



## **PLANNING & ZONING COMMISSION**

Regular Meeting Agenda  
CITY OF PARKVILLE, MISSOURI  
Tuesday, February 11, 2025 5:30 PM  
City Hall Board Room

- 1. Call to Order**
- 2. Roll Call**
- 3. General Business**
  - A. Approval of the February 11, 2025, regular meeting agenda.
  - B. Approve the minutes for the January 14, 2025, regular meeting
- 4. Unfinished Business**
- 5. Public Hearing**
  - A. Application for Text Amendment to Parkville Municipal Code, Title IV - Development Code, Section 406.020 Mixed-Density Residential - R-4, to create provisions to allow for administrative exceptions to the Section's design and performance standards. (Case No. PZ25-03); *City of Parkville, Applicant.*
- 6. Regular Business**
- 7. Other Business**
  - A. Upcoming meetings & dates of importance:
    - Board of Aldermen Meetings: Tuesday, February 18 and March 4 at 6:00 p.m.
    - Board of Zoning Adjustments Meeting: TBD Pending Application
    - Planning & Zoning Commission Regular Meeting: Tuesday, March 11 at 5:30 p.m.
- 8. Adjournment**

**Minutes of the  
Planning & Zoning Commission Regular Meeting  
City of Parkville, Missouri**  
Tuesday, January 14, 2025 5:30 PM  
City Hall Board Room  
City Hall Board Room

**1. Call to Order**

Chair Wright called the meeting to order at 05:30 PM.

**2. Roll Call**

*Commissioners Present:*

Michael Wright  
Barbara Wassmer  
R. Douglas Krtek  
Walt Lane  
Spencer Keesee  
Andrew Barchers  
Gareld Butler

Absent:

Timothy Cahill  
Jackson Kutey

A quorum of the Commission was present.

*Staff Present:*

Stephen Lachky, Community Development Director  
Brad Stanton, Planner

**3. General Business**

A. Approval of the January 14, 2025, regular meeting agenda.

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

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Walt Lane, Spencer Keesee, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

B. Approve the minutes for the December 10, 2024, regular meeting

**ACTION:** Gareld Butler moved to approve, Barbara Wassmer seconded. Motion : 7-0.

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Walt Lane, Spencer Keesee, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

**4. Unfinished Business**

**5. Public Hearing**

- A. Application for Zoning Map Amendment for property generally located at the northwest corner of N Highway and NW Jones-Myer Rd from Platte County "CH" Commercial Highway to Parkville City "R-3" Single-Family Residential. (Case No. PZ24-33); *Sam Stahnke, Applicant.*

**STAFF ANALYSIS & SUMMARY**

Brad Stanton, Planner, presented an overview of the application. The application is for rezoning approximately 38.5 acres of undeveloped land located at the northwest corner of N Highway and NW Jones-Myer Road to accommodate a single-family residence and associated outbuildings. The property was annexed into Parkville in 2000 and is currently zoned Platte County "CH" Commercial Highway. The applicant is requesting to rezone the property to City of Parkville "R-3" Single-Family Residential. The proposed R-3 zoning matches the Parkville 2040 Master Plan's designation of the property as "medium-density residential". Staff recommends approval of the application.

**DEVELOPER'S PRESENTATION**

Sam Stahnke, 6103 Mashie Ct, applicant, stated that he is looking to move him and his family within Parkville. Chair Wright inquired about the planned buildings on the property. Mr. Stahnke stated he planned a 10-stall horse barn, horse riding area, and a car barn. Chair Wright asked about potential subdivision of the property. Mr. Stahnke responded it was not his intention.

**PUBLIC HEARING**

John Carter, 8650 N Highway N, has lived in the area since 2000. Mr. Carter has concerns about traffic safety on N Highway. Mr. Carter has concerns about density over 5 units/acre. Mr. Carter would like a utility easement on the northern property line. Mr. Carter would like to see MoDOT, water, fire, sewer. Mr. Carter questioned why the property was being rezoned R-3 and not R-1.

**MOTION**

**ACTION:** Walt Lane moved to approve, Gareld Butler seconded. Motion : 7-0.

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Walt Lane, Spencer Keese, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

**6. Regular Business**

**7. Other Business**

Discussion was had about the Site & Landscape Standards being adopted by the Board of Aldermen.

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, January 21 and February 4 at 6:00 p.m.
- Board of Zoning Adjustments Meeting: Awaiting Application
- Planning & Zoning Commission Regular Meeting: Tuesday, February 11 at 5:30 p.m.

**8. Adjournment**

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

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Walt Lane, Spencer Keese, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

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

Submitted by:

\_\_\_\_\_  
Stephen Lachky, AICP  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Stanton  
Planner

\_\_\_\_\_  
Date



## Staff Analysis

- Agenda Item:** 5.A
- Proposal:** Request for text amendment to Parkville Municipal Code, Title IV – Development Code, Section 406.020 Mixed-Density Residential – R-4, to create provisions to allow for administrative exceptions to the Section’s design and performance standards.
- Staff Recommendation:** Approval
- Case No:** PZ 2025-03
- Applicant:** City of Parkville
- Pre-Application Conference Mtg:** N/A
- Exhibits:**
- A. This Staff Analysis
  - B. Application for Text Amendment
  - C. Proposed Text Amendment to Section 406.020 Mixed-Density Residential
  - D. Appendix C: Old Town Residential Design Guidelines
  - E. Additional exhibits as may be presented during the meeting
- By Reference:**
- A. Parkville Municipal Code, [Title IV- Development Code](#) in its entirety
    - 1. Section 406.020 Mixed-Density Residential – R-4
  - B. Notification of Public Hearing (published in The Platte County Landmark Newspaper on January 22, 2025)
  - C. [Ordinance No. 433](#) (dated September 22, 1964) – Zoning the City, regulating and restricting the use of land, location and use of buildings and structures; regulating and restricting the heights, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces...
  - D. [Ordinance No. 2586](#) (dated May 17, 2011) – Amending Municipal Code, Title IV, to create a new chapter 429 “OTD-R” Old Town District-Residential Zoning District and adopt associated design guidelines.
  - E. [Ordinance No. 2884](#) (Repealing and replacing Municipal Code Title IV, repealing Chapter 505 and adding Chapter 152 via the Zoning Code and Subdivision Regulations Update project)
- Comments Received:** No written comments have been received by the Community Development Department as of the completion of this staff analysis on February 3, 2025.

