

**TOWN OF BOONE**  
**TOWN COUNCIL, COMMUNITY APPEARANCE COMMISSION AND HISTORIC PRESERVATION**  
**COMMISSION**  
**TUESDAY, MARCH 20, 2018**  
**6:00 P.M.**

**COUNCIL MEMBERS PRESENT:** Mayor Rennie Brantz, Mayor-Pro Tem Loretta Clawson, Lynne Mason, Connie Ulmer, Sam Furguele and Marshall Ashcraft

**COMMUNITY APPEARANCE COMMISSION MEMBERS PRESENT:** Chairperson Brian Williams, Vice-Chairperson Jason Selong Sarah Davis Cagle and Daniel Johnson

**HISTORIC PRESERVATION COMMISSION MEMBERS PRESENT:** Chairperson Eric Plaag, Teresa Pearman, Bettie Bond, Chuck Watkins and Bill Dixon

**STAFF PRESENT:** Jane Shook-Director of Planning and Inspections, Brian Johnson-Urban Design Specialist, Christy Turner-Senior Planner, Marty Little-Planner and Marlene Crosby-Board Secretary

**OTHERS PRESENT:** Brittney Clark-Downtown Development Coordinator

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**CALL TO ORDER**

Mayor Rennie Brantz called the workshop for the Boone Town Council, Community Appearance Commission and the Historic Preservation Commission to order at 6:00 p.m. in the Council Chambers located at 1500 Blowing Rock Road. Mayor Brantz welcomed everyone to the workshop.

**INTRODUCTIONS**

Ms. Jane Shook Director of the Planning and Inspections Department asked each Council Member, Commission Member and Planning Staff Member present to introduce themselves.

Ms. Shook said that the purpose of this workshop is to update the new Council Members and Commission Members on the Downtown Design Guidelines.

**HISTORY/REVIEW SUMMARY**

Ms. Shook and Mr. Brian Johnson, Urban Design Specialist gave a brief history of the work that has been completed on the Downtown Design Guidelines (permanently attached).

Mr. Johnson talked about the December 2017 workshop. He said at that workshop there was discussion on proposing another district called the "Warehouse District" which will serve as a transition area along Howard Street between the Historic Core and Interface Area. He noted that

at that workshop it was agreed that the HPC and CAC Chairpersons would meet with the Planning Staff and draft suggested boundaries which will be presented at this workshop.

#### **PRESENTATION OF NEW MAP/DISCUSSION OF WAREHOUSE DISTRICT**

Mr. Johnson talked about the proposed district map that was discussed at the last CAC meeting in January of 2018 (permanently attached). He said this proposed map has been revised and is in the workshop packet. He said the purple area on the proposed map is outlining the proposed “Warehouse District” and also includes other suggested boundaries to be discussed at this workshop.

Mr. Johnson said that the CAC has not looked at drafting regulations for the proposed “Warehouse District” yet. He said there has been discussion about extending this district to the west end of Town towards the end of the Town limits. CAC Chairperson Brian Williams noted that previously the boundary stopped at the Poplar Grove Connector.

Mr. Johnson pointed out that there are some properties on the proposed map designated with hash marks. He said the properties are owned by Appalachian State University. He said the CAC had previously discussed whether or not to include these properties within the boundaries. He said based on the Town Attorney’s opinion the properties could be included. He said these properties can be discussed at this workshop. He also said the boundaries set on the proposed map have been determined from all the Town meeting discussions and they are up for discussion at this workshop.

CAC Chairperson Williams added at the last CAC meeting because of the increased building development the CAC decided to use the proposed “Warehouse District” as a place holder for a potential future “Warehouse District”. He said it was discussed to apply the Interface Area rules to the proposed “Warehouse District” in the interim so the CAC can move forward with making recommendations for getting the draft Downtown Design Guidelines approved. He said the CAC chose to go this route rather than to stop and try to figure out what the old buildings were in terms of design elements in the proposed “Warehouse District”.

In summary, Ms. Shook explained that the area shown in blue on the proposed district map is reserved for more Historic-type buildings, the area shown in yellow on the proposed district map is reserved buildings where more contemporary-like features are allowed and the area shown in purple is the proposed “Warehouse District” that may be a transition between the Historic Core and Interface Area.

Ms. Shook said at this point in time the CAC have draft guidelines for the Historic Core and Interface Area. She said the HPC has been working on the potential for a “Historic District”.

Ms. Shook said there has been discussion on how the draft guidelines would be explained to the public. She said it was the goal for the HPC and CAC to have their proposed guidelines adopted at the same time. She talked about the Staff’s concerns of rolling out different topics at different times and causing confusion. She said another option would be to adopt other stop-gap measures until all of the draft guidelines can be rolled out at the same time.

CAC Chairperson Williams asked HPC Chairperson Plaag for clarification on the goal to align the Historic Core with what the HPC believes to be achievable with the SHPO in terms of a truly Historic District. HPC Chairperson Plaag said this is correct.

HPC Chairperson Plaag said the HPC has discussed extending the Historic Core on the west end of Town to include the Smithey's building where the Ram's Rack is currently located. He explained his moderate concerns on this. He said he was concerned that SHPO might possibly ask why the district is being extended on one side and not on the other side of the street. He said he felt like it is close enough that it may not be an issue.

HPC Chairperson Plaag talked about the buildings in the proposed "Warehouse District". He said a lot of them are old warehouses or garages from a lot of old automobile parts manufacturing and selling took place. He said these types of buildings generally differed in purpose from those on King Street and also were largely built during a second, later wave of development in Boone during the 1940's.

HPC Chairperson Plaag talked about including in the Warehouse District the Galileo's building on the corner of Poplar Grove Connector and King Street because it fits with the rest of the architecture in that section of Town.

#### **PRESENTATION OF CURRENT PROPOSED REGULATIONS FOR THE HISTORY CORE/INTERFACE AREA**

Ms. Shook said there has not been much change to the draft guidelines. She noted that both the CAC and the HPC have followed the Secretary of Interior Guidelines as closely as possible. She said that the HPC has offered suggestions that the CAC has taken into consideration regarding the draft guidelines.

HPC Chairperson Plaag prefaced his comments by saying he understands the desire to roll everything out at once. He said there may be a way to roll out the CAC guidelines that includes that these guidelines are in preparation for the establishment of a Historic District in Downtown Boone with the understanding that this is a process that will take several months. He said this would show that the CAC and HPC are linked in their efforts to propose guidelines and it would buy the Town the protection it needs in the interim for future development.

#### **UPDATE FROM HISTORIC PRESERVATION COMMISSION CHAIRPERSON**

HPC Chairperson Plaag said the HPC was tasked in 2015 to begin a historic survey of the Municipal Service District. He said that he and two technicians ruled out buildings built before 1980 which were not eligible to be included in a "Historic District" because of their age. He said next they photographed the architecture and the changes in architecture to the extent that they could. He said at that point the approved hours for the technicians ran out. And since then, he has been writing the survey entries using the draft architectural descriptions, plus very expensive research on the history.

HPC Chairperson Plaag said the HPC members have seen a draft of most of the survey entries that have been completed. He said this level of detail goes beyond what would normally be done in a survey. He said his intention for this level of detail was to be able to give the Town a document that would aid them in managing a "Historic District" for the next 20 years without having to do research on additional properties. He said the survey report is intended to be a comprehensive Historic document about Downtown Boone.

HPC Chairperson Plaag said the HPC made a recommendation at the December 2017 meeting in terms of what the boundary of the "Historic District" should be based on the findings of the draft survey.

HPC Chairperson Plaag said he hopes that the draft survey report and its recommendations from the survey team can be submitted to Council for their review in May of 2018. He added that the draft survey report would go through a public hearing process. It was noted that it takes 30 days for the draft survey report to be reviewed at the State level. Then the survey report comes back to the HPC with any suggested changes, then it would go back to Council for their review and the establishment of a "Historic District". He said the earliest possible date this could happen would be September of 2018.

Ms. Shook opened the floor for questions and if they were comfortable with the information they had just heard regarding the draft guidelines and survey report or the process that is currently being worked on.

Council Member Ashcraft asked if there is a standard public review process between the time the Council gets the information and the time that the Council acts on the establishment of a "Historic District". HPC Chairperson Plaag said there is no mandated public comment period other than what would happen at the Council meeting. He continued to explain that it would be an absolute mistake to not have a separate, distinct public comment meeting that is solely dedicated to the discussion of the "Historic District". He said it is essential to explain to Downtown business owners about the "Historic District" to get the buy-in needed for it to be successful.

Mayor Brantz asked HPC Chairperson Plaag to explain what happens to the "Historic District" once it is accepted by the State. HPC Chairperson Plaag explained that the HPC is already a quasi-judicial board. He said the HPC has already designated two local landmarks or three which are the Linney House, the Linney Law Office and the Downtown Boone Post Office. He explained for example, if the Town wanted to make a change to the Downtown Boone Post Office, they would have to come before the HPC to request a Certificate of Appropriateness for making the change. He explained that there would be a hearing with the property owner requesting the change. He said the HPC would take testimony from the property owner. He explained the differences between major and minor changes. He said if there are changes to the roof or façade, the changes would be reviewed to see they meet the design standards in order for the COA to be granted.

Discussion ensued on UDO Section 25.01 Applicability. Council Member Furguele said that the ordinance says that 70 percent of an element is seen. He suggested lowering this percentage to

make it more stringent in the B-1 zoning or Historic District. He asked if there was any previous discussion on this topic. His concern was that there could be an obscuring of features from vegetation. Mr. Johnson said this topic was not discussed. CAC Chairperson Williams said there was discussion on how easily things are seen from all over in the Downtown area. He said there was discussion on whether all the buildings have to be brick on all sides which may not be keeping with what has been done historically.

Member Furguele asked about the Building Design Standards section of the ordinance and the Historic Core and the Interface Area. Ms. Shook said that section of the ordinance is a working draft and it is waiting on the CAC's recommendations to complete it.

Member Furguele asked about the section of the ordinance regarding the contemporary architectural features allowed in the Interface Area are included but not limited to pending discussion. Ms. Shook said there was discussion of more contemporary features that were probable at that time. She said this section of the ordinance needs more research and not intended to be left open-ended.

HPC Chairperson Plaag commented on the lowering of the threshold in the Downtown area. He said conceivably a Downtown property owner with a building of two-stories in height under the current threshold, could alter the historic storefront of their building to a modern or non-appropriate look and not change the second story of the building. He said he thinks this is what Council Member Furguele is pointing out with his proposed change of lowering the 70 percent threshold. HPC Chairperson Plaag agreed that the threshold should be lowered for the reason he pointed out earlier in this workshop.

CAC Chairperson Williams talked about UDO Section Article 25.6.4. Design Standards of Renovations of Existing Buildings (permanently attached). He said this section of the UDO is where the Secretary of the Interior Standards were used the most.

Discussion ensued on Downtown buildings being publicly visible. Council Member Furguele asked Ms. Shook if the percentage is 31 percent or 70 percent. He further explained that if 31 percent of a building is screened, you can only see 69 percent of it. He said doesn't this mean that the standards are not applicable. He said he is reading the language as saying that if less than 70 percent of the building is visible, it is not considered a publicly visible element.

HPC Chairperson Plaag asked CAC Chairperson Williams to explain the thresholds for applicability. CAC Chairperson Williams explained that the thresholds come from the current UDO language for the entire Town. And he said the thresholds were not discussed nor were they changed by the CAC.

Council Member Furguele said he feels strongly that the standards should apply to the Downtown buildings that have a vantage point. He further stated that the standards should be more stringent than any other place in Town. Ms. Shook noted that the Staff agrees with Council Member Furguele. She also noted that the Staff wants to protect the interior walls of the buildings in the Downtown area. Member Furguele suggested duplicating the language in the UDO.

Ms. Shook said that she and Mr. Johnson had previously discussed creating a separate section in the UDO for the Downtown Design Guidelines to help make it more clear what standards need to be applied to Downtown buildings. Council Member Furguele agreed that this is a good idea.

Ms. Shook talked about the design features of Downtown buildings. She said there needs to be discussion on these features which would be different from what Article 25 requires.

HPC Chairperson Plaag suggested addressing the applicability element by saying it is applicable to any elevation that is publicly visible in any portion. He suggested leaving the flexibility for a building owner to request a waiver of that requirement to account for the fact the things behind the building will not be seen as long as the view is obstructed. He noted that he has the same understanding of the Applicability language as Council Member Furguele. He said he understands the language is saying that the entire section of the UDO is dependent upon the applicability element. And if the sides of the Downtown buildings do not meet this requirement, the Town has no say in what the sides of the buildings look like.

CAC Chairperson Williams agreed that the language should be put in a separate section of the UDO because if it is in the Downtown area, it is applicable.

