



PLANNING & ZONING COMMISSION

Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, August 13, 2024 5:30 PM
City Hall Board Room

1. **Call to Order**
2. **Roll Call**
3. **General Business**
 - A. Approval of the August 13, 2024, regular meeting agenda.
 - B. Approve the minutes for the July 9, 2024, regular meeting
4. **Unfinished Business**
5. **Public Hearing**
 - A. Application for Text Amendment to add Architectural Design Standards. (Case No. PZ24-15) *City of Parkville, Applicant.* (continued from July 9th)
6. **Regular Business**
7. **Other Business**
 - A. Upcoming meetings & dates of importance:
 - Board of Aldermen Meetings: Tuesday, August 20 and September 3 at 7:00 p.m.
 - Board of Zoning Adjustments Meeting: Tuesday, August 27 at 5:30 p.m.
 - Planning & Zoning Commission Regular Meeting: Tuesday, September 10 at 5:30 p.m.
8. **Adjournment**

Posted DATE: By:
Date & _____
Time: TIME: ____

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri**
Tuesday, July 9, 2024 5:30 PM
City Hall Board Room
City Hall Board Room

1. Call to Order

Chair Wright called the meeting to order at 5:30 p.m.

2. Roll Call

Commissioners Present:

Barbara Wassmer
R. Douglas Krtek
Spencer Keese
Andrew Barchers
Gareld Butler
Timothy Cahill
Michael Wright

Absent:

Jackson Kutey
Walt Lane

A quorum of the Commission was present.

Staff Present:

Stephen Lachky, Community Development Director
Brad Stanton, Planner

3. General Business

A. Approval of the July 9, 2024, regular meeting agenda.

Stephen Lachky, Community Development Director, noted that the ARchitectural Design standards would be postponed to August 13.

ACTION: R. Douglas Krtek moved to approve, Barbara Wassmer seconded. Motion Passed: 7-0.

AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keese, Andrew Barchers, Gareld Butler, Timothy Cahill

NOES: None

ABSTAIN: None

B. Approve the minutes for the June 11, 2024, regular meeting

ACTION: Barbara Wassmer moved to approve, R. Douglas Krtek seconded. Motion Passed: 7-0.

AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keese,

Andrew Barchers, Gareld Butler, Timothy Cahill
NOES: None
ABSTAIN: None

4. Unfinished Business

5. Public Hearing

- A. Application for Text Amendment to add Architectural Design Standards. (Case No. PZ24-15) *City of Parkville, Applicant.* (to be continued to August 13)
ACTION: Andrew Barchers moved to postpone the item, R. Douglas Krtek seconded. Motion Passed: 7-0.
AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler, Timothy Cahill
NOES: None
ABSTAIN: None

6. Regular Business

- A. Application for Final Development Plan for Old Town at Creekside Grocery & Event Space. (Case No. PZ24-16); *Brian Mertz, Parkville Development 38, Applicant.*
Brad Stanton, Planner, provided an overview of the project.

Brian Mertz, 7607 NW John Anders Rd, provided an overview of the project.

Spencer Keesee, stated he'd like to see the privacy fence not be white. Mr. Mertz responded that it would probably end up being dark or black. Commissioner Butler asked about the simulated wood screen, Mr. Mertz stated Starbucks does them a lot.

ACTION: Andrew Barchers moved to approve, R. Douglas Krtek seconded. Motion Passed: 7-0.
AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler, Timothy Cahill
NOES: None
ABSTAIN: None

- B. Application for Final Development Plan for Creekside Commercial Building 2 on Lot 2, Old Town at Creekside 3rd Plat. (Case No. PZ24-17); *Brian Mertz, Parkville Development 38, Applicant.*
Brad Stanton, provided the overview of the project.

Commissioners had concerns about the screening of the RTU's.

Brian Mertz, applicant, stated there would be a curb separating Taco Bell from the subject property. Mr. Mertz stated that they would widen the radius of the northern section of the drive-through lane. He was amenable to adding RTU screening.

MOTION

Added conditions to widen the radius of the drive-through lane and screen rooftop equipment.

ACTION: Barbara Wassmer moved to approve with conditions, R. Douglas Krtek seconded. Motion Passed: 7-0.
AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler, Timothy Cahill
NOES: None
ABSTAIN: None

7. Other Business

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, July 16 and August 6 at 7:00 p.m.
- Board of Zoning Adjustments Meeting: Tuesday, July 23 at 5:30 p.m.
- Planning & Zoning Commission Regular Meeting: Tuesday, August 13 at 5:30 p.m.

8. Adjournment

Chair Wright called for further discussion. Seeing none, he called for a motion to adjourn.