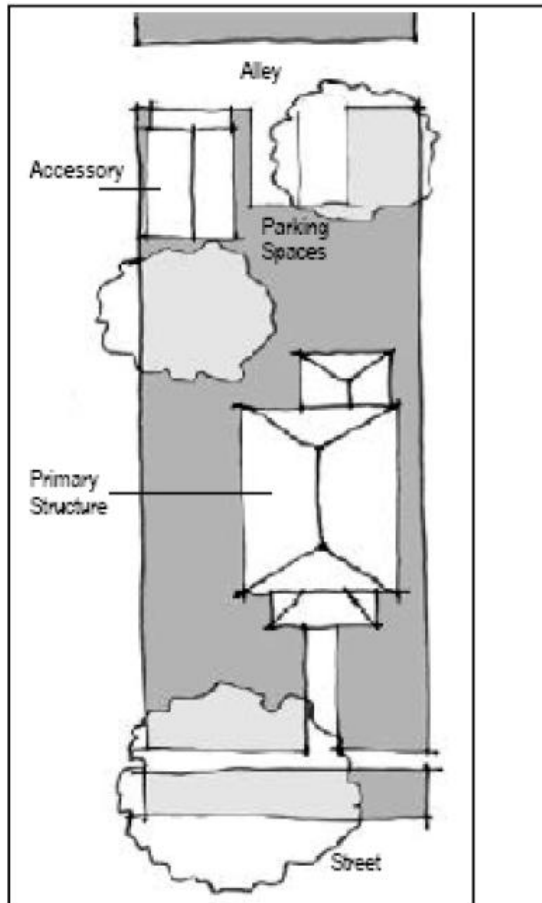
**Background**

On May 17, 2011, the Board of Aldermen approved Ordinance No. 2586, amending the Parkville Municipal Code to create a new residential zoning district (“OTD-R” Old Town District-Residential) and associated design guidelines (see Exhibit D). This effort was led by Dean Katerndahl (co-author of the regulations) and the Parkville Original Plat Neighborhood Association (POPNA), whose neighborhood is generally bounded by East St. on the east, 1<sup>st</sup> Street on the south, lots fronting West St. & Bell Rd. on the west, just north of 60<sup>th</sup> St. and extensions on the north, and including the area just west of Missouri 9 Highway and north of 13<sup>th</sup> St.

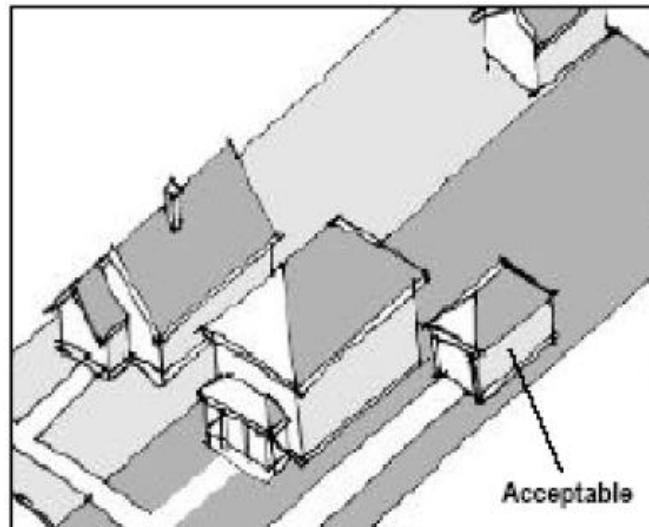


The residential neighborhoods in this area consist of older homes, many built before or around the turn of the century; and their character portrays quasi-historic character and compliments the identity of downtown Parkville. All these neighborhoods were zoned "R-4" Multi-Family Residential on September 22, 1964, via Ordinance No. 433; however, the "R-4" standards as of 2011 had no provisions addressing preservation of residential character. As a result, the "OTD-R" zoning district was petitioned and created to ultimately replace the existing "R-4" zoning district for these neighborhoods, as the "OTD-R" standards would be able to better preserve residential character in this area.

The "OTD-R" standards include site design guidelines for streetscapes, open space, building location, driveways & parking, landscaping, building forms, building materials, character elements, mass and scale, and accessory structures — such as having front porches/stoops define the front building facades and primary entrance, utilizing rear alleys for primary motor vehicle access and parking, discouraging attached garages, locating any accessory structure or detached garages at the rear of lots, scaling buildings to 1-1.5 stories in height to match the size of adjacent homes in the neighborhood, and using building materials such as brick, stone and painted wood. In general, the "OTD-R" standards promote New Urbanism urban design, and incorporate basic principles of traditional neighborhood development (TND).



For a lot located on an alley, locate parking in a detached garage or carport located near the alley edge and accessed from the alley.



Parking locations for lots without alley access are recommended to the rear of a building, in a driveway or detached garage accessed from the street. The preferred location for parking on these lots is at the rear, close to the rear lot line.

While the POPNA and other proponents envisioned the “OTD-R” district replacing the “R-4” district in the residential neighborhoods north of downtown Parkville via a future rezoning effort, it never manifested. Both staff and legal counsel ran into challenges incorporating the zoning across the neighborhoods in this area, primarily the fiscal cost of public notification for the 100+ properties in the area, along with achieving consent from most property owners as significant restrictions would then apply to all development & redevelopment. As a result, the “OTD-R” became a dormant zoning district, and City staff used its regulations as guidance from time-to-time when needed for properties in the area.

In September 2015, the City began its comprehensive *Zoning Code & Subdivision Regulations Update* project, led by a consultant team from Multistudio (formerly Gould Evans), and completed the project on February 7, 2017, via Ordinance No. 2884. The project consolidated the City’s Development Code from 41 chapters down to 10, simplifying regulations, language, removing duplicate sections & conflicting standards, and updating standards to best-practices and accordance with state law. The project also removed the “OTD-R” zoning district, moved its regulations into *Appendix C: Old Town Residential Design Guidelines* for reference, and instead incorporated some of its design performance standards (e.g., building typology, entry features, access & parking) into the “R-4” Mixed Density Neighborhood District so that they could apply to the residential neighborhoods north of downtown without needing a rezoning action. Since 2017, the Community Development Department has been successfully implementing these design performance standards in its building permit review process in the residential neighborhoods north of downtown Parkville without issue.

