcade continuous across the façade.
  - A minimum 2' wide planting strip on the east side of the street.
  - A minimum 10' wide sidewalk on the west side of the street. This should be made narrow to accommodate the historic cottages that belong to the college along South Chestatee Street.
  - A minimum 8' wide planting strip on the west side of the street with regularly-spaced shade trees of the same species as used on East and West Main.
  - Parallel parking on both sides of the street.

Figure 2.4: Proposed South Chestatee Street Section

Relationship of Buildings to the Street

Example B

Buildings may extend to allow for public space, parks, or outdoor dining.

Sidewalk for extensive pedestrian sidewalk

If a property is adjacent to an existing building with windows facing the property line, the side setback shall be 20.

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Streets and Sidewalks

Avenue
- Sidewalk: 10 ft
- Planting Zone: 2 ft
- Right of Way: 36 ft
- Curb-to-Curb: not including median
- Street Trees: 25'
- Street Lights: 25'
- Optional Median: 10 - 20 ft
- On-Street Parking

Alley
- No Planting Zone or Sidewalks required
- No Street Trees or Street Lights required
- Alleys provide access to residential garages or commercial service areas only
- Right of Way: 12 to 24 ft
- Residential or Commercial

Local Street
- Sidewalk: 5 to 10 ft
- Planting Zone: 2 ft
- Right of Way: 24 to 24.5 ft
- Residential or Commercial Zone: 5 to 10 ft
- Street Trees: 15'
- Street Lights: 25'
- On-Street Parking

Multi-Use Path
- Sidewalk: 5 to 10 ft
- Planting Zone: 2 ft
- Right of Way: 10 to 20 ft
- Sidewalk: 5 to 10 ft
- On-Street Parking
- Street Trees: 15'
- Street Lights: 25'
- On-Street Parking

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Parking

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Parking

Screening of Parking

- Off-street parking must be screened from view from any public street using buildings and/or landscaping. Off-street parking may not be located between the public street and the building’s front line. It is a parcel is bounded by more than one street, the front of the parcel shall be considered the side adjacent to the street with the highest classification as follows: Primary: Peachtree Road and Apple Valley Road; secondary: Piedmont Drive, Harmel Drive, Ashford Dunwoody Road, Lenox Drive, Osbourne Drive, Brookhaven Place; terrains: new street; and older existing streets.

- Surface parking provided to the side of any one-story owners or in a single-family building in a designated zone for short-term (no longer than 2 hours) parking and must be buffered from the public street and sidewalks with a landscape strip no less than six (6) feet in width containing a minimum of ninety percent (90%) living shrubs, ground cover, sod and/or annual or perennial grass in the landscape strip surface area.

- Wheel stops or bumpers shall be placed at the head of all parking spaces that border a landscape strip or sidewalk.

- All surface parking lots of 20 parking spaces or more shall include landscaping in the form of shade trees within the confines of the surface parking lot. One shade tree must be provided for every 10 parking spaces. Shade trees must be a minimum of three and one half (3.5) inches in caliper measured twelve (12) inches above ground, shall be a minimum of six feet (6') feet in height, shall have a minimum mature height of thirty (30) feet and shall be trimmed up to a minimum height of eight (8') feet.

- All parking decks and parking structures shall have a landscape strip a minimum of six (6') feet in width immediately contiguous to the parking facility for the whole of the exterior perimeter of the parking facility except at vanishing or underground entrances, and exits. Such landscaped strips shall contain no less than one (1) landscaped or secondary tree per fifty (50) linear feet, ten (10) shrubs per fifty (50) linear feet, and a minimum of ninety percent (90%) living ground cover, sod and/or annual or perennial grass in the landscape strip surface area.

Prepared By: Urban Design, Inc.
Prepared For: DeKalb County
March 2007
Landscaping

Public spaces should be surrounded with a mix of ground floor active uses and be accessible from the public sidewalk.

Screening of Parking Lots and Parking Decks

Guidelines:

- All publicly accessible open spaces shall be at grade, open to general public access during daylight hours, surrounded by buildings with a mix of active uses on the ground floor on at least one side, face the public street, and be directly accessible from a public sidewalk along a street.

- Parking or landscaping open spaces shall utilize appropriate landscaping including shade trees. At a minimum one shade tree shall be provided within or directly adjacent to the open space for every 2,000 square feet of open space. Shade trees shall be a minimum of three (3) inches in caliper measured twelve (12) inches above ground, shall be a minimum of sixteen (16) feet in height, shall have a minimum mature height of thirty (30) feet and shall be limited up to a minimum height of eighteen (18) feet.