ACTION: Spencer Keesee moved to adjourn, Barbara Wassmer seconded. Motion Passed: 7-0.
AYES: Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler, Timothy Cahill
NOES: None
ABSTAIN: None

Submitted by:

Stephen Lachky, AICP
Community Development Director

Date

Brad Stanton
Planner

Date



Staff Analysis

<u>Agenda Item:</u>	5.A
<u>Proposal:</u>	Request for text amendment to Parkville Municipal Code, Title IV: Development Code, to create Chapter 411. Architectural Design Standards to establish a cohesive set of architectural design standards for the City.
<u>Staff Recommendation:</u>	Approval or Postponement
<u>Case No:</u>	PZ 2024-15
<u>Applicant:</u>	City of Parkville
<u>Pre-Application Conference Mtg:</u>	N/A; Special workshops with the Steering Committee (i.e., Planning and Zoning Commission) held on October 10, 2023; January 9, 2024; May 14, 2024; and a joint work session with the Planning and Zoning Commission and Board of Aldermen held on June 4, 2024.
<u>Exhibits:</u>	A. This Staff Analysis Report B. Application for Text Amendment C. Proposed Text Amendment – Chapter 411. Architectural Design Standards D. Additional exhibits as may be presented during the meeting
<u>By Reference:</u>	A. Title IV – Development Code (https://ecode360.com/40852611) B. Ordinance No. 334 (approved November 17, 1953) – Zoning the City, under the provisions of the zoning act of the State of Missouri provided for by RSMo, 1949; finding and declaring that the proceedings preliminary to the passage of the zoning ordinance under said act have been followed as in said act required; defining terms as they are used and applied in this ordinance; dividing the city into zone districts and fixing the boundary lines thereof; restricting the uses to which the land and buildings in each of said districts may be put; regulating the height and size of buildings and other structures; regulating and restricting the area to be occupied by buildings and other structures under a comprehensive plan; creating and defining the powers and duties of a building inspector and a board of adjustment; providing for a zoning commission and rules for amending this ordinance; repealing or modifying all ordinances and parts of ordinances in conflict with this ordinance and providing for penalties for violating the provisions of this ordinance.

- C. Ordinance No. 2886 (approved February 2, 2017) – Repealing and replacing Municipal Code Title IV, repealing Chapter 505 and adding Chapter 152 via the Zoning Code and Subdivision Regulations Update project.
- D. Professional Services Agreement with Confluence for Architectural Design Standards (approved July 18, 2023)
 - a. Exhibit A – City of Parkville, Missouri, Architectural Design Standards, Scope of Services
- E. Notification of Public Hearing (published in The Platte County Citizen newspaper on June 12, 2024)

Comments

Received: No written comments have been received by the Community Development Department as of the completion of this staff analysis on June 11, 2024.

Background

Title IV – Development Code of the Parkville Municipal Code is a comprehensive set of development standards intended to promote the public safety, health and general welfare by implementing the City’s Master Plan through urban design & subdivision standards, building standards, and land use standards via zoning districts. Provisions of the Development Code were first adopted on November 17, 1953 via Ordinance No. 334, and have been updated over the years, most recently at a comprehensive level on February 7, 2017 via Ordinance No. 2884.

Chapter 403 of the Development Code outlines the various applications for development (ex: major site plan, minor site plan, preliminary development plan, and final development plan) and requirements for approval, including meeting all development and design standards. However, excluding the “OTD” Old Town District, “R-4” Mixed-Density Residential, and “BP” Business Park District zoning districts, the Development Code does not contain any standards for building design/types, architectural styles, materials, features, or details. As a result, the City desires to establish such standards to provide clarity to property owners, developers, staff and members of the Planning and Zoning Commission. Developing a cohesive set of architectural design standards will in turn encourage high-quality development and redevelopment.

Consultant Selection

On April 20, 2023 staff issued a Request for Qualifications (“RFQ”) for professional planning and public engagement services to develop architectural design standards. Staff received inquiries/interest from two consultant teams, but only received one proposal submission from Confluence. A selection committee consisting of Dean Katerndahl (Mayor), Phil Wassmer (Ward 1 Aldermen), Michael Lee (Ward 4 Aldermen), Michael Wright (Chair of the Planning and Zoning Commission), Alexa Barton (City Administrator), Stephen Lachky (Community Development Director) and Brad Stanton (Planner) reviewed the proposal and extended an invitation for a formal interview on June 2, 2023. Following the interview, the selection committee concluded Confluence had the necessary expertise, experience and personnel to develop Architectural Design Standards for the City. On July 18, 2023 the Board of Aldermen approved a professional services agreement with Confluence to develop architectural design standards for the City (see Exhibit D by Reference).

Project Scope

- *Task 1 – Input and Preliminary Draft*
 - 1.1 Kick-Off Meeting
 - 1.2 BOA and P&Z Initial Input

- 1.3 Public Engagement Website
- 1.4 Consultant and Staff Review
- **Task 2 – Draft Review**
 - 2.1 BOA Joint Workshop
 - 2.2 Public Draft Review and Comment
 - 2.3 Consultant and Staff Review
- **Task 3 – Final Draft Review and Approval**
 - 3.1 P&Z Public Hearing for Text Amendment
 - 3.2 BOA Hearing for Text Amendment Adoption

Project Commencement

The Planning and Zoning Commission is serving as the Steering Committee for this project. A Kick-Off Workshop was held with the Steering Committee on October 10, 2023 to go over the project scope & schedule. Following this meeting, staff developed a [project webpage](#) to link to the consultant's online engagement website. Following collection of surveys and public input, the consultant developed a preliminary draft of a new Chapter 411 to the Title IV – Development Code and held a Review Workshop with the Steering Committee on January 9, 2024. Additional review and public comments were collected from the Planning and Zoning Commission and Board of Aldermen, leading to the creation of a final draft of Chapter 411. The Steering Committee held a Final Draft Review Workshop on May 14, 2024, as well as a joint work session with the Board of Aldermen on June 4, 2024.