Recently, the City has received development proposals for areas zoned “R-4” located outside of the residential neighborhoods north of downtown Parkville, most recently at The Sanctuary At Riss Lake, and Platte 38. In the instance of The Sanctuary At Riss Lake, the property was zoned “R-4” over 30 years ago. And in both instances, the developers were seeking a zoning designation that would provide flexibility for construction of both single-family homes and duplexes as the “R-4” district is the City’s only residential zoning district which allows both single-family homes and duplexes together.

Plats for both these newer subdivisions were approved in early 2022, and with public improvements constructed, approved and accepted by the City, builders are beginning to apply for building permits. However, staff didn’t realize the “OTD-R” design performance standards intended for the residential neighborhoods north of downtown technically now apply to all “R-4” areas. Moreover, implementing these standards is tough to impossible for any new construction of single-family homes or duplexes due to the restrictive standards intended for TND. For example, both developers for The Sanctuary At Riss Lake and Platte 38 used the single-family homes and townhomes along Lime Stone Rd. and Lime Stone Ct. in The National Golf Club of Kansas City as inspiration for the types of buildings they’d like to construct within their developments; however, none of them would be able to meet the “R-4” design and performance standards.



*Example of 1,645 sq. ft. single-family home*

- Porches not at least 6 ft. deep and covering at least 50% of front façade.
- Driveways more than 15% of the lot width.
- Per lot width, driveways must be single lane.
- Front-loaded garages cannot be in front of the front-building line of principle building.
- Front-loaded garages are more than 25% of the front building line (would have to be setback at least 20 ft. behind front building line to comply).
- No surface vehicle parking shall be located between the front building line and the street.



*Example of 1,733 sq. ft. and 1,146 sq. ft. townhomes*

**Proposed Text Amendment**

Staff reviewed the existing provisions of Section 406.020 Mixed-Density Residential – R-4 and worked with the City Attorney to prepare the proposed text amendment (see Exhibit C). We feel this is the most appropriate solution to addressing the issue, as its unnecessary to require property owners to seek variances through the City’s Board of Zoning Adjustment for each of the respective 19 lots with The Sanctuary At Riss Lake and 37 lots within Platte 38, as well as all future “R-4” lots in newer subdivisions.

**Staff Conclusion and Recommendation**

Staff recommends approval of the proposed text amendment to Parkville Municipal Code, Title IV – Development Code, Section 406.020 Mixed-Density Residential – R-4, to create provisions to allow for administrative exceptions to the Section’s design and performance standards. 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 February 18, 2025, for final action.

*End of Memorandum*



2-3-2025

Stephen Lachky, AICP, CPM, CFM  
Community Development Director

Date



Application #: PZ 2025-03  
 Date Submitted: January 14, 2025  
 Public Hearing: February 11, 2025  
 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: Alexa Barton  
 Address: 8880 Clark Ave  
 City, State: Parkville, MO  
 Phone: (816) 741-7676 Fax: (816) 741-1300  
 E-mail: abarton@parkvillemo.gov

**Primary Contact(s), if different from applicant(s)**

Name: Stephen Lachky  
 Address: 8880 Clark Ave  
 City, State: Parkville, MO  
 Phone: (816) 741-7676 Fax: (816) 741-1300  
 E-mail: slachky@parkvillemo.gov

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)** Alexa Barton Date: 01/14/25

**2. Proposed Text Amendment**

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

Amendment proposed to (Chapter, Section and Subsection number): Title IV: Development Code

Section / Subsection Title: Section 406.020 Mixed-Density Residential - R-4

Existing text:

See attached

Proposed text:

E. Exceptions. Administrative exceptions or discretionary approvals to the standards of Section 406.020 may be provided by the Community Development Director for subdivisions or properties zoned "R-4" located outside of the areas zoned "R-4" near downtown, which are generally bounded by East Street on the east, First Street on the south, lots fronting on West Street or the extension of Bell Road on the west, just north of 60th street and +

Reason for amendment:

The design and performance standards of Section 406.020, as well as the Appendix C: Old Town Residential Design Guidelines, were adopted specifically to administer and enforce standards for the existing "R-4"-zoned residential neighborhoods located just north of downtown Parkville, and not intended for new developments/subdivisions located outside of this area. +

**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):

Helps administer the Development Code and design and performance standards of Section 406.020 more closely with the intent of the "R-4" Mixed-Density Residential District.

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

See attached

**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: Stephen Laehly, Community Development Director 1/15/25  
Name/Title Date

N/A

Application fee payment by \_\_\_\_\_  Check # \_\_\_\_\_  M.O. \_\_\_\_\_  Cash

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
Name/Title Date

Hearing notice published in: The Platte County Landmarks Date of publication: January 22, 2025

Final reimbursable costs paid (if applicable). Date of Action: \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_

## Section 406.020 Mixed-Density Residential – R-4

- E. **Exceptions.** The Community Development Director may grant administrative exceptions to the standards of Section 406.020 for subdivisions or properties zoned “R-4” located outside of the areas zoned “R-4” near downtown, which are generally bounded by East Street on the east, First Street on the south, lots fronting on West Street or the extension of Bell Road on the west, just north of 60th street and extensions on the north, and including the area just west of 9 highway and north of 13th street zoned “R-4”, when, in the sole discretion of the Community Development Director, application of the standard in question to the subject property is not feasible or otherwise necessary to comply with the spirit and intent of Section 406.020.

## Appendix C: Old Town Residential Design Guidelines

These guidelines apply to areas zoned R-4 near Downtown, and generally bounded by East Street on the east, First Street on the south, lots fronting on West Street or the extension of Bell Road on the west, just north of 60<sup>th</sup> street and extensions on the north, and including the area just west of 9 highway and north of 13<sup>th</sup> street zoned R-4. They are to be used to help administer and enforce the standards of the R-4 district in this specific context, as well as interpret and apply any discretionary standards, review and approvals.

