



Design Guidelines Ad Hoc Committee Regular Meeting

Agenda

December 16, 2024 @ 2:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of November 18, 2024. 1 minute
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Discussion Item (s)**
 - a. Continued discussion on draft of Design Standards 60 minutes
 - 5. Action Items**
 - 6. Board Comments**
 - 7. Adjournment**



Design Guidelines Ad Hoc Committee

agenda item 2.a

item type

Consent Agenda

meeting date

December 16, 2024

prepared by

Mary Bush, Administrative Coordinator III

approved by**subject**

Approve the minutes of November 18, 2024.

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Draft Design Guidelines Ad Hoc Committee Regular Meeting Minutes



Design Guidelines Ad Hoc Committee Regular Meeting Minutes

November 18, 2024 at 2:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Phil Anderson, Lucy Boudet, Maurizio Maso, Deborah Ziel, Charles Williams, Vashon Sarkisian

Absent

Emily Williams

Staff

Director of Planning and Zoning Allison McGillis, Planning Consultant Jeff Briggs, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Anderson called the meeting to order at 2:02 p.m.

2. Consent Agenda

- a. Approve the minutes of October 21, 2024.

Motion made by Vashon Sarkisian, seconded by Lucy Boudet, to approve the October 21, 2024 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Emily Williams was absent from the meeting.)

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

No one from the public wished to speak. The public hearing was closed.

4. Discussion Item (s)

- a.
 - Discuss updated draft of Design Standards
 - Discuss summary of the walking tour

Mrs. McGillis began discussion and noted that since the last meeting, the title of the guidelines had been changed from Design Guidelines to Design Standards.

The Board inquired about whether the changes made since the last meeting reflected any of the feedback from the walking tour. Mr. Stringfellow indicated that changes based on the walking tour feedback would be included in the next iteration of the standards.

Mr. Stringfellow noted that an additional write-up was added and the size of the map on page four of the standards was increased. He also noted that verbiage for walkability was added, the image displayed for the conservation of design section was replaced, and five broad categories of architectural style and example images for them were added. A brief discussion then ensued about architectural styles and adaptive reuse. The Board expressed that there should be two more architectural styles included, one for industrial adaptive reuse and another for classical modern. Mr. Stringfellow explained that an application for a style that does not fit into any of the five broad categories would be required to go through an architectural review and may be required to go through a conditional use review if the conditional use requirements are triggered. He noted that the language in the standards for this would be clarified. The Board inquired about how the standards could be amended in the future and Mrs. McGillis responded that an ordinance would be needed to amend the standards. Discussion ensued about creating a historical connection with architectural styles, encouraging the use of the main-street classical style along Orange Avenue, broadening the architectural categories, the reason Welbourne Avenue is indicated on the included map as a separate enclave, and the reason the Orange Avenue Overlay is not connected to the Central Business District.

Mr. Stringfellow continued discussion on the changes made to the design standards and noted that language clarifying the extent of the regulations, the process, and the applicable zones was added, a five-foot clearance space requirement for café seating was added, and an additional page regarding proportion, composition, and fenestration was added. A brief discussion ensued about signage on awnings with regard to their allowance, and the use of blade signs and wall signage. The Board requested confirmation that staff has the ability to exercise a subjective review on signs allowed on awnings. Discussion then continued on wayfinding and window signs, fenestration, ornamentation, the labels included in the standards, and reducing the bulkhead requirement for storefront walls to one foot four inches. A brief discussion regarding the use and dimensions of balconies ensued, and the Board expressed that they wanted to encourage usable balconies. Discussion then continued about reconciling existing buildings that do not conform to the design standards, creating stricter standards for Park Avenue and New England Avenue only, what determines compatibility, the approval process, how a modern building could be justified as compatible, creating a definition for acceptable modern architecture, and the properties in the Central Business District that would be subject to the design standards.

5. Action Items

6. Board Comments

7. Adjournment

The meeting adjourned at 3:15 p.m.

ATTEST:

/s/ Mary Bush, Recording Secretary



Design Guidelines Ad Hoc Committee

agenda item 4.a

item type

Discussion Item (s)

meeting date

December 16, 2024

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Allison McGillis, Director of Planning and Zoning

subject

Continued discussion on draft of Design Standards

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Facade Review Task Force - Level of Detail - For Discussion
2. Winter Park Facade Guidelines 12.12.24

Possible Levels of Detail for Façade Guidelines

FOR DISCUSSION ONLY

"So long as each architect and each client thinks only of his own building, how individual and how noticeable he can make it, little progress in the total effect can be expected. Architects should be trained to think first of how their building will take its place in the picture already existing. The harmony, the unity which binds the buildings together and welds the whole into a picture, is so much the most important consideration that it should take precedence. Within the limits of this enclosing unity there is plenty of scope for variety, without resorting to that type which destroys all harmony by its blatant shouting."

~ Raymond Unwin in *Towns & Town-Making Principles*, 1909

Level of Detail From Form Based Codes, by Parolak, Parolak and Crawford

There are generally four possible levels of architectural regulation that can be integrated into an FBC:

1. Complete regulation by style down to very specific details thoroughly drawn and dimensioned in an architectural pattern book (See Figure 2.45.)
2. Regulation by quality and general local character that is done with a combination of photos and drawings (See Figure 2.46.)
3. Very basic regulations to achieve a basic standard of quality mostly regulated through text, but sometimes with some limited supporting graphics (See Figure 2.47.)
4. No architectural standards

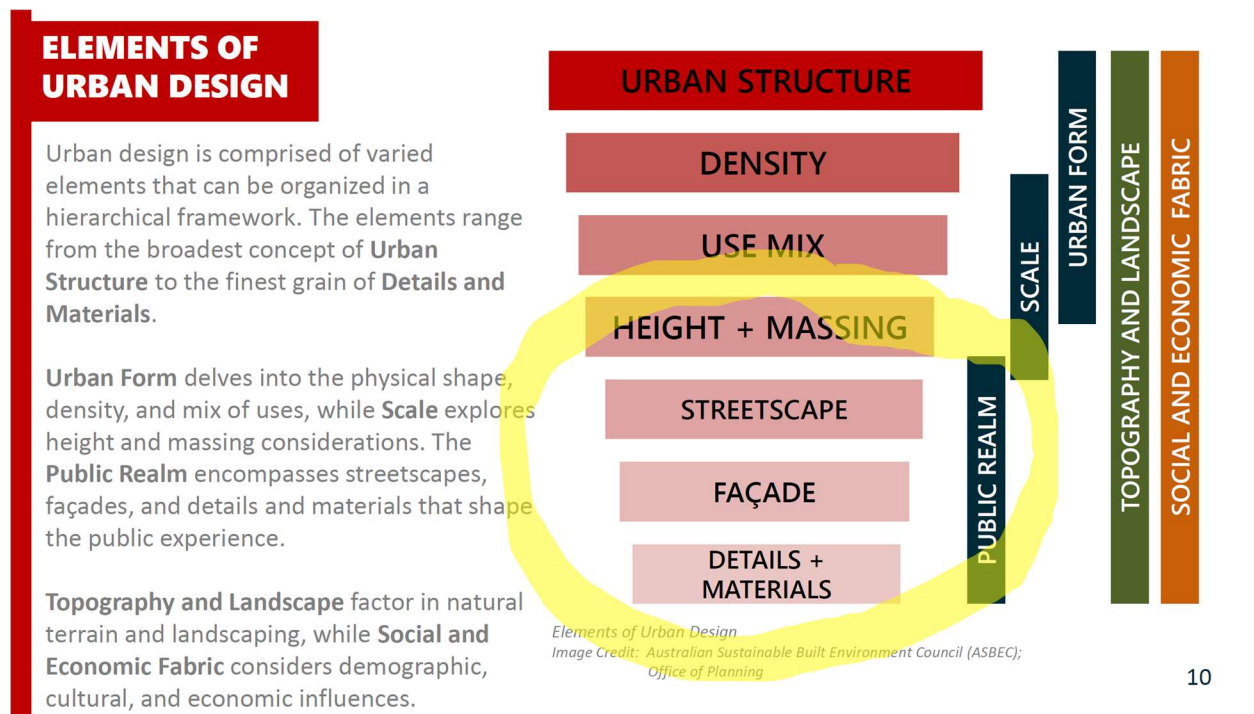
Elements which might be included in the Guidelines, depending on the level of façade guidelines chosen:

