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**DRAFT**

**North Central Columbia Neighborhood  
Urban Conservation Overlay District**



**Draft**

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## Article 1 Administration

### Section 1.1 Purpose and Intent

The purpose of the North Central Columbia Neighborhood Urban Conservation Overlay District (the "District") is to recognize the location, architectural character and land-use mix of the neighborhood and to establish standards for development within the District in addition to those of the underlying zoning districts. Additionally, the purpose of the District is to guide and recommend standards for future neighborhood improvement projects, such as streetscape improvements, which might be either part of major developments or City improvement projects. The design review provisions applicable within the District are intended to conserve the area's historic and architectural character, and to protect the private property values and public investments in and near the neighborhood, by ensuring that new construction and the exterior alterations to existing buildings and grounds are undertaken with sensitivity to the neighborhood's character.

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The District will rely on a form-based code that stresses the importance of urban design and the physical characteristics that define the neighborhood. This physical vision emphasizes Building Form, Streetscapes, Mixed-uses, Neighborhood Character, and Community Resources. Design Standards are utilized to encourage attention to these details and guide quality development toward creating buildings and places with lasting value and character.

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### Section 1.2 Sub-Areas

Recognizing the distinct nature of different areas within the neighborhood, the District is divided into five sub-areas, as set forth in **Exhibit 1** and **Article 2** of these Regulations and as listed below:

- Hickman Estates District
- Uptown District
- North Village District
- Wyatt's Market District
- Shoe Factory District

### Section 1.3 Guiding Principles

1.3.1: **Encourage pedestrian oriented design.** Pedestrian oriented design directs building facades and active uses to the street, creates a network of safe walkways and interesting destination points and is scaled primarily for people, not automobiles.

1.3.2: **Promote compatible mixed-use development.** Mixed uses allow residents to live, work, shop and play in their neighborhood, lessening dependence on automobiles and increasing the vitality and diversity of the neighborhood.

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- 1.3.3: **Encourage adaptive reuse.** Existing buildings that are renovated for new uses, as opposed to razed and replaced with new construction, help maintain the neighborhood's character, and reduce landfill use and energy consumption.
- 1.3.4: **Support sustainable neighborhood commercial uses.** Neighborhood commercial uses fill retail and service needs for residents in a convenient manner, encourage social interaction among neighbors and reduce travel costs and congestion.
- 1.3.5: **Preserve desirable residential structures and design.** Preserving and creating quality housing opportunities is necessary to encourage homeownership and long-term residency.
- 1.3.6: **Endorse landscaping and streetscaping efforts.** Landscaping and streetscaping beautify the neighborhood and define public and private spaces, contribute to the pedestrian environment and improve safety, security and well-being among residents.
- 1.3.7: **Promote a consistent neighborhood identity and image.** A positive and recognizable neighborhood identity promotes the area to new residents and business owners, contributes to its long-term sustainability and engenders and supports neighborhood pride.
- 1.3.8: **Coordinate investment.** Coordinate improvements among the City, utility providers, landowners and developers to maximize infrastructure investment throughout the neighborhood and to encourage and promote infrastructure construction, installation and maintenance. Public improvements and investments catalyze increased private investment. Deleted: land owners
- 1.3.9: **Promote public-private partnerships.** Development projects involving public and private uses and funding contribute to the sustainability and diversity of the neighborhood while providing an incentive for additional investment.

**Section 1.4 Geographical Boundaries of the Overlay District**

The zoning district map established and adopted by the Code of Ordinances of the City of Columbia, Missouri is amended so that the land within the following boundaries will become a part of District U-C (Urban Conservation Overlay District) and shall be known as the North Central Columbia Overlay District: an area bounded on the north by Business Loop 70, on the east by College Avenue, on the south by Walnut Street and on the west by Providence Road, except those areas included or which have made application for inclusion within the Special Business District prior to passage of this ordinance, as shown in **Exhibit 2.**

**Section 1.5      Applicability**

Implementation of this ordinance will come primarily through voluntary participation by property owners because of the potential increase in property values that come from following the design guidelines listed herein.

Complete copies of all applications for exterior work, rezoning, plan approval, board of adjustment variances and conditional use permits will be forwarded from any City office where application is filed to the City Planning and Development office for the North Central Design Review Board’s consideration.

Said City office will provide the applicant with information describing the overlay district, contact information for the Design Review Board (DRB), DRB meeting schedule, and resources available through the DRB.

The applicant is not required to attend any meeting of the DRB where the application is being discussed.

The issuance of building permits is not dependent on a recommendation from the DRB. A favorable recommendation from the DRB could speed the process in some cases. It could also support a request for a variance.

Copies of building permit applications from Columbia College, Columbia Public Schools, Columbia Housing Authority, City of Columbia, and County of Boone, and any property under the supervision of the State Historic Preservation Office (SHPO) will be received and retained by the DRB for information purposes. The DRB will make recommendations concerning Master Plans and other major changes to institutional land uses in the neighborhood.

New development along Providence Road shall conform to the Council’s preference outlined in Resolution \_\_\_\_\_ until a corridor plan is enacted.

New development along Business Loop 70 shall conform to business development within the block on both sides of the street as to such things as scale, mass, set back, parking location, and signage. Rear of property shall use similar materials, style, and landscaping as front.