Ms. Shook said the UDO currently regulates primary and secondary facades but only in the Wellness District.

It was noted that there was consensus from the members present to have a separate section in the UDO for the Downtown standards and to look at visibility to include the primary, secondary and tertiary facades. Ms. Shook asked if there were any concerns on these topics.

Council Member Furguele talked about his concern regarding the Historic Preservation process. He said he feels that we should do everything we can to protect the Downtown area while the standards are being put together, especially with the upcoming construction.

Ms. Shook explained that the Staff is reviewing new applications and they are having to use the current UDO language while reviewing them. She noted that the public may not be happy with what the construction will produce but the Staff's hands are tied at this point.

Ms. Shook said the CAC wants to roll out their guidelines. She explained that her concern with rolling out the CAC guidelines is that she would like to include the proposed "Warehouse District" with these guidelines and not have to come back and discuss it.

HPC Chairperson Plaag talked about a short-term fix to get the protection needed in the interim. He said that Council could conceivably pass a design standard for the Historic Core. He said it could include that once the ordinance is passed and included in the UDO that any proposed construction within the Historic Core will be reviewed by the Planning Staff according to the Secretary Interior Standards for Rehabilitation.

HPC Chairperson Plaag said this is how the HPC has managed where they have had to adopt standards and they had not yet written the standards. He explained that the Secretary Interior Standards has ten items that are sufficiently flexibility enough to use in the interim.

HPC Chairperson Plaag talked about the process for getting the proposed short-term fix to Council. It was noted that there would need to be a public hearing process and a special meeting could be arranged for it. He said this could be done within the month and be a part of the UDO by May of 2018 or sooner.

Discussion ensued on the implementation of the standards. Ms. Shook asked if an overlay district with design guidelines knowing with "Overlay Districts" with the State are exempt. She explained that the "Overlay District" lays over the existing zoning. She said this does not change the use, it changes the form. She asked would this whole area be rezoned to B-1 so that that the uses and the form are together. It was noted that some of these proposed properties are now R-3.

Council Member Furguele suggested making the Historic Core a requirement of the B-1 zoning district to get some protection now. He said the zoning could be modified later to cover the other areas, if necessary. It was noted that all of the blue color shown on the map is currently zoned B-1 except for the Linney House.

Ms. Shook asked HPC Chairperson Plaag how difficult would it be for Staff to apply the Secretary of the Interior Standards for rehabilitation. He noted that number ten is intended to apply to new construction, while the others apply to existing buildings.

Ms. Shook asked if we would lose any protections that we currently have as far as the primary façade materials. HPC Chairperson Plaag said a way to handle that is to insert the Secretary of the Interior Standards into the beginning of the section of the UDO where applicable. He said to continue with in addition the following existing elements of appropriate materials would apply.

Council Member Furguele said you can add, to the extent of the language of the UDO you must comply with the standards.

Council Member Furguele asked Ms. Shook about a proposed UDO amendment change that is on the next public hearing agenda. He explained that if a building is torn down in the B-1 zoning district you can only get approval for a different building through either the Special Use Permit process or through the conditional district zoning process.

Ms. Shook confirmed that the proposed amendment change that Council Member Furguele is referring to is on the March 26, 2018 public hearing agenda.

Discussion ensued on stop-gap measures. CAC Chairperson Williams talked about the most recent stop-gap measure that was put in place in the B-1 zoning district as it relates to certain building materials.

Ms. Shook said the Staff is getting into situations where building materials are being proposed that are not appropriate in the B-1 zoning district.

HPC Chairperson Plaag said that using the Secretary of the Interior Standards would protect the Town from an applicant proposing inappropriate changes to a historic building. He further explained that the Staff would do the design review and let the applicant know why they cannot do certain changes because of the requirements of the Secretary of the Interior Standards.

Discussion ensued on letting the community know about the temporary stop-gap measure. HPC Chairperson Plaag said a way to explain to the public is that the Town is going to use the Secretary of the Interior Standards Guidelines until the current standards document has been revised with protections in place and making the HPC and CAC guidelines fit together. He said the HPC is going to ask Council to put the Secretary of the Interior Standards in to the UDO. He said the same end can be accomplished by the CAC submitting their guidelines now and then adopting the district and the HPC will work on completing their guidelines. He said by the end of 2018 all of it would be completed.

CAC Chairperson Williams talked about the words recommended and not-recommended that are used in the Secretary of the Interior Standards. He said the CAC stripped out these words from the CAC guidelines because he was concerned that others might think that the use of these two words might mean the applicant does not have to do a certain requirement. Council Member Furguele said this can be solved by putting in the UDO language that the recommended standards are required.

Ms. Shook talked about making sure that protections are in place for new construction related to existing historic properties versus a property that is vacant. Council Member Mason said it has to be in relation to what exists. Ms. Shook confirmed that if we are going to use the guidelines, we may need to put in additional language to cover possible changes that may not be in the guidelines.

CAC Chairperson Williams said he thought the guidelines do specifically speak to within a property or if you are adding onto a building itself.

Council Member Furguele asked Ms. Shook if the limitations to declare a Moratorium are for multi-family.

Mr. Johnson asked if the guideline language can be modified. Council Member Furguele said it can be done now. HPC Chairperson Plaag said he saw a loophole in the in-fill lots. HPC Chairperson Plaag said the language could be modified to say that it applies to all lots within the B-1 zoning district regardless of whether there are existing structures.

Ms. Britney Clark, Downtown Boone Development Coordinator asked how long after a building is torn down is the vacant lot considered as in-fill. Ms. Shook said as soon as the lot is vacant.

Council Member Furguele said a 60 day moratorium could be done. Ms. Shook confirmed that the language says that a greater height of an existing building cannot be increased.

Ms. Shook talked about the timeline for the State to review the proposed guidelines and Staff bringing back proposed language to the April 2018 Council meeting. Ms. Shook said if the Council would give approval on this topic, she could advertise it for the April 2018 public hearing. She said that Council approval would be needed prior to the Council meeting. She noted that this is the fastest that it can be done.

**Motion and Vote:**

Council Member Furguele made a motion seconded by Mayor Pro-Tem Clawson to allow the Planning Staff to develop for the April 2018 public hearing the following proposal to put the restrictions in the B-1 zoning district where the applicants have to comply with the stricter standards along with the further requirement that there has to be compliance to the extent that it is not inconsistent with the Secretary of the Interior Standards but those standards are made mandatory and not permissive or recommended. Also with the understanding that the Planning Staff will provide the Council with the draft proposal prior to the April 2018 Council meeting.

**Vote:**

Aye - All

Nay - None

**The motion passed.**

Ms. Shook asked if everyone was comfortable with the CAC moving forward and working on the Interface Area, Warehouse District and Historic Core based on the discussions at this workshop. It was the consensus of the members present for the CAC to move forward and working on the Downtown Design guidelines based on the discussions at this workshop.

**NEXT STEPS REGARDING TIMELINE(S), SCALE AND MASSING AND ZONING MAP AMENDMENT (REZONING OR OVERLAY)**

Ms. Shook said that the UDO regulates height and building features. She said the UDO does not regulate mass and scale and most importantly in the Downtown area. She reviewed the material in the workshop packet for this topic (permanently attached). The Planning Staff asked Council for permission to work on scale and massing in the Downtown area and bring those proposed regulations to Council with the CAC's recommendations to help massing and scale. Ms. Shook said the Planning Staff feels like these topics should be addressed.

Ms. Shook said that the Staff wants to provide good examples that go along with building height. Ms. Shook added that whatever the Staff creates for the Downtown area would be applied across Town. It was the consensus of the Council that this is an important topic and they wanted the Planning Staff to move forward with it.

Ms. Shook asked the Council to be thinking about how they would like the CAC standards to be implemented. She said the options are to create a zoning map amendment and rezone the properties to B-1 or go through an Overlay District and use the design standards over the existing zoning.

Council Member Furguele noted that he is interested in moving forward quickly and by implementing it in an Overlay District to include the Interface Area and do modifications if needed as other processes develop. He noted that once there is an approved Overlay District, there will need to be text amendments created for it.

Council Member Mason confirmed that the differences between the Historic Core, Interface Area and Warehouse District would be covered in the Overlay District.

CAC Chairperson Williams said he would be concerned about the uses that are allowed, if all of the Downtown area were rezoned to B-1. Some concern was noted regarding some of the buildings on Straight Street and Bent Street being zoned B-1. Ms. Shook said this area has a potential for the buildings to be changed from residential use to office use because they are zoned B-1. Ms. Shook said as we move through some of the processes, Council may want to review some of these zonings because of interest in protecting residential areas. It was noted that the B-1 zoning district does not provide the greatest protection for the residential areas. It was noted that it is non-conforming. Ms. Shook said that an application can be made to convert a single family dwelling into an office.

HPC Chairperson Plaag asked Ms. Shook how the Staff handled the Downtown Boone Post Office and the Linney House as far as how it was applied. Ms. Shook said at the time she thought there had to be a zoning map amendment for these properties. She said she asked about them and she was told that it only was applied to the district. She said that the Council voted to treat them as historic landmarks. She said no map amendment has been created for these properties in either a zoning or overlay capacity. She noted that she did have concerns about how that was applied to these properties.

Discussion ensued with the Council Members regarding considering a Moratorium in the Downtown area. Council Member Furguele asked how many potential properties are affected right now by the construction activity that is going on. Ms. Shook said there have been discussions on two current applications and one pending application. It was noted that even with a moratorium there is nothing that can be done about the applications that have already been submitted to the Planning Department.

HPC Member Bill Dixon asked if the Council can enact a moratorium without a public hearing. Council Member Furguele said there has to be a public hearing but it involves a less extensive process. He said it is a temporary process with only a 60 day limitation on it.

Council Member Mason asked for clarification on what part of the three Downtown districts are not currently located in the B-1 zoning district. Ms. Shook said the properties past the Poplar Grove

Extension, as you get to Greasy Corner right after First Baptist Church on that side of the road, the old Hospitality House property and everything past that property is not zoned B-1.

Council Member Mason said as we do an Overlay District, we need to look at the best zoning because the first part of King Street is still zoned R-3. She said a lot of people still consider this area a part of Downtown. She agrees that the Overlay concept is a good idea as long as the regulations are real specific for the Historic Core, Interface Area and the Warehouse District.

Ms. Shook said the Planning Staff can create a list of properties for the Council to review that are in the R-3 zoning districts that could be rezoned from residential uses.

It was the consensus of the Council for the Planning Staff to move forward with creating said list of properties.

**OTHER MATTERS BY COUNCIL MEMBERS, COMMISSION MEMBERS OR STAFF**

Ms. Shook asked Council if the Staff can delay working on some of the other projects that they had directed the Planning Staff to work on as Council adds new items to the Planning Staff workload. She said the Planning Staff is trying very hard to do the things that have laid out for them to work on but some of those things may be delayed by a month or two. It was the consensus of the Council for the Planning Staff to move forward with delaying some of the things, they have been tasked with by Council.

CAC Chairperson Williams noted that the CAC will move forward with their scheduled meeting on Tuesday, March 27, 2018 at 5:30 p.m.

Ms. Shook said that at some point the Planning Staff will want to request another meeting to update everyone on the work progress and make sure that everyone is working together.

**ADJOURNMENT**

Mayor Brantz adjourned the workshop at 7:30 p.m.

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**MAYOR, RENNIE BRANTZ**

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**CAC CHAIRPERSON, BRIAN WILLIAMS**

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**HPC CHAIRPERSON, ERIC PLAAG**

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**BOARD SECRETARY, MARLENE CROSBY**

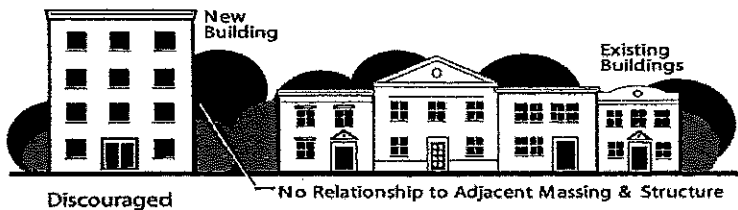
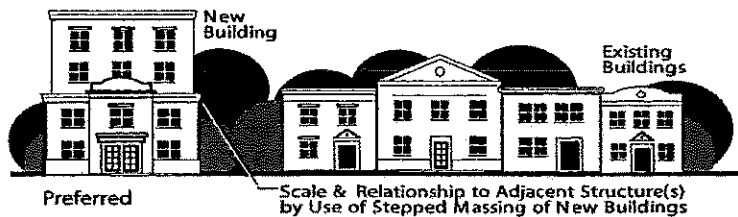


## Examples of Scale & Massing

### SCALE

The perceived scale of any proposed building is a function of:

- the overall size of the proposed building relative to existing building sizes
- the visual relationship of the new building's facade elements relative to the visual relationship of building facade elements in surrounding, existing buildings.