# “OTD-R” Old Town District—Residential Design Guidelines



## **Parkville Conservation District Guidelines**

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# Parkville Old Town District—Residential Guidelines

## Introduction



Properties in Parkville’s Old Town Residential District are characterized by variations in lot layout, topography, streetscape design and architecture. This variation is one of the contributing factors to the area’s charm and historic character.

Identifying a neighborhood as part of a special district recognizes that there is an identifiable visual and emotional character to an area that should be respected. These guidelines attempt to identify the basic fundamental characteristics of the Old Town Residential District and provide guidance with respect to neighborhood context and basic design elements. Characteristics upon which to draw include the way in which a building is located on its site, the manner in which it relates to the street, and its basic mass, form and materials. When these design variables are arranged in a new building or building renovation or addition to be complementary to those seen traditionally in the area, visual compatibility results.

## Site Design:

# Streetscape

### **1. Maintain the traditional landscape character and sidewalk design of the existing streetscape pattern.**

*The existing streetscape pattern, including detached sidewalks which are separated from the street by planting strip and mature large-canopy trees that line the street, is one of the most character defining aspects of the Old Town Residential District and contributes to the area's inviting atmosphere.*

#### **A. Separate sidewalks from the curb with a planting strip.**

- Existing detached sidewalks and planting strips shall be retained.
- New sidewalks shall be detached from the curb, similar to existing, with planter strips provided to accommodate street tree planting.

#### **B. Continue the use of traditional paving patterns and materials when repairing or replacing a sidewalk or curb.**

- Concrete used for new sidewalks should be dyed, textured or scored to match that of original sidewalks in the neighborhood.

#### **C. Protect and maintain vegetation in the planting strips.**

- Avoid replacing planted areas with hard and/or impervious surfaces. Consider using stepping-stones placed in the grass if a walking surface is needed.
- Protect established vegetation during construction to avoid damage.

#### **D. Continue the pattern of street trees in a block.**

- Existing street trees shall be preserved whenever possible.
- Replace damaged or diseased trees with a species that is similar in character or form to those used historically.
- Street trees shall be required with new development.



# Site Design:

## Open Space

### 1. Maintain the established progression of public to private spaces.

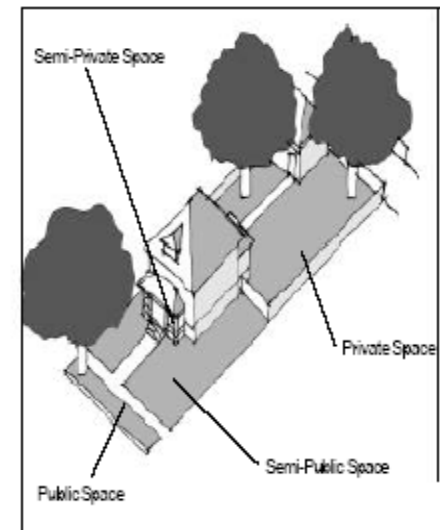
*The hierarchy of public and private spaces is a progression that: begins at the street, which is the most “public” space; proceeds through the front yard, which appears “semi-public”; continues to a porch which is “semi-private”; and ends at the front door, which leads to the “private” space. This sequence enhances the pedestrian environment and contributes to the character of the neighborhoods; it should be maintained.*

#### A. Provide a front yard that is similar in character to neighboring properties.

- The front yard is defined as that area in front of a line half back on the primary structure from the fronting street or streets.
- A pathway should be provided leading from the sidewalk to the entry.
- The front yard shall be predominantly landscaped with plants. Hard surface paving for patios, terraces or drives shall be minimized.
- Multi-unit housing (when allowed by conditional use permit) shall be oriented to the street in a manner similar to that of traditional single-family residences.

#### B. Fences or hedges may be used to help define the yard.

- A front yard fence should be short and/or transparent. A maximum height of 42 inches is appropriate in the area between the street and the house. Masonry and solid fences are discouraged.
- Chain link fences are prohibited in front yards.
- Contemporary interpretations of traditional fences should be compatible within the neighborhood context.
- Landscaping along side and rear fences can soften edges as well as protect privacy.



Respect the established hierarchy of public and private spaces.



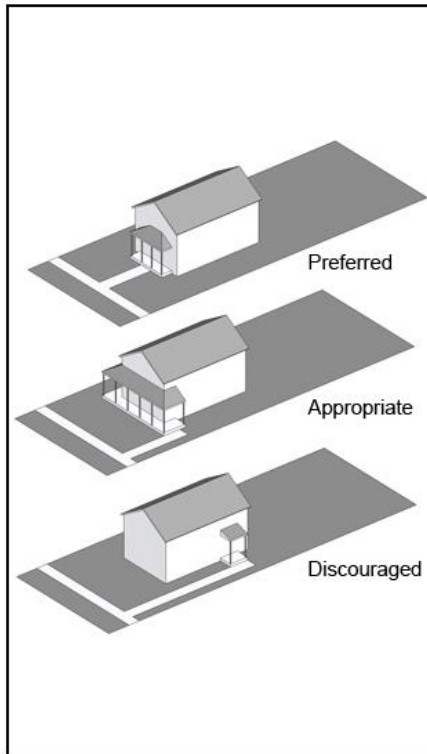
**C. Retaining walls should contribute to the character of the neighborhood**

- Retaining walls are an important part of the character of the Old Town Residential District and repairs to existing walls or the construction of new walls should retain this character.
- Retaining wall repair, replacement, or construction should be done with stone or some other material suitable to the neighborhood. Flat concrete retaining walls are prohibited.



## Site Design:

# Building Location



Alternative approaches for primary entrances

### 1. Orient the front of a primary structure to the street.

*Traditionally the front entry of a building faced the street and was sheltered by a one-story porch. This helped establish a sense of scale and “animate” the street. The front porch serves as a transition area from the street to house and is an essential element of the streetscape; it provides human scale to the house; it offers interest to pedestrians; it is a catalyst for personal interaction.*

### A. Orient the primary entry of a primary building to the street.

- All structures should have one primary entry that faces the street.
- Additional entrances may be located to the side or rear.
- Multi-unit structures (where allowed by conditional use permit) should be street oriented.