1.5.1:      ▼ -----

1.5.2:      ▼ -----

1.5.3:      References within this ordinance to existing buildings, original buildings, neighborhood, etc. all refer to buildings and structures that conform to existing development regulations as well as the requirements of this District.

1.5.4:      This Ordinance supplements the City’s Development Code. If in conflict, this Ordinance applies. If a provision is included in the City’s

**Deleted:** No applications for development approval, including but not limited to subdivision plats, development plans, rezonings, variances or special exceptions shall be approved by the City for any structure or site located wholly or partially within the District until the complete application has been reviewed for compliance with these Regulations and recommended by the North Central Design Review Board, as defined herein.

**Deleted:** No applications for development permits, including but not limited to permits for additions, remodeling, demolitions, grading, alterations to building exteriors, signs, sidewalks or driveways, shall be issued by the City for any structure or site located wholly or partially within the District until the complete application has been reviewed for compliance with these Regulations and recommended by the North Central Design Review Board, as defined herein.

Development Code and not in this Ordinance, the Development Code applies.

**Section 1.6 North Central Design Review Board (DRB)**

1.6.1: Administration.

1.6.1.1 A seven (7) member committee consisting of a design professional ~~and six (6) community members, four (4) of which shall be eligible for membership in NCCNA~~ shall be appointed by the City Council to review development approval and development permit applications, as described within these Regulations. Board members shall serve without pay for staggered three-year terms. The members shall elect a chair to call and preside at meetings. A quorum shall consist of at least four (4) members. Any member who is absent, without being excused by the chair, from three (3) consecutive meetings, or twenty-five (25) percent of the called meetings in a calendar year shall automatically forfeit the office. The chair shall promptly notify the City Council of the vacancy.

**Deleted:** , a representative of Columbia College, a representative of the Downtown Business District, and four (4) residents or property owners in the overlay area

1.6.1.2 The City shall provide sufficient staff and resources to ensure that the DRB can accomplish its tasks.

1.6.2: Power and Duty of North Central Design Review Board

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1.6.2.1 Review and Recommendation

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1.6.2.1.1 The DRB is delegated review authority, pursuant to these Regulations, and shall hold a public meeting on the application and make a recommendation concerning the appropriateness of the development approval or development permit application to the Director in charge of the office where the application originated. Building permit recommendations shall be forwarded to the applicant with an invitation to discuss the project with the DRB.

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1.6.2.1.2 The recommendation shall be forwarded by the appropriate Director to deciding bodies as required.

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1.6.2.1.3 The recommendation is advisory only.

1.6.2.1.4 City staff shall coordinate the review of development approval applications and

development permits by the DRB and shall maintain records of the DRB decisions

1.6.2.2 Additional Powers and Duties

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1.6.2.2.1 The Design Review Board will produce, update, and distribute to appropriate city Directors and the public, graphics-based descriptions of development types and design elements appropriate to each of the five sub-areas, and other information as may be deemed necessary or expedient.

1.6.2.2.2 The DRB is expected to coordinate information and planning with affordable housing programs and the Historic Preservation Commission.

1.6.2.2.3 The DRB will serve as a clearinghouse for information about appropriate development within the District.

1.6.2.1

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Deleted: The DRB is delegated review authority, pursuant to these Regulations, and shall hold a public meeting on the application and make a recommendation to the appropriate Director concerning the appropriateness of the development approval or development permit application. ¶

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1.6.3: Review Criteria

1.6.3.1 The Design Review Board shall give specific consideration in reviewing plans to the following:

- The historic and/or architectural value and significance of the structure and its relationship to the historic and/or architectural value of the sub-area;
- The relationship of the exterior architectural features of the structure to the rest of the structure and to the sub-area;

- The general compatibility of exterior design, arrangement, texture and materials proposed to be used with adjacent uses; and/or
- Any other factor that it deems to be pertinent and consistent with its goals and purpose.

1.6.3.2 In making such considerations, the board shall consider only on exterior features of the structure and other design considerations, including but not limited to the proposed building's mass and scale and the effect of reducing the set back on streetscape, neighbors' privacy and shading patterns.

1.6.4: Recommendation

After reviewing the completed application, the Design Review Board shall provide written recommendations to the appropriate Director and identify application approval, approval with conditions or denial in accordance with these Regulations. The DRB shall forward a written recommendation that states which of the standards is not met in the case of conditional approvals or denials.

**Section 1.7 Pre-Application Conference**

Before any application is made pursuant to these Regulations, it is recommended that the applicant confer with the Planning Director or his designee to discuss, in general, the procedures and requirements under these Regulations as they apply to the proposed plans of the applicant.

**Section 1.8 Application**

Delete this whole section and start over.

Applications received by the Director of Planning and Development on behalf of the DRB shall be placed on the next available DRB meeting agenda according the rules and timelines established by the Department of Planning and Development.

All applications will be reviewed in a timely manner so that recommendations and comments may reach the applicant and/or City officers as soon as possible.