As described in the authoritative book, Form-Based Code:

Comprehensive architectural standards can include all of the following elements regulated through measured drawings. If such rigorous regulation is not desired, photographs can be used instead.

1. Massing
2. Facade composition
3. Windows and doors
4. Elements and detail
5. Palette and combinations of materials

As Described in an excerpt from the DC Urban Design Visual Guide



DESIGN STANDARDS

WINTER PARK, FL



DRAFT 12.9.2024

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Introduction

This section provides the intent and background of the design standards provided herein.

The City of Winter Park, through its Planning Department, is working with private property owners in a cooperative effort to preserve and enhance the character and appearance of its Districts and Corridors. This effort is part of a larger program through the City's Beautification Network to establish Winter Park as "The Most Beautiful Urban Village in the South."

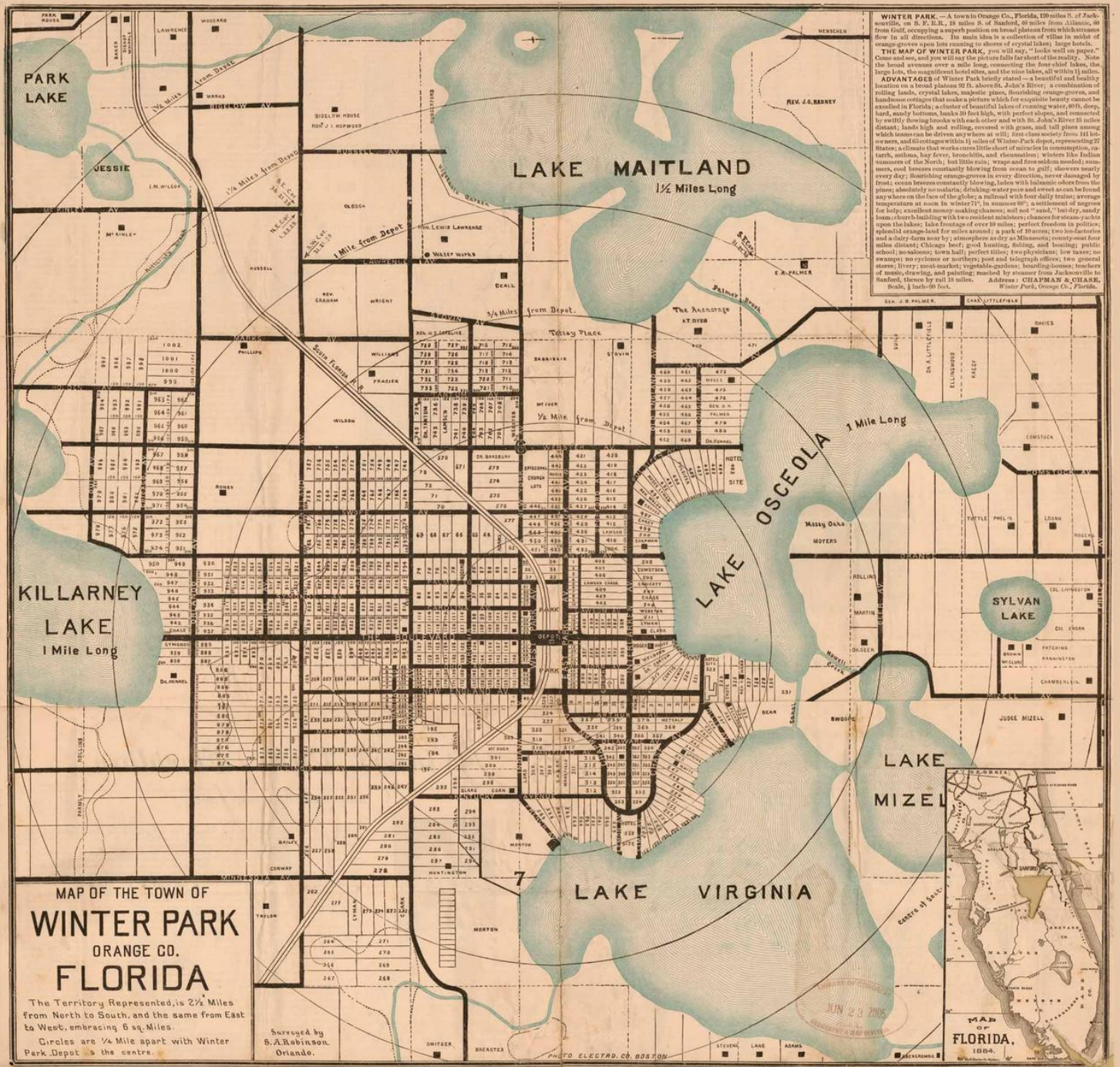
The design standards contained within this document apply to the exterior facades of buildings and are required of those properties in the general boundaries shown on the maps on the following pages. The standards address such things as the storefront facades, building massing and components, frontage types, awnings, canopies, building color and materials.

Purpose of the Standards. The standards are based on the positive features of the existing buildings. Their purpose is to ensure compatibility with the neighborhood, and to stimulate creative design solutions while promoting a sense of relatedness among properties. They are also aimed at enhancing the appearance of buildings by promoting a compatible architectural style and facade of each individual building while maintaining the eclectic mix of architectural styles and appearances among different buildings in the downtown area. These standards are also intended as a protection against unsightly, incompatible or outlandish architectural styles or colors that are solely intended to attract attention and visibility rather than conforming to and enhancing the character of the established areas.



