ROEBUCK SPRINGS HISTORIC PRESERVATION PLAN

I. PURPOSE OF LOCAL HISTORIC DESIGNATION

The City of Birmingham desires to protect its beauty and historical integrity, and to stabilize and improve its neighborhoods by preserving historic buildings and districts. To accomplish this, it adopted Ordinance No. 92-223 in September 1992 (with subsequent amendments in Ordinance No. 00-81) to authorize the designation of local historic buildings and districts. This designation will allow the neighborhood the opportunity to initiate preservation and provide input into how that can be accomplished. By doing so, the City and the Roebuck Springs Neighborhood believe the District's interests and the owners' interests will be enhanced.

As a result of Roebuck Springs' designation as a local historic district, the City of Birmingham's Design Review Committee will review all issues related to the Roebuck Springs Design Review Guidelines. The City of Birmingham has appointed its Design Review Committee (DRC), as established in Section 7-1-185 of the General Code of the City of Birmingham, 1980 as amended, to perform the duties and responsibilities of the Birmingham Historical Commission in accepting, considering, approving, approving as amended, or rejecting applications for Certificates of Appropriateness, to establish detailed design guidelines for each district and to specify the definition, rights and obligation of routine maintenance for each designated district. The Design Review Committee is composed of nine (9) members. Members are nominated by the Mayor and appointed by the City Council. The DRC will meet the second and fourth Wednesday of the month at 7:30 a.m. in the Planning, Engineering & Permits Office on the fifth floor (Room 500) of City Hall. An Urban Design staff person will coordinate with the property owner to review the design guidelines for the district, to prepare slides, to determine exhibits needed for the presentation, and to follow procedures and precedents established by the Design Review Committee in reviewing cases.

II. STATEMENT OF SIGNIFICANCE

Located 11 miles east of central Birmingham in Jones Valley, the Roebuck Springs Historic District, which consists of approximately 135 acres, is a planned residential suburb representing an early attempt to design "with" the mountainous terrain prevalent in much of Birmingham. In fact, Roebuck Springs is significant in that it was the first large residential suburb in Birmingham whose planning and development were tied to the automobile, as well as the first community associated with a country club/golf course development. In the First Addition to Roebuck Springs, platted in 1920 by the East Lake Land Company, houses did not observe uniform setbacks because they were sited and oriented to take advantage of the views on the ridges and knolls. The use of land is the unifying element that brings a distinct character to the neighborhood. Development of Roebuck Springs departed from the grid pattern that had traditionally been used in urban planning. Instead, Roebuck Springs may be characterized as a "garden suburb" since it retains its narrow curvilinear roads contoured to the steep, rolling topography, as well as its large lots which make extensive use of local materials such as fieldstone. Other distinctive characteristics include lush native vegetation with a heavy tree canopy, terraced hillsides with stone walls, and wellconstructed homes of popular twentieth-century eclectic, architectural styles sited to take

advantage of the ridges and valleys. Materials for the early homes were inspired by the English Arts and Crafts movement, a reaction against industrialization and a movement toward the perceived simplicity and romanticism of agrarian life. Given the continued presence of the large tree canopy, the winding roads contoured to the sloping terrain, the grading and terracing of individual lots, the informal and irregular arrangement of homes, and the use of stone in landscape and architecture, it is quite evident that the Roebuck Spring's district still retains most of the significant, historic features of the original design that made it a local expression of the American Romantic Style in landscape architecture.

III. ELIGIBILITY

The Roebuck Springs Historic District was listed on the National Register of Historic Places in 1999, and therefore, is automatically eligible for local historical designation per City of Birmingham Ordinance 92-223, as amended by Ordinance No. 00-81.

IV. BOUNDARY DESCRIPTION

The boundaries of the district, as outlined on the attached map and legal description, include Roebuck Springs' First Addition, as platted in 1910, and a very small portion of the parcels added in 1926 at Rutherford Circle and Ridgetop Circle. Portions of 4th Avenue South, Ridge Road, and Mountain Drive, along with natural landscape features, also serve as boundaries of the district.

V. PROCEDURE ON CERTIFICATES OF APPROPRIATENESS & WAIVERS

Local historic district designation mandates that no work that would change the exterior appearance of any building or structure in a local historic district should be undertaken, unless the owner has received a Certificate of Appropriateness (COA) by the City's Design Review Committee, or a waiver of COA by the Department of Planning and Engineering, prior to obtaining a building permit.

Specifically, any work, with the exception of painting and roof replacement when no wood is being replaced and when such repairs are not part of a larger construction project, shall require a building permit.

If a building permit is required for a property located within a local historic district, the owner of the property or the owner's agent must first apply for a building permit from the Department of Planning, Engineering and Permits, 2nd Floor, City Hall, Room 210. The applicant must then submit proposed drawings, photographs and plans for the subject property to the Department of Planning and Engineering's Urban Design staff (on the 5th floor of City Hall) who will determine whether a waiver or a COA is necessary.