Proposed Text Amendment

Through months of public engagement and feedback from City staff and the Steering Committee, Confluence has drafted a proposed Chapter 411. Architectural Design Standards (see Exhibit C). As stated by the chapter's "Statement of Interest", the intent of the chapter is *to establish building design standards to enhance the general appearance, maintain and improve the quality of life of residents and visitors, and protect the value of properties within the City of Parkville. The design and construction of all buildings shall employ architectural design principals and high-quality materials in compliance with these standards to create structures that are durable and attractive while complimenting neighboring properties and reflecting Parkville's unique sense of place and community identity.*

The proposed text amendment includes the following sections within Chapter 411:

- **Statement of Interest** – States the goal of the chapter and purpose of the Architectural Design Standards project.
- **Applicability** – Clarifies how the regulations apply to new development, and the redevelopment/modification of certain buildings.
- **Exceptions** – Explains how the review authority may deviate/waive these standards and lists the scenarios when they shall apply.
- **Definitions** – Provides definitions for common terminology used throughout the chapter.
- **General Provisions** – Provides general provisions for the application of exterior building materials; windows and doors on commercial storefronts; and other items such as trim, sills, shutters, soffits/cornices, awnings/canopies, and rooftop/exterior-mounted mechanical equipment.
- **Building Exterior Finish Materials** – Categorizes exterior building materials (e.g., masonry, stone, concrete masonry units, concrete, metal, glass, other, rooftop) into four class types (ranked from best-quality to lowest-quality).

- **Standards by Building Type** – Categorizes building types (e.g., single-family residential, attached residential, multi-family residential, non-residential buildings in a residential zoning district, commercial/retail, office and civic, mixed-use, downtown, light industrial, heavy industrial) and which class types are permitted for each design standards (e.g., façade materials, façade articulation, entryways, storefront visibility, overhead doors, roofing).

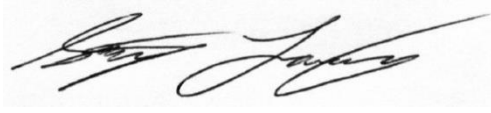
Staff Conclusion and Recommendation

Staff recommends approval of the proposed text amendment to the Parkville Municipal Code, Title IV – Development Code to create Chapter 411. Architectural Design Standards to establish a cohesive set of architectural design standards for the City. Consideration of a text amendment requires a public hearing. Required public hearing notices were published and no comments have been received as of the date of this staff analysis report. It should be noted that the recommendation contained in this report is made without knowledge of any facts and testimony which may be presented during the public hearing, and that the conclusions herein are subject to change as a result of any additional information that may be presented.

Necessary Action

Following consideration of the Application for Text Amendment, supporting information, associated exhibits, factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval (with or without conditions), denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning and Zoning Commission's action will be forwarded to the Board of Aldermen on July 16, 2024 for final action.

End of Memorandum



06-11-2024

Stephen Lachky, AICP, CPM, CFM
Community Development Director

Date



Application #: _____
Date Submitted: _____
Public Hearing: _____
Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Text Amendment

Applicable to Chapters, Sections and Subsections within Parkville Municipal Code Title IV: *Development Code*

1. Applicant / Contact Information

Applicant(s)

Name: _____

Address: _____

City, State: _____

Phone: _____ Fax: _____

E-mail: _____

Primary Contact(s), if different

Name: _____

Address: _____

City, State: _____

Phone: _____ Fax: _____

E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that all text amendments are subject to statutory requirements and the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ **Date:** _____

2. Proposed Text Amendment

The following information may be submitted on a separate sheet if necessary.

Amendment proposed to (Chapter, Section and Subsection number): _____

Section / Subsection Title: _____

Existing text:

Proposed text:

Reason for amendment:

3. Potential benefits / effects

Generally, amendments are evaluated based on whether their benefit will likely outweigh any potential pitfalls, and their ability to implement community goals and objectives and improve the existing code. Describe below or on a separate sheet potential benefits and effects of the proposed amendment.

General benefits to property and residents in the City of Parkville (i.e., does the amendment make the code conform more closely with the City's Master Plan; improve public health, safety or general welfare; clarify or better implement the intent of the Code; or other):

General effects to property and residents in the City of Parkville:

4. Checklist of required submittals

- ☐ Completed application, including all required details and supporting data.
- ☐ Nonrefundable application fee of \$300.00. Separately, the applicant will be billed to recover costs for required publication notice per Parkville Municipal Code Title IV, Section 403.010, Subsection E.

For City Use Only

Application accepted as complete by: _____
Name/Title Date

Application Fee (25.0000): \$ _____

By: ☐ Check # _____ ☐ MO# _____

Date Paid: _____

☐ Credit Card _____ ☐ Cash _____

Payment by: _____

Received by: _____

Final reimbursable costs paid (if applicable). _____

Date of Action: _____

☐ Hearing notice published in: _____

Date of publication: _____

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action:

Conditions if any: _____

Chapter 411. Architectural Design Standards

Section 411.10	Statement Of Intent
Section 411.20	Applicability
Section 411.30	Exceptions
Section 411.40	Definitions
Section 411.50	General Provisions
Section 411.60	Building Exterior Finish Materials
Section 411.70	Standards By Building Type
Section 411.80	Submittal Requirements

Section 411.10 - Statement Of Intent

It is the intent of this chapter to establish building design standards to enhance the general appearance, maintain and improve the quality of life of residents and visitors, and protect the value of properties within the City of Parkville. The design and construction of all buildings shall employ architectural design principals and high-quality materials in compliance with these standards to create structures that are durable and attractive while complimenting neighboring properties and reflecting Parkville's unique sense of place and community identity.