Introduction: Historic Walkability

The historical map included below demonstrates how the original design of Winter Park focuses on a grid pattern of streets that are compact and walkable. In addition to the street grid, the City is designed around the original train depot and a distance radius is included in this map that radiates out from the depot and Central Park. Density and intensity of development were directly related to these radii, which in modern planning practice are used to define “walk-sheds”. For example a ¼ mile radius indicates a 5 minute walk shed. Originally, many of the roadways were intended to terminate into the surrounding lakes in order to preserve lakeviews as a public amenity. Modern day New York Avenue was also designated as West Park Avenue indicating a desire to frame Central Park with a traditional Main Street development on both sides of the park. This design element would be consistent with the defining feature of a “central park”. Later the introduction of Orange Avenue and Fairbanks Ave helped address growing traffic congestion but introduced new physical barriers within the original 6 square miles of historic Winter Park. Coupled with the widening of Orlando Avenue over time, a safe and comfortable walking distance in Winter Park has largely been reduced to the ¼ mile to ½ mile radius. This framework is important in understanding that Winter Park has always been intended to be experienced at the pedestrian scale. As such, building design and architecture must reflect the pedestrian experience.



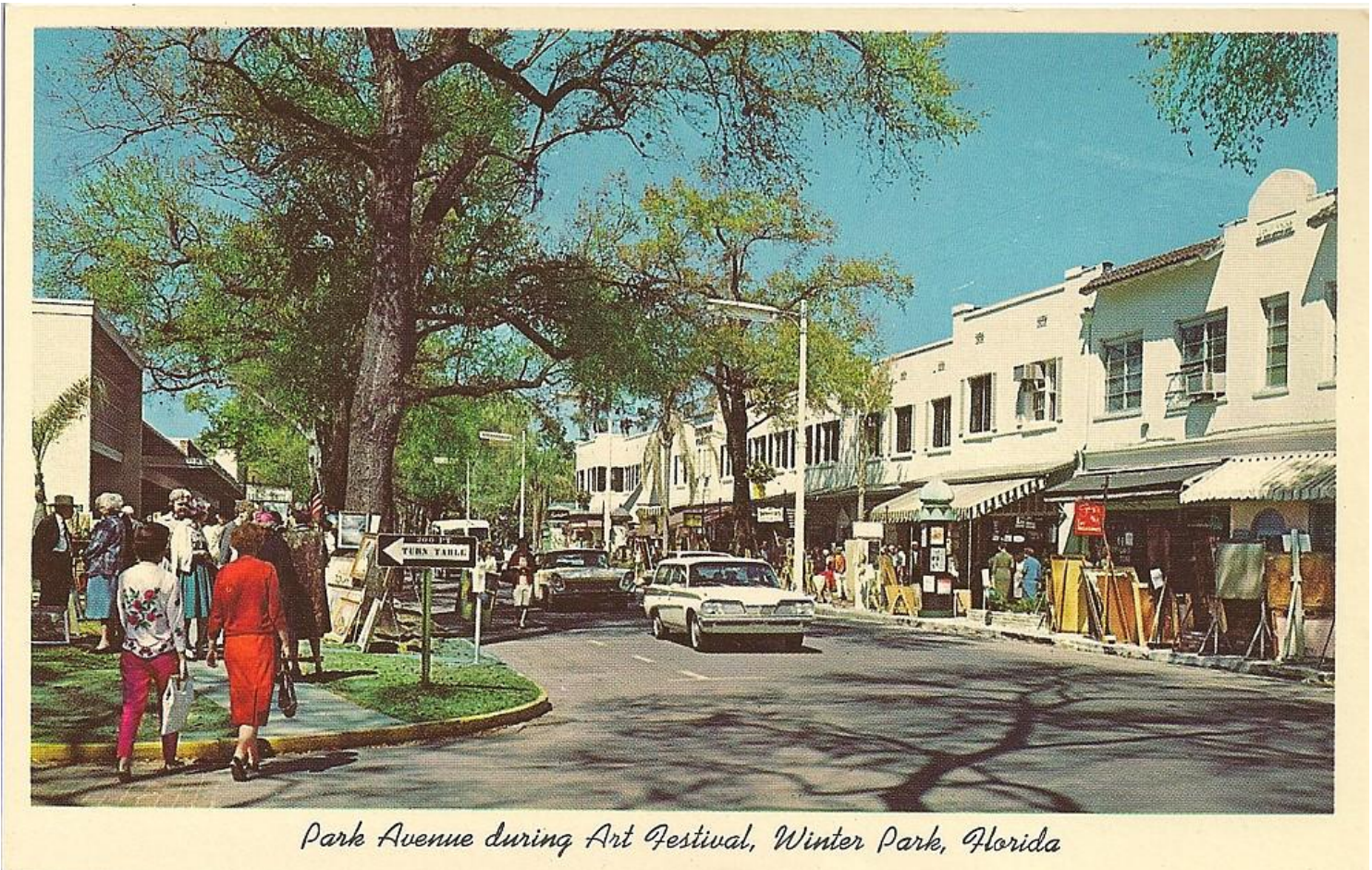
Introduction

This section provides the intent and background of the design standards provided herein.



Conservation of Design. The history of Winter Park is rich in culture, arts and craftsmanship. With its meandering chain of lakes, stately oaks, and historic charm, it has long been a place where natural beauty and architectural excellence are abundant. Founded in the late 19th century as a winter retreat for affluent Northerners, the city quickly became renowned for its Mediterranean Revival and Colonial Revival architecture, which blend harmoniously with the lush landscape. Walking through its historic neighborhoods, experiencing its ancient Oak trees, and driving its brick streets, one can feel the deep sense of place that emerges from the preservation of these timeless designs.

The concept of "Conservation of Design" in Winter Park is more than just protecting old structures; it's about nurturing the soul of the community by guiding future development to reflect the city's historic fabric. This philosophy fosters a dialogue between past and present, ensuring that new designs pay homage to the city's cultural legacy. By encouraging architecture that is both innovative and respectful of Winter Park's historical roots, the city is able to evolve in a way that continues its cultural story. The design standards within this document, are intended to protect Winter Park's history, but also forge a path to make history through compatible urban design and architecture.



Park Avenue during Art Festival, Winter Park, Florida



Architectural Styles

These styles reflect and summarize the range of architectural expression that occurs within the established boundaries. There are five (5) broad categories of architectural styles in this section. These architectural styles can be applied with a degree of flexibility. These architectural styles represent only a small portion of the architectural vocabulary appropriate for development within Winter Park. Additional architectural styles and/or individual building precedents beyond the scope of these standards may also be acceptable, provided an architectural narrative and design intent board is provided as described in this document. **Some example images shown are larger in scale than the zoning code may permit, these images are intended to demonstrate architectural style, not adherence to zoning requirements.**

1. Contemporary Mediterranean.

- a. **Origins and Influences:** Combines the formal elegance of Italian Renaissance with elements of Mediterranean Revival, highlighting classical Roman and coastal Mediterranean traditions.
- b. **Key Characteristics:**
 - i. *Roofing:* Low-pitched or hipped roofs with terra-cotta or red barrel tiles.
 - ii. *Walls:* Stucco or stonework, often in light, warm tones.
 - iii. *Windows and Doors:* Symmetrical designs with pediments or arches; sometimes accented with decorative ironwork.
 - iv. *Details:* Columns and pilasters in Tuscan, Ionic, or Corinthian orders, alongside carved stone or tile details.
 - v. *Spaces:* Formal loggias, balconies, and structured courtyards.
- c. **Overall Aesthetic:** Grand, symmetrical, and proportionate, with a balance of classical formality and coastal charm.
- d. **Regional Use:** Ideal for urban settings, resorts, and grand residences in warm climates. Found in Florida, California, and Mediterranean-inspired communities globally.