If staff determines that the proposed work does not change the external appearance of the building or structure (e.g., only interior repairs that do not change the exterior size or appearance of the building are being proposed) or that it otherwise complies with the District's Design Review Guidelines, staff will issue a waiver and so inform the Buildings and Inspections Division of the Department of Planning, Engineering and Permits in writing. If staff determines that the proposed work *does* change the external appearance of the building, except in cases of routine maintenance as outlined in Section VIII.C herein, staff

shall schedule the applicant's case for the next regularly scheduled meeting of the Design Review Committee. The applicant shall be informed in writing of the time and place of the hearing. At the scheduled DRC hearing, the applicant should present the applicable information outlined on the Certificate of Appropriateness Submittal Criteria Checklist attached hereto.

If an application for a Certificate of Appropriateness is approved, the Design Review Committee will transmit a COA to the owner and a copy to the Building and Inspections Division clearly stating the work approved. If an application is not approved, no building permit will be issued.

VI. APPEALS PROCEDURE (for Denial of Certificate of Appropriateness)

In the event the Design Review Committee denies a Certificate of Appropriateness application, the procedures set forth in Sections 7-1-205 and 7-1-206 of the City's Historic Preservation Ordinance (No. 92-223, as amended by No. 00-81) shall be followed.

As outlined in said ordinance, the DRC shall state its reasons in writing and transmit such decision to the applicant and the Building Division. Any person having a request for a COA or COA with revisions denied by the DRC may:

A. Request a determination of economic hardship from the DRC.

In order for the DRC to consider the economic effect of denial of a Certificate of Appropriateness upon an individual property, the owner must demonstrate that such action will cause hardship so as to deprive him of a reasonable use of or return on the property.

The DRC may solicit expert testimony or may require the owner to make submissions concerning the nature of the work proposed. The DRC will consider all information presented and make a written determination within sixty (60) days of whether hardship and deprivation of reasonable use or return has been demonstrated.

Should the owner demonstrate hardship and deprivation of reasonable use of or return on the property, the City of Birmingham will review its options for providing financial incentives necessary to comply with the DRC's design review decisions. A determination shall be made within sixty (60) days as to whether financial incentives can be made available. If such incentives will not be available, the DRC shall notify in writing the owner and the Department of Buildings and Inspections that no COA is required.

- B. Make modifications to his or her plans and resubmit the application for reconsideration at any time after doing so, and/or;
- C. Make written appeal of such denial or denial of a finding of economic hardship first to the Birmingham Historical Commission within fifteen (15) days of the denial.

The BHC shall hear the appeal within twenty (20) days and shall render its opinion in writing within five working days after its decision and shall transmit such decision

to the applicant and the Director of Buildings and Inspections. In the event that the grievance remains unsatisfied, a final appeal may be filed with the circuit court of Jefferson County.

VII. ENFORCEMENT

Once a building permit is issued, construction must begin within six (6) months and be completed within eighteen (18) months after the COA has been issued. (Extensions of time may be obtained only after good cause is shown by the applicant). If construction does not begin within the stated time period, the COA shall expire and become void.

If construction begins and the work is not in compliance with plans approved by the DRC, then the Buildings & Inspections Division issues a stop work order, and plans that would bring building into compliance must be presented to the DRC.

If construction is completed and found to be in violation, then the owner is cited in writing and given thirty (30) days to bring property into compliance, or the owner must bring plans to the DRC and present sufficient justification for unapproved changes. If necessary after reviewing the unapproved changes, the DRC shall provide written directives as to how to rectify the violations and shall establish a deadline by which the building shall be brought into compliance.

VIII. PRESERVATION STRATEGY

The Roebuck Springs Historic Preservation Society, a group of property owners who live within the Roebuck Springs area of the Roebuck Springs/South Roebuck Neighborhood Association, has determined that preservation of the Roebuck Springs Historic District is critical to its overall goals for revitalization of the neighborhood. The neighborhood conducted its historic survey of the district in 1997 and 1998, and this lead to the district's inclusion on the National Register of Historic Places in 1999. The neighborhood believes that local designation is the best way to protect property values by reviewing and regulating rehabilitations as well as new construction projects, and by restricting demolition, demolition by neglect, and the destruction of public landscaping. In this way, the neighborhood believes it can protect the high visual and historical integrity of Roebuck Springs.

A. Means by which the Existence and Significance of the Historic District will be Publicized.

Upon local designation, the Roebuck Springs Historic Preservation Society and the Roebuck Springs/South Roebuck Neighborhood Association will notify property owners and the general public of the existence and significance of the historic district by including information about the district in the City of Birmingham's neighborhood flyer and in the Preservation Society's newsletter; by regular announcement of the existence and significance of the district at neighborhood and preservation society meetings; and by coordinating with local realtors and real estate companies who frequently do business in the area in order to inform new and potential owners of the designation.