All buildings shall employ recognized architectural styles and design principles on all sides, including roofs, of each structure, with overall building massing and articulations that are proportional and scaled appropriately. Exterior building materials shall be integrated in an authentic and honest manner reflecting the material's purpose, weight, and typical use in order to convey a sense of permanence and durability.

Section 411.20 – Applicability

With the exception of buildings intended for agricultural uses, these regulations shall apply to all new development, the redevelopment of any existing sites and buildings, and all site and building modifications including building additions and expansions and changes or modifications to building facades. All new buildings, including accessory structures, and additions to existing buildings shall be subject to the standards of this section. However, minor building expansions or additions, including successive additions, totaling not more than twenty percent (20%) of the gross floor area of the existing building, may use exterior building materials that match or complement the existing building materials and building design features that are aesthetically consistent with the existing building.

Section 411.30 – Exceptions

The regulations of this chapter apply to any changes in existing building facades but do not apply to existing building façade maintenance and repair, including repainting of existing painted surfaces, window, door, siding and roof replacement with identical or similar materials.

At the full discretion of the review authority, any deviations from these standards may be considered and/or granted in order to achieve building additions that are aesthetically compatible with the existing building design and appearance. Deviations or waivers from these standards shall meet the following:

- A. The waiver requested is the minimum necessary to address a specifically identified issue.
- B. The waiver shall not be based solely on the cost of full compliance of this chapter.

- C. The overall design and esthetic of the building shall not detract from the surrounding area nor negatively impact the adjoining properties.

Section 411.40 - Definitions

The following terms are defined for this chapter:

- A. **Primary Façade.** All street-facing façades (i.e., all building façades that face or front along a public or private street including highways), and façades with a building's main customer entrance. Buildings may have more than one primary façade as is the case with buildings located on corner lots and double frontage lots. All other façades shall be "secondary" façades.
- B. **Street Facing Façade.** All building façades that have frontage along or face a public or private street at an angle of 45 degrees or less from the street line. This definition includes those building façades separated from the street by a parking lot or open space. This definition does not include frontage along an internal drive that is not classified as a private street.
- C. **Major Façade Materials.** Exterior finish materials that cover at least 5% of a building's façade area. Any material that covers less than 5% of a building façade area shall not be considered a "major" façade material and will not count towards meeting any requirement for use of multiple Class 1, 2, 3, and/or 4 materials. A distinctly different color of fired clay brick (full brick or brick veneer) may be considered as an additional Class 1 or Class 2 material for the purposes of meeting the required minimum number of different major façade materials.
- D. **Façade Area.** The total exterior wall area of all vertical or near-vertical faces of a building wall four (4) feet in width or greater when viewed in elevation. Façade area shall be calculated to exclude the wall area resulting from minor projections and recessions from the predominant wall plane less than four (4) feet in depth. Façade area shall be calculated to include the area of parapets, cornices, and similar wall extensions and trim.
- E. **Accessory Building Standards.** Accessory buildings, including garages, parking structures, and accessory dwelling units, shall comply with the building design requirements for the principal building of the lot or parcel on which the accessory building is located.
- F. **Fenestrations.** For the purposes of this chapter, fenestrations shall be window and doorway openings.
- G. **Pedestrian View Zone.** For the purposes of this chapter, the pedestrian view zone is defined as the 8-foot-tall area of a building façade that is between 2 feet and 10 feet above the adjacent sidewalk or ground level.

Section 411.50 - General Provisions

The following provisions do not apply to detached houses and duplexes, except those located within the Old Town District (OTD) zoning district.

- A. **Building Facadism.** Building facadism, defined as the application of false or fake building façades or elements over an existing building façade or roof, is discouraged. Windows or dormers should be in proportion with and match the adjoining roof pitch and have the appearance of being functional and operational. Hip or mansard roofs that only partially conceal a roof well or low slope roof area are also discouraged. Roof parapets and roof top screen walls must have returns along each side to visually conceal all edges from view. Building towers and other above-roof building elements must be multi-sided and finished with appropriate building materials and detailing on all sides.