Architectural Styles

2. Spanish Revival

- a. **Origins and Influences:** Merges Spanish Colonial simplicity with the eclectic and romantic elements of Spanish Eclectic, drawing on Moorish, Mexican, and regional Spanish traditions.
- b. **Key Characteristics:**
 - i. *Roofing:* Red tile roofs with irregular and curving lines.
 - ii. *Walls:* Stucco exteriors in earthy or white tones, with thick adobe or stone walls where applicable.
 - iii. *Windows and Doors:* Arched doorways and windows, often asymmetrical, with decorative ironwork and vibrant tile surrounds.
 - iv. *Details:* Central courtyards, recessed windows, and irregular massing. Emphasis on vibrant tilework, wood detailing, and ornamental motifs.
- c. **Overall Aesthetic:** Warm, inviting, and detailed, with a romantic, informal charm.
- d. **Regional Use:**
 - i. Common in the American Southwest, California, Florida and warm climates. Frequently used for residential designs, mission-style buildings, and public architecture with a romantic Spanish influence.



Architectural Styles

3. Main Street Americana

- a. **Origins and Influences:** Rooted in the organic growth of small-town America, this style blends practical and modest elements from various architectural traditions, emphasizing functionality and charm over uniformity.
- b. **Key Characteristics:**
 - i. **Roofing:** A mix of flat roofs with parapets, low-pitched gables, and occasional decorative rooflines.
 - ii. **Walls:** Brick, wood siding, or stucco facades, often accented with painted signs or light trim detailing.
 - iii. **Windows and Doors:** Large storefront windows with transoms on the ground floor; upper floors typically feature simpler double-hung or casement windows. Doors are often recessed or centrally located, with minimal decorative elements.
 - iv. **Details:** Cornices, simple trim, and awnings or canopies. Variations in individual buildings provide character while maintaining a cohesive streetscape.
- c. **Overall Aesthetic:** Eclectic, inviting, and human-scaled, balancing charm with practicality.
- d. **Regional Use:** Common in historic downtown areas and small towns across the U.S., particularly in revitalized districts for mixed-use purposes.



Architectural Styles



4. Industrial / Chicago Style / Adaptive Reuse

- a. **Origins and Influences:** Developed in the late 19th and early 20th centuries, this style emerged from the industrial and commercial architecture of urban centers like Chicago. It prioritizes functionality, structural expression, and efficient material use. Adaptive reuse revitalizes these utilitarian structures by transforming them into modern mixed-use spaces while preserving their industrial heritage.
- b. **Key Characteristics:**
 - i. **Roofing:** Predominantly flat roofs, often with large, open rooftop spaces adapted for modern use.
 - ii. **Materials:** Exposed brick walls, steel beams, and concrete elements showcase the rugged, utilitarian origins of the style.
 - iii. **Windows:** Large, multi-pane or steel-framed windows maximize natural light and highlight the connection between interior and exterior spaces.
 - iv. **Details:** Utilitarian features such as factory-style doors, industrial hardware, and minimalist finishes reflect the building's industrial roots.
- c. **Overall Aesthetic:** Raw, functional, and stylish, combining rugged historical elements with modern simplicity. This style juxtaposes aged materials with contemporary finishes to create spaces that are both practical and visually striking.
- d. **Regional Use:** Initially prominent in cities with significant industrial histories, such as Chicago, New York, and Detroit. Today, it is globally popular in urban revitalization projects, often found in mixed-use developments, loft apartments, offices, and cultural venues.



Architectural Styles



1. Art Deco

- a. **Origins and Influences:** Emerging in the 1920s and 1930s, Art Deco draws inspiration from industrialization, ancient cultures, and the Machine Age. It emphasizes modernity, luxury, and geometric design.
- b. **Key Characteristics:**
 - i. **Roofing:** Flat or stepped roofs, often adorned with decorative parapets or spire-like elements for visual emphasis.
 - ii. **Walls:** Smooth stucco, concrete, or stone exteriors, often accented with bold geometric patterns, vertical grooves, or ornamental details.
 - iii. **Windows and Doors:** Symmetrical or ribbon-style windows with metal frames; doors often feature bold frames, or stylized motifs like sunbursts or chevrons.
 - iv. **Details:** Geometric ornamentation, including zigzags, chevrons, and stylized floral or animal motifs. Polished metals, intricate grillwork, and terrazzo flooring are common.
- c. **Overall Aesthetic:** Sleek, dynamic, and bold, Art Deco balances clean lines with decorative richness, creating an impression of glamour and innovation.
- d. **Regional Use:** Prominent in urban centers like New York, Miami, and Chicago, often seen in theaters, skyscrapers, public buildings, and historic districts undergoing revitalization. Today, it remains a defining feature of 20th-century modernist design worldwide.



Figure 1.1 Inspirational Imagery

The following images are intended to provide examples of appropriate design.



Table 1 Area Specific Requirements

	Central Business District	Morse Boulevard	Orange Avenue Overlay
DESIGN BY CONTEXT			
RECOMMENDED ARCHITECTURAL STYLES			
Contemporary Mediterranean	✓	✓	✓
Spanish Revival	✓	✓	✓
Main Street Americana	✓		✓
Industrial / Chicago Style	✓	✓	✓
Art Deco	✓	✓	✓
Modern			✓
FRONTAGE TYPES			
Terrace	✓	✓	✓
Forecourt	✓	✓	✓
Stoop	✓	✓	✓
Storefront	✓	✓	✓
Gallery	✓	✓	✓
Arcade	✓	✓	
MASSING & COMPOSITION			
Horizontal Building Articulation	Buildings shall articulate every 30 linear feet a minimum of 2 feet.		
3rd Story (and above) Setback	N/A	N/A	10'
First Floor Transparency	Minimum 50% between 2' and 10' above grade		
Upper Floor Transparency	Minimum 25% with a Maximum of 40%, measured between finished floor to the top plate (may be multiple stories). In no case shall the upper floors have more square footage of transparency per floor than the first floor.		
Entry Requirements	Entry Doors shall be recessed		N/A
FENESTRATION			
Proportion of Opening	All openings must be vertically proportioned with a minimum ratio of 1.4:1 (vertical to horizontal), or broken down into vertically proportioned sections with a minimum ratio of 1.4:1 (vertical to horizontal).		N/A
Bulkheads	Required height of 1'4" except where an accordion door, pocketing door or movable glass door is proposed.		N/A
Maximum Window Square Footage	Max square footage for an individual glazing panel is thirty (30) square feet		N/A
ELEMENTS AND DETAILS			
Awnings & Canopies	Awnings shall be canvas or metal		N/A
Balconies	Balconies shall be cantilevered and shall extend a minimum of one foot (1') from the face of the building		N/A
RECOMMENDED MATERIALS			
Stone	✓	✓	✓
Brick	✓	✓	✓
Stucco	✓	✓	✓
Siding	✓	✓	✓

Process & Administration

Applicability. These standards are applicable to all all within the boundaries described in Figure M.