B. Design Review Guidelines.

The Roebuck Springs Design Review Guidelines attached hereto will be used as the basis by which to review any appropriate activities in the historic district.

C. *General Definition, Rights, and Obligations of Routine Maintenance.*

Routine Maintenance refers to those minor repair items which do not require a Certificate of Appropriateness (COA). Repairs such as painting and re-roofing when no wood is being replaced shall constitute routine maintenance. Routine maintenance repairs shall not require a COA, unless such repairs are part of a larger overall project. In addition, repairs to the interior of the structure shall not require a COA, as long as the proposed repairs do not change the external size or appearance of the building.

D. Means by which Technical Assistance will be Offered to Property Owners.

Technical assistance will be offered to owners in the Roebuck Springs Historic District by the City of Birmingham's Department of Planning and Engineering staff, and by the Birmingham Historical Commission in the event of an appeal of a Certificate of Appropriateness or a request for any information concerning the availability of grants and loans for historic properties and districts.

E. Financial Incentives.

There are presently no financial incentives available for the rehabilitation of the Roebuck Springs Historic District. However, the Birmingham Historical Commission and the staff of the Department of Planning, Engineering and Permits will work with the Roebuck Springs Historic Preservation Society, as well as the Roebuck Springs/South Roebuck Neighborhood Association to publicize local designation and its advantages; and to assist in accessing potential financial and tax incentives for rehabilitation.

F. *Notification and Review of Pending Design Review Cases.*

In the absence of a local design review board or advisory committee serving the Roebuck Springs Historic District, notices of upcoming Design Review Committee (DRC) cases involving properties within the District shall be sent to the Roebuck Springs Historic Preservation Society, as well as to the Roebuck Springs/South Roebuck Neighborhood Association, through their officers. The DRC will not hear a case in such district without providing the Preservation Society and the Neighborhood Association a reasonable opportunity to consider the case and make their recommendations in writing to the DRC. Moreover, the Preservation Society can request that the property owner applying to the DRC for a Certificate of Appropriateness appear before the Preservation Society's Board of Directors before presenting his/her plans to the City's DRC for approval.

In addition, due to the nature of the National Registry criteria and significance of Roebuck Springs which includes the use of the land, natural landscaping accents, large lot sizes, etc., and due to the increased emphasis placed on maintenance of these features, the officers of the Roebuck Springs Historic Preservation Society shall be notified of any applications to the City of Birmingham for changes in Zoning or Subdivision that occur within the Roebuck Springs Historic District.

These notification measures will foster increased participation in the hearing process for these procedures.

SUBMITTAL CRITERIA CHECKLIST

(For Certificate of Appropriateness Applications)

The pertinent documentation listed below must be submitted with the application for a Certificate of Appropriateness.

REMODELING AND ADDITIONS

	Elevation and plan drawings to scale (see Note 1) indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures (see Note 2).
	Exterior material description (See Note 3)
	Site plan showing: 1) dimensions of lot, 2) location and dimensions of existing building, 3) location and dimensions of addition, and 4) location of all exterior, ground and roof mounted equipment.
	Color samples and placement on the structure.
	Photograph of existing conditions from all sides.
	Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.
PAINTING, STUCCO, REPOINTING	
	Color photographs of all areas involved and surrounding structures if applicable.
	Samples of colors and/or materials to be used.
FENCES AND LANDSCAPING	
	Site plan showing location of fence or landscaping.
	Dimensioned elevations and section to scale (see Note 1), showing design of fence, material (see Note 3), and height in relationship to adjacent structures (see Note 2).
	Dimensioned landscape plan showing location of landscaping and plant materials to be used.
	Photograph of the area to be fenced or landscaped.
AWNINGS	
	Photograph of building elevation to which awning is to be attached.
	Dimensioned drawings to scale (see Note 1). Indicate the front and side view of awning.
	Samples of colors and materials to be used.

DEMOLITION

	Color photographs, written descriptions, drawings, or records depicting the current state of the structure. Photographs and drawings must clearly label areas of structural deterioration.
	Drawings to adequately describe site use after demolition.
	Documentation from a qualified real estate appraiser or licensed restoration contractor that the historic building can not be adaptively reused or a structural report be a licensed structural engineer or a licensed restoration contractor that the building is incapable of being repaired.
RELOCATION	
	Photograph of structure on current site.
	Reason for request to move building.
	Dimensioned site plan to scale (see Note 1) showing proposed building on new site and adjacent building scale (see Note 2).
	Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.
	Color photographs of structures within vicinity of new site.
NEW CONSTRUCTION	
	Dimensioned site plan to scale (see Note 1) showing proposed building on site and adjacent buildings (see Note 2). Include parking areas and any roof or ground mounted equipment.
	Elevation showing height and width relationship to existing buildings (See Note 2)
	Color photographs of proposed site and structures within vicinity of new building.
	Colors, materials (See Note 3), and all significant detail clearly indicated.
GENERAL NOTES:	
Note 1:	Minimum scale of 1"=30' on all plans, elevations, and section details of new cornices, columns, railings or any other distinctive details, unless otherwise approved by a Preservation Planner.
Note 2:	When required to show the relationship to adjacent structures and structure is on a corner, "adjacent" means across the street.
Note 3:	When material descriptions are required, materials to be used must be designated on the elevation drawings.
Note 4:	All plans shall include a north arrow, preferably oriented towards the top of the sheet, and a legend identifying any symbols.