- Publicly accessible open spaces including front yards, plazas, parks, plazas, trails and paths, hardscape elements related to sidewalks and streets, and similar features which are located on private property and accessible to the public, shall be achieved by planting on private property and natural stream buffers shall be permitted to be counted toward the twenty percent (20%) open space requirement.

- Private courtyards and other private outdoor amenities shall be located at the interior of the block, behind buildings or on rooftops. Private courtyards and other outdoor amenities shall be prohibited from being counted toward the twenty percent (20%) minimum open space requirement and other open space regulations that may increase minimum building heights.

- Open space implementation. All open space including buffer, setback, sidewalk clear zones, sidewalk zones and open spaces shall be fully implemented prior to issuance of a certificate of Occupancy for the primary development.

- Open Space Maintenance. The owner shall provide adequate maintenance of the open space improvements for a period of one (1) year from the date of issuance of the certificate of Occupancy. When a private property owner provides landscaping within the public right-of-way and the landscaping dies within a one-year period, said landscaping shall be replaced within a reasonable time for planting by the owner at the owner's sole expense.
Buffers

Under special exception from the City of Dallas, a maximum of two rows of parking may be allowed between buildings and federal or state designated highways. If parking and/or a driveway of any type is allowed under special exception, a landscape berm no less than 12 feet in width and 4 feet in height must be provided between public roadways and the parking and/or driveway positioned between the roadway and building.

Landscape berm at parking area
Signage Standards

Residential subdivisions and multi-family complexes: Residential uses shall be permitted one freestanding sign (ground mounted) per main entrance, not to exceed two signs per development. Signs shall be monument-style in construction and limited to a maximum of 100 square feet. Minimum sign height should not exceed twelve (12) feet.

Commercial and industrial uses: Each development shall be permitted one freestanding sign (ground mounted). Signs shall be monument-style in construction and limited to a maximum of 100 square feet. Minimum sign height shall not exceed twelve (12) feet. Monument signs shall be limited to the use of no more than three colors. For the purposes of this section, a shopping center or similar use shall be permitted one main freestanding sign. No freestanding signs shall be permitted for individual establishments in shopping centers or similar uses.

Out-parcels located within a shopping center complex are allowed one monument sign each, but no more than two for any single shopping center or development, not to exceed 40 square feet with a maximum height not to exceed 8 feet. Signs shall be located to feet off a roadway right-of-way and shall not obstruct sight distances nor impede pedestrian access.

Signage

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All signs must be illuminated by an externally located stationary light source, shielded and directed solely at the sign. Freestanding Monument signs are limited to one lighting source per sign face. Colored lamps are not permitted. Wall signs may include no more than one lighting source per eight (8) feet of sign length. Internally lit signs (freestanding and wall signs) are not permitted.

Landscaping: Landscaping shall be integrated with installation of freestanding signs in a manner that preserves sight distances and pedestrian access.

Window signs: Window signs shall not exceed 10% of the total window area. Temporary interior window signs shall not exceed one-fourth of the total window area on the façade in which the windows face. No business shall display temporary window signs for more than 30 consecutive days or more than a total of 90 days in any calendar year.

Prepared By: Urban College, Inc.
Prepared For: City of Dothan, Georgia
June 2008
Building and Roof Forms

Architectural Design Requirements

Structures within the New Town Main Street District shall have a "turn of the century" design aesthetic. Building designs should be reminiscent of structures built between 1890 and 1920, with a strong sense of proportion, a pedestrian scale, and facades typically composed of masonry (including brick, wood and glass).

Building designs should emphasize vertical proportions where the height of individual buildings, windows, and other building elements should exceed their width.

Structures longer than 100 feet in length shall create variations in the facade through varying the cornice height, facade depth, materials, textures, colors, and/or window and door patterns to provide visual interest and avoid imposing or monotonous facades.

Roof mounted equipment (mechanical and all other) shall be screened from view. The appearance, materials, and color of roof screens shall be coordinated with the building to maintain a unified appearance.

Example Images from 2008 Brookhaven Peachtree LC Plan Indicative of Desired Development Scale & Character within the Brookhaven-Peachtree Overlay District

Guidelines:

- Available building materials shall include brick, stone, stucco, wood, architectural metal siding, and fiber cement siding. Building facades that are visible from primary roadways (Brookhaven Road, Apple Valley Road) and secondary roadways (Dresden Drive, North Druid Hills Road, Bermudez Drive, Athens-Dunwoody Road, Lanier Drive, Clairmont Drive, and Brookhaven Place) should predominantly use brick and stone. The following building materials shall be prohibited: vinyl siding, exposed concrete block or concrete masonry units, expansion joint/metal strip siding (metal or brick), and synthetic stucco or EIFS.

- Buildings of five (5) or more stories shall have continuous relief, shall vary the cornice height, and create variations in facades with changes in facade depth, materials, textures, colors, and/or window and door patterns to provide visual interest and prevent a massive imposing appearance.