### B. Clearly define the primary entrance by using a raised front porch or stoop.

- Orient the front porch to the street.
- The front porch should be functional, used as a means of access to the entry.
- The minimum depth for a usable front porch is typically 6 to 8 feet.
- Stoops should be covered and generously sized to provide a transition area.

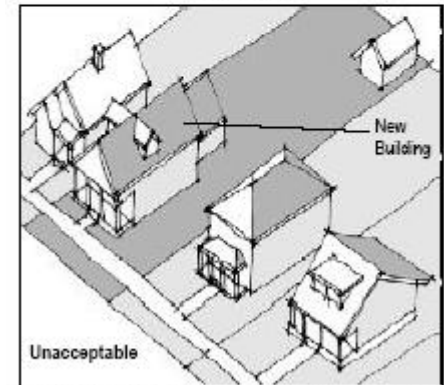
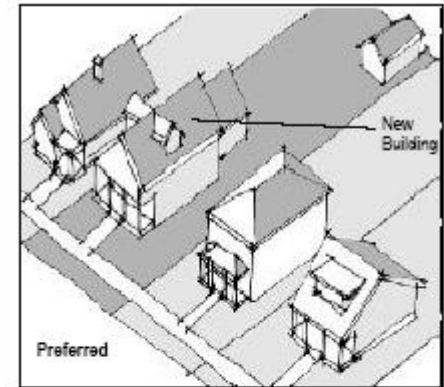


**2. Provide a sense of visual continuity by aligning the front and sides of a new building with other structures in the neighborhood.**

*A front yard serves as a transitional space between the “public” sidewalk and the “private” building entry. In many blocks front yards are similar in depth, resulting in a relatively uniform alignment of building fronts, which contributes to a sense of visual continuity. Setback patterns may vary within each block and these distinctions should be respected. Maintaining the established range of setbacks that is characteristic of each block is an objective.*

**A. When constructing a new building or addition, locate it to fit with the predominant pattern of yard dimensions seen on the block.**

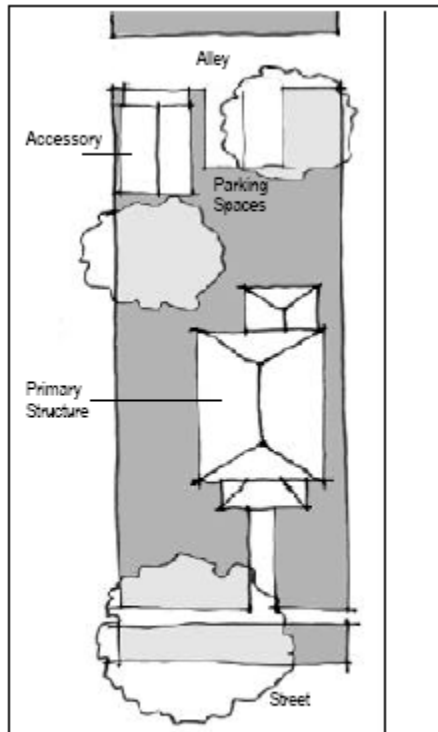
- These include front, side and rear setbacks.
- In some areas setbacks vary, but generally fall within an established range.
- Structures shall be located within an average range of setbacks along the street.



The house in the bottom drawing is set too far forward on its lot, outside of typical range of setbacks in the neighborhood.

## Site Design:

# Driveways & Parking



For a lot located on an alley, locate parking in a detached garage or carport located near the alley edge and accessed from the alley.

### **1. Driveways and parking areas shall be subordinate to adjacent residential buildings and shall be accessed from an alley whenever feasible.**

*In many parts of the traditional residential neighborhoods, parking is a concern. Traditionally, automobile storage and parking areas were subordinate to residential character and accessed from the rear of a lot. Parking patterns in the rear of lots should be maintained whenever feasible.*

#### **A. Access parking from an alley where feasible, and maintain traditional parking patterns. Three types of on-site parking locations are permitted.**

- When an alley is present parking should be accessed from the alley.
- For a lot not accessible from an alley, locate parking to the rear of the lot with a driveway accessed from the street. A detached garage is preferred. Tandem (front to back) parking in a driveway is acceptable.

#### **B. Required parking in a front yard is inappropriate.**

- Required parking spaces should be located in the rear half of a building lot.
- Parking should not be located in the front setback. Required parking spaces should not extend beyond the front plane of the primary building.

#### **C An exception in the required number of parking spaces may be considered in order to preserve a feature of public significance.**

- Parking for the primary residence shall comply with existing code requirements.
- Consideration may be given toward allowing an exception to parking requirements for second units in order to preserve a feature of public significance, such as a landmark tree or tree of significance, a historic structure or a substantial mature hedge.

**2. Design new driveways and parking areas in a way that minimizes their visual impact.**

*Large expanses of parking erode open space, alter the character of front and rear yards and diminish the “pedestrian friendly” character of sidewalks and alleys.*

**A. Garages should not dominate the street scene.**

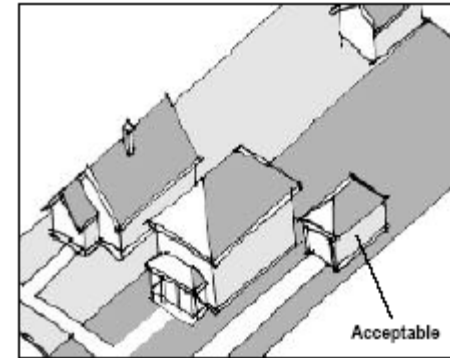
- Minimize the visual impact of a garage by locating it to the rear of a building lot, or along an alley. Traditionally, a garage was sited as a separate structure at the rear of the lot.
- Detached garages are preferred.
- If a garage must be accessed from the street, set it back behind the primary building such that parking will not extend beyond the front plane of the primary building.

**B. Plan parking areas and driveways in a manner that minimizes the number of curb cuts on the block.**

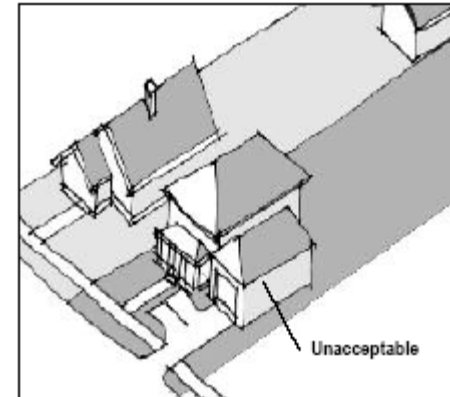
- Avoid new curb cuts whenever possible.
- Shared driveways and curb cuts are encouraged, both with adjacent properties and for multi-unit housing.
- Circular driveways are not appropriate.
- For multi-unit structures (where allowed by conditional use permit) parking in an interior courtyard with a single access point is preferred to multiple driveways.