ROEBUCK SPRINGS RESIDENTIAL AND COMMERCIAL DESIGN REVIEW GUIDELINES

MARCH 2002

GENERAL RESIDENTIAL DESIGN GUIDELINES (Roebuck Springs Local Historic District)

General Standards for Review:

- 1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- 2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic landscaping features, materials, or distinctive architectural features should be avoided with particular emphasis on features distinctive to the Roebuck Springs Historic District as referenced in the national registry nomination form.
- 3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.
- 4 Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- 5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity and reviewed with particular emphasis on preservation of the features.
- 6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
- 7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building's materials shall not be undertaken.
- 8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- 9. Alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

- 10. Wherever possible, new additions or alterations to structure shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- 11. Every reasonable effort shall be made to protect and preserve the existing historic landscape features as referenced in the Roebuck Springs Historic District national registry application. Significant alterations to the natural topography, stone walls, and other historic features shall be avoided and should not be destroyed without staff review.

Routine maintenance of diseased landscape features and single trees shall be viewed as such and reviewed only if removal of large areas of such or multiple trees shall affect the topography, drainage, erosion potential of land, or if the removal of said features significantly adversely affects the roadside appearance of property or district.

The City of Birmingham's Department of Horticulture and Urban Forestry may be consulted in certain cases where appropriate and where applicable, the permit process required by the City of Birmingham's Soil Erosion and Sediment Control Ordinance will govern enforcement of proposed alterations to historic landscape features.

The following standards shall generally apply to all historic structures or structures in the historic district unless exceptions receive prior approval by the Design Review Committee:

A. Exterior Siding

Replacement or covering of original wood siding with artificial siding such as aluminum or vinyl shall be discouraged. Original siding materials are encouraged when appropriate and available. Alternative materials should not be used unless such materials visually replicate the original exterior appearance in size, texture, etc. to every degree possible. However, it shall not be required that asbestos-based or any other hazardous types of siding should be replaced. Upon removal of the siding, all nail holes should be filled, damaged wood siding and corner boards replaced with new wood to match, and the entire surface repainted.

B. Primary Porches

Deteriorated frame porch elements shall be repaired where needed. If replacement is necessary, it shall be with matching wood pieces, or other matching materials.

Enclosing a porch with glass or screening is discouraged. Screening or glass that covers or obscures original elements such as balusters and columns should not be approved. Framing for the enclosure shall be in keeping with the structure in terms of style and material.

Porch stairs shall be repaired or if repair is not possible, replaced with matching materials and essentially similar design.

C. Doors

Original doors shall be retained and maintained where possible. Deteriorated or missing pieces shall be replicated in kind with new frame, hardware, or glass to match the original.

Enclosing or covering of transoms and doors shall not be permitted. Transoms and sidelights shall be repaired and maintained.

D. Windows

Original windows shall be repaired and maintained. This shall include replacing broken panes with new panes to match; repair, and replacement of deteriorated frame elements with new frame to match; and painting.

Where window replacement is unavoidable, new frame units are to match the original design in terms of material and style.

The addition of large picture windows or other alterations to a main façade shall not be permitted. Alterations on the rear and interior sides of homes should be compatible with the original style and character of the house.

Replacement glass panes shall match the original.

Window replacement of solid construction is preferred over "snap on" muntins.

E. Window Shutters

Original shutters shall be repaired and maintained in working order where possible. New shutters shall not be metal or vinyl and shall be proportional to the window opening; they shall work or appear to work.

F. Storm Windows

Storm windows should include wood frames, or aluminum windows with a baked enamel finish to match the color of the window trim wherever feasible. Storm window's horizontal rails shall match the profile of the rails of the original window. Storm windows should be of single pane design to leave visible the original sash configuration, or they should be of double hung appearance with the muntin bar matching the placement of the original window muntin bar.

G. Roofs

Historic roof materials shall be repaired and maintained where possible. Alterations of the historic roof forms such as gable and hipped design shall not be permitted.

Roofing colors shall be given consideration and reviewed as part of the overall project.

H. Chimneys

Repair to chimneys shall be with matching materials.

I. Gutters and Downspouts

Size and profile of gutters and downspouts shall match the original where possible.

J. Foundations

Original foundation materials shall be maintained and repaired when necessary.

Exposed concrete blocks shall be avoided.

K. Decorative Trim

All historic trim shall be repaired and maintained. Any elements of the trim that become deteriorated shall be repaired or replaced with new pieces to match. Trim that is not appropriate to the historic house design shall be discouraged.