- Building facades shall promote architectural and visual massing. A minimum of 30% of any facade facing a public street shall consist of openings including windows and doors.

- Service areas, back entrances, back compositions, and all other mechanical areas and equipment shall be screened from view from all streets and public rights of way. Screening shall be permitted to include landscaping or architectural treatment or color similar to the building to conceal the equipment.

- Roof structures visible from the public right of way must be pitched or flat. All flat roofs shall have a minimum roof slope of less than forty-five (45) degrees in pitch, or gable roofs of thirty (30) degrees or greater in pitch. Special roof shall have a change of at least one inch on all sides and shall not exceed one hundred (100) feet in length without a change in planes. Permitted roofing materials for sloped roofs include asphalt or fiberglass shingles, steel shingles used with asphalt or fiberglass shingles, standing seam metal roof, ceramic tile, slate, or synthetic slate. Flat roofs shall have decorative and/or ornamented parapets on all sides visible from the public right of way and drain to internal roof drains and/or to the rear of the structure. Limiting downspouts on facades along primary and secondary streets. Simple, functional wall and door designs are allowed. Mansard, gambrel, and shed roof forms are prohibited.
1.7 Material

Materials used for new construction and rehabilitation should be of higher quality. Materials like EIFS (Exterior Insulation Finishing Systems), plastic and vinyl should not be used.

The following guidelines are applicable to all districts unless otherwise specified. Any special provisions mentioned in a district regarding a particular building element should supersede those mentioned below. Materials for District 5 (University Heights) should follow guidelines mentioned in Part 2.5.

- Refer to the Historic District Guidelines for provisions regarding the preservation, rehabilitation or replacement of historic building materials.
- 4" wooden lap siding is highly encouraged on both commercial and residential buildings where applicable.
- Fiber cement siding is allowed but recommended to have a lap dimension similar to traditional wood siding for design consistency.
- Vertical wood or cement fiber board/clapboard siding is allowed on auxiliary and service structures.
- Random-coursed or dry-stack stone retaining walls, stairs, and other landscape elements are strongly encouraged.
- Architectural-grade asphalt shingle, rolled or seamless metal, or wood shakes are acceptable materials on pitched roofs.
- Traditional red brick similar to wood milled on handcut units is encouraged on commercial buildings in all districts except for District 2 (Historic Neighborhoods).
- Painted, close-grained textured concrete masonry units or rubble stone walls are allowed on commercial buildings in Districts 1 (Public Square/South Chestatee Gateway) and 3 (East End) provided they are limited to the topographical criteria described in Part LIII (Historic Building Forms).
- Exposed foundation walls should be surfaced with either traditional red brick as described above, or random-coursed rough stone.
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2. C: Building Elements - Windows and Doors

Windows and doors contribute significantly to the architectural style and character of a building through their size, proportions, shape, location and rhythm of repetition.

- Residential buildings are characterized by symmetrically spaced, rectangular, double-hung wood sashes, multi-pane windows and true divided lights.
- Commercial buildings are characterized by large storefront windows with wood shutters or shades. These windows should cover 50% to 75% of the facade length, starting at 2 feet and going up to a height of 9 feet above the sidewalk. The horizontal length of a facade without fenestration should not exceed more than 10 feet in length.
- Upper facade windows should be placed symmetrically and relate to those on the lower facade.
- Doors and windows should be made of wood or plastic (vinyl and aluminum cladding is acceptable), and be fitted with non-reflective glass and should not be overly ornate. Non-traditional materials such as aluminum, vinyl, tinted or textured glazing or glass are discouraged.
- Screen and storm doors should be compatible with and resemble existing doors as closely as possible in size, shape, color and appearance.
- The use of iron or other metal bars should be avoided over fenestration.
- Entrance doors should be recessed or flush with the facade and can be of single or double doors of wood or glass that are accentuated by transoms and sidelights.
- Shutters should be sized appropriately. Each shutter width should be equal to half of the window width.
Adoption of Design Guidelines

1. Conditions of Zoning
   ✓ works well for big master planned projects
   × incremental implementation

2. Overlays
   ✓ avoids large scale re-zoning process
   × can result in conflicts between underlying zoning and design overlay

3. Amended or New Zoning Districts
   ✓ avoids contradictions and conflicts between layer
   × can be politically difficult
1. **Standard/Staff Review**
   - staff may lack expertise to administer design guidelines

2. **Administrative Review/Permit**
   - administrator may not be qualified
   - room for political maneuvering (or the appearance of)
   - Board can be established, but may be political or result in delays

3. **Board Review/Permit**
   - Board may become political or power-hungry
   - Can result in deferments or delays