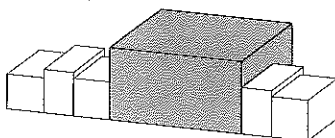


### MASSING

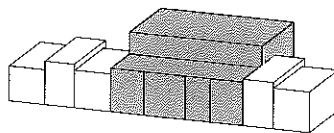
**Reduction of Massing:** In some cases, reductions in the actual bulk and scale of the proposed structure may be necessary in order to mitigate adverse impacts and achieve an acceptable level of compatibility. Some techniques which can be used in these cases include:

- articulating the building's facades vertically or horizontally in intervals that reflect to existing structures or platting pattern
- buildings that are more than 3 stories in height should step back the all upper façades that face public streets, This includes stepping back a portion of an upper floor to vary building massing. Ideally, the step back area will include usable private open space for building users.
- increasing building setbacks from the zone edge at ground level, "pushing and pulling" a facade to create visual interest and break up the massing of a structure. A minimum offset of 18 inches is preferred to have proper impact.
- reducing the bulk of the building's upper floors
- limiting the length of, or otherwise modifying, facades.

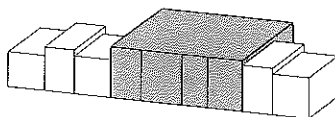
#### Techniques to Reduce Massing



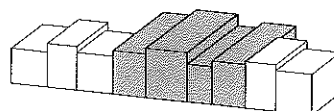
Do not employ an unmodulated mass.



Use vertical bay divisions and stepped-back height



Use vertical bay divisions.



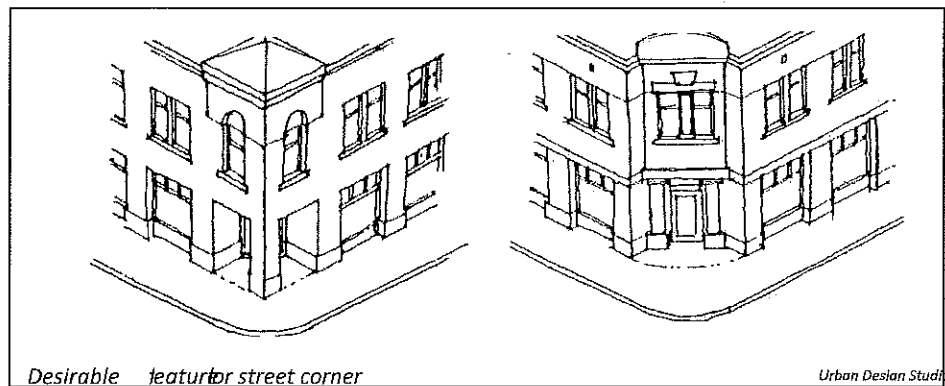
Use vertical bay divisions and varied heights.

Create a building that complements the existing surroundings in form and scale. New buildings should be similar in size and form. Provide adequate transition between changes in building scale. Although a new building may be of a different size, the first few stories should visually relate to the surrounding context.

### CORNER BUILDINGS

Simple massing and small changes in plane or height are used to emphasize certain intersections and points of interest within Downtown.

Where a major intersection occurs provide a building anchor and setback at the corner



### VIEWS

The location of the building on a site, in addition to its scale, height and massing, can impact views from the public right-of-way, including from streets, sidewalks, intersections, bridges, roadway overlooks and other public spaces. Development projects should try to preserve noteworthy views, including to prominent natural features, landmarks and historically significant architecture.

## **ARTICLE 25: COMMUNITY APPEARANCE STANDARDS**

### **Section**

25.01 Applicability

25.02 Building design

25.03 Parking structures

25.04 Site walls

25.05 Lighting

25.06 Flexibility in administration

25.07 Alternatives

### **§ 25.01 APPLICABILITY.**

**25.01.01** This article is applicable to the publicly visible portions of building elements, as defined herein.

A. An element of a building shall be deemed publicly visible when any of the following conditions are met:

1. At least 70% of the element occurs above adjacent grade and is visible from any street adjacent to the property;
2. At least 70% of the element is visible from an adjacent residentially zoned property;
3. At least 70% of the element is taller than the vegetative buffer at the time of planting.

B. Each element of a building shall be evaluated independently for public visibility.

C. If building elements are not publicly visible at the time of construction due to existing site features (earthen berms, heavily wooded areas, existing buildings to remain), then these existing site features must remain indefinitely. If they are altered at any time to allow greater visibility, then the element made visible must comply with the standard.

D. The following uses are exempted from the requirements in this Article: 1.01 Single Family Dwelling, 1.02 & 1.03 Manufactured Home, 1.05 Duplex, 2.01 Family Care Home, A-1 Secondary Suite, A-2 Home Occupation, A-3 Accessory Dwelling Unit, all Temporary Uses.

(Ord. passed 12-16-2013)

### **§ 25.02 BUILDING DESIGN.**

#### **25.02.01 Building design standards for all zoning districts excluding the Central Business zoning district.**

**25.02.0102** Pedestrian-orientation. The intent of this section is to provide a design of buildings that support a safe and attractive pedestrian environment.

A. Primary façade and main building entry shall face the primary public way.

B. If site constraints are present, the applicant's intent to use a "stock plan" is not a basis for appeal.

C. The Administrator may approve a redesign in which the main primary entrance does not face the primary public way provided the following:

1. The main building entrance, when not facing the primary public way, shall provide a safe and convenient access for pedestrians from the main building entrance to the primary public way. The pedestrian way must provide additional landscape amenities.
2. Entrances which are oriented on a diagonal are permitted, provided that they are integrated with the overall architectural design, and not merely angled appendages or alcoves.
3. Ground floor windows or window displays shall be provided along at least 10% of the building's (ground floor) street-facing elevation(s); windows and display boxes shall be integral to the building design and not mounted to an exterior wall. Parapets above the first floor are excluded from the calculations when the building is over 80 feet in length.

**25.02.0203** Exterior walls. The intent of this Section is to require running lengths of walls to be interrupted by architectural features which lend a more human scale to the overall massing.

A. Features include:

1. Offsets of the building wall or other elements in plan of four feet;
2. A colonnade with columns or other vertical elements of 16 feet or less on center;
3. A change in building material, with a maximum of two uses of this option being counted toward the schedules below;
4. Awnings or canopies;
5. Covered entries or porticos;
6. Windows with a minimum width of two feet and eight inches and a minimum height of three feet and four inches;
7. Trellises;
8. Pilasters, which must be a different material or contrasting color than their background;
9. A combination of the above; and
10. Any other type of feature not listed here which is deemed by staff to meet the intent of this ordinance.

B. Plumbing, mechanical, electrical service components and gutter downspouts are not considered features and may require screening. Such screening is not considered an architectural feature.

C. Required features must be distributed throughout the building façade and shall not be clustered.

D. Features shall be provided in accordance with the following feature schedules:

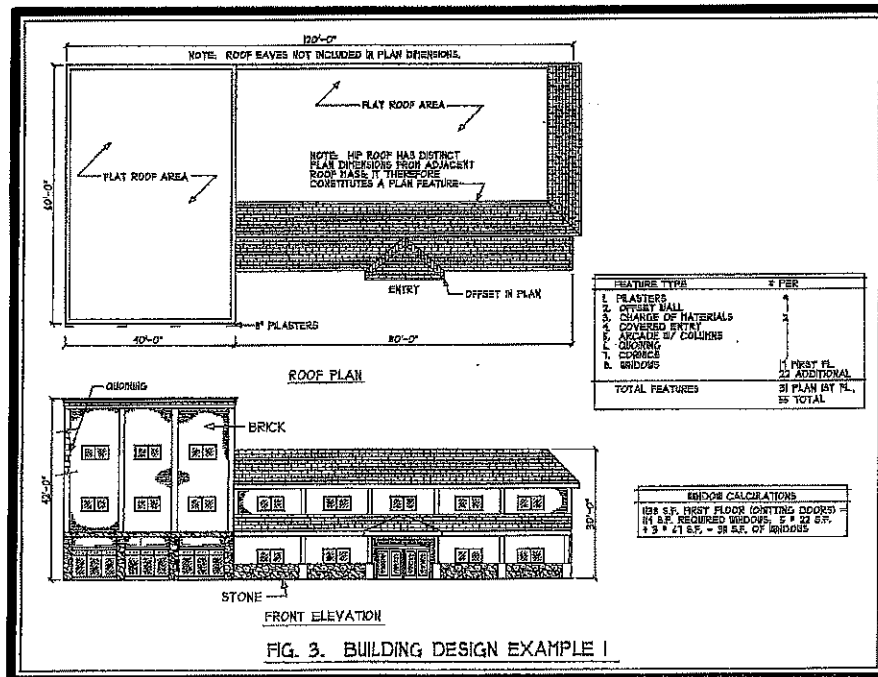
Table A  
Feature Schedule – Plan

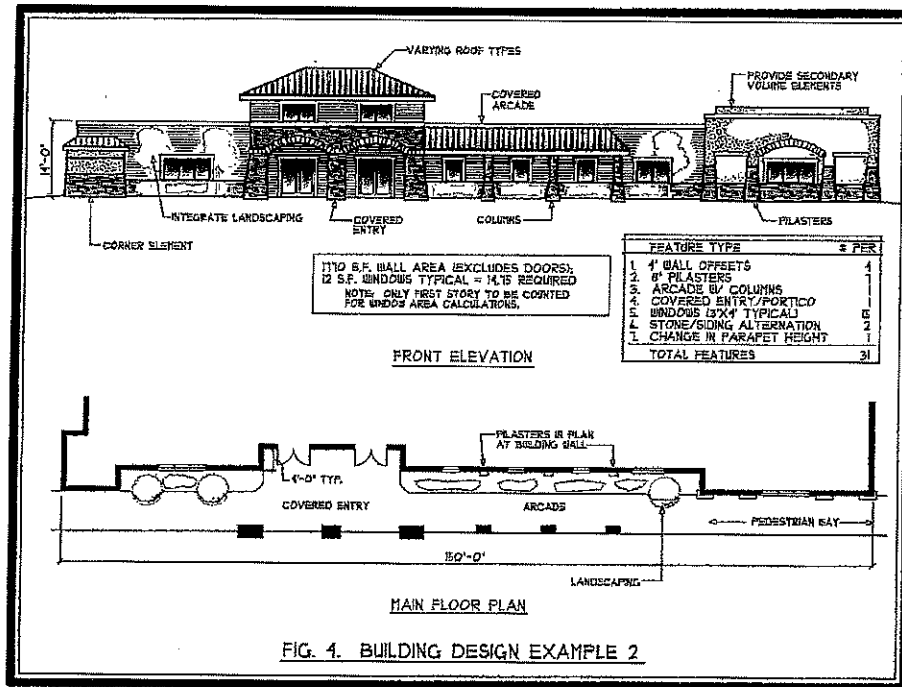
| Linear Dimensions, in Plan | Minimum # of Feature Types | Minimum # of Total Features |
|----------------------------|----------------------------|-----------------------------|
| 10' to less than 40'       | 2                          | 4                           |
| 40' to less than 80'       | 3                          | 8                           |
| 80' to less than 120'      | 4                          | 12                          |
| 120'+                      | 5                          | 16                          |

Table B  
Feature Schedule – Elevation

| Linear Dimensions, in Elevation | Number of Features Required |
|---------------------------------|-----------------------------|
| 10' to less than 16'            | 2                           |
| 16' to less than 32'            | 3                           |
| 32' to less than 48'            | 4                           |
| 48'+                            | 5                           |

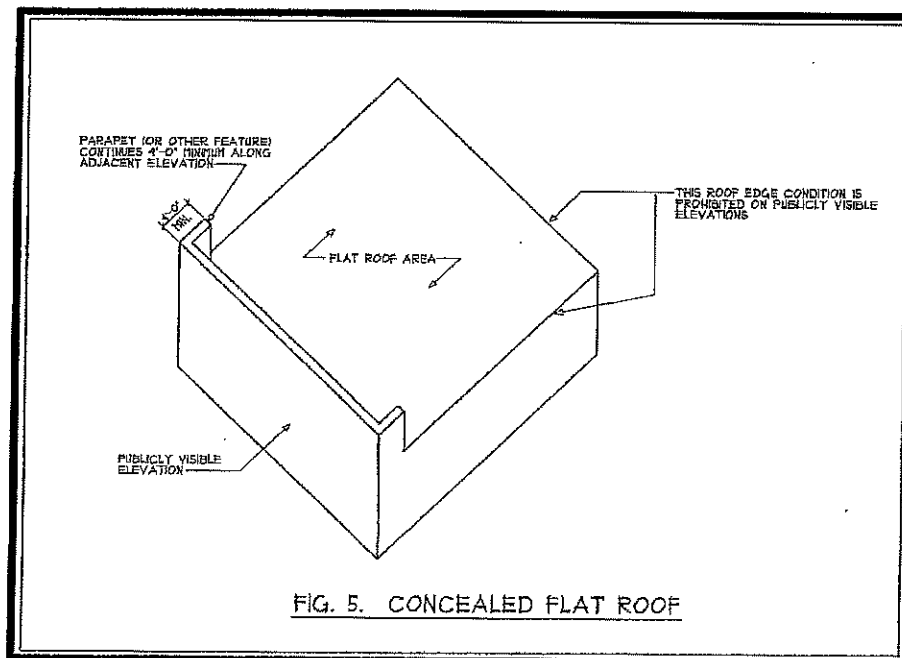
D.E. Features which serve to interrupt the building façade in both plan and elevation shall be credited as such using the above charts. Windows are considered plan and elevation features. See examples in Figures 3 and 4 below.