Window cornices shall not be removed.

L. Awnings

Any awning material, color, and style shall be compatible with the age and style of the original structure.

Aluminum awnings shall be discouraged.

M. Paint

Where a building permit is required, paint colors shall be reviewed along with the project's overall construction plans. In such cases, colors shall be compatible with the age and style of the house. Paint should be removed by using hand scraping or heat guns under careful supervision that does not endanger the structure. Sandblasting wood siding or brick must be avoided under any circumstances. Circular sanding is also not recommended.

N. Additions, New Construction

Any additions shall be in keeping with the house design or district design(s).

New construction shall be in keeping with the historic appearance of the structure and the district.

Site plans for new construction or additions shall be sensitive to and compatible with adjacent properties and structures and minimize changes to natural site topography.

O. Setbacks

Setbacks shall be compatible with the general district and shall conform to zoning requirements.

P. Yards and Landscape

Trees in the public right of way shall not be removed unless significantly diseased, damaged by natural phenomena, or as a matter of public safety or potential damage to a structure.

The City of Birmingham's Department of Horticulture and Urban Forestry may be consulted as necessary.

Significant alterations to existing healthy tree canopy is discouraged. However, routine maintenance of diseased or damaged trees in the public right-of-way, and removal of single trees in non-roadside areas shall not be considered significant alterations to the overall tree canopy and landscape.

Active replanting and re-landscaping to maintain overall tree canopy is encouraged.

Q. Fencing

Front yard fencing shall be appropriate to the period of house and neighborhood as referenced in the Roebuck Springs Historic District national registry application and shall be in keeping with zoning regulations.

R. Vacant Lots

When a vacant lot exists, whether temporary or permanent, or is created through demolition, the owner must properly maintain, landscape, and/or screen the property and cover all areas not actively used with grass or other ground cover approved for the property by the Design Review Committee. The owner must also maintain said ground cover and keep all the property free of trash and debris, as required by the Zoning Ordinance of the City of Birmingham.

S. Demolitions

No demolition permit shall be issued until plans for demolition of the site, as well as detailed plans for the proposed use of the site after demolition, are presented to the Design Review Committee for review and approval.

GENERAL COMMERCIAL DESIGN GUIDELINES (Roebuck Springs Local Historic District)

Article I. Rehabilitation of Existing Commercial Properties

A. Building Fronts, Sides and Rears Abutting Streets or Public Areas

All structural and decorative elements of building fronts, sides and rears abutting and/or visible from streets or public improvements shall be repaired or replaced to match as closely as possible the original materials and construction of that building. Rotten, deteriorated or weakened elements shall be replaced. Repairs and replacements shall match as closely as possible the original.

B. Windows

- (1) Windows not in the front of buildings shall be kept properly repaired or, with Fire Department approval, may be closed, in which case, sills, lintels and frame must be removed and the opening properly closed to be compatible with the adjacent wall.
- (2) All windows must be tight fitting and have sashes of proper size and design to be compatible and harmonious with the scale and character of the structure. Modernizations, which reduce or enlarge window openings from the original or significantly change the original fenestration, are not permitted. Sashes with rotten wood and/or deteriorated metal, broken joints or loose mullions or muntins shall be replaced. All broken and missing window glass shall be replaced with new glass or approved glazing materials.
- (3) Window openings in upper floors of the front of the building shall not be boarded up and shall not be filled without prior approval by the Design Review Committee. Window panes shall not be painted.
- (4) If ceilings, partitions or other interior elements terminate inside the Window area, and are visible through the window from the exterior, they shall be stopped short of the glass and the exterior edge or face shall be treated in such a manner so as not be obvious from the exterior. Boxes, crates, etc. shall not be stacked inside windows unless concealed by shutters, blinds, drapes or other appropriate window covering.
- (5) Windows shall not be painted for advertising purposes, but may be painted for authorized identification of the place of business as authorized by the Design Review Committee and in accordance with Section K, "Signs."

C. Store Fronts

- (1) A store front shall include the building face, show windows, porches and entrance area leading to the door, sidelights, transoms, display platform devices, including lighting and signage designed to be viewed from the public right-of-way.
- (2) Show windows, entrances, signs, lighting, sun protection, porches, security grilles, etc., shall be compatible and harmonious with the scale and character of the

structure. All store front elements must be located within fourteen (14) feet of grade unless original store front elements exceeded fourteen (14) feet in which case, subject to review and approval by the Design Review Committee, they may remain at the original height.

- (3) Show windows shall not be painted for advertising purposes, but may be painted for authorized identification of the place of business if approved by the Design Review Committee, and in accordance with Section K, "Signs."
- (4) Show window trim, mullions or muntins not consistent or compatible with overall facade design shall be replaced or painted in a manner complementary to other storefront elements.
- (5) Glass in show windows and transoms shall be transparent, clear, bronze or gray tinted. Translucent, opaque, reflective or colored glass, other than gray or bronze tinted, unless original, shall not be permitted except with prior approval by the Design Review Committee.
- (6) Solid or permanently closed or covered storefronts shall not be permitted, unless treated as an integral part of the building facade using wall material and window detailing compatible with the upper floors, or other building surfaces. All damaged, sagging or otherwise deteriorated storefronts, show windows or entrances shall be repaired or replaced.