Exemptions. Properties zoned R-2, PL, PQP, or PR are exempt. Additionally, interior renovations and improvements not requiring a permit are exempt.

Conditional Uses. All conditional uses subject to these provisions are required to provide the documents detailed in this section for staff and Urban Design Advisor review prior to the scheduling of any public hearing.

New Construction. Before a building permit may be issued for any new construction, approval from the Planning and Zoning Department, based on compliance with these standards, is required.

Renovations and Remodels. Prior to issuance of a building permit, an approval is required by the Planning and Zoning Department of the facade construction, or renovation and/or remodeling including awnings and signs. For any building renovations or remodeling, the applicability of these regulations is limited to the extent that the proposed changes are expressly governed by these standards. For instance, a renovation limited to a storefront wall must comply with the criteria specifically established for storefront walls under these regulations.

Interpretation in the Application of these Standards. The Commission retains discretion to apply these standards when evaluating the "compatibility" of conditional uses in other areas of the City.

Conflicts with Existing Code. To the extent these standards conflict with existing code, the more restrictive code requirements shall apply.

✓ Required Documents

- ❑ **Conceptual Plan, drawn to scale, with all required information detailed in this section**
- ❑ **2D Elevations, in color, drawn to scale, for all sides of the building**
- ❑ **3D Rendering of Building at pedestrian scale for all sides of the building.**
- ❑ **Proposed Frontage Type(s) of the building(s)**
- ❑ **Architectural Narrative.** The applicant, at a minimum, shall name their architectural style (which may blend multiple styles) and provide the defining characteristics of their proposed style. Defining characteristics shall include fenestration details, building detailing (roof, balconies/porches, coverings/awnings, column style, exterior materials, etc.) The applicant should provide a rationale for why their architectural style should be considered compatible with Winter Park and the buildings adjacent to their project.
- ❑ **Design Intent Board (Mood Board).** The applicant shall provide a sheet of colored images depicting the design intent for the building. Refer to Materials, Textures and Colors section.
- ❑ **Open Spaces, Landscape and Furnishings.** The applicant shall provide intent for furnishings, walking paths, landscaping palette and hardscape intent for any proposed or code required Open Space.

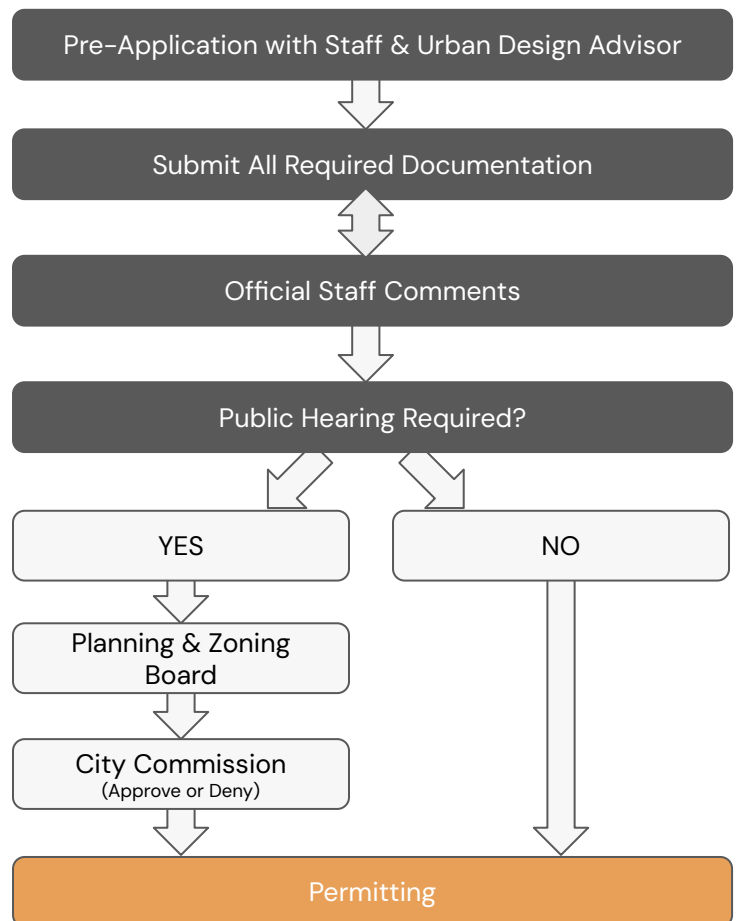
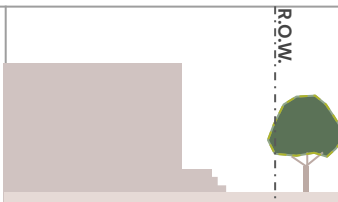

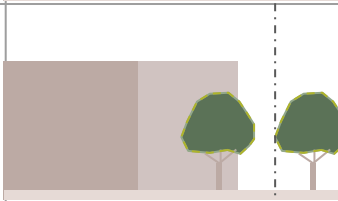
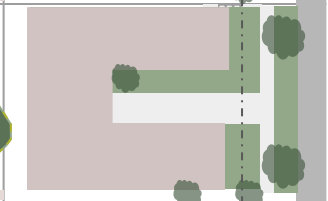
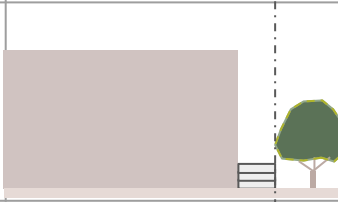
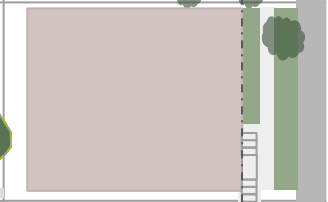


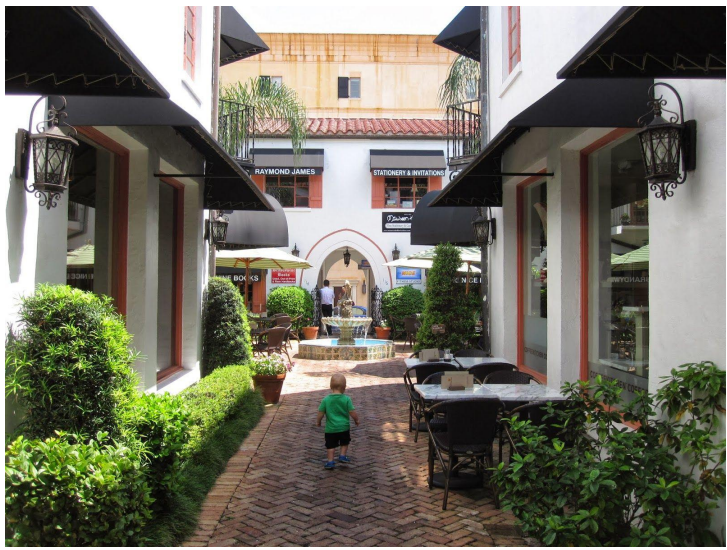
Table ## Permitted Frontage Types

Section View

Plan View

All buildings shall adhere to one or more of the following frontage types.