**25.02.0304** Roofs. This section regulates both pitched and flat roofs. The intent is to interrupt expanses of pitched roofs and minimize or prevent the visibility of flat roofs.

A. Walls shall not appear to terminate at flat roofs. Flat roofs shall be concealed from view by using pitched roof features, parapets, or a mixture thereof. Where only one elevation has this condition, the parapet or other feature will continue four feet along the adjacent elevation. See Figure 5 below.

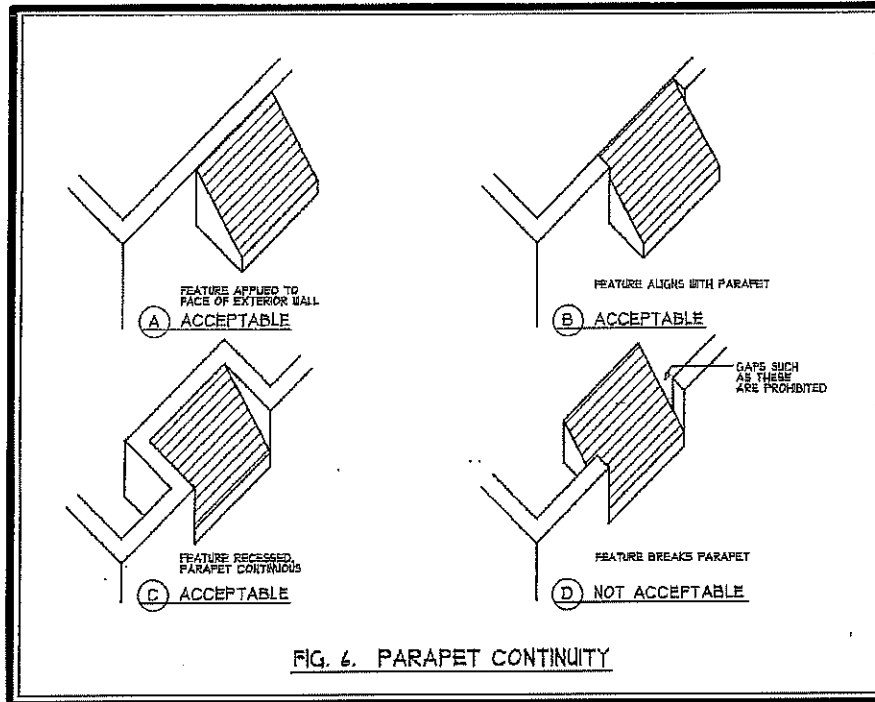


B. Buildings over two stories above grade may utilize a flat roof, provided the flat portion is not publicly visible. Compliance may not be possible if the adjacent road grade is substantially above the roof in question.

C. Minimum roof slope for pitched roofs is 4'(v):12'(h).

D. Publicly visible plumbing vent stacks shall be colored to match the roofing material.

E. Where a parapet intersects with a pitched roof element, there shall be no apparent breaks in the parapet wall. See Figure 6 below.



F. Awnings or canopies which are illuminated from within must be covered or finished with fully opaque material.

G. Publicly visible pitched roofs shall be articulated by features in accordance with the following schedule. Features shall be in proportion to the roof area where they appear. Features include:

Table C  
Feature Schedule – Roof Areas

| Roof Area                                              | Number of Features Required |
|--------------------------------------------------------|-----------------------------|
| Less than 1200 ft <sup>2</sup>                         | 0                           |
| 1200 ft <sup>2</sup> to less than 1600 ft <sup>2</sup> | 1                           |
| 1600 ft <sup>2</sup> to less than 2400 ft <sup>2</sup> | 2                           |
| 2400 ft <sup>2</sup> +                                 | 3                           |

H. No part of this ordinance shall be construed to prevent solar panels or any other type of renewable energy collection or storage method, provided the development follows the massing guidelines established herein.

**25.02.0405** Materials. The intent of this section is to require materials indigenous to the area for a native, natural appearance.

A. For any publicly visible elevation, other than the B-1 Central Business District, a minimum of 25% of the building finish material must be stone or concrete-simulated stone, wood or simulated wood in concrete board (such as "Hardi" products), or brick or concrete-simulated brick.

B. In the B-1 Central Business District, the main building façade must be comprised of unpainted red or darker colored brick or natural stone.

1. Use of concrete simulated brick or stone is prohibited.
2. Cultured stacked stone is prohibited.
3. Properties designated as historic landmarks or under consideration for the historic landmark designation shall be exempt from this requirement.

C. Mirrorized glass is prohibited from use. Reflective tinted glass is acceptable up to 30% tint. Anything above 30% tint is subject to review by the Administrator pursuant to 25.07.01.

D. Architectural concrete masonry such as split face, or ground-face block is acceptable.

E. Stucco and synthetic stone are acceptable finish materials.

F. Architectural concrete (containing a pattern or finish) as a finish material is acceptable. Gray, unfinished concrete is prohibited as a finish material. Concrete architectural detail elements intended to be a decorative enhancement for exterior walls and site walls are acceptable.

G. Other materials subject to staff review and approval include vinyl siding (which should simulate wood grain) and other manufactured materials. Vinyl siding shall be anchored to the exterior envelope sufficiently to avoid the appearance of deformation or bowing across the façade.

H. For publicly visible roof surfaces, allowed materials include standing seam metal, asphalt shingles, shakes, tile, or manufactured shingles which give an appearance of shingles, shakes, or other simulated natural material. Sheet materials other than those listed in this section are subject to staff review for use on publicly visible roofs.

I. Any materials which comprise less than 10% of a publicly visible exterior building wall and are components of windows or trim systems are allowed (example: aluminum storefront, metal corner trim, and the like).

J. FRP, PVC, and other composites formed into architectural detail elements such as columns, cornices, and the like, are approved for use as long as such material is intended to be a decorative enhancement for the façade.

**25.02.0506** Colors. The intent of this section is to prevent inordinately bright façades and primary color ranges. All new construction elements are subject to color requirements, except pavement markings and signage.

A. Acceptable colors for site walls, site lighting, and any other outside construction elements (excluding signage) include that equivalent to Sherwin-Williams series "Essential" and "Fundamentally Neutral" in the Town of Boone Color Reference Guide.

B. Acceptable field colors and trim colors are those equivalent to Sherwin Williams series "Essential" and "Fundamentally Neutral" in the Town of Boone Color Reference Guide.

1. The "LRV" Light Reflection Value of field colors must be below 60. Any colors above "60 LRV" are subject to review by the Community Appearance Commission.
2. Black is prohibited as a field color in the series "Essential".

C. Acceptable accent colors are those equivalent to Sherwin-Williams series "Essential", "Fundamentally Neutral", and "Color Options" in the Town of Boone Color Reference Guide.

(Ord. passed 12-16-2013; Ord. passed --)

**25.02.07 Building design standards for the B1 Central Business District.**

**A. 25.06.01 Purpose and Applicability:** The purpose of these standards is to preserve the historic look of the Downtown area by ensuring that alterations and new construction strengthen and maintain the historical integrity of individual buildings and to encourage new development and redevelopment that will respect and enhance the visual character of Downtown.

**1. Historic Core:**

**2. Interface Area:**

**A-B. Design Standards for New Construction**

1. The purpose of this section is to provide standards for the design of new construction of buildings in the Downtown District, in order to retain the historic context of the area while providing new opportunities for design. While new building design must be sympathetic to existing buildings and the Historic Core, thereby making the downtown a living district, it is important that it also respect the traditional qualities that make the downtown unique such as massing, scale, use of storefront detailing and choice of materials. The use of construction materials that are compatible in color, texture, finish and dimension to those commonly found in the district are required. Builders shall use design elements that pay tribute to what was historically present in Boone's architecture.

1. **Building Scale & Massing:** Massing and proportions of new buildings shall complement and be compatible with the dimensions of neighboring buildings with similar character and style, as seen in Figure 7. Buildings should not appear to be monolithic in massing next to the existing buildings which generally have detail and interest in their façade. This will help to maintain an appropriate human building scale. The following design elements should be used to achieve this goal:

a. ~~The first floor of all buildings shall have continuous storefront windows.~~

- b.a. Building entrances must be oriented towards the primary public way. On a corner lot the building must be oriented to both streets or have a corner entry.
- b. The materials and features of all publicly visible facades must be consistent with the front facade. Facade treatments should be applied to all faces of a structure and integral to the massing of the building.
- c. Primary facades on new buildings should demonstrate a rhythm and articulation of "storefront" module that correspond in scale and proportion with the storefronts along the block the building is located.
- d. The facades of larger buildings should vary in vertical plane to create a "storefront" rhythm on larger buildings, and should have an odd number of bays. The offset in plane should be at least two feet in depth.
- e. Where buildings will be in close proximity to one another, they should relate to one another with regard to proportion and massing.
- f. Building facades interspersed among unrelated developments should seek to establish a compatible scale and rhythm as viewed from the public right-of-way.

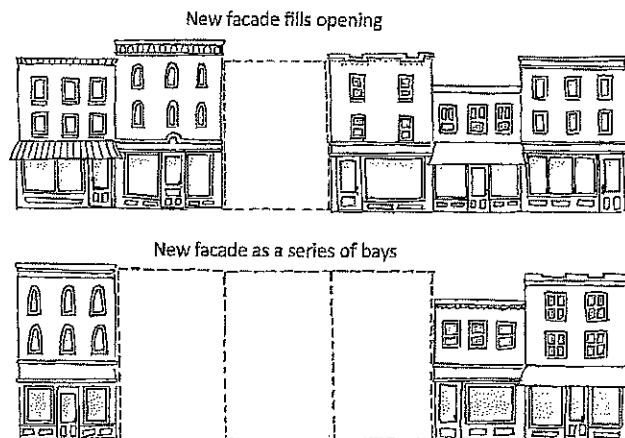


Figure 7 - Building Scale & Siting Massing

2. **Architectural Features:** reinforce desirable historic features existing in the surrounding neighborhood. Align architectural features with the established patterns of neighboring buildings. When possible, incorporate appropriate historic features including but not limited to:
- Kick plates as base to building fronts,
  - First floor display windows
  - Recessed central entrance areas or angled entrances on corners,
  - Transoms above entrance doors,

- e. Clerestory portions of display windows,
- f. Sign bands between first and upper floors,
- g. Belt course or secondary cornice at the top of the first or second story
- h. Parapet wall with caps or cornices,
- i. Vertical window patterns, shapes, window sills on second floor,
- j. Pilasters and decorative brick or stone,
- k. Cornices,
- l. Friezes and fascias,
- m. Medallions,
- n. Sunbursts,
- o. Brackets,
- p. Bays,
- q. Decorative Molding, and

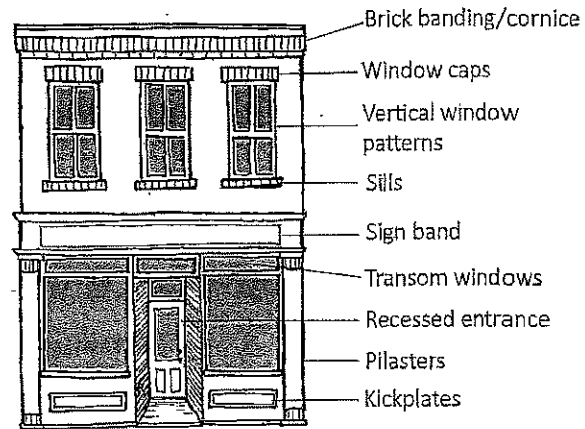


Figure 8 - Architectural Features

r. Brick banding.

s. Additional

contemporary architectural features allowed within the Central Business District Interface Area including but not limited to:

1. Large glass windows (upper windows)
2. Metal detail and metal roof elements
3. Accordion or garage-style windows/doors.
4. Pending discussion
5. Pending discussion

### 3. **Façade Materials:**

#### a. Acceptable Field Materials:

a. The main building façade must be comprised of shades of natural red or brown unglazed brick, or

b. natural stone.

a-c. Brick and stone must remain unpainted.