D. <u>Awnings</u>

- (1) If compatible and harmonious with the scale and character of the structure, and adjoining structures, soft, flameproof awnings are permitted over the first floor doors and windows and on upper floors above windows only.
- (2) Awnings shall not project more then seven (7) feet from the building front, shall not be lower than eight (8) feet above grade and shall terminate against the building at a height not to exceed approximately fourteen (14) feet above the pavement, except with prior approval of the Design Review Committee.
- (3) Rigid or fixed awnings or canopies are not permitted unless an integral part of the structure, in good condition, of similar materials, compatible with, and harmonious with the scale and character of the structure and adjacent structures. New rigid or fixed awnings or canopies may be added to existing structures subject to restrictions outlined above and with prior approval by the Design Review Committee.

E. Exterior Walls

(1) All exterior front, side or rear walls which have not been wholly or partially resurfaced or built over shall be repaired and/or improved in an acceptable manner. Unpainted masonry walls may be painted where necessary to conceal misused material or patched wall coverings. Other unpainted masonry walls may be painted only with the approval of the Design Review Committee. Existing painted masonry walls shall have loose material removed and be painted a single color except for trim

which may be another color. Samples of all proposed colors shall be submitted for approval to the Design Review Committee with proposed improvement plans. Patched walls shall match the existing adjacent surfaces as to materials, texture, color, bond and jointing.

(2) Applied facing materials shall be treated as follows:

If original they shall be painted and/or repaired as necessary according to the minimum standards set forth in these architectural guidelines. If not original and in need of significant repair, or not in harmony with, the character of the building, they are to be removed to reveal the original exterior material which shall be repaired as necessary or removed and replaced by new facing materials, according to the minimum standards set forth in these architectural guidelines, as approved by the Design Review Committee.

- (3) Existing miscellaneous elements on the building fronts, such as empty electrical conduits, unused brackets, etc., shall be removed and the building surface repaired or rebuilt as required to match adjacent surfaces.
- (4) Sheet metal gutters, downspouts and copings shall be repaired or replaced as necessary and shall be neatly located, securely installed, and painted to harmonize with the other building front elements.

F. Buildings Visible from Public Ways

If a building, side or rear, is exposed to view from a public way or public parking lot, the face of the building so exposed shall be improved in a manner consistent with these architectural guidelines as necessary to avoid visually detracting from the area.

G. Mechanical and Electrical Equipment on Exterior Walls

- (1) Individual room air-conditioning units shall not be installed in front or side wall windows, if visible from streets or public improvements, without prior approval by the Design Review Committee.
- (2) Through wall air-conditioning units may be installed, subject to prior approval by the Design Review Committee, provided where visible from streets or public improvements the units do not project beyond any adjacent exterior face of the building and are properly screened and ventilated and do not detract from the building character and appearance.
- (3) Where through wall air-conditioning units cannot be flush mounted, awnings may be used in order to make the units as unobtrusive as possible. In such a case, they must be compatible with the scale and character of the building and must be approved in advance by the Design Review Committee.
- (4) Grilles, louvers, vents and other mechanical and electrical items may be installed in or on exterior walls, where unavoidable and necessary for the function of the building, subject to prior approval by the Design Review Committee. Where visible

from streets or public improvements the necessary items shall be painted or otherwise made as unobtrusive as possible and shall not detract from the building character and appearance.

H. Roofs

- (1) Chimneys, elevator penthouses or any other auxiliary structure on the roofs shall be repaired and cleaned as required in Section F, "Buildings Visible from Public Ways."
- (2). Any mechanical equipment placed on a roof shall be concealed from public view and be as inconspicuous as possible from other viewpoints. Equipment shall be screened with suitable elements of a permanent nature or finished so as to harmonize with the rest of the building. Where such screening is unfeasible, equipment shall be painted in a manner as to minimize its visibility.
- (3) Roofs shall be cleaned and kept free of trash, and debris. Other elements that are not a permanent part of the building are not permitted.

I. <u>Auxiliary Structures</u>

Attached or unattached structures at the rear of buildings that are structurally deficient shall be properly repaired or may be demolished upon approval of the Design Review Committee.