1.8.4.1

1.8.5: Application Contents

An application for a development application or development permit as required within these Regulations shall be accompanied by the supporting documents that are normally required by either the Planning and

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¶ <#>Applications for development approval required by these Regulations shall be made on applications provided by the City. The City may promulgate submittal requirements, instructions for completing forms, internal procedures for acceptance and filing of applications, and provisions for waiver by establishing administrative guidelines.¶

¶ <#>All development approval applications shall be submitted to the Planning Director, who shall review the application for completeness. No application shall be considered complete until all items required by the applicable sections of these Regulations have been submitted. Incomplete applications shall be returned to the applicant and no action taken until any deficiencies are remedied. Complete applications shall be processed according to this Section. Failure by the Planning Director to make a determination of completeness within fourteen (14) days of the submission of the application shall result in the application being deemed complete. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this chapter.¶

¶ <#>Applicants also shall submit one (1) copy of the development approval application to the North Columbia Design Review Board, as described within this these Regulations, via certified mail, and shall submit proof of mail delivery to the City with the respective application. ¶

**[REVIEW NOTE: The DRB will need a contact and address at which it can receive certified mail. Someone on the Board, preferably the chair, will need to be responsible for notifying the Board when there are applications to review.]¶**

¶ <#>Following the determination that a development approval application is complete, the Planning Director shall review and process the application within the timeframe and manner otherwise required by the City.¶

¶ <#>Upon receipt of an application, the Chair of the Design Review Board ("Chair") shall review the applicati... [1]

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Development or Public Works Department for the action requested, though additional supporting information may be required by either the Planning and Development or Public Works Director.

**Section 1.9 Exceptions & Revocation**

1.9.1: ~~Routine maintenance and repairs shall be exempt from these Regulations. Routine maintenance and repairs shall include common and necessary repairs, provided the repairs are completed using the same design, style, dimensions, and materials used previously.~~

**Deleted:** Alterations that are not visible from public streets or alleys shall be exempt from these Regulations.

1.9.2: ~~Routine maintenance shall not include activities that result in a change to the design, style, dimensions, or materials used in a building. Upgrades, enhancements, and improvements designed to increase efficiency and/or minimize maintenance costs, such as insulating glass windows, laminated/wood/slate roofing, and vinyl/metal siding, shall not be considered routine maintenance or repair activities. Applicants are encouraged to take advantage of consultation with the DRB before undertaking exterior alterations to structures.~~

**Deleted:** Routine maintenance and repairs shall be exempt from these Regulations. Routine maintenance and repairs shall include common and necessary repairs, provided the repairs are completed using the same design, style, dimensions, and materials used previously.

1.9.3: Repainting of surfaces shall be exempt from these Regulations.

1.9.4: Guidelines regarding signage do not apply to the replacement of existing signs lost as a result of damage caused by acts of nature or vandalism.

1.9.5: ~~Applicants seeking DRB recommendations for exceptions shall provide sufficient information to document the rationale in support of the modification or variance.~~

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1.9.6: All projects shall be built in accordance with the submitted and approved development application or shall be subject to revocation of approval and/or permit as determined by the Planning Director for Development Applications and the Public Works Director for Development Permit Applications.

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**Section 1.10 Limitations and Conflicts**

~~These Regulations do not require that any alterations be made to exiting structures.~~ No section of these Regulations shall be construed to compel alterations that will conflict with any health or safety codes, prohibit any alterations that are required pursuant to compliance with the Building Code, or compel alterations absent an application for development approval or a development permit.

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## Article 2 Neighborhood Sub-Areas

### Section 2.1 Sub-Areas

The neighborhood is divided into five sub-areas in order to further direct building forms to where they are most appropriate, contributing to compatibility and stability within the neighborhood. Sub-areas include a variety of appropriate forms to promote livability, affordable housing and economic development. Sub-areas boundaries are identified in **Exhibit 1**. The following sub-area guidelines provide direction regarding the applicability and implementation of these Regulations:

**Deleted:** [REVIEW NOTE: Review Appendix A1 and Appendix A2 regarding preferences for either expanding or restricting uses within the sub-areas. Of note, to date there are no differentiations among the sub-areas (that is, a permitted use in one is permitted in all).]

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### Section 2.2 Hickman Estates

#### 2.2.1: Intent

The intent of Hickman Estates is to provide opportunities for home ownership within a traditional, single-family residential neighborhood. New construction should refer to this traditional form in building mass and design.

#### 2.2.2: Guiding Principles

- 2.2.2.1 Protect the district's predominately single-family residential character.
- 2.2.2.2 Preserve the historic character of homes and structures.
- 2.2.2.3 Encourage home ownership and the provision of for-sale housing.
- 2.2.2.4 Encourage infill housing consisting of predominately two-story, single-family dwelling units, as shown in **Exhibit 3**.
- 2.2.2.5 Encourage traditional residential development patterns, including front porches and alley-accessed, rear-loaded, garages.

#### 2.2.3: Exemptions

Development along the Business Loop 70 and Providence Road corridors is exempt from these standards. Such development should reference existing structures within the same block for cues to building mass and design where these elements conform to the general conditions of regional character, walkability and pedestrian orientation. At such time as corridor plans are enacted the corridor plans will supercede the provisions of these Regulations.

Section 2.3 Uptown

2.3.1: Intent

The intent of Uptown is to provide a variety of housing options in a mixed use neighborhood with historic character. See Exhibit 4.