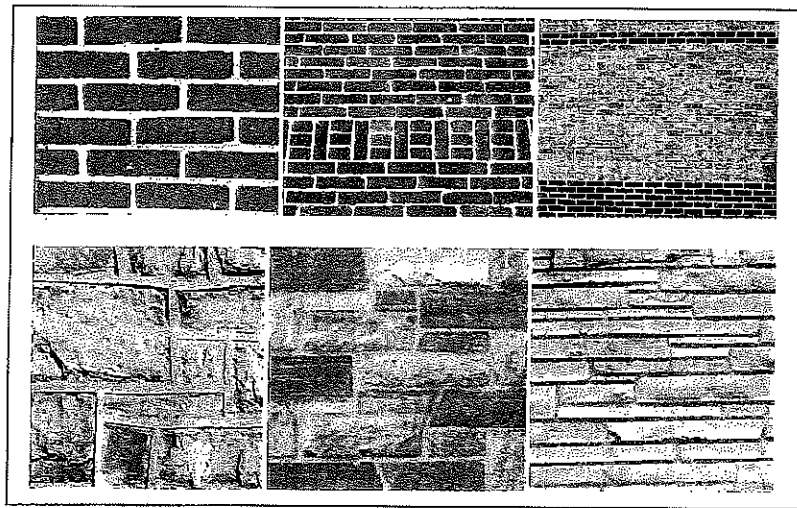


Figure 9 – Acceptable Field Materials

**b. Prohibited Field Materials:**

- a. Concrete simulated brick or stone
- b. Adhered and manufactured stone
- c. EIFS, stucco and wood facades
- d. Hardi board/siding
- e.—V

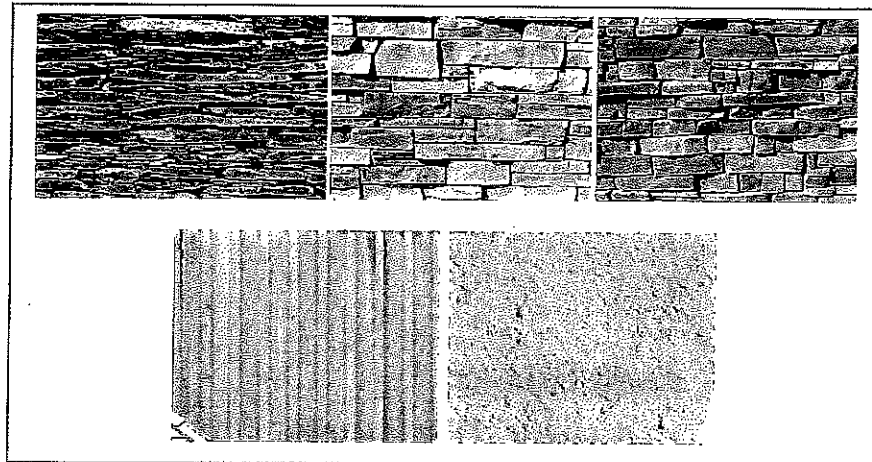


Figure 10 - Prohibited Field Materials

**4. Trim Materials:** The following are acceptable materials used for trim features and accents:

- a. Natural shades of red or brown colored brick or natural stone, unglazed and unpainted.
- b. Wood details (Allowable wood detailed in 2012 NC Building Code, Appendix D)
- c. Finished painted metal or sheet metal
- d. Copper
- e. Ceramic tiles
- f. Brick, Clay, or Ceramic Pavers
- g. Concrete and stone as lintels
- h. Embossed, corrugated or metal embellishments
- i. Concrete, stone, or brick caps or cornices

**4. Colors:**

- a. **Primary colors:** Primary colors are designated as those that occupy the most area on the building, and in most cases, will be the field and façade materials. New construction does not allow for field and façade materials to be painted, therefore the primary colors will be the natural color of said materials.
- b. **Accent colors:** Accent colors can be applied to trim, windows, doors, awnings, and canopies.
  - i. Accent colors can be chosen from the Benjamin Moore Historical Collection series or equivalent.

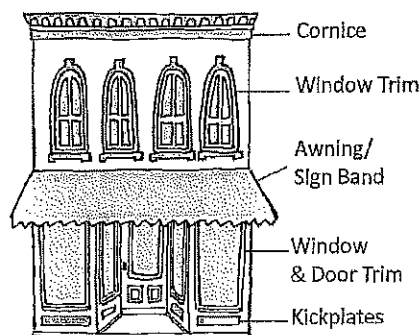


Figure 11 - Allowable Areas for Accent Colors

**5. Windows:** All buildings shall have continuous storefront windows.

- a. The bottom of windows must be no more than 30 inches above the sidewalk.
- b. The top of windows should be no less than 8 feet above the sidewalk.
- c. Windows should not exceed 90% of the façade area of the first floor. Windows on upper floors should cover 30-70% of the façade, as detailed in Figure 12.
- d. The use of clear or lightly-tinted colored glass on windows and doors (minimum 70% VLT) is required. Spandrel glass is prohibited.

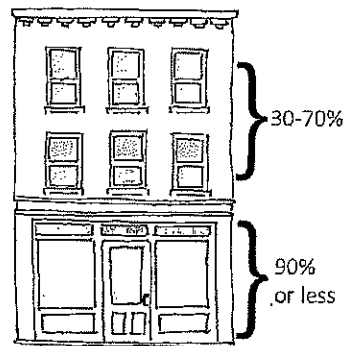


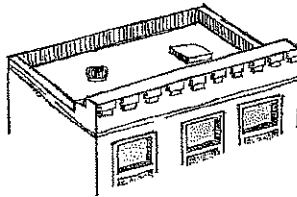
Figure 12 - Window Façade Detail

**6. Roofs:** Historically, most of Boone's downtown commercial buildings had flat roofs. This theme should be carried forward in new construction using the following guidelines:

- a. The roof planes should be hidden from view on the façade, and rooflines should be decorated using historic decorative details. Use historic photographs and/or neighboring buildings as a guide.
- b. Any mechanicals on the roof of the building must be shielded by the parapet wall. Mechanical shielding via screening is prohibited.

c. Tile roof capping on commercial buildings is allowed.

Roof parapet hides flat roof plane and  
utility equipment



Pitched & residential roof types are  
not allowed

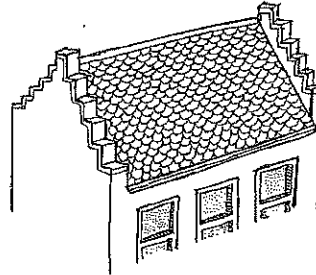


Figure 13 - Roof Types

e.d. Residential roof types are prohibited.

d.e. Pitched roofs are prohibited, with the exception of decorative roof elements such as clock towers and cupolas.

7. **Awnings and Canopies:** Awnings and canopies shall be designed in relationship to the historic context of the surrounding district.

a. Acceptable awning and canopy styles, as detailed in Figure 14:

i. Metal frame covered with material appropriate to climate (i.e. UV protected canvas)

ii. Cable-hung

iii. Decorative wood frame with metal roofing; copper (allowable wood detailed in 2012 NC Building Code, Appendix D)

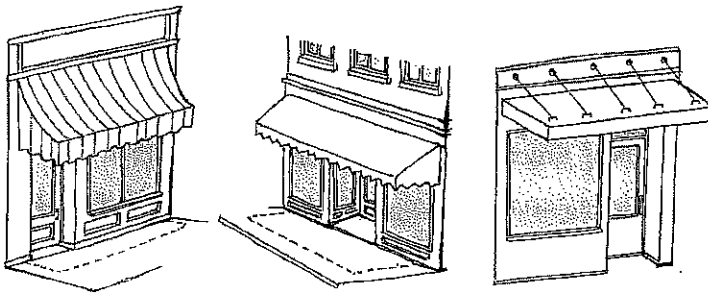


Figure 14 - Acceptable Awning Style

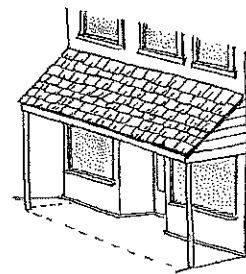
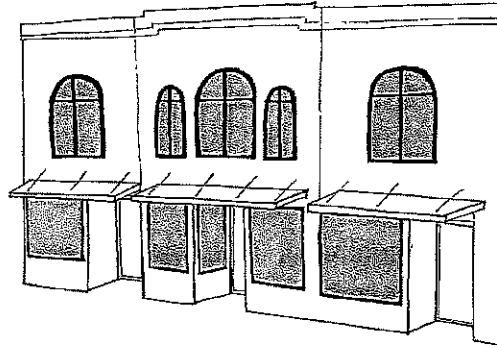


Figure 15 - Prohibited Awning Style

- b. Acceptable colors are the same as those outlined for accent colors.
- c. Vertical supports that interrupt the sidewalk are prohibited, as detailed in Figure 15.
- d. Awnings and canopies that are illuminated from within must be covered or finished with fully opaque materials.

Figure 16 - Contemporary Architectural Elements



**25.06.04 Design Standards for Renovation of Existing Buildings.** While it is acknowledged that changes to structures in the Downtown District will occur over time, it is also a concern that these changes do not damage the historic character of downtown. Preservation of the exteriors and storefronts of these buildings will continue their contribution to the unique historic character of the downtown. Any building renovation or alteration, no matter the planned use, must retain the overall design integrity of the building by protecting the original features and materials and respecting the traditional design elements.

**A. Preservation of Original Façade Materials and Features:**

**1. Preservation of Façade Materials:**

- a. Retain original materials whenever possible through repair and restoration. Concealing original façade materials is prohibited.
- b. If the original façade material has been covered, every effort should be made to uncover it if it is structurally feasible.
- c. If portions of the original material must be replaced, replace only with new materials that match the existing historic material in composition, size, shape, texture, pattern, color and detail.
- d. Brick and stone were the predominant building materials used in Downtown. Materials that are not visually compatible with the original façade, such as shiny metals, mirror glass, plastic panels, and vinyl

windows or doors are prohibited, unless they can be documented through historic images or other documentation.

2. **Preservation of Façade Features:** The following original façade features, shall be preserved or recreated using surrounding buildings and/or historic images as a guide, refer to Figure 8:

- a. Kick plates as base to building fronts,
- b. First floor display windows,
- c. Recessed central entrance areas or angled entrances on corners,
- d. Transoms above entrance doors,
- e. Clerestory portions of display windows,
- f. Sign bands – Awnings,
- g. Parapet wall with caps or cornices,
- h. Vertical window patterns, shapes, window sills on second floor,
- i. Pilasters and decorative brick or stone,
- j. Cornices,
- k. Friezes and fascias,
- l. Medallions,
- m. Sunbursts,
- n. Brackets,
- o. Bays,
- p. Decorative Moldings, and
- q. Restore and repair existing building roof lines and cornices.

- B. Façade Materials:** Coordinate color selections with the original colors of the building, the natural color existing in the present building materials (brick, limestone, granite, etc.), and colors used on adjacent buildings and throughout the district. The dominant colors within the district tend to be the muted brick reds and stone tans of existing masonry. Accent colors chosen for color schemes should complement the natural colors that already exist in the building and its immediate surroundings.

1. Use of concrete simulated brick or stone is prohibited.
2. “Stacked stone” is prohibited, it is not historically appropriate in the downtown area.

**C. Color:** As a general rule in determining whether or not to paint a building or building features, it is best to paint only materials that have been previously painted.

1. Do not paint masonry that is not painted.
2. If paint removal is not structurally feasible and the body of a masonry building must be repainted, the paint color selected should be similar to the natural color of the masonry, or the existing color the masonry is painted.
3. Likewise, when previously painted brick or stone trim, such as window lintels or sills must be repainted, they should be painted a color to match the natural color of the material, or the existing color the masonry is painted.
4. Accent colors should be used primarily on wood trim such as window frames, storefront frames, and bulkheads, not on masonry details; refer to Figure 11. Introducing an accent paint color on decorative brick, limestone, or pressed metal details, causes the details to be accented which makes the buildings appear less homogenous than the original design intent, this should not be done. Accent colors must be chosen from the Benjamin Moore Historical Collection or equivalent.