<p>Terrace: a frontage where the building is set back from the property line by an elevated terrace. This buffers residential use from busy sidewalks and protects the private yard from public encroachment. Terraces in non-residential development shall be a minimum of 8 feet deep.</p>		
<p>Forecourt: a frontage wherein a portion of the building is close to the property line and the central portion is set back. The forecourt created can be suitable for vehicular drop-offs as well. Forecourts should be used in conjunction with other frontage types.</p>		
<p>Stoop: a frontage wherein the facade is aligned close to the property line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground-floor residential use.</p>		



Forecourt with storefront frontage type



Stoop with outdoor seating.



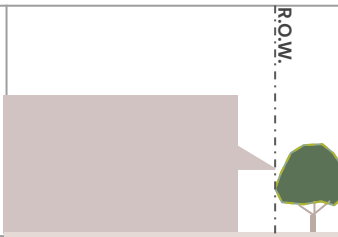
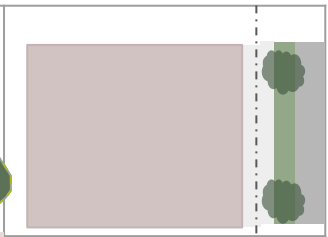




Terrace with recessed entry

Table ## Permitted Frontage Types (cont.)

Section View

Plan View

All buildings shall adhere to one or more of the following frontage types.

<p>Storefront: a frontage wherein the facade is aligned close to the property line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial transparency on the sidewalk level and an awning that may overlap the sidewalk to within 2 feet of the curb. A minimum 5' clear space is required for cafe seating.</p>		
<p>Gallery: a frontage wherein the facade is aligned close to the property line with an attached column-supported cover or a lightweight colonnade overhanging the sidewalk. This type is conventional for retail use. The gallery shall be no less than 8 feet wide.</p>		
<p>Arcade: a colonnade supporting habitable space that overlaps the Sidewalk, while the facade at sidewalk level remains at or behind the frontage line. This type is conventional for retail use. The arcade shall be no less than 8 feet wide.</p>		



Storefront with bulkhead, awnings and appropriate transparency



Gallery with a forecourt and cafe seating



Gallery with enhanced hardscape.

Massing: Base, Middle and Top

This section will provide standards for the design and development of new buildings (or for substantial improvement of existing buildings) in order to preserve and enhance the visual aesthetics and compatibility with existing buildings, and allow for a positive pedestrian experience throughout Winter Park, specific design standards relating to various building types are required.



Cornice (Top)

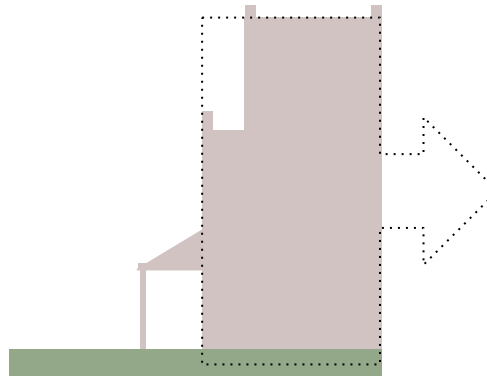
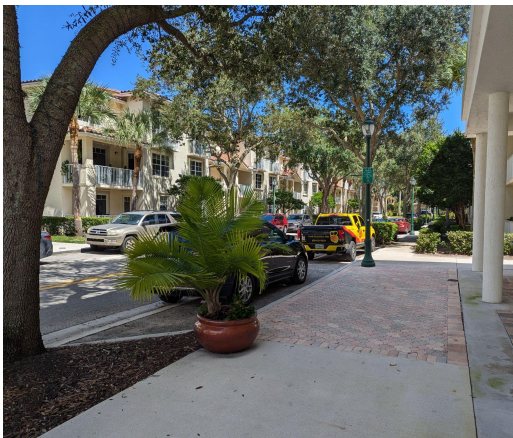
Parapet, Roof, Attic, HVAC, and other utilities

Upper Facade (Middle)

Lower Facade (Base)

Foundation, Ground Floor

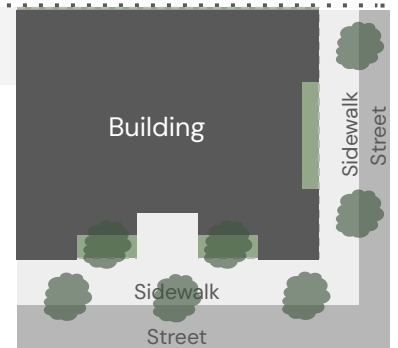
Streetscape – Sidewalk, tree planters, vehicular lanes



The primary inhabited area may span multiple floors. Window openings, architectural projections and doors shall demonstrate symmetrical spacing when providing building elevations for City review. Secondary setbacks may be required per the land development code.