2.3.2: Guiding Principles

2.3.2.1 Preserve the historic character of homes and structures.

2.3.2.2 Encourage a variety of higher density housing options, including townhomes and condominiums.

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2.3.2.3 Allow conversions from residential to commercial uses, but require the converted buildings to maintain a residential appearance.

2.3.2.4 Encourage mixed use buildings and developments.

2.3.2.5 Promote higher density townhomes and condominiums through the enforcement of flexible standards for setbacks and yard sizes.

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2.3.2.6 Require increased public greenspace provision as part of new development and encourage the provision of such space whenever possible within existing development, as shown in Exhibit 5.

Deleted: <#>West End ¶

<#>Intent¶

¶ The intent of West End is to maintain the area as a center of business activity as an amenity for neighborhood residents and visitors.¶

¶ <#>Principles¶

¶ <#>Encourage centralized and shared parking.¶

¶ <#>Encourage mixed use buildings and developments.¶

¶ <#>Require increased public greenspace provision as part of new development and encourage the provision of such space whenever possible within existing development.¶

¶ <#>Support taller buildings in this area.¶

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Section 2.4 North Village

2.4.1: Intent

The intent of North Village is to create a vibrant, eclectic neighborhood attractive to creative professionals, other residents and visitors.

2.4.2: Guiding Principles

2.4.2.1 Encourage the designation and development of an artistic community area, filled with public art and green spaces.

2.4.2.2 Encourage mixed-use, loft-style buildings with live/work spaces, as shown in Exhibit 6, and a commercial mix that supports artists living and working in the area.

2.4.2.3 Promote this area to artists and professionals seeking a diverse neighborhood.

2.4.2.4 Promote the development of a public market area.

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**Section 2.5** Wyatt's Market

2.5.1: Intent

The intent of Wyatt's Market is to provide a neighborhood commercial district with mixed uses.

2.5.2: Guiding Principles

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2.5.2.1 Protect the predominately commercial development character.

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2.5.2.2 Encourage multi-story, mixed-uses, as shown in **Exhibit 7**.

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2.5.2.3 In the event that a corridor plan is enacted for the College Ave. corridor, that plan will supercede these Regulations.

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**Section 2.6** Shoe Factory

2.6.1: Intent

Shoe Factory is intended to be a more urban commercial district with compatible residential units.

2.6.2: Guiding Principles

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2.6.2.1 Protect the predominately commercial development character.

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2.6.2.2 Encourage urban, industrial design, with brick, glass and steel design elements, as shown in **Exhibits 8 and 9**.

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2.6.2.3 Encourage development that designed for artists, designers and craftspeople.

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2.6.2.4 Support expansion of office, retail and light industrial uses.

**Article 3 Development Standards**

**Section 3.1 Intent**

These Standards regulate the form and use of development to ensure compatibility and connectivity among commercial, industrial and residential uses within the neighborhood. It is recommended that applicants request a Pre-application Conference with the appropriate Director or his designee, or with the Design Review Board, to insure their plans conform to these Regulations.

**Section 3.2 Use Regulations**

- 3.2.1: The use Regulations of the underlying zoning district shall control within the District.
- 3.2.2: Other uses, which in the judgment of the Planning Director are of the same general character as those listed in the City’s Development Regulations that will not be detrimental to the sub-area in which it is to be located, may be allowed.

**Section 3.3 Lot Dimensions**

- 3.3.1: Lot size, setbacks and height restrictions of the underlying zoning district shall control within the District, except as otherwise provided in these Regulations.
- 3.3.2: Yard setbacks.
  - 3.3.2.1 The average front yard setback on the block for existing buildings may be used to justify a reduction or increase of the required front setback for new or renovated structures. However, the setback shall not be less than the smallest setback on the block, nor more than the largest setback on the block.
  - 3.3.2.2 Certain architectural features such as stoops, but not including porches, that are an integral architectural element on the front of a house, and other minor covered entrances attached to the main building front may project into the required front setback.
- 3.3.3: Minimum lot area, width, and setbacks may be reduced, with the final approval of the Board of Adjustment, upon finding that such reductions:
  - 3.3.3.1 Create pedestrian precincts or other transportation efficiency with clustered urban design, such as plazas and gathering places, illustrated in **Exhibit 10**;
  - 3.3.3.2 Provides more efficient utilization of public infrastructure;

3.3.3.3 Provide additional open space, public amenity and design excellence.

3.3.3.4 Allow for residential or non-residential buildings to be located closer to the street in areas where the gradual move to the street is encouraged and the design of the building is oriented to the street.

**Section 3.4 Building Size and Shape**

Just as building fronts establish a facade-line or street wall along the street, their height also establishes a height-line. Scale creates the perceived size to which most buildings in each sub-area of the neighborhood conform, as shown in **Exhibit 11**.

3.4.1: Within each sub-area, the design of new buildings shall:

- 3.4.1.1 Respect the scale of existing buildings;
- 3.4.1.2 Reference existing structures for height, width, and depth;
- 3.4.1.3 Reference the roof shape, pitch, and height of adjacent and nearby buildings; and
- 3.4.1.4 Draw upon the shape and composition of the main bodies of adjacent and nearby buildings for guidance.