**D. Trim Materials:** The following are acceptable materials used for trim features and accents:

1. Red brick, dark colored brick or stone, unpainted. ("stacked stone" is prohibited)
2. Wood details (Allowable wood detailed in 2012 NC Building Code, Appendix D)
3. Finished painted metal or sheet metal
4. Copper
5. Ceramic tiles
6. Brick, Clay, or Ceramic Pavers
7. Concrete and stone as lintels
8. Embossed, corrugated or metal embellishments
9. Concrete, stone, or brick caps or cornices

**E. Windows and Doors:**

1. Do not introduce new features, such as vents, bays, windows, or door openings in exterior walls if they diminish the historic character of the wall or damage historic materials.

2. Do not add window or door elements that are out of historical consistency with the original function of the building.
3. Do not add broad wooden window or door casings.
4. Original and/or historic windows and window details, including those that may be currently covered by modern alterations and/or additions, should be uncovered and restored whenever possible. This includes original storefront entrance and window configurations, original window and entrance alignments with the façade plane, and original decorative transoms and decorative glass.

**F. Roofs:**

1. Roof capping on commercial buildings with original flat roofs was typically made of tile. Modern capping systems that are often used in conjunction with rubber membrane roofs are prohibited.
2. Any mechanicals on the roof of the building must be shielded by the parapet wall. Mechanical shielding via screening is prohibited.
3. Residential roof types are prohibited, except in historic properties that were originally residences or historic commercial properties that historically featured a residential roof type, detailed in Figure 13.
4. The roof planes should be hidden from view on the façade, and rooflines should be decorated using historic decorative details, using historic photographs and/or neighboring buildings as a guide.

**G. Awning and Canopies:** Awnings and shed roofs should only be installed in cases where their use can be historically documented in relationship to the historic context of an existing building and/or the surrounding district. In these instances, their design should be complementary to the shape and color of the building façade. Existing awnings and shed roof porticos on historic properties should be evaluated for their historical accuracy. In those cases where they are not appropriate, they should be removed and the original building façade appearance and orientation restored. Shed roof porticos designed to suggest a "mountain village" appearance (Figure 15) are not historically appropriate to Boone and are prohibited when remodeling and in new construction.

1. Acceptable awning styles, detailed in Figure 14:
  - a. Metal frame covered with material appropriate to climate (i.e. UV protected canvas)
  - b. Cable-hung

- c. Decorative wood frame with metal roofing; copper (allowable wood detailed in 2012 NC Building Code, Appendix D)
2. Acceptable colors are the same as those outlined for accent colors.
3. Vertical supports that interrupt the sidewalk are prohibited, detailed in Figure 15.
4. Awning and canopies that are illuminated from within must be covered or finished with fully opaque materials.

#### **H. Additions:**

1. Additions at the rear of buildings are acceptable but shall be compatible with the original building in terms of size, scale, proportion and fenestration. New additions should be designed and constructed so that the character-defining features of a building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should always be clearly differentiated so that the addition does not appear to be part of the original building.
2. Exterior materials for additions shall be compatible with those in the original building.
3. The addition should complement the scale, massing, materials, and window spacing of the adjacent building(s).
4. Keep the addition clearly differentiated from the existing building. Do not attempt to duplicate form, material, style, wall plane, roofline, cornice height.
5. The addition should express a contemporary design or reference design motifs from the existing building.
6. Ensure that the addition respects the existing historic character of surrounding buildings in the district and complements this historic character.
- ~~2-7. Appropriate locations for new additions are on rear or side elevations where they are not visible from the street.~~
- ~~3-8. Additions such as rooftop penthouses or additional stories should not be constructed unless there is documented historic evidence to justify the change.~~

#### **§ 25.03 PARKING STRUCTURES.**

**25.03.01** The intent of this section is to regulate aesthetic features on parking structures to prevent a utilitarian appearance, and to provide a safe, secure environment for patrons, employees and vehicles.

**25.03.02** Publicly visible facades must comply with provisions of this article pertaining to exterior walls, materials, and colors.

**25.03.03** All above-ground parking floors and decks shall be designed using a continuous façade incorporating window-like openings. The sill of any window-like opening must be a minimum of 42 inches above the finished floor.

**25.03.04** Exterior vehicle ramps are subject to review by the Community Appearance Commission to minimize the appearance of tilted ramps.

**25.03.05** Elevator and stair shafts shall be topped with gabled roofs or other architectural features and be oriented so that lobbies are visible from the street at each level.

**25.03.06** Lighting shall be uniform throughout the structure so that dark hiding places are not created. Lighting levels must conform to IESNA standards.

**25.03.07** In the B1 Central Business District, the façade must be in harmony with the historic look of the area. Facades that are 75% native rock or red brick are presumptively consistent with the historic look of the B1 Central Business District. Any other combination of materials must be approved by the Community Appearance Commission.

(Ord. passed 12-16-2013)

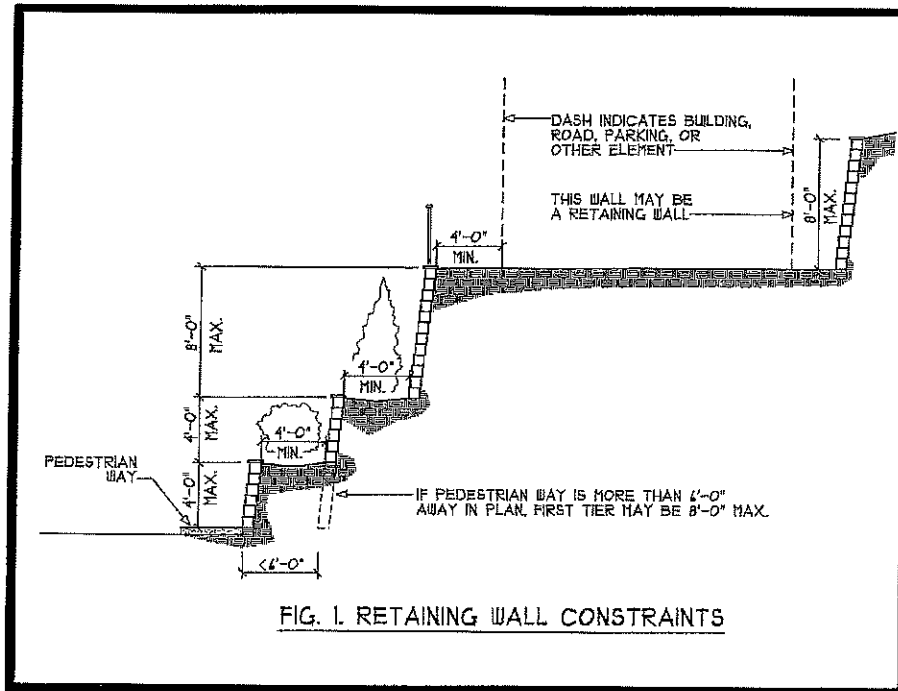
#### **§ 25.04 SITE WALLS.**

**25.04.01** The intent of this section is to prevent walls which appear to dwarf the human scale and to encourage equalizing cut/fill or majority cut slope methods of grading.

**25.04.02** No retaining wall may be more than eight feet in height. This height does not include decorative caps that are less than eight inches in height. Screen walls shall not be taller than necessary to conceal the item screened (such as a dumpster, HVAC equipment, and the like).

**25.04.03** Buildings located near the top of site retaining walls shall be a minimum of four feet horizontally from the top of the retaining wall.

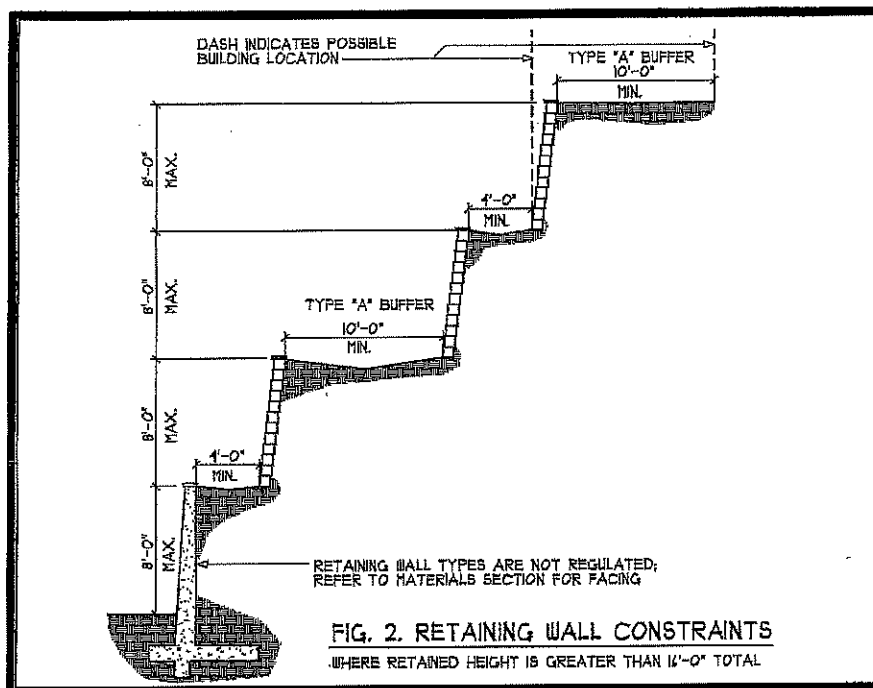
**25.04.04** Retaining walls, any portion of which are within six feet of a sidewalk or pedestrian way, shall not exceed four feet in height. Subsequent walls must be offset a minimum of four feet in plan. See Figure 1 below.



**25.04.05** A series of two retaining walls must have a minimum of four feet horizontally from the back of the top of the lower wall face to the toe of the upper wall face in plan. See Figure 1 above. For three or more walls in series, see item [g] below.

**25.04.06** The space between retaining walls in series shall be landscaped with appropriate grasses, vines or other ground cover in accordance with provisions of Appendix B and may contain shrubs and trees not to exceed 35 feet in height at maturity. This area shall be maintained in accordance with the provisions of Section 31.12.

**25.04.07** Retaining walls in series which collectively exceed 16 feet in height shall have a minimum of one, ten foot wide Type "A" buffer (see Section 31.05), between two of the walls. Retaining walls which are separated by a building, a road, or a parking area shall be exempt from this requirement. See Figure 2 below.



**25.04.08** Publicly visible site wall material and color shall be architecturally compatible with the principle building(s) on site.

(Ord. passed 12-16-2013)

## § 25.05 LIGHTING.

**25.05.01** The intent of this section is to prevent light from commercial developments from excessively illuminating the property in question, other properties, or the night sky.

**25.05.02** Only light fixtures which are categorized as full cut-off (FCO) fixtures shall be permitted, except sportsfield fixtures which must comply with Section 25.05.04.

**25.05.03** The following are specific standards for lighting intensity based upon the activity involved. Values are presented in allowable foot-candles (fc) maintained (measured horizontally) at grade and are to be averaged throughout the site to avoid hot spots, i.e. areas of extreme light intensity relative to the remainder of the site:

| Activity                   | Minimum           | Maximum   | Min/Max Uniformity Ratio |
|----------------------------|-------------------|-----------|--------------------------|
| Pedestrian Areas/Sidewalks | .2 f.c.           | 1.0 f.c.  |                          |
| Building Entries           | 1.0 f.c.          | 10.0 f.c. |                          |
| Street Lighting            | .2 f.c.           | 1.0 f.c.  |                          |
| Open Parking Areas         | .2 f.c. to 9 f.c. | 3.6 fc    | 4:1                      |
| Playgrounds                |                   | 5.0 fc    |                          |
| Site Perimeter             |                   | .5 fc     |                          |

**25.05.04** Lighting for sports fields and outdoor courts is generally in excess of general outdoor lighting levels. Recreation lighting levels established by the IESNA are to be used as the standard. Higher lighting levels for tournament or high league play are sometimes required and must be approved by the Community Appearance Commission. All sportsfields or tennis courts must meet the following minimum standards:

A. Fixtures must be fitted with the manufacturer's glare control package. If the manufacturer does not have a glare control package, the fixture specification must be changed to a manufacturer that offers a glare control package.

B. Lighting shall be extinguished no later than one hour after the event ends.

C. Fixtures must be designed with a sharp cutoff and aimed so that their beams fall within the primary playing area and the immediate surroundings, so that off-site direct illumination is significantly restricted.

**25.05.05** Gas station canopies shall be illuminated at a maximum illuminance of 30 fc and individual fixtures shall be flush mounted or have the canopy edge below the lowest light-emitting point on the fixtures. All existing gas station canopies which exceed this standard shall be made compliant within seven years of the date of adoption of this article.