**C. Minimize the visual impact of a driveway.**

- Minimize the width of a driveway and related curb cuts when it is necessary to access parking from the street.
- Curb cuts should accommodate single-car access.
- Maintain single-car width (10 ft. maximum) until the driveway extends beyond the rear of the primary structure.
- Turf blocks or parking strips are encouraged to minimize the amount of paved surface.

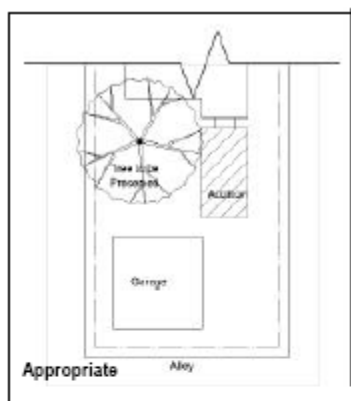


Parking locations for lots without alley access are recommended to the rear of a building, in a driveway or detached garage accessed from the street. The preferred location for parking on these lots is at the rear, close to the rear lot line.

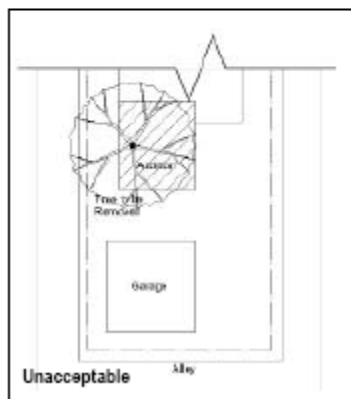


The driveway location and front yard parking spaces inappropriately alters the character of this residence

## Site Design: Landscaping



A significant tree is preserved by positioning an addition along one side of the yard.



A significant tree is lost by positioning an addition in the center of the yard.

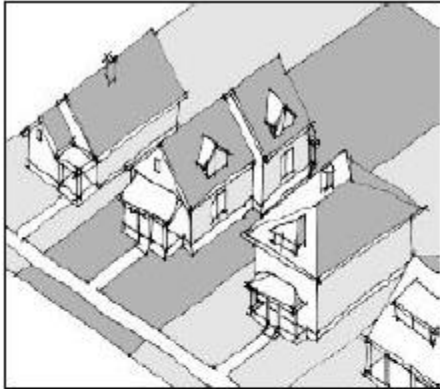
### 1. Preserve, to the extent feasible, existing mature trees and in some cases shrubs.

*One of the most character defining features of the traditional Old Town Residential District is the presence of significant, mature trees and lush landscaping. Effort should be made to the extent possible to preserve existing significant vegetation.*

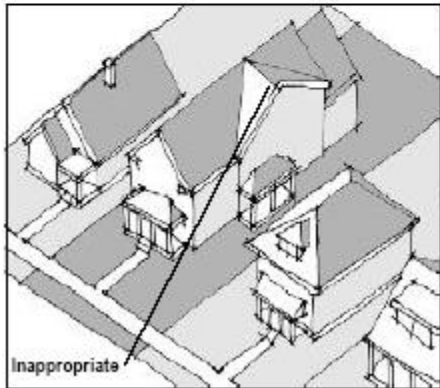
#### A. The design and siting of a building, impervious surfacing, and related construction activity should take into consideration all existing trees.

- Property owners and city regulatory bodies and staff shall comply with the stipulations in this section encourage the preservation of trees. City permit is required for removal or substantial trimming on private property or in the city right-of-way.
- Protect root systems of existing trees by fencing prior to construction and avoiding trenching or soil compaction within the drip line.
- When feasible, locate a new structure outside the drip line of an existing tree.
- Preserve existing mature trees to the extent feasible when considering a lot merger, construction of an accessory structure or major addition.

## Primary Building Scale and Form: Mass and Scale



A new building should be within the range of heights seen traditionally in the neighborhood. The bottom sketch illustrates a structure too massive for its neighbors.



Use roof forms and roof pitches that are compatible with other established structures.

### **1. The mass and scale of a new primary building should appear similar to that of single family structures in the immediate neighborhood.**

*The mass and scale of a new building is an important design issue in the Old Town Residential District. The traditional scale of single-family houses enhances the “pedestrian-friendly” character of the streets. To the greatest extent possible, new construction should maintain this smaller more intimate (human) scale and minimize negative impacts on abutting properties. While new buildings may be larger than many of the early houses, the new construction should not be so large that the visual continuity of the immediate neighborhood is compromised. It should be noted that in some circumstances in order for a project to comply with the full intent and provisions of these guidelines it may not be possible to build to the maximum setbacks and footprint coverage allowed in the base zoning.*

#### **A. Design a front elevation to be similar in scale to those seen traditionally on the block.**

- The primary plane of the front should not appear taller than those of typical residential structures in the neighborhood.
- The backside of a building may be taller than the front and still appear in scale if appropriately designed and compatible with the primary structure.
- A new multi-unit structure (where allowed) should not overwhelm existing single-family structures.

#### **B. Minimize the perceived scale of a building by stepping down its height toward the street and neighboring smaller structures.**

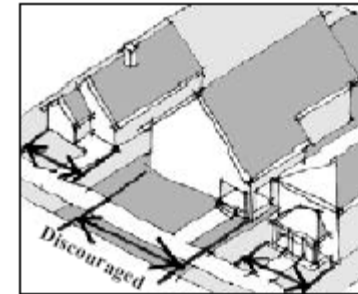
- The front wall of a building should not exceed two stories in height.
- Wall heights of 1 to 1 ½ stories are preferred along a street.
- Provide a one story porch or similar element, which will define a front door or entrance and be oriented to the street.
- Livable basements are encouraged provided that they are consistent with other areas of the guidelines and they do not undermine the traditional character of the neighborhood.