J. Rear and Side Yards and Parking Areas

- (1) When a rear or side yard exists or is created through demolition, the owner may utilize the space for storage and loading or parking provided the area is appropriately landscaped and/or screened from all adjacent streets, alleys, and public improvement areas. An appropriate sign not exceeding six (6) square feet may be used to identify and control parking and loading, subject to Design Review Committee approval.
- (2) Off-street parking areas shall be designed as an integral part of the total site design with careful regard to orderly arrangement, landscaping and ease of access. Off-street parking areas, except at entrance ways, shall be separated from streets or public rights-of-way by appropriate landscaping or screening.
- (3) Existing front yard parking areas shall be clearly defined as to ingress, egress and internal circulation and must be appropriately screened by plant materials and/or structure.
- (4) Fences must be compatible with the architecture of the building and the streetscape. Galvanized chain link fencing (silver) is prohibited, however, the Committee may consider, given specific justification, chain, link which is painted or coated in a dark color.

K. Signs

(1) Signs shall be limited to those identifying the property or identifying the use conducted therein. Advertising by material or product manufacturers and suppliers, other than the primary use of the property, shall not be permitted. All lighting

- elements such as wires, conduits, junction boxes, transformers, ballasts, switches and panel boxes shall be concealed from view as much as possible.
- (2) Signs and displays for advertising or promotion are not permitted in public rights-of-way unless specifically authorized in writing by the Design Review Committee, in addition to securing the necessary permits from the City.
- (3) Generally, projecting signs shall not be permitted on any portion of any building. Exceptions may be granted for Historic signs or signs of unique graphic design which are less than 12 square feet per face and only with prior Design Review Committee approval.
- (4) Painted or sewn signs on awnings, existing marquees or canopies maybe permitted, subject to Design Review Committee approval.
- (5) Flat signs shall be placed parallel to the building face and shall not project more than twelve (12) inches from the surface of the building and shall not exceed in area two times the width in feet of the frontage of the building. Flat signs shall be placed no higher than the bottom of the second story window where windows exist or approximately fourteen (14) feet above grade level, whichever is lower.
- (6) In the case of comer properties one flat sign per side is permitted. The area of each sign shall not exceed two times the lesser frontage width in feet. The depth and height limitations shall apply as in paragraph "5" above.
- (7) Painted signs on framed backings or use of separate cut out letters or neon shall be permitted in accordance with the above limits for flat signs.
- (8) Lettering applied to ground floor show windows or entrance doors shall not exceed six (6) inches in height, and the text shall be limited to identification of the primary business therein.
- (9) Signs identifying the business occupant shall be permitted at rear entrance doors if they are mounted flush against the building and do not exceed six (6) square feet in size, except where authorized by the Design Review Committee.
- (10) Signs in upper floor windows are generally not permitted.
- (11) Pole or "lollipop" signs shall not be permitted except with prior approval of the Design Review Committee.
- (12) If approved methods of identification are not available, monument type signs may be permitted if they-are in scale and character with surrounding buildings and only with prior approval of the Design Review Committee. Monument signs shall not exceed twelve (12) feet in total height and must be four (4) feet or less from the bottom edge of the sign face to grade. The area of the sign face shall not exceed forty (40) square feet. Monument signs must be appropriately landscaped by structure and/or plant materials, which effectively screen support apparatus.

- (13) Roof top signs, signs on or above the parapet of a building, billboards, or outdoor advertising signs painted or mounted on billboards or other structures, except as otherwise herein provided, shall not be permitted.
- (14) The Design Review Committee may consider the placement of corporate logos on the parapet or top face of buildings that exceed ten (10) stories in height and serve to house major corporate tenants who occupy a minimum of 30% of the total building space. Logos that are not purely pictorial or single letters but are graphic name displays shall be limited to the identifying name. The logo size shall not exceed in square feet the number of linear feet of the width of the building face to which it is applied. The display of more than one corporation's logo is prohibited. Corporate logos must be of exceptional quality and design and be compatible with the scale and character of the building. Billboards, sign boards, box signs and logos painted directly on the face of the building are prohibited.
- (15) Temporary signs, such as lease or rental signs, with prior Design Review Committee approval, may be permitted but shall not be posted for a period that exceeds ninety (90) days. Flashing, moving or portable signs shall not be permitted except with the approval of the Design Review Committee.
- (16) All signs not conforming to these requirements shall be removed within two (2) years from the project initiation date. No lease for billboards expiring after the project area has been established shall be renewed.

L. Vacant Lots

When a vacant lot exists, whether temporary or permanent, or is created through demolition, the owner must properly landscape and/or screen the property from adjacent streets, alleys and public improvement areas; cover all areas not actively used for storage, parking or loading with grass or other ground cover approved for the property by the Design Review Committee; and maintain said ground cover and keep all the property free of trash and debris.

M. Demolition

No structure shall be demolished without prior approval by the Design Review Committee. In general, no request for approval of a demolition permit will be considered without detailed plans for the proposed use of the site after demolition.

N. Other

All other building repairs identified during the initial inspection, which are necessary to safeguard the health and safety of building occupants shall be made in accordance with applicable sections of the City Building Code.

Article II. New Development of Properties

The following standards shall be applied to all new structures or additions to existing structures.