B. Application of Exterior Building Materials on Primary Facades.

1. Application of Brick and Stone Masonry. Heavy exterior materials, such as any type of brick and stone masonry, shall be applied so as to acknowledge its historic use as a building foundation and structural material. Brick or stone masonry that appears to be unsupported or 'float' within a façade shall not be permitted, e.g., stone applied to a roof dormer or stone placed directly above doors/windows without a supporting lintel above the door/window.
2. Painting of Brick and Stone Masonry. Brick and stone masonry exterior finishes should not be painted, except as may be determined by the Community Development Director, at their full discretion, as appropriate based on the building design, architectural style, or current condition of the brick or stone.
3. Use of EIFS. Exterior Insulation and Finish System (EIFS) shall not be permitted within ten (10) feet of the finished floor elevation of the façade on which it is located and shall be limited to no more than 30% of any building façade visible from public or private streets.
4. Thin Brick and Stone Masonry Veneer. Thin brick and stone masonry veneer, including brick and stone paneling, shall comply with the following:
 - a. Thin brick and stone masonry veneer, including paneling, shall only be used in applications where the actual brick or stone thickness will not be distinguishable or is otherwise addressed by adjustments in the wall plane to provide the appearance of full depth brick or real stone.
 - b. 'L' shaped brick/stone corner pieces and full-depth brick/stone caps shall be utilized at all corners and edges to maintain the appearance of full-depth brick/stone.
 - c. Thin brick and stone masonry veneer, including paneling, shall be continued (returned) a minimum of 12-inches around all wall corners to further maintain the appearance of full-depth brick or real stone, and shall be terminated at a 90 degree inside corner along the given facade.
 - d. More than one façade material may be used on a single building, however, transitions from one wall material to another must occur along all visible sides of a building and should always follow a horizontal / level or vertical line.
5. Base, Body, and Top. Every building shall clearly express a base, a body and a top.
 - a. Transitions from base to body should be made in one of two ways:
 - (1) Horizontally, through a shift in vertical plane toward the interior.
 - (2) Vertically, through a change in building materials or the use of trim along a level line.
 - b. Transitions from body to top should be made in one of two ways:
 - (1) Horizontally, through a shift in vertical plane toward the exterior.
 - (2) Vertically, through a change in building materials or the use of trim along a level line.
 - c. In buildings which have more than one material, the "heavier" material should go below the "lighter" material, e.g., a building with siding should have a stone/brick foundation

- C. **Application of Windows and Doors on Commercial Storefronts.** As storefronts are one of the most important physical elements of a commercial enterprise, they require special care in the use and application of windows and doors to create an inviting appearance conducive to commercial activity. Any commercial storefront façade visible from or adjacent to public or private streets shall use the following additional criteria:
1. Windows and doors shall occupy no less than 50% of the total storefront, measured from sidewalk grade to a distance of 15' above the sidewalk grade.
 2. Windows and doors shall integrate clear (not frosted, textured or otherwise affected) glass providing an unobstructed view into the establishment.
 3. Windows should be set a maximum of 18 inches above the sidewalk grade and within 18 inches of the finished ceiling.
 4. The use of black glass, opaque glass, frosted glass, textured glass, and other "false window" techniques are discouraged and, at the discretion of the Community Development Director, shall only be used in areas where exposing commercial kitchens or other mechanical equipment within the building would create an unsightly appearance if exposed to view.
 5. Transom style windows are encouraged above doors and along storefronts.
 6. Doors which are part of the storefront shall be not less than 50% clear glass.
 7. Doors with no opacity (security and access doors) should not be located on any building frontage visible from a public or private street. Doors with no opacity can be used at alleyways or facades not facing public or private streets.
 8. Roll-up security grilles on the outside of storefronts are prohibited.
 9. Garage, security and service doors should not face a major street.
- D. **Use of Trim on Primary Façades.** Except where architecturally unsuitable, appropriately scaled trim shall be included around all window and door openings, building corners, roof lines, and façade material transitions located on primary façades.
- E. **Use of Lintels and Sills.** Except where architecturally unsuitable, appropriately scaled lintels above all window and door openings, and appropriately scaled sills below all window openings, shall be included on all building facades. The materials used for these lintels and sills shall be correspond with the façade building material being used to create an aesthetically consistent and structural appearance, e.g., cedar wood lintels and sills used on windows with wood or stucco façade materials, cast stone lintels and sills used on windows with stone or brick façade materials.
- F. **Shutters.** If used, shutters must be in scale with the adjoining opening and be operational or have the appearance of being operational and functional as a true shade or shutter. Each shutter shall be equal to the height, and one-half (1/2) the width of the adjoining opening and shall be paired with a matching shutter on the opposite side of the opening, or alternatively, a single shutter shall be equal to both the height and width of the adjoining opening.
- G. **Soffits, Overhangs, and Cornices.** All building soffits, overhangs, and cornices shall be appropriately scaled with a typical projection of no less than 6 inches, except as may be appropriate based on the architectural style or physical constraints of a given site (i.e. zero lot line).

- H. **Awnings and Canopies.** Awnings and canopies are encouraged but must be functional, providing shade and shelter to the building entry, designed in scale and proportion to the building, and constructed of high-quality and durable building materials. Exterior rated fabric may be utilized on retractable awnings and canopies provided the property owner agrees to and follows a regular maintenance schedule to replace the awning prior to the fabric fading, staining, fraying, and/or tearing. Awnings and canopies may incorporate signage as may be permitted by code.
- I. **Building Mounted Equipment Screening (Roof-Top and Exterior-Mounted Mechanical Equipment).** All exterior-mounted and all roof-top building HVAC and mechanical equipment, vents, piping, roof access ladder, and utility meters shall be located out of view or otherwise appropriately screened by architectural features and/or landscape plantings from all adjacent public or private streets and residentially developed or zoned properties. Screening shall be accomplished via landscaping, site walls, and architectural building elements or screen walls, or a combination of these methods. For roof-top equipment not adequately screened by the parapet, a supplementary screen around all visible sides of the equipment shall be provided by the use of prefinished architectural metal panels, stucco panels, masonry walls, or similar building materials that are consistent with the overall architectural design and finish materials of the proposed building. The height of the screen shall be no lower than the height of the equipment. Site/building cross-section diagrams may be required to prove compliance with this screening requirement. The above provisions shall not apply to solar energy panels.