**Section 3.5 Building Placement**

3.5.1: Within each sub-area, the design of new buildings shall:

- 3.5.1.1 Conform to the existing rhythm by respecting the established pattern of spacing and setbacks, as shown in **Exhibit 12**;
- 3.5.1.2 Repeat the established pattern of orientation used by existing buildings (orientation refers to the angle of a building facade in reference to the street).

**Section 3.6 Building Envelope Standards**

A building envelope is illustrated in **Exhibit 13**.

3.6.1: Buildings shall be aligned and close to the street (**Exhibit 14**). Buildings form the space of the street. Views shall be directed to the street and other open or public spaces, and towards private gardens/courtyards, while respecting the private space of neighbors.

- 3.6.2: Buildings shall oversee the street and public spaces with active fronts as shown in **Exhibit 15**. This overview of the street contributes to vital and safe public space.

**Section 3.7 Residential Standards, Generally**

- 3.7.1: Encourage a range of unit types and sizes rather than standardization. Because the amount of land available is limited, it is desirable to encourage a range of harmonious styles of residences rather than a grouping of very similar styles, as shown in **Exhibit 16**.
- 3.7.2: In the case of infill between existing residential structures, new structures should harmonize with adjacent residences, as in **Exhibit 17**.
- 3.7.3: Single-family housing shall be oriented to the street in order to create a strongly defined street presence. Structures should front the street and incorporate architectural elements consistent with the sub-area that provide rhythm and interest to the block.
- 3.7.4: New residential structures should be proportionate to existing structures to further enhance the feel and character of the street, as shown in **Exhibit 18**. They should not tower over existing homes.
- 3.7.5: Development should be similar in scale, character and orientation to that found in the District Sub-area, shown in **Exhibit 19**, including:
  - Pedestrian-scaled buildings;
  - Buildings oriented to the street, not to parking lots;
  - Street-oriented entryways;
  - Shallow front yards with front porches, tree-lined front yards and detached sidewalks; and
  - Streets aligned in a pedestrian-oriented pattern, where buildings are located relatively close to the street.
- 3.7.6: Public and private spaces should be defined as such, with the most public spaces being located along the street and sidewalk, moving to semi-private space in the form of a front porch or articulated entryway to the private space of the home and back yard.

**Section 3.8 Non-Residential Standards, Generally**

- 3.8.1: New or replacement structures should front on the sidewalk in line with existing structures, with exceptions for public space, and should meet the structures on either side to form a street wall. This will continue the pattern of building facades enclosing the pedestrian space. The only exceptions to this would be for mid-block pedestrian connections between parking and the street, and for the creation of spaces that enhance the public environment, such as pocket parks and outdoor dining areas.

- 3.8.2: Buildings should be constructed to fill the full width of a given property, to create a street front “wall” composed of several buildings.
- 3.8.3: Building setbacks should match the urban form, and should typically be built to the sidewalk.
- 3.8.4: Buildings that face one another should be designed with proportionate massing in order to create and maintain consistent building forms on both sides of the street, further enhancing the feel and character of the street.
- 3.8.5: Buildings should be aligned with their main facade to the street and should be sited at the front of the lot in order to define public space along the street, as shown in **Exhibits 20 and 21**.

**Section 3.9 Mixed Use Standards, Generally**

- 3.9.1: Development standards (lot size, setbacks, etc.) applicable to the permitted use zoning classification of the least intensive use shall apply.
- 3.9.2: As shown in **Exhibit 22**, development should be consistent with the character and scale of surrounding uses and create an emphasis on pedestrian scale at ground level.
- 3.9.3: In buildings that contain a mix of commercial and residential uses, the most intensive use should generally be located on the ground floor with residential and office uses on upper floors, as shown in **Exhibit 23**.
- 3.9.4: Small scale neighborhood-oriented service and retail uses should be encouraged in nodes and clusters and should be accessible throughout the neighborhood.
- 3.9.5: Mixed uses may occur either vertically or horizontally, so long as the scale and design are harmonious with existing uses and structures.
- 3.9.6: The size of mixed-use projects should not overwhelm the surrounding neighborhood.
- 3.9.7: Fewer parking spaces may be permitted because of the mix of uses, proximity to transit, extensive bike and pedestrian routes, and higher ratio of on-street parking.
- 3.9.8: Setbacks may be reduced for planned mixed uses that provide additional common area.

**Section 3.10 Conversions**

- 3.10.1: Residential to non-residential. Residential structures converted to commercial uses shall maintain a residential appearance, as shown in **Exhibit 24**.
- 3.10.2: Single-family structure to multi-family. Conversion of single-family structures to multi-family structures shall maintain the appearance of a single-family home.
- 3.10.3: Non-residential to residential. Commercial or Industrial buildings converted to residential uses shall maintain a commercial or industrial appearance. The addition of residential amenities, such as balconies, courtyards, etc., is allowed.

**Section 3.11 Streetscape Improvements**

The physical condition of streets, sidewalks, utilities, public spaces and other infrastructure often provides visitors with their first impression of a place and sets the tone for the level of maintenance of private property. High maintenance standards for infrastructure should provide the foundation to support public and private improvements in the neighborhood.