**C. The primary building face should not exceed the width of a typical single-family building in a similar context.**

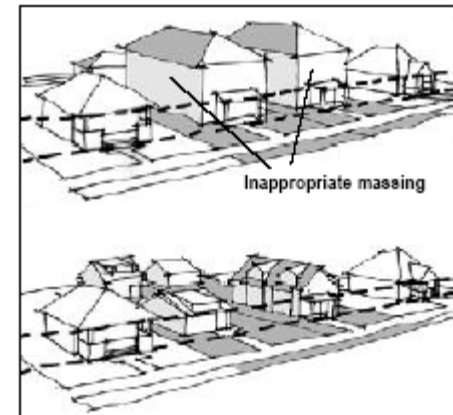
- A single wall plane should not exceed the maximum façade width of a typical residence. If a building is wider overall than those seen typically, divide the large façade into subordinate wall planes that have dimensions similar to those of traditional single family buildings in the neighborhood.

**D. Break up the perceived mass of a building by dividing the building front into “modules” or into separate structures that are similar in size to buildings seen traditionally in the immediate neighborhood.**

- Use a ratio of solid to void (wall to window) as seen from the public way that is similar to that found on traditional single-family structures.
- Dividing the total building mass into separate structures is encouraged.
- Include landscape elements, such as fences and walkways, similar in scale to those seen traditionally.

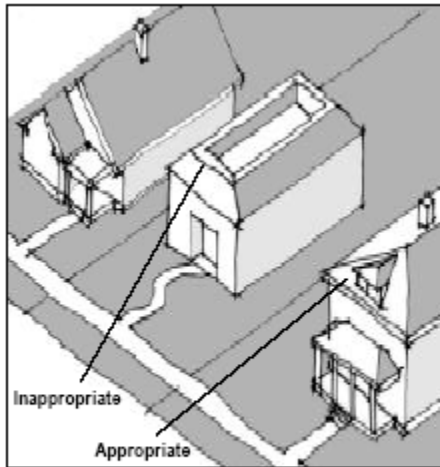


The primary face of a structure should not exceed the width of a typical residence.



Dividing total building mass into separate structures is encouraged. The top illustration shows inappropriate massing while the bottom shows how building mass can be broken into separate elements.

## Primary Building Scale and Form: Building Forms



The repetition of similar building and roof forms contributes to a sense of visual continuity. Exotic roof shapes that would disrupt this feature are inappropriate.

### 1. Use building and roof forms that are similar to those seen traditionally.

*A similarity of building and roof forms contributes to a sense of visual continuity along a block. In order to maintain this feature, a new building should have a basic roof and building forms that are similar to those seen in the neighborhood. “Exotic” building and roof forms that would disrupt this pattern are inappropriate.*

#### A. Use building forms that are similar to those seen traditionally.

- Simple rectangular solids are typically appropriate.
- Raised foundations are preferred. Finished floor heights should be within the range typically seen in the neighborhood.
- “Exotic” building and roof forms that would detract from the visual continuity of the streetscape are discouraged. Examples include geodesic domes and A-frames.

#### B. Use roof forms that are similar to those seen in the neighborhood.

- Sloping roofs such as gabled and hipped are preferred for primary roof forms.
- Shed roofs are appropriate for some additions.



## Primary Building Scale and Form:

# Building Materials

### 1. The main building material should appear similar to that used traditionally on single-family houses.

*Building materials of new structures and additions should contribute to the visual continuity of the neighborhood. While new materials may be considered, they should not vary extensively from those seen traditionally so as to create a jarring juxtaposition.*

#### A. Brick, stone and painted wood are suggested primary building materials.

- Painted wood lap siding, painted hardy board, and shingles are appropriate.
- A much wider range of secondary and trim materials can occur (wood, glass, metal, synthetics, etc.)
- Innovative or "green" materials are encouraged provided that they contribute to the visual continuity of the neighborhood.

#### B. Roof materials should appear similar in scale and texture to those found traditionally.

- High-quality composition shakes and tile are appropriate roofing materials.



## Primary Building Scale and Form:

# Additions: Character Elements

### **1. Design an addition to complement the existing character of a building.**

*Additions to existing houses are anticipated. When they occur, they should be designed to respect the character of the main building and to minimize impacts on abutting properties. When constructing an addition, use materials, windows and doors that are compatible with those of the original building. All guidelines under "Mass & Scale" and "Building Forms" apply for additions. Special guidelines in the two sub-sections on "Additions" are intended to highlight the specific issues that must also be considered when adding onto an existing building.*

#### **A. Adaptive reuse of existing buildings is strongly encouraged.**

#### **B. An addition should not strongly alter the perceived character of the original building.**

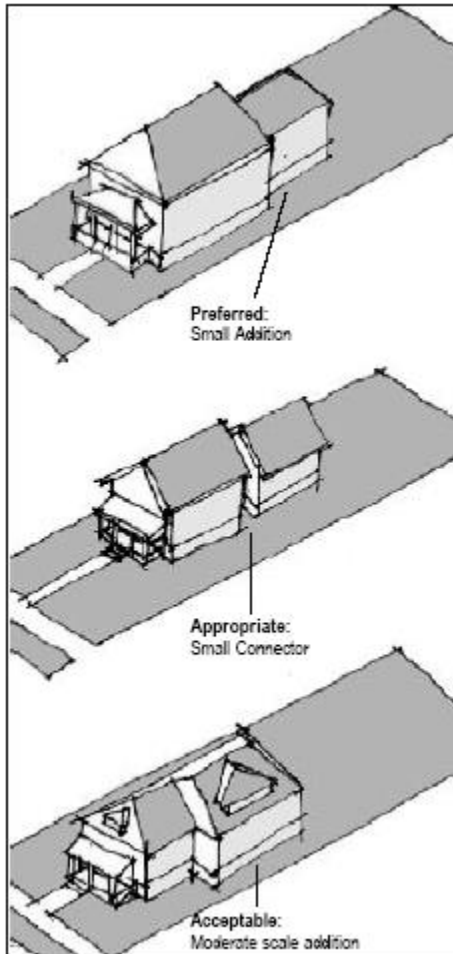
- Use materials, windows and doors that are compatible with those of the original building, capable of existing together without conflict or detrimental effects.
- Use a roof form on an addition that is compatible with the primary structure.