Section 411.60 - Building Exterior Finish Materials

For the purpose of this chapter, exterior building materials shall be divided into the following four class range by materials category. The range starts with Class 1 being the top-quality, very durable materials and ends with Class 4 being lower-quality, less durable materials.

All materials must be utilized in the application as intended by the manufacturer and follow property installation requirements and standards, including management of water migration and installation of appropriate substrate material.

The Community Development Director may re-categorize a building material provided below or may categorize a building material not listed below if it finds that the material is similar or of higher quality to the other materials in the same category with regard to durability, quality, and appearance.

Table 411-1: Exterior Finish Materials					
	Class 1	Class 2	Class 3	Class 4	Definitions
Masonry					
Brick veneer, fired clay	X				Fired clay brick, full-veneer masonry wall system
Brick veneer (thin), fired clay		X			Thin veneer fired clay brick adhered to a wall surface or wall anchoring system, with the appearance of full brick
Brick paneling, fired clay		X			Prefabricated panels of thin veneer fired clay brick
Brick veneer, synthetic			X		Synthetic bricks adhered to wall surface or wall anchoring system
Brick paneling, synthetic			X		Prefabricated panels of synthetic brick adhered to a wall surface or wall anchoring system
Terracotta rainscreen panels	X				Fired clay panels with a rainscreen wall anchoring system
	Class 1	Class 2	Class 3	Class 4	Definitions
Stone					
Stone veneer, natural	X				Genuine stone, full-veneer masonry wall system
Stone paneling, natural		X			Prefabricated panels of genuine stone adhered to wall surface or wall anchoring system
Stone veneer, synthetic			X		Synthetic stone adhered to wall surface or wall anchoring system (also referred to as cultured stone)
Stone paneling, synthetic			X		Prefabricated panels of synthetic stone adhered to a wall surface or wall anchoring system (also referred to as cultured stone)
	Class 1	Class 2	Class 3	Class 4	Definitions
Concrete Masonry Units					
Cast Stone	X				A highly refined architectural precast concrete masonry unit intended to simulate natural-cut stone
Burnished/ground-faced block		X			Concrete modular blocks, smooth finish with large aggregates visible or polished finish and with mortared joints
Patterned or shaped block			X		Concrete modular blocks, face surface has pattern or shape, not flat, and with mortared joints
Split-faced block			X		Concrete modular blocks, rough, split-faced finish, and with mortared joints
Plain, flat-faced block				X	Concrete modular blocks, plain, flat finish, and with mortared joints

	Class 1	Class 2	Class 3	Class 4	Definitions
Concrete					
Architectural quality precast concrete panels	X				Highest finish precast concrete panels, textured or burnished, and integrally colored - not painted
Cast-in-place concrete, board formed or decorative form liner		X			Architecturally designed cast-in-place concrete with a high-quality patterned or textured surface created by board forms or decorative concrete form liners
Cast-in-place concrete, plain			X		Textured or smooth finish, may be painted
Site cast and precast concrete panels				X	Site cast and precast concrete panels, plain, smooth finish, may be painted
	Class 1	Class 2	Class 3	Class 4	Definitions
Metal					
Architectural quality, composite metal wall panel systems	X				High quality insulated metal panels for decorative surface application, such as <i>Alucobond</i> panel systems
Architectural quality metal wall panel systems, concealed fastening		X			High quality metal panels for decorative surface application with concealed fasteners, such as <i>Firestone Delta</i>
Architectural quality metal wall panel systems, exposed fastening			X		High quality metal panels for decorative surface application with exposed fasteners, such as <i>Firestone Omega</i>
Metal (panels, siding, and trim)				X	Standard, non-insulated, metal siding and panels, galvanized, painted or coated for exterior application
	Class 1	Class 2	Class 3	Class 4	Definitions
Glass					
Clear glass (windows, doors, curtain walls, paneling systems)	X				Clear glass with at least a 70% light transmittance no visible reflective coating, coloring, or other covering (not including low-e or UV coatings or treatments)
Glass blocks			X		Hollow translucent block of varying shapes and sizes made entirely from glass. Also, known as glass brick.
Mirrored glass				X	Glass with a reflective or mirrored coating or finish
Opaque or tinted glass (including color applied)		X			Glass with a tinted or colored coating or finish or otherwise treated to produce a tint that reduces its opacity.
Spandrel Glass	X				Opaque glass panels with a fire-fused ceramic frit paint; typically used between vision areas of windows to conceal structural columns floors and shear walls
Fritted or Frosted Glass		X			Glass fused with colored particles or ink.