- 3.11.1: Infrastructure upgrades should be planned and implemented through joint efforts of property owners, developers and service providers
- 3.11.2: Streetscape improvements should be made through joint public-private efforts. Examples include:
  - Sidewalks and bike lanes (**Exhibit 25**);
  - Street furniture: benches, trash receptacles, bicycle racks, etc.;
  - Street trees and street lights;
  - Constructing other public spaces, such as greens and squares;
  - Dedicating public access easements; and
  - Providing public art.
- 3.11.3: Alleys should be used when possible to provide access, parking, mechanical and loading uses to the rear of buildings.

**Section 3.12 Crime Prevention Through Environmental Design (CPTED)**

Proper design of the physical environment can be used to reduce opportunities for criminal activity to occur and improve public perceptions of safety and well-being. CPTED strategies include:

- 3.12.1 Design the built environment in a manner that promotes the visibility of public spaces and areas, thereby keeping intruders easily observable. Design should maximize visibility of people, parking areas and building entrances.

- 3.12.2 Doors, windows and porches should look out onto streets and parking areas.
- 3.12.3 Doors, windows and porches should look out onto streets and parking areas.
- 3.12.4 Entries, walkways, driveways and parking areas should have adequate nighttime lighting, scaled for pedestrians.
- 3.12.4: Front doors should be at least partially visible from the street and/or driveway.
- 3.12.5: Properly maintained landscaping should not create blind spots or hiding spaces and should not obstruct clear views of sidewalks, entries or walkways, as shown in **Exhibit 26**.
- 3.12.6: Open green spaces and recreational areas should be located so that they can be observed from nearby homes and businesses.
- 3.12.7: Screening for dumpsters and mechanical areas should not create blind spots or hiding areas.
- 3.12.8: Elevators and stairwells should be well-lit and clearly visible from windows and doors, and should be open to view, not behind solid walls.
- 3.12.9: Businesses and residences should be sited so that the windows and doors of one unit are visible from another.
- 3.12.10: Ownership. Use physical design to develop a sense of ownership or territorial control over an area, discouraging intruders who will sense that the area is under control and promote features that define property lines and distinguish private spaces from public spaces:
  - Front porches or stoops should create a transitional area between the street and homes.
  - Property lines and private areas should be defined with plantings, pavement treatments or transparent fences, as shown in **Exhibit 26**.
  - Lots, streets and houses should be designed to encourage interaction between neighbors.
  - Entrances should be accentuated with different paving materials, changes in street elevation, architectural and landscape design.
- 3.12.11: Natural access control. Prevent access to areas where crime could occur, gained by designing streets, sidewalks, building entrances and neighborhood gateways.

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- 3.12.12: Public routes should be clearly defined with walkways, landscaping and fencing that is not solid or opaque.
- 3.12.13: Access to private areas should be discouraged through the use of structural elements, paving treatments, landscaping and gateways.
- 3.12.14: Entrances into parking lots should be defined by landscaping, architectural design, or monitored by a guard or natural surveillance methods.
- 3.12.15: Elevators and stairwells should be centrally located and clearly visible.

## **Article 4 Building & Structure Design Standards**

### **Section 4.1 Design Standards, Generally**

The commercial and residential design elements articulated in these Regulations are meant to reinforce the pedestrian environment, enhance neighborhood character and bolster the economic health of the neighborhood. Each site is unique. Therefore, the standard is to be applied in a general manner on a case-by-case basis, its appropriateness evaluated by the given site's context. Questions about specific Design Standards and their application can be addressed in Pre-Application Conferences scheduled with the appropriate Director or his designee, and with the Design Review Board.

- 4.1.1: Design should incorporate regional styles of architecture to reinforce a sense of place and, whenever possible, should incorporate the proportions and materials historically used in the area.
- 4.1.2: Main facades of buildings should be oriented to the street.
- 4.1.3: Buildings should be designed with architectural detailing and fenestration on all four sides.

- 4.1.4: Buildings at prominent corner locations should be designed to visually anchor the block and should be the largest building on the block with the most distinct design and ornamentation, based on size and massing.
- 4.1.5: Features such as brick banding, arched windows, articulated facades and cornices, varying roof lines, setbacks on taller buildings and paneled storefronts should be used to add visual interest. See **Exhibit 27**.
- 4.1.6: Sites of visual prominence should be used to create architecture that responds to the opportunities presented. Buildings that terminate views down important streets or at key intersections or gateways should incorporate architectural features that celebrate their visual prominence, as shown in **Exhibit 28**.
- 4.1.7: Ground floors of buildings should respond to the pedestrian and ground floor architecture in commercial/retail areas should be Aopen@ to the street, as shown in **Exhibit 29**.

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## **Section 4.2**

### **Architectural Significance**

- 4.2.1: It is the intent of these Regulations to protect and promote design characteristics attributable to historic and/or architecturally significant structures in the District, as shown in **Exhibit 30**.
- 4.2.2: Structures that have historic and/or architectural significance should be preserved in some manner or their elements incorporated in the redevelopment of their site. Seemingly ordinary structures often have a place in the neighborhood's social fabric and history. This tradition should be respected and, when possible, preserved.
- 4.2.3: Structures are deemed to be of historic and/or architectural significance because one or more of the following conditions is present:
  - Relationship with or to an historical event, person, or era in the City's social, physical or economic development;
  - Distinctive design element or landscape feature;
  - Distinctive architectural style;

- Exterior architectural features or materials which bear a significant relationship to the structures in the sub-area; and/or
- Inclusion on a local, state or federal listing of historic structures, sites or districts.