**25.05.06** Up-lighting may be used to illuminate a building, landscaping element or architectural feature, provided the lighting design has a maximum illuminance of 12fc, measured in a vertical plane. Down lighting is preferred.

**25.05.07** Parking decks and covered parking areas must conform to IESNA standards.

(Ord. passed 12-16-2013)

#### **§ 25.06 FLEXIBILITY IN ADMINISTRATION.**

**25.06.01** Flexibility in administration is required for this article. When strict application of the standards within this Article undermines other provisions of the UDO, then those other provisions take precedence. For example, the retaining wall height limitation may be increased to afford an opportunity to preserve significant or historic tree(s).

(Ord. passed 12-16-2013)

#### **§ 25.07 ALTERNATIVES.**

**25.07.01** Alternatives to the appearance standards provided herein may be permitted upon written review and approval of the Administrator.

**25.07.02** The Administrator may approve an alternative not to exceed +/- 25% of the relevant standard or requirement if he or she finds that the alternative meets the purpose and intent of the provisions contained within this article. When the Administrator approves an alternative, he or she it must specifically identify how the alternative meets the purposes and intent of this article. The Administrator may, but is not required, to seek the recommendation of the Community Appearance Commission with respect to any proposed alternative. An applicant may not seek a variance with respect to any deviation allowed by the Administrator under this section.

(Ord. passed 12-16-2013; Ord. passed --)

## **FORM**

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by Phoebe Crisman, Assistant Professor  
University of Virginia School of Architecture  
Updated: 10-27-2016

### **INTRODUCTION**

#### **WITHIN THIS PAGE**

- Introduction
- Description
- Application
- Relevant Codes and Standards
- Additional Resources

Form refers to the shape or configuration of a building. Form and its opposite, space, constitute primary elements of architecture. The reciprocal relationship is essential, given the intention of architecture to provide internal sheltered space for human occupation. Both form and space are given shape and scale in the design process. In addition, the placement of a building form in relation to its immediate site and neighboring buildings is another crucial aspect of this form/space relationship. Just as internal space is created by voids in building form, exterior space can be defined or poorly defined by the building form as well.

For instance, consider the difference between an infill building that fits tightly within its' site boundaries (leaving no unoccupied space on the site, except perhaps a defined outdoor courtyard) and a freestanding building located within a large expanse of parking. Without the aid of other space-defining forms such as trees, fences, level changes, and so forth, it is very difficult for a large space to be defined or satisfactorily articulated by most singular forms.

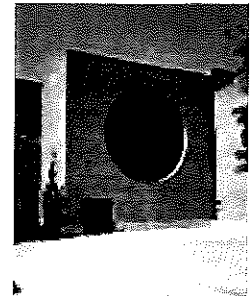
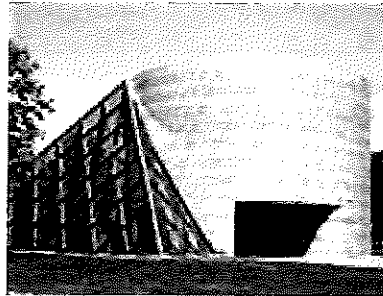
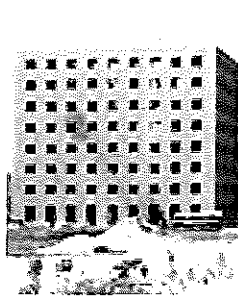
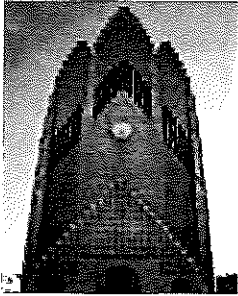
A number of aspects must be considered in order to analyze or design an architectural form, including shape, mass / size, scale, proportion, rhythm, articulation, texture, color, and light.

### **DESCRIPTION**

#### **A. SHAPE**

1. Shape refers to the configuration of surfaces and edges of a two- or three-dimensional object. We perceive shape by contour or silhouette, rather than by detail. See Fig. 1.
2. Primary shapes, the circle, triangle, and square, are used to generate volumes known as "platonic solids." A circle generates the sphere and cylinder, the triangle produces the cone and pyramid, and the square forms the cube. Combinations of these platonic solids establish the basis for most architectural shapes and forms. See Figs. 2 and 3. Recent advances in digital technology have promoted the design and representation of more complex, non-platonic forms.
3. Volumetric shapes contain both solids and voids, or exteriors and interiors. Some shapes are formed through an additive process, while other shapes are conceptually subtracted from other solids. See Fig. 4.

4. Shape preferences may be culturally based or rooted in personal memory, or convention. For example, a dome or steeple may connote religious architecture in some cultures, while an American child's drawing of a house often depicts a square shape with pitched roof—a shape that many houses do not possess in our culture.

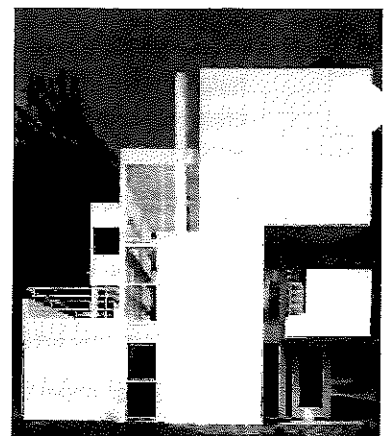
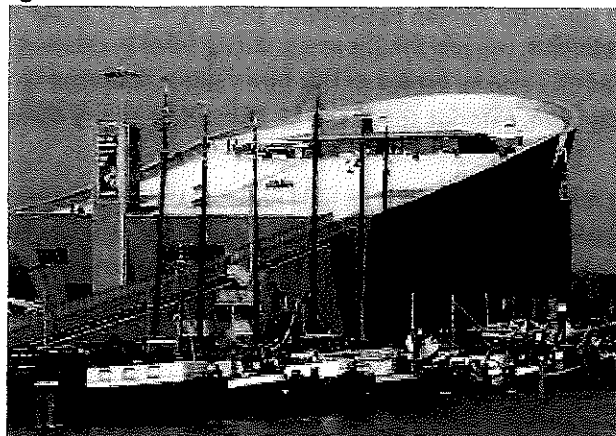
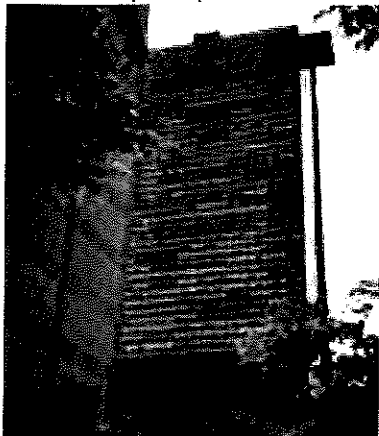


From left to right: Fig. 1. Distinctive shape, Fig. 2. Cubic shape, Fig. 3. Cylindrical and pyramidal shapes, Fig. 4. Circle subtracted from cubic volume

*Photo Credit: Michael Petrus*

## B. MASS/SIZE

Mass combines with shape to define form. Mass refers to the size or physical bulk of a building, and can be understood as the actual size, or size relative to context. This is where scale comes into play in our perception of mass. See Fig. 5.



From left to right: Fig. 5. Buildings of different sizes, Fig. 6. Gigantic scale, Fig. 7. Multiple scales

## C. SCALE



Fig. 8. Human and vehicular scales

Photo Credit: Michael Petrus

1. Scale is not the same as size, but refers to relative size as perceived by the viewer. "Whenever the word scale is being used, something is being compared with something else." (Moore: 17) This relation is typically established between either familiar building elements (doors, stairs, handrails) or the human figure. Scale may be manipulated by the architect to make a building appear smaller or larger than its actual size. Multiple scales may exist within a single building façade, in order to achieve a higher level of visual complexity. See Figs. 6 and 7.
2. The term "human scale" is frequently used to describe building dimensions based on the size of the human body. Human scale is sometimes referred to as "anthropomorphic scale." Human scale may vary by culture and occupant age. For example, buildings occupied primarily by children, such as schools and child development centers, should be scaled in relation to the actual size of children. The roadside service station depicted in Fig. 8 combines human and vehicular scales in a single façade.

#### D. PROPORTION

In general, proportion in architecture refers to the relationship of one part to the other parts, and to the whole building. Numerous architectural proportioning systems have developed over time and in diverse cultures, but just a few specific examples are listed below.

#### PROPORTIONING SYSTEMS

Since Antiquity, architects have devised proportioning systems to visually unify all the parts of a building through the same set of proportions. This process creates an internal coherence and sense of order apparent in the building, even if the underlying proportioning system is not known to the observer. These systems can be arithmetic, geometric, or harmonic.

1. **Arithmetic:** The Ancient Greeks used clear mathematical ratios for both visible and auditory phenomena, such as architecture and music. For instance, Pythagoras emphasized the importance of numbers. Originating in Antiquity, the "Golden Section" has been used by Renaissance theorists, modern and contemporary architects. The Golden Section or Golden Mean is both arithmetic and geometrical, and is prevalent in both the natural world and classical architectural design. It may be expressed as  $a:b = b:(a+b)$ . This relationship can be verbally described as:  $a$  is to  $b$ , as  $b$  is to the whole. The Golden Section is also apparent in the Fibonacci series of integers: 1, 1, 2, 3, 5, 8, 13, 21, 34, 55, etc. Each succeeding number is the sum of two previous numbers. This series forms the basis for a spiral, as found in the snail's shell or the spiral volutes of ionic column capitals.
2. **Geometric:** In Classical architecture, the diameter of a classical column provided a unit of measurement that established all the dimensions of the building, from overall dimensions to fine detail. This system works for any size of building, since the column unit fluctuates while the internal relationships remain constant. Drawings of the "classical orders" explain this set of relationships geometrically.
3. **Harmonic:** The ancient discovery of harmonic proportion in music was translated to architectural proportion. For instance, this system posits that when the ratio of 1:2, 2:3, or 3:4 is applied to buildings or rooms, harmonious proportion results. The early Renaissance architect Alberti credited the harmony of Roman architecture and the universe to this system. The Renaissance architect Palladio, along with Venetian musical theorists, developed a more complex system of harmonic proportion based on the major and minor third—resulting in the ratio of 5:6 or 4:5.

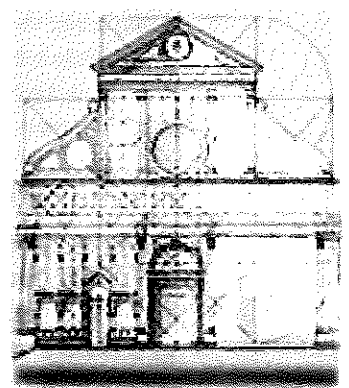
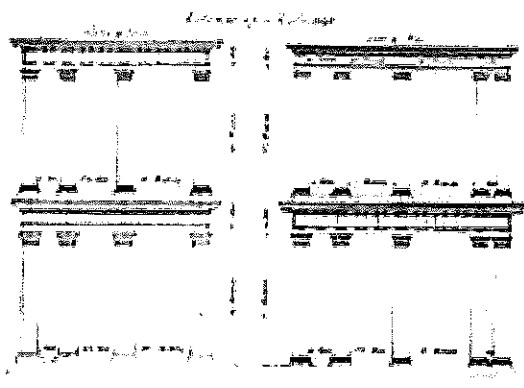
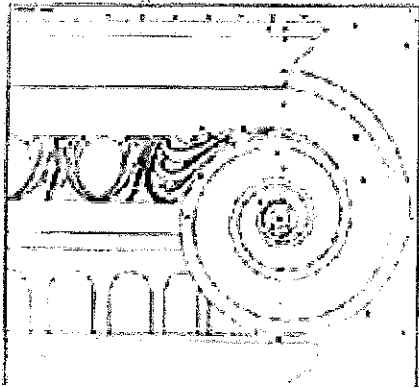


Fig. 9. Ionic column capital, Fig. 10. Doric order, Fig. 11. Santa Maria Novella, Florence, Italy by Leon Battista Alberti

## MATERIAL AND MANUFACTURED PROPORTIONS

Most contemporary buildings are proportioned according to the industry standard unit size of the primary mass-produced building materials employed. Based on the inherent properties of each material, conventional sizes and proportions have resulted. For instance, bricks, concrete masonry units, light wood members, plywood, and gypsum wallboard are always fabricated and sold in conventional sizes. The dimensions of these elements form another unit of measurement within the building.

## STRUCTURAL PROPORTIONS

The structural capacity of a particular material results in distinct proportions. The maximum span and depth of a stone lintel is very different than a steel lintel because of different structural properties. See Fig. 12.