	Class 1	Class 2	Class 3	Class 4	Definitions
Other Materials					
Architectural quality fiber cement wall panels textured to resemble stone or metal	X				The highest quality fiber cement wall panel systems textured to resemble stone or metal with concealed fasteners – such as <i>Nichiha</i>
Stucco, genuine	X				Traditional Portland cement-based stucco applied in 3 coats over a solid surface
Wood (panels and siding)				X	Authentic hardwood or exterior rated, rot-resistant wood paneling and siding
Cement fiber board (siding)		X			Cement siding reinforced with cellulose fibers, such as <i>HardiePlank</i>
Cement fiber board (panels)		X			Cement panels reinforced with cellulose fibers, such as and <i>HardiePanel</i>
Exterior Insulation and Finish System (EIFS)			X		Polystyrene foam covered with a synthetic stucco, water-managed and exterior rated
Composite wood (panels, siding, and trim)			X		Composite or other synthetic wood types, such as <i>LP SmartSide</i>
Vinyl and PVC (panels, siding, and trim)				X	Exterior siding and trim that is made from a synthetic resin or plastic - minimum thickness 0.46 mm
Ceramic		X			Ceramic tile adhered to a wall surface or wall anchoring system
Translucent wall panel systems				X	Panels or blocks, typically hollow, made of translucent polycarbonate material - such as <i>Kalwall</i>
Fabric					(not permitted)
	Class 1	Class 2	Class 3	Class 4	Definitions
Roofing Materials					
Standing Seam Metal		X			Vertically run or horizontal-Bermuda style metal panels connected within interlocking raised seams
Metal roof panel system		X			High quality metal panels designed for roof application including metal shingles
Metal panel		X			Standard metal roof panels, designed for roof application
Slate	X				Natural stone tiles (or shingles) cut from slate, traditionally applied in an overlapping pattern
Tile	X				Fired clay, ceramic, or concrete roofing tiles applied in an overlaying pattern
Synthetic or composite slate		X			Molded plastic to mimic the appearance of slate tiles
Green roof	X				Low-slope roof covered with roof-top plants in a designed roof-top planting system
Simulated metal roofing		X			Membrane roofing system designed with the appearance of a standing seam metal roof
Membrane or ballast (not visible)		X			Typical roofing materials for low-slope roofs and is not visible from any adjacent public or private street or residential developed or zoned properties
Membrane or ballast (visible)				X	Typical roofing materials for low-slope roofs
Wood shake shingles				X	Shingle shakes constructed of rot resistance wood, such as cedar
Asphalt shingles (laminate or dimensional)		X			Asphalt shingles constructed with a heavy base mat and multiple adhered layers to provide a thicker, dimensional appearance - also known as laminated architectural shingles
Asphalt shingles (3-tab)				X	Asphalt shingles constructed with a single layer of material and 3 cut shingle "tabs"
Glass roofing	X				A roof constructed of glass panels or glass tiles within a glass framing system - also known as a roof glazing system
Fabric			X		Exterior rated fabric designed for application in a canopy or roofing system

Section 411.70 - Standards By Building Type

- A. **Building Types.** For the purposes of this chapter, all buildings shall be categorized in the following building types. Any building type not listed or any question as to the appropriate categorization of a building shall be as determined by the Community Development Director. The building design standards shall be regulated by both building type and the zoning district in which the building is located. Unless otherwise permitted by the Community Development Director, all accessory buildings and structures shall comply with the design standards required of the principal building.
1. Single Family Residential: Detached houses, accessory dwellings, single-unit bed and breakfast lodging, and group homes.
 2. Attached Residential: Duplexes, 3-4 plex, row houses, and townhomes.
 3. Multi-Family Residential: Walk-up apartments, multi-unit bed and breakfast lodging, apartment complexes, nursing homes, hospice homes, treatment centers, homeless shelters, retirement villages, independent living or assisted living apartment communities.
 4. Non-Residential Buildings in a Residential Zoning District: Schools, churches, places of assembly, community centers, community food and personal support services, cultural facilities, funeral homes and mortuaries, libraries, public facilities, and governmental buildings.
 5. Commercial/Retail Buildings: Single and multi-tenant commercial buildings, day care centers, restaurants, financial institutions, hotels, motels, and recreational and entertainment buildings.
 6. Office and Civic Buildings: Single and multi-tenant office buildings and, when in non-residential zoning districts, schools, universities, churches, places of assembly, community centers, cultural facilities, funeral homes and mortuaries, libraries, public facilities, and governmental buildings.
 7. Mixed-Use Buildings: Multi-story buildings that contain two (2) or more different uses such as residential and retail and/or office uses.
 8. Downtown Buildings: Single and multi-story, single and mixed-use buildings located within the traditional downtown commercial area. Does not include areas within the Old Town District (OTD) zoning district.
 9. Light Industrial Buildings: A building or structure constructed for industrial use and located within the Light Industrial (I-1 or I-2) zoning districts.
 10. Heavy Industrial Buildings: A building or structure constructed for industrial use and located within the Heavy Industrial (I-3) zoning district.