- 4.2.4: A property should be used for its historically intended purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment, as shown in **Exhibit 31**.
- 4.2.5: Rehabilitation of historically significant structures, listed or eligible for listing on the State or National Register of Historic Places, should comply with the Secretary of the Interior's Standards for Rehabilitation, as shown in **Exhibit 32**.
- 4.2.6: The architectural character of a property should be retained and preserved, including distinctive features, finishes, and construction techniques or examples of craftsmanship. The removal of materials or alteration of architectural features and spaces that characterize a property should be avoided.
- 4.2.7: Deteriorated architectural features should be repaired rather than ~~removed~~. 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.

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### Section 4.3

#### Facade Elements

~~Streetscapes are defined by building facades or "faces". Common use of facade elements creates a pleasing rhythm along the street.~~

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- 4.3.1: The front building facade should be the most visible, public element of each building and shall be most highly ornamented.
- 4.3.2: Corner buildings should feature a main facade that wraps the corner, as shown in **Exhibit 33**.
- 4.3.3: The building's facade should be broken into vertical and horizontal "panels" through the use of pilasters or other surface textures.
- 4.3.4: New buildings should continue to use adjacent facade elements in a similar manner so that the facade rhythm is not broken, and should reference the pattern of solids and voids created by windows and doors on the facades of buildings within the neighborhood. Windows and doors on new buildings should be similar in size as those present on buildings within the neighborhood, as shown in **Exhibit 34**.

- 4.3.5: New buildings do not have to replicate the exact dimensions or placement of openings, but should maintain the proportion of solid-to-void (wall-to-window) similar to adjacent uses.
- 4.3.6: The front facade of the architecture in residential areas should be oriented to the street.
- 4.3.7: Where residential lots are large enough for driveways from the main road, it is recommended that the garages be oriented away from the street, as shown in **Exhibit 35**.
- 4.3.8: The first floor storefront should be composed of large expanses of glazed openings. Features such as transoms, which allow natural light to penetrate deeply into the building, and awnings, which shade large glass areas and allow for the introduction of appropriate colors to enliven the pedestrian experience, should be encouraged. Blocked off windows and doors should be discouraged.

**Section 4.4 Entrances**

Like windows, doors and their surrounding elements provide important clues to the style and history of a building and are significant ~~to one's sense of place and comfort~~. ~~Designers and builders often use entrances~~ to achieve stylistic or practical goals. ~~Entrances provide a focal point for stylistic elaboration, establish balance on the facade, provide light to windowless central halls, or promote cross ventilation.~~

- 4.4.1: The main public entrance for all street level building uses should be located on the street level on the front facade of the building, as shown in **Exhibits 36 and 37**. Secondary entrances may be located off of additional parking areas or alleys.
- 4.4.2: Existing entrances and door surround elements should be maintained and preserved. The locations of primary entrance openings should, under no circumstances, be moved or blocked in.
- 4.4.3: Doors should be located on the front facade of the building and must lead to a front service walk, connecting to the sidewalk. In case of duplex entrances as long as there is one front door there can be a side door for entrance to other unit
- 4.4.4: If replacement is necessary, replacement doors and related elements should match the original in material, appearance, and configuration.

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- 4.4.5: Modern storm and screen doors, if applied, should provide a clear and unobstructed view of the original design.

**Section 4.5 Porches**

Porches are a combination of roof, roof supports, flooring, foundation and stylistic details, as shown in **Exhibit 38**.

- 4.5.1: Porches should be preserved and maintained and should be incorporated into the design of all detached homes and townhouses.
- 4.5.2: Total porch replacement is only permitted if the remodeled porch reflects the proportion, scale and general detail of the existing porch or similar porch appropriate for the style of the building. Partial porch replacement is permitted if those portions being replaced resemble the original parts in size, massing, materials and scale.
- 4.5.3: Porches should not be removed, reduced in size, or converted to habitable space, as shown in **Exhibit 39**.
- 4.5.4: Repairs and replacement materials should match as closely as possible the original materials in composition and appearance. Special consideration should be given to roof shape and materials as well as components of the support system (columns, balustrade, etc.).
- 4.5.5: Ornamental details should be retained and repaired rather than replaced.
- 4.5.6: Screening, if used, should be set behind significant architectural details.
- 4.5.7: The alteration of porches may be considered provided that proposed porch alteration is in scale with the building.

**Section 4.6 Windows**

Windows and their components are an integral part of a building’s character, their placement, treatment, and design elements are often direct reflections of original architectural style.

- 4.6.1: Windows should be repaired rather than replaced, excepting if upgrading to more energy efficient windows.

4.6.2: If replacement is necessary, replacement windows shall match the originals in design, materials, placement, and configuration, with priority given to energy efficiency.