#### **C The roof form of the new addition should be in character with that of the original building.**

- In some cases, adding vertically through the construction of dormers will help to minimize the impacts of addition and preserve rear yards.
- When adding a dormer to an existing roof, it should be subordinate to the overall roof mass and in scale with those that may have been used originally in the neighborhood.



## Primary Building Scale and Form: Additions: Mass and Scale



Alternative approaches to building additions.

### 1. A new addition should be compatible in size and scale with the main building and of the immediate neighborhood.

*Additions should be designed to preserve the perceived scale and proportion of existing structures to the extent possible. Also, effect of the new addition on the character and rhythm of the street as seen from the public right-of-way should similarly be considered.*

#### A. A new addition should respect the mass and scale of the main building.

- Keep the mass visually subordinate to the original building.
- If it is necessary to design an addition that is taller than the original structure, set it apart from significant facades and use a “connector” to link it.
- In some cases, adding a combination of spaces vertically and horizontally will minimize the visual impacts and preserve more of the rear yard. An example would be to add dormers to the rear, providing additional floor area while maintaining the original scale at the front.

#### B. Site the addition to minimize visual impacts on the street and on adjacent properties.

- Place an addition at the rear of a building or set it back from the front to minimize the visual impacts.
- Locate a rooftop addition back from the building front when feasible.
- Consideration of the existing rhythm of setbacks and spaces (front, side, rear) should be evaluated with any new addition.

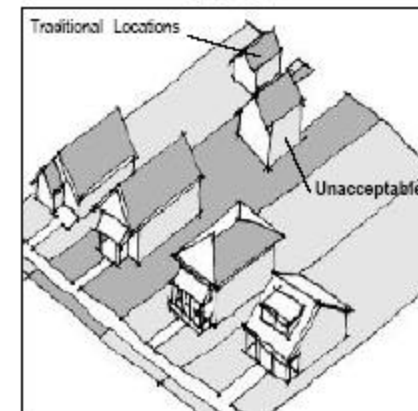
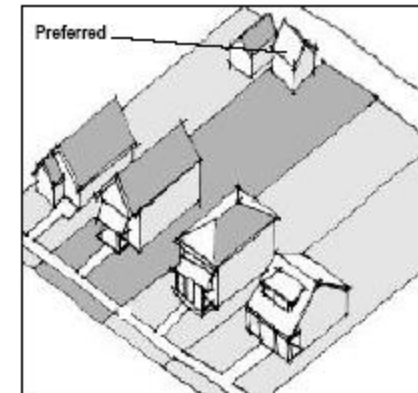
## Accessory Structures: Site Design

### 1. Locate a accessory structure to the rear of the lot, and along an alley when feasible.

*Accessory structures include a range of accessory buildings such as garages and sheds, as well as accessory units as permitted by zoning. Traditionally, accessory structures were subordinate in scale and character to the primary structure and were located to the rear of the lot. The use of detached accessory structures to provide additional living space can be appropriate as a way to reduce the overall perceived building mass on a site. For the same reason, detached garages are preferred.*

### A. Locate an accessory structure at the edges of the building lot while providing adequate setbacks to minimize impacts on abutting properties.

- Accessory structures should be set back 5 feet from the rear lot line.
- Whenever possible, new accessory structures should be located next to an adjacent accessory structure in order to provide a sense of openess on the remaining portion of a lot and adjacent lots. In these cases, the minimum setbacks possible between structures would be encouraged.
- When considering two-story accessory structures the building should be set back a minimum of 10 feet from the rear property line. Evaluation of the minimum side setback will be considered in context of the existing situation.



Locating a secondary structure in the center of the rear yard will reduce the amount of outdoor livable space and is therefore discouraged

## Accessory Structures: Mass and Scale

### 1. An accessory structure should be similar in mass, scale and height to those seen traditionally in the immediate neighborhood.

*In general, an accessory structure should be unobtrusive and not compete visually with the main house.*

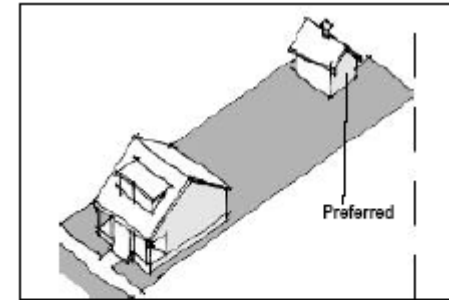
#### A. Adaptive reuse of existing accessory structures is encouraged, when feasible.

#### B. A new accessory structure should respect the mass and scale of the primary structure.

- Accessory structures no more than 15 feet in height are preferred. Accessory structures are limited to a maximum of 15 feet in height and 480 sq. in in total area.
- Accessory structures taller than 15 feet require special discretionary approval. Impact to alley character and/or to adjacent properties will be considered.
- An accessory structure should have a one-story element where visible to public view.

#### C. An accessory structure should relate to the general architectural character of the primary building in mass, scale, form and material.

- Basic rectangular forms with hip, gable or shed roofs are generally appropriate.
- Contemporary interpretations of traditional accessory structures are appropriate when they are compatible within the general context of the area.
- While the roofline does not have to match that of the main house, it is best that it not vary significantly.



Locating a one-story secondary structure near the rear of the lot is encouraged.



New secondary structures should be subordinate to the primary structure and should be located at the rear property line. Structures over 15' in height may be considered in Old East and University Avenue neighborhoods.

## Accessory Structures: **Building Materials**

### **1. The main building materials of accessory structures should appear similar to that used traditionally on single-family houses.**

*Building materials of new structures and additions should contribute to the visual continuity of the neighborhood. While new materials may be considered, they should not vary extensively from those seen traditionally so as to create a jarring juxtaposition.*

#### **A. Brick, stone and painted wood are suggested primary building materials.**

- Painted wood lap siding, painted hardy board, and shingles are appropriate.
- A much wider range of secondary and trim materials can occur (wood, glass, metal, synthetics, etc.)
- Innovative or "green" materials are encouraged, provided that they contribute to the visual continuity of the neighborhood.

#### **B. Roof materials should appear similar in scale and texture to those found traditionally.**

- High-quality composition shakes and tile are appropriate roofing materials.