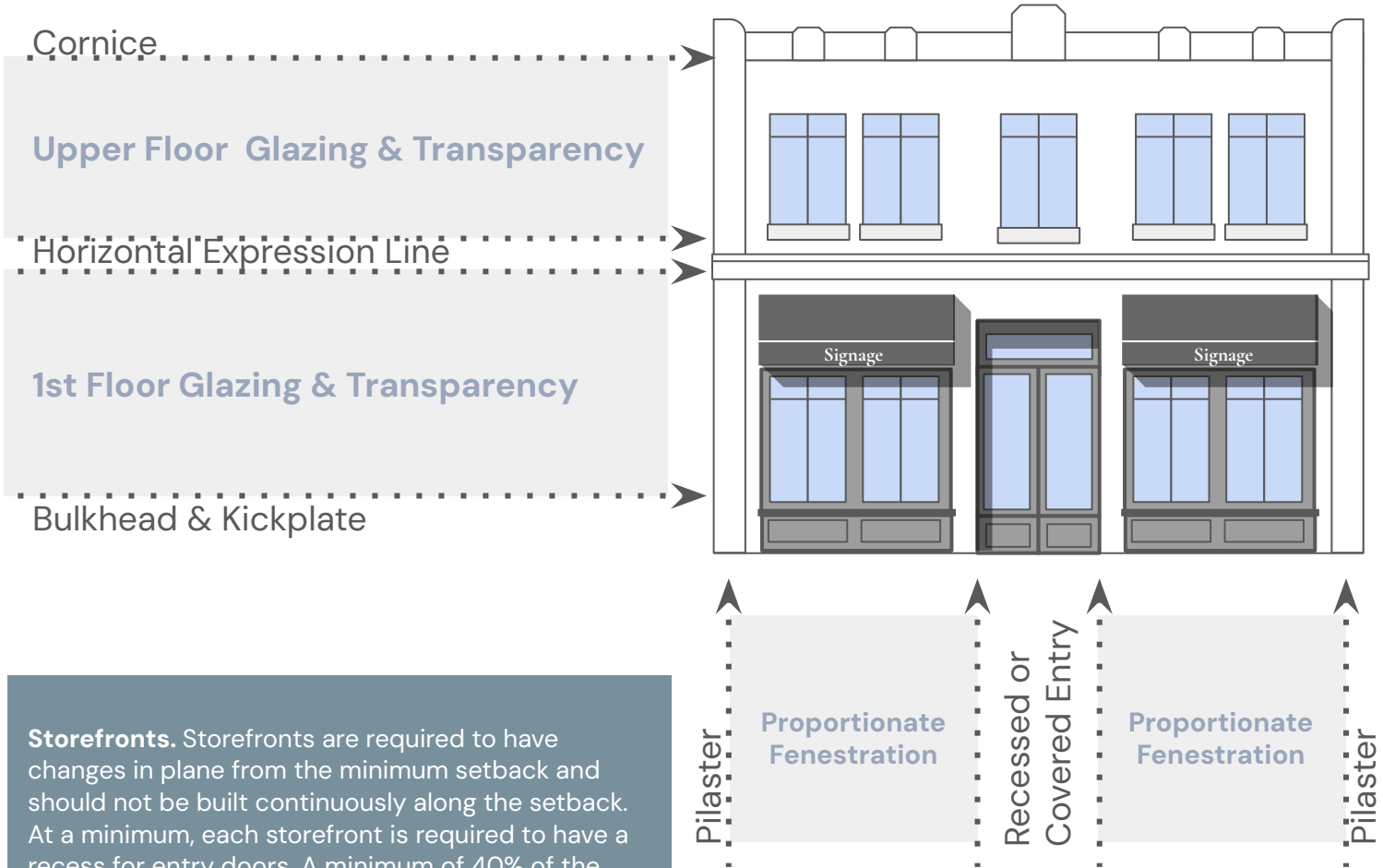
Building Articulation

Buildings shall articulate every **30'** along any public frontage. The articulation shall be a minimum of 2'. For buildings 3 stories or taller, the upper floor articulation shall differ from the first floor at least once per public frontage.



Composition & Fenestration

#####



Storefronts. Storefronts are required to have changes in plane from the minimum setback and should not be built continuously along the setback. At a minimum, each storefront is required to have a recess for entry doors. A minimum of 40% of the width of the storefront (maximum of 80%) must be recessed a minimum of one foot (1'-0") from the minimum setback.

Proportion and Scale of Openings All openings must be vertically proportioned with a minimum ratio of 1.4:1 (vertical to horizontal), or broken down into vertically proportioned sections with a minimum ratio of 1.4:1 (vertical to horizontal).



Height = 1.4

Ratio=1.4:1

Width = 1

Element	Requirement
1st Floor Transparency	Minimum 50% between 2' and 10' above grade
Upper Floor Transparency	Minimum 25% with a Maximum of 40%, measured between finished floor to the top plate (may be multiple stories). In no case shall the upper floors have more square footage of transparency per floor than the first floor.
Entry	Entry shall be recessed, covered with an awning or both.

Fenestration

This section will provide standards for the design and placement of windows and doors. As a point of reference, the scale of the Central Business Districts of Winter Park is one of its defining characteristics. Only a few of the buildings are over two stories in height. The openings, including doors, windows and storefronts shall respect the human scale. Eaves are low, upper floor windows are typically small and there is a high level of detail at the pedestrian scale. The proportions of the buildings are based on the human form and each building or facade must be treated as a consistent whole. New storefronts must respect historical proportions and their scale must be consistent with historic patterns in the downtown.

Doors

Configuration. Single leaf swinging doors are required unless exiting requirements necessitate the use of swinging double doors. Doors are required to be recessed a minimum of two feet (2'-0") from the lease line. The maximum height of doors is seven feet (8'-0").

Materials. Wood doors, wood and glass doors and steel and glass doors are acceptable. Aluminum and glass doors are acceptable provided they have relief and articulation in the frame section. Security gates, grills and sliding doors are not permitted.

* Muntins shall be applied to the exterior glazing surface.

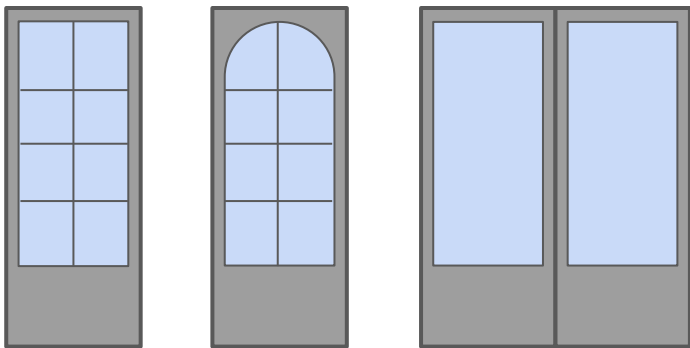
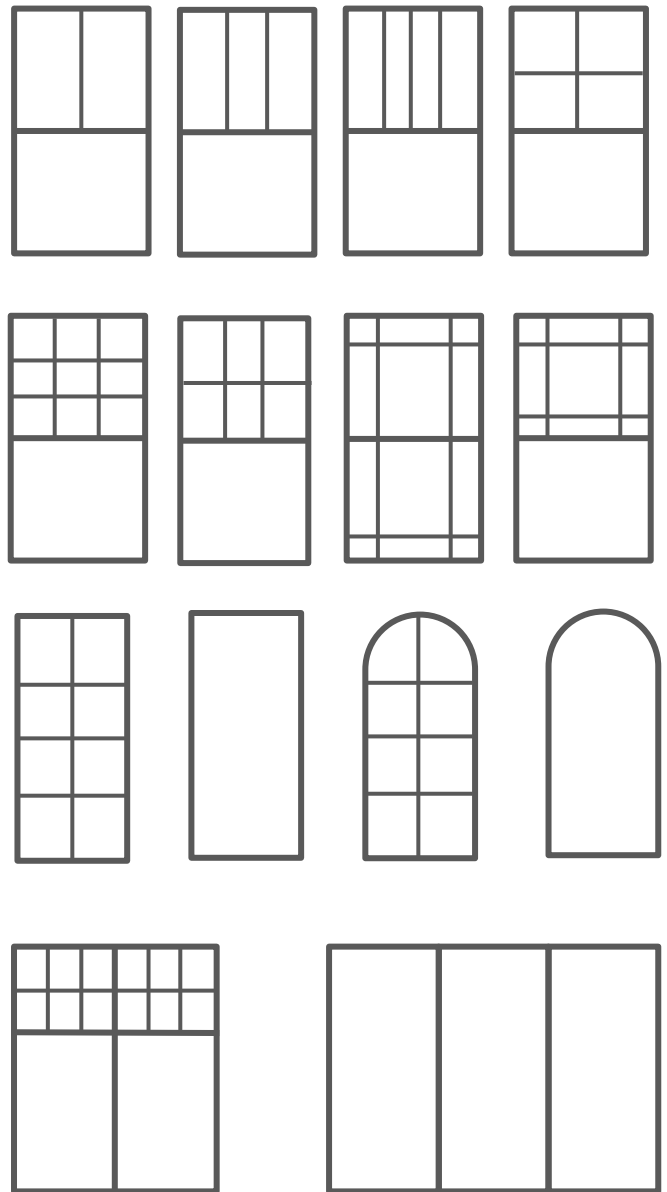


Figure ##. Window and Door Glazing Divisions



Windows

Configuration. The maximum square footage that is allowed per individual glazing panel is thirty (30) square feet. Transom lights above the show windows and above doors are permitted. A bulkhead wall or landscaped area under show windows, with a minimum vertical dimension of twelve inches, in a contrasting material to the storefront is required. Frameless glazing, mitered corners, etched glass, beveled glass, glass block and standard aluminum storefront systems are prohibited.