A. <u>Community Character</u>

(1) New developments shall be designed with sensitivity to the overall goals and objectives of the community. Specific sites shall be considered in relation to their immediate environment (retail node, pedestrian spine, office park etc.) and the placement and context within the larger project or redevelopment area and the landuse or urban design plans prepared for the area.

B. <u>Building Design</u>

- (1) Each building unit, (whether existing or proposed) shall be an integral element of an overall site design and shall reflect and complement the character of the surrounding area or plans prepared therefore.
- (2) Locations of proposed commercial buildings shall be compatible with any adjacent residential areas. Building facades shall be complementary to those adjacent in terms of scale, amenity and appearance.
- (3) Building facades shall be designed to function as an integral part of the streetscape with attention to visibility, safety, lighting and incorporation of public amenities.
- (4) Building design shall reflect an overall sensitivity to existing architecture of quality with regard to building materials, fenestration, height, scale, color, contrast, roofs and parapets.
- (5) Building design shall address the public right-of-way, and define and complement the streetscape.
- (6) Generally, blank walls are discouraged. Developers and designers are encouraged to provide windows in high activity areas or to provide architectural relief elements in wall design at the ground level.
- (7) Awnings, canopies, porticos, etc. shall be designed as an integral part of the structure, shall be at least 8 feet above grade and shall not project more than 7 feet over a public right-of-way. Any awning, canopy, or portico, which is supported by poles, columns, or other vertical support elements placed in a public right-of-way requires special approval and permits in addition to Design Review Committee approval.
- (8) Building entrances shall provide ease of access, be designed so that pedestrians/patrons have visual access and can easily identify the entrance points, be well lighted, and act as an integral part of the streetscape.
- (9) Building materials shall be of good quality. Trendy materials of questionable longevity shall be avoided. Metal buildings are generally prohibited, however, the

Design Review Committee may consider developments that incorporate such structures provided they are of superior quality and design and are compatible with the surrounding area in terms of amenity and appearance.

- (10) Comer buildings shall be designed so that they are architecturally responsive to the comer condition and help to define the intersection and accentuate the building line along the street.
- (11) Projects in redevelopment areas which lack sufficient existing structures to define architectural style, period or quality shall be designed with consideration of the goals and objectives of the Community and overall concepts of the redevelopment or urban design plan, using quality materials and construction.

C. Site Planning and Design

(1) Site Planning shall consider the orderly arrangement of all site elements including: parking, delivery, access, trash storage and collection, landscape treatments, open space, pedestrian walkways, street, furniture, auxiliary services (phone, vending machines, news etc.), signs, building and auxiliary structures, and fencing.

(2) Buildings:

- (a) Where adjacent structures exist buildings shall be located at comparable or compatible setbacks.
- (b) Where no adjacent structures exist buildings generally shall be located at the minimum setback in order to define the street/building line.
- (c) Generally buildings shall be located so that maximum building Montages define the street or public right-of-way.

(3) Parking:

- (a) Parking lots on corners are generally prohibited. The Design Review Committee may consider such lots provided the applicant provides specific justification and the design is of superior quality incorporating screening.
- (b) Parking lots shall be located in rear or side yards in order to minimize their view from public rights-of-way. Where parking areas are exposed to public view, they shall be screened with appropriate structure and/or plant materials.
- (c) Vehicular access to parking areas shall be direct and not in conflict with general vehicular movement serving the various uses within the site. Ingress and egress points shall be well distanced from intersections to avoid congestion and interference with traffic. Where feasible, entrances shall be shared with adjacent properties.

(d) Entrances and exits shall be designed so that they are easily identifiable by motorists. Any signage required to direct motorists to entrances shall be simple, clear and designed to work in harmony with site elements and signs for the project. Any gates, arms, or booths shall be setback from the face of the adjacent buildings. Booths shall be designed as an integral part of the development.

(4) Loading and Service Area Design

(a) Loading and service space shall be unobtrusively provided off-street to serve business uses in the proposed development.

(5) Open Space and Landscape Design

- (a) Proposed development shall consider the provision of appropriate open space in combination with the proper siting of buildings. Streets, pedestrian walkways and open spaces, including street furniture and signs, shall be designed as an integral part of the overall design, and shall be properly related to adjacent existing and proposed buildings.
- (b) A coordinated landscape program for the proposed development shall be incorporated for the entire proposed site. Landscape development shall include plantings in combination with related paving and surface treatments and other amenities deemed necessary to the project.

D. Signs

- (1) A systematic and coordinated sign package is required for all new developments. Sign packages for new developments shall address signs for the entire site including, but not limited to, building identification, business name, tenant signage, parking, loading or service, informational and directional signs.
- (2) Consideration shall be given to the provision of sign space in the building and site design.
- (3) All signs shall reflect quality workmanship and materials.
- (4) Special consideration shall be given to the quality and placement of light sources emitting from or directed toward signs.
- (5) SEE I, Section K, "Signs" for specific criteria regarding size, placement, and types of signs allowed.