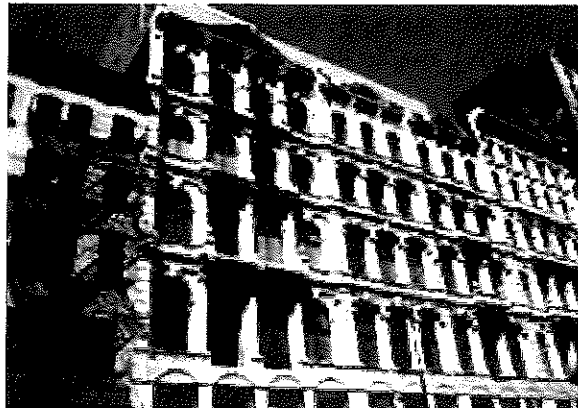
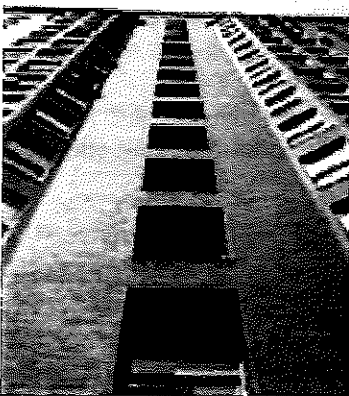


Fig. 12. Brick properties and Fig. 13. Window rhythm  
Photo Credit: Michael Petrus

## E. RHYTHM

The reoccurrence or repetition of architectural elements, shapes, structural bays, windows, etc. establishes a rhythm, which may be regular or complex. A static building possesses a rhythm, while the movement of inhabitants through a building may also establish a pattern or rhythm of human movement. See Fig. 13 for an example of how adjacent individual building rhythms also create a larger street wall rhythm.

## F. ARTICULATION

How building surfaces come together to define form is often described as "articulation." The treatment of edges, corners, surface articulation of windows (horizontal, vertical, static field), and the visual weight of a building all contribute to the articulation of the form. See Fig. 14.

## G. TEXTURE AND COLOR

Both texture and color are inherently linked to materials, and can be used to alter the perception of any given form. Consider how the shift from a light to dark paint color can radically reduce the apparent size of a room, or how a smooth stucco or rough brick finish can alter the size and visual weight of a house. As illustrated in Fig. 15, the same stone rendered smooth, rusticated, or intricately carved, results in different textures and colors.

## H. LIGHT

Form is perceived differently depending on the light conditions within which the building is viewed. The prominent modern architect Le Corbusier emphasized the important relationship between light and form in his famous statement, "Architecture is the masterly, correct, and magnificent play of masses brought together in light. Our eyes are made to see forms in light; light and shade reveal these forms." (Le Corbusier: 29) See Fig. 16 for an example of the significant role of shadow in our perception of a building.



From left to right: Fig. 14. Intricate articulation, Fig. 15. Complexity of textures and colors, Fig. 16. Form in light

*Photo Credit: Michael Petrus*

## APPLICATION

The following case study examines why a particular built form was used and how it enhances the aesthetics of that particular building. By comparing two buildings of similar programmatic use, in this case recent museum projects, we may see how the chosen forms were employed. The first example is the Metropolis Museum in Amsterdam designed by Renzo Piano Workshop. The simple building shape is reinforced by the large literal size, gigantic scale, and homogenous, light-absorptive copper cladding of the building exterior. Complex form and surface articulation is intentionally avoided in order to heighten the singular form. Because the museum is built above a highway harbor tunnel portal within an industrial harbor landscape, this form is quite appropriate to the scale and materiality of the surrounding architectural context. See Fig. 17.

The second example is the Guggenheim Museum in Bilbao, Spain designed by Frank Gehry Architects. Although also large in literal size, this design employs a complex, non-rectilinear shape that uses form and surface articulation to reduce the building scale. The choice of light reflective titanium exterior cladding further dematerializes the building form and uses light and shadow to continuously modulate the exterior surface. See Fig. 18.

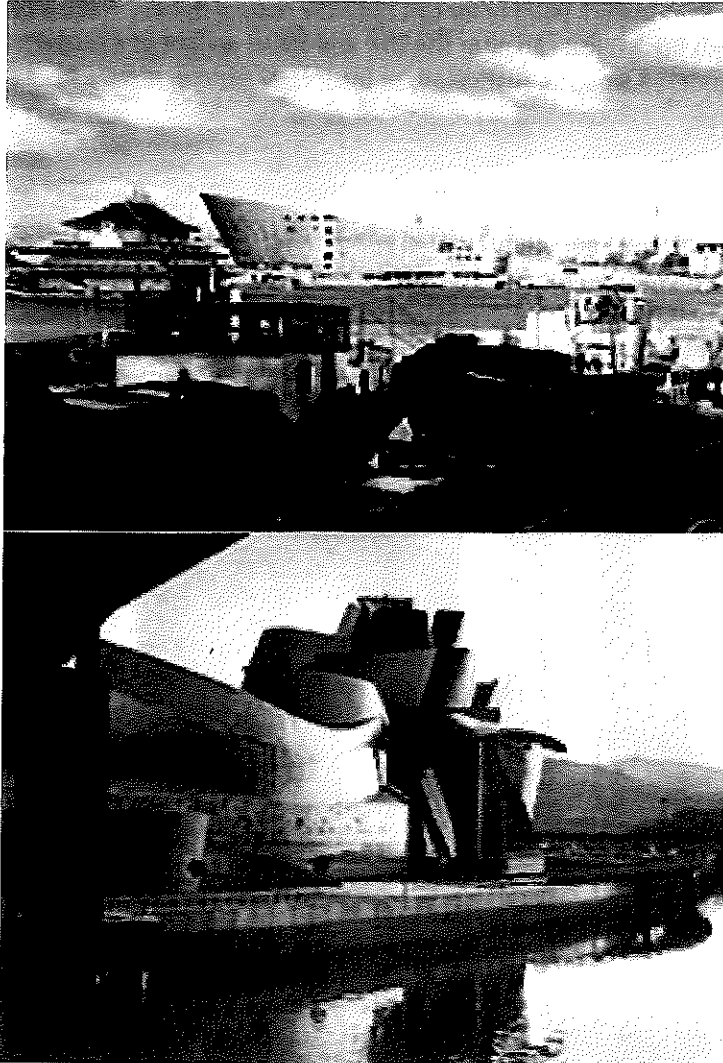


Fig. 17. Metropolis Museum, Amsterdam

*Photo Credit: Michael Petrus*

Fig. 18. Guggenheim Museum, Bilbao, Spain

*Photo Credit: Michael Petrus*

In both cases, a careful combination of a number of architectural qualities—shape, size, scale, articulation, texture, and color—work together to produce the desired form.

#### RELEVANT CODES AND STANDARDS

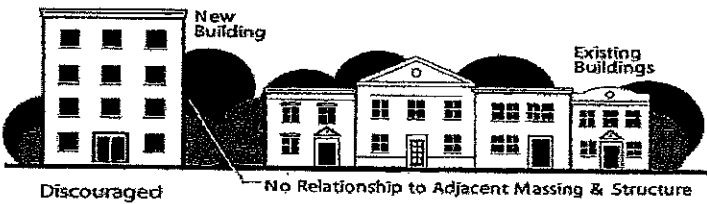
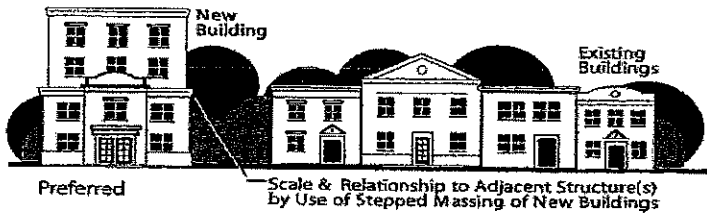
In some jurisdictions, architectural form is controlled or limited by both zoning and building codes. For example, a "Floor Area Ratio" (FAR) is often used to control the mass or building square footage allowable on a site of a particular size. For example, a 100' x 200' building lot of 20,000 square feet, with an FAR of 3, would allow a maximum building area of 60,000 square feet. If the building footprint completely filled the site, the maximum building height would be three stories, while a building that only occupied one half the site (10,000 square feet) would be built to six stories. In combination with building height limitations and "setback" or "build to" lines, the allowable mass and shape of a building is often tightly controlled.

## Examples of Scale & Massing

### SCALE

The perceived scale of any proposed building is a function of:

- the overall size of the proposed building relative to existing building sizes
- the visual relationship of the new building's facade elements relative to the visual relationship of building facade elements in surrounding, existing buildings.

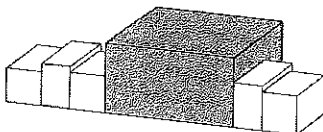


### MASSING

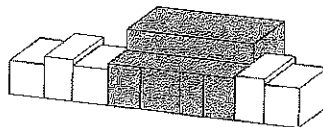
**Reduction of Massing:** In some cases, reductions in the actual bulk and scale of the proposed structure may be necessary in order to mitigate adverse impacts and achieve an acceptable level of compatibility. Some techniques which can be used in these cases include:

- articulating the building's facades vertically or horizontally in intervals that reflect to existing structures or platting pattern
- buildings that are more than 3 stories in height should step back the all upper façades that face public streets. This includes stepping back a portion of an upper floor to vary building massing. Ideally, the step back area will include usable private open space for building users.
- increasing building setbacks from the zone edge at ground level, "pushing and pulling" a facade to create visual interest and break up the massing of a structure. A minimum offset of 18 inches is preferred to have proper impact.
- reducing the bulk of the building's upper floors
- limiting the length of, or otherwise modifying, facades.

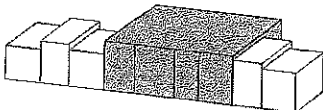
#### Techniques to Reduce Massing



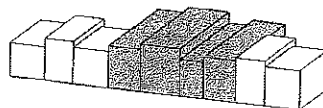
Do not employ an unmodulated mass.



Use vertical bay divisions and stepped-back height



Use vertical bay divisions.



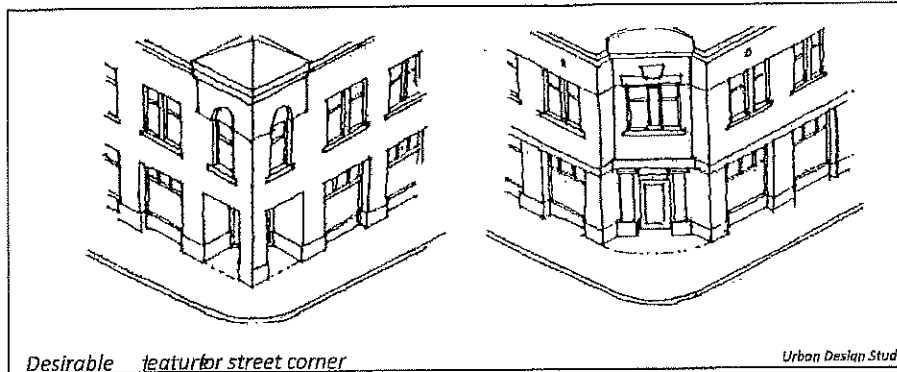
Use vertical bay divisions and varied heights.

Create a building that complements the existing surroundings in form and scale. New buildings should be similar in size and form. Provide adequate transition between changes in building scale. Although a new building may be of a different size, the first few stories should visually relate to the surrounding context.

### CORNER BUILDINGS

Simple massing and small changes in plane or height are used to emphasize certain intersections and points of interest within Downtown.

Where a major intersection occurs provide a building anchor and setback at the corner



### VIEWS

The location of the building on a site, in addition to its scale, height and massing, can impact views from the public right-of-way, including from streets, sidewalks, intersections, bridges, roadway overlooks and other public spaces. Development projects should try to preserve noteworthy views, including to prominent natural features, landmarks and historically significant architecture.

## **The Secretary of the Interior's Standards for Rehabilitation**

*The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places.*

*The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.*

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### **The Secretary of the Interior's Standards for Rehabilitation**

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in

design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

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10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** To be eligible for Federal tax incentives, a rehabilitation project must meet all ten Standards. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

**Certain treatments**, if improperly applied, or certain materials by their physical properties, may cause or accelerate physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repainting techniques; improper exterior masonry cleaning methods; or improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification. In addition, every effort should be made to ensure that the new materials and workmanship are compatible with the materials and workmanship of the historic property.

**Guidelines** to help property owners, developers, and Federal managers apply the Secretary of the Interior's Standards for Rehabilitation are available from the National Park Service, State Historic Preservation Offices, or from the Government Printing Office. For more information write: National Park Service, Preservation Assistance Division-424, P.O. Box 37127, Washington, D.C. 20013-7127.

Link to **Federal Historic Preservation Tax Credits**, posted by the National Park Service. Includes illustrated guidelines for rehabilitating historic buildings.