Materials. Wood, steel and aluminum window frames are acceptable. Aluminum window frames are acceptable only if they have relief and articulation in the frame section.

Fenestration

Storefront Walls

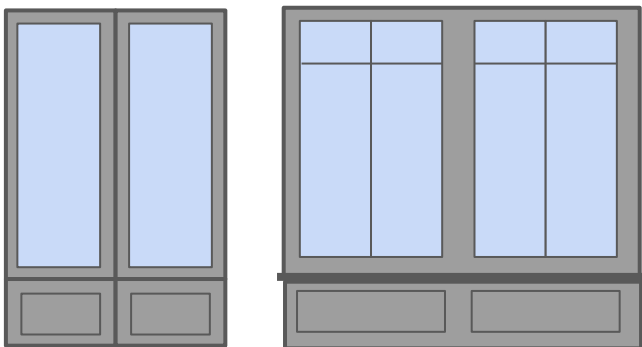
Configuration. Facades shall provide variation in twenty to thirty-foot intervals to reflect the rhythm of historical building patterns of traditional storefronts. Variations in storefront walls, such as changes in material, texture and/or color are required for walls over twenty feet (20'-0") long and at every 20'-0" to 30'-0" interval for the full linear length of the facade. At each end of the storefront, the storefront walls must cleanly abut the adjacent storefront or neutral pier (where they occur). At each end of the storefront, the walls are required to meet the ground to provide a frame for the storefront opening. The minimum horizontal dimension of these end walls is one foot six inches (1'-6"). To reflect historical construction traditions, no single opening in the wall plane greater than twelve feet (12'-0") can occur. Each opening in the wall plane must be flanked by a portion of wall with a minimum horizontal dimension of one foot six inches (1'-4"). A bulkhead not less than 1'4" in height shall be provided at the base of all storefront walls. Accordion doors, pocketing doors and movable glass doors are exempt from the bulkhead requirement.

Materials. The bulkhead shall be stone, masonry, or wood frame.



Figure ##. Storefront Window Divisions

* Muntins shall be applied to the exterior glazing surface.



Elements and Details

Awnings and Canopies

Configuration. Awnings shall be compatible with the surrounding context. Awnings and canopies at restaurants with outdoor seating shall be a **minimum depth of eight feet (8'0")** unless prohibited by building or fire code. **Awnings shall not cover the horizontal expression line or extend into the second story facade.**

Materials. Awnings shall be canvas or metal. Signage and lettering shall be limited to the valance of the awning.

Figure ##. Awnings and Canopies



An example of compatible awnings/canopies.



Avoid large signage or lettering on the main body of the awning.

Elements and Details

Balconies

Configuration. Balconies shall be cantilevered from the facade of the building. Balcony structural supports shall not extend to the ground, however, structural brackets or tie back rods are permitted. Balconies shall extend a minimum of one foot from the face of the building and **a maximum of three and a half feet into the setback or Right of Way.** ~~and shall not extend one foot beyond the fenestration elements they serve in width.~~ Materials, including railings, should complement the facade of the building.

Materials. Balconies shall be metal, masonry or wood.



Cornices and Parapets

Cornices and parapets are important character defining elements of historic buildings and are usually associated with a particular architectural style. Historic commercial buildings typically have a cornice at the top of the building and often to signify an upper level floor. Parapets finish the top of a wall shielding flat roofs and rooftop mechanical equipment systems from view; both also provide building decoration. A cornice or parapet may be constructed from a variety of materials, including stone, brick, cast masonry, stucco, terra-cotta, wood or metal. Their different configurations, details, materials and colors all enrich the character of a building facade.

Original cornice and frieze elements should be preserved and maintained. Removal of these results in a blank, unfinished look.

In cases where the original cornice or parapet is missing, the installation of a new cornice or parapet, based on physical or pictorial evidence of the original design, is encouraged.

If no historical, physical and/or pictorial evidence exists for a particular building, new cornices may be of a design that is compatible in style, size, scale, and materials

Figure ##. Cornices & Parapets



Elements and Details

Ornamentation

Ornamentation may be used to achieve a specific architectural style and may include:

Quoins – Stones or bricks that accentuate the corners of buildings.

Moldings – Trim elements such as crown, chair rail, or base moldings.

Friezes – Decorative horizontal bands, often with relief sculptures or patterns.

Pediments – Triangular gables above entrances or windows, common in classical architecture.

Dentils – Small, tooth-like blocks found in moldings, particularly under cornices.

Medallions – Decorative circular or oval elements, often found on ceilings or walls.

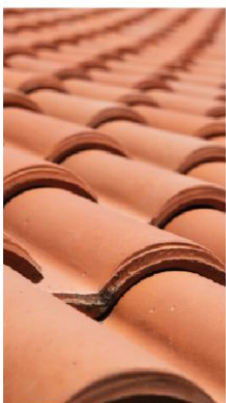
Brackets – Decorative supports under eaves or ledges, often carved or shaped.

Spandrels – Triangular spaces between arches and surrounding features, often decorated.

Niches – Recessed areas in walls often for displaying statues or decorative items.

Materials, Texture and Color

1. **Intent.** To ensure the architectural design achieves a cohesive aesthetic, this section establishes requirements for materials, texture, and color. These elements should work together harmoniously to enhance the overall visual identity, durability, and context of the project.
2. **Materials.** All applicants shall provide a description and imagery for:
 - a. Primary Materials (e.g. brick, stucco, wood, fiber cement or stone),
 - b. Secondary Materials (e.g., glass, decorative stone, or roof tile).
 - c. Fixtures and Frames (e.g. light fixtures, window frame, or building signage)
3. **Texture.** All applicants shall provide a description and imagery for their proposed surface variation (e.g., smooth stucco with rough stone accents).
4. **Color.** Proposed building colors shall be shown on building renderings and provided as part of the submittal



Section 12 Definitions

a. Graphics

The graphics, tables, and text utilized throughout this code are regulatory. In case of a conflict, text shall control over tables and graphics. Further tables shall control graphics.

b. Defined Terms

The following terms shall have the following meanings.

Balcony. An open air cantilevered structure.

Awning. Mounted to a building and extends over doors, windows or patios to provide shelter from the sun and rain. Awnings may be of different materials, such as fabric or metal.

Facade. The exterior face of a building, including but not limited to the wall, windows, windowsills, doorways, and design elements. The front facade is any building face adjacent to the front property line.

Frontage. The linear footage of property abutting a dedicated street or highway as measured along a lot or parcel of land. The length of the property line of any one parcel along a street on which it borders. For businesses in shopping centers it shall be measured along the front face of that portion of the building occupied by the business.

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