B. Buildings Design Standards by Building Type

Table 411-2: Building Design Standards by Building Type						
Building Type	Façade Materials	Façade Articulation	Entryways	Storefront Visibility	Overhead Doors	Roofing
Single Family Residential	Class 1, 2, 3, or 4 building materials.					Roofs of minimum 4-12 pitch, except as appropriate based on architectural style.
Attached Residential	Each primary façade shall have no less than 3 different Class 1 or 2 building materials.	The primary façade of each individual unit dwelling must have a change in the wall plane and/or a change in the exterior material type, texture, and/or color to differentiate it from the adjoining units.				Roofs of minimum 4-12 pitch, except as appropriate based on architectural style. Class 1, 2, or 3 roofing materials.
Multi-Family Residential	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 50% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	Elevated and open walkways and stairways are prohibited. All main building entries must be covered by a projection from façade or recessed.		If visible from a public street, overhead doors shall be recessed a minimum 4ft. from building façade line and architecturally treated with glass windows, archways, columns, canopies and overhangs.	Class 1, 2, or 3 roofing materials.
Non-Residential Buildings in a Residential Zoning District	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 50% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	All main building entries must be covered by a projection from façade or recessed.	At least one street-facing building façade and the façade containing the main building entry, if different from the street façade, shall consist of no less than 40% clear glass fenestrations within the pedestrian view zone.	If visible from a public street, overhead doors shall be recessed a minimum 4ft. from building façade line and architecturally treated with glass windows, archways, columns, canopies and overhangs.	Class 1, 2, or 3 roofing materials.

Table 411-2: Building Design Standards by Building Type

Building Type	Façade Materials	Façade Articulation	Entryways	Storefront Visibility	Overhead Doors	Roofing
Commercial/Retail Buildings	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 50% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No building shall be less than 18 feet in height. No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	All main building entries must be covered by a projection from façade or recessed.	At least one street-facing building façade and the façade containing the main building entry, if different from the street façade, shall consist of no less than 50% clear glass fenestrations within the pedestrian view zone.	If visible from a public street, overhead doors shall be recessed a minimum 4ft. from building façade line and architecturally treated with glass windows, archways, columns, canopies and overhangs.	Class 1, 2, or 3 roofing materials.
Office and Civic Buildings	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 50% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No building shall be less than 18 feet in height. No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	All main building entries must be covered by a projection from façade or recessed.	At least one street-facing building façade and the façade containing the main building entry, if different from the street façade, shall consist of no less than 40% clear glass fenestrations within the pedestrian view zone.	If visible from a public street, overhead doors shall be recessed a minimum 4ft. from building façade line and architecturally treated with glass windows, archways, columns, canopies and overhangs.	Class 1, 2, or 3 roofing materials.
Mixed-Use Buildings	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 50% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No building shall be less than 24 feet in height. No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	All main building entries must be covered by a projection from façade or recessed.	At least one street-facing building façade and the façade containing the main building entry, if different from the street façade, shall consist of no less than 50% clear glass fenestrations within the pedestrian view zone.	Overhead doors shall not face a public street, except for full-glass doors designed to open into a restaurant or bar seating area or a retail or office space.	Class 1, 2, or 3 roofing materials.

Table 411-2: Building Design Standards by Building Type

Building Type	Façade Materials	Façade Articulation	Entryways	Storefront Visibility	Overhead Doors	Roofing
Downtown Buildings	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 75% of the façade area. Each secondary façade shall have no less than 3 different Class 1, 2, or 3 building materials. Class 4 façade materials shall not exceed 5% of any primary or secondary façade area.	No building shall be less than 24 feet in height. No primary façade shall exceed 60 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.	The main entry shall be in a street facing façade. The main building entries must be covered by a projection from façade or recessed. Pedestrian scale awnings or canopies are encouraged.	The street-facing building façade containing the main building entry shall consist of no less than 75% clear glass fenestrations within the pedestrian view zone.	Overhead doors shall not face a public street, except for full-glass doors designed to open into a restaurant or bar seating area or a retail or office space.	Class 1, 2, or 3 roofing materials. Roofs should generally be low-slope style and not visible from a public street.
Light Industrial Buildings	Each primary façade shall have no less than 3 different Class 1 or 2 building materials together comprising at least 25% of the façade area. Class 4 façade materials shall not exceed 5% of any primary façade area.	No primary façade shall exceed 100 feet in length without interruption by one or more of the following architectural features: - Projection or recess in the wall plane of at least two (2) feet in depth. - Columns, piers, pilasters or other equivalent structural and/or decorative elements.				Class 1, 2, or 3 roofing materials.
Heavy Industrial Buildings	Class 1, 2, 3, or 4 building materials.					Class 1, 2, 3, or 4 roofing materials.

Section 411.80. - Submittal Requirements

As part of the review and approval process for any new building or building addition, the following information shall be submitted. The Zoning Administrator may request additional information as necessary to show compliance with this chapter and may further waive any informational item determined not to be necessary for the review of the proposed building for compliance with this chapter.

- A. Elevations with dimensions of all sides of existing and proposed buildings, including roof mechanical equipment, vents, chimneys, or other projecting items above the roof line.
- B. Color renderings for all primary building facades with detailed exterior descriptions, including type and color of all exterior building materials, awnings, exterior lighting, mechanical screening material, fencing, metal flashing and the like.

- C. A display board affixed with representative examples of exterior building and finish materials and color palettes (24"x36" board or similar size to accommodate samples). Each material shall be labeled corresponding with the notations on the submitted building elevations and color renderings.
- D. Heating, air conditioning and ventilating and electrical equipment heights, locations and screening materials and cross sections as may be necessary to prove screening of mechanical equipment.
- E. Detailed cut sheets of all proposed exterior light fixtures and an exterior lighting photometric plan (larger / sensitive sites).
- F. Elevations and dimensions of all existing or proposed solid waste and recycling enclosures / containment areas.

DRAFT