4.6.3: Windows should not be added or removed from the facade of a building.

4.6.4: Storm windows and security bars should not obscure windows and distract from the structure’s character.

**Section 4.7 Roofs**

Roofs represent a highly visible and significant character defining feature of any structure.

4.7.1: Primary roof design elements, such as pitch, symmetry (or asymmetry), shape and complexity are essential to the form and style of a building and should be maintained by new or replacement roofs, as shown in **Exhibit 40**.

4.7.2: New elements should reference existing primary design elements.

4.7.3: Secondary design elements, such as chimneys, decorative vents and eave treatments, should be retained and maintained and should not be visually altered, covered over or removed from a building.

4.7.4: New chimneys added to houses should reference the placement, design, and materials of existing building examples.

**Section 4.8**

**4.7.5: New or replacement roof material elements, namely the shingling or covering, should closely match the composition, color, and texture of the original roof. Replacement materials should be consistent with the original or, if the original appearance is unknown, with similar structures within the neighborhood excepting environment alternatives such as green roofs. These alternatives shall use materials as closely matching existing structures as possible. Foundations**

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4.8.1 Foundation design and materials should be maintained and preserved.

4.8.2: Should circumstances require a foundation to be rebuilt, the design and materials should replicate the original.

**Section 4.9 Materials**

Exterior surfaces, whether applied or structural, convey information about history and style for both the building and neighborhood, as shown in **Exhibit 41**. The object of new design in neighborhoods is to preserve the continuity of the streetscape and enhance the image of the neighborhood with character and history, as shown in **Exhibit 42**.

- 4.9.1: Replacement materials should match the materials, composition and appearance of the existing system.
- 4.9.2: New construction should reference existing buildings with regard to materials and ornamentation. Modern materials with the same texture and appearance are acceptable.

**Section 4.10 Ornamentation**

Applied ornamentation and details represent important stylistic elements on buildings and are particularly susceptible to damage, removal, and being covered over or obscured by new exterior treatments.

- 4.10.1: The degree of ornamentation on new construction should not exceed that which is typical of the neighborhood.
- 4.10.2: Original ornamentation should be retained and not removed.
- 4.10.3: If ornamentation is damaged or deteriorated, the replacement should match the design, appearance and materials of the original.
- 4.10.4: Reconstructed or replacement details should match the original in the material and design.
- 4.10.5: Additions and changes in exterior treatments should be evaluated carefully to ensure that character details are not damaged or obscured.
- 4.10.6: Original decorative features, such as crown molding, or functional features, such as awnings or shutters should be preserved and maintained.

**Section 4.11 Color**

Approval for paint colors is not required for non-historically significant structures.

**Section 4.12 Additions**

When making subsequent additions to structures, it is imperative that the changes respect the integrity of both the original building and the neighborhood.

4.12.1: Additions should maintain the scale and proportions of the original building and not overwhelm the original building.

4.12.2 : Additions should not obscure the form, orientation, or symmetry (or asymmetry) of the original building.

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**4.12.3 :** Additions should not be placed on the front of any building, but should be placed to the rear of the building, away from public view. **Formatted: Bullets and Numbering**

**4.12.4:** Additions should incorporate design, appearance, materials and structural components compatible with the original building. **Formatted: Bullets and Numbering**

**4.12.5:** Ornamentation of new additions should not exceed the degree of ornamentation on the original structure. **Formatted: Bullets and Numbering**

**Section 4.13 Outbuildings**

Outbuildings (garages, sheds, greenhouses, etc.) are traditional components of older neighborhoods.

**4.13.1:** Outbuildings should be treated in a manner consistent with the guidelines for primary structures with regard to exterior treatments, details, windows, doors, and roofs. **Formatted: Bullets and Numbering**

**4.13.2:** New outbuildings should be located to the rear of the main building; outbuildings should never be placed in front of the primary structure. **Formatted: Bullets and Numbering**

**4.13.3:** New outbuildings, when visible from the public view, should be of design and materials compatible to existing development in the neighborhood, ~~excepting environmental alternatives such as strawbale construction.~~ **Deleted: ¶**

**4.13.4:** Outbuildings should reflect the form and orientation of the primary building. **Formatted: Bullets and Numbering**

**4.13.5:** Accessory structures, including garages and carports, but excluding trellises and arbors, may not be located within the front half of the lot. **Formatted: Bullets and Numbering**

**Section 4.14 Walls and Fences**

Walls and fences are significant site elements and serve a number of purposes, ranging from marking boundaries, keeping animals in or out, and stopping erosion.

**4.14.1:** Existing walls and fences that are significant character or design features should be repaired rather than replaced or removed. **Formatted: Bullets and Numbering**

**4.14.16:** New walls or fences should be consistent with the style of the structure. However, few new fences should be permitted in order to preserve the characteristic landscape of the neighborhood properties. **Formatted: Bullets and Numbering**

**4.14.17:** “Chain-link” type fencing is to be discouraged in favor of more decorative styles. **Formatted: Bullets and Numbering**

**4.14.18:** Backyard fences should be limited to 6 ft. max. height. Front yard fences should be limited to 3 ft. max. height. **Formatted: Bullets and Numbering**

**Section 4.15 Service Areas**

- 4.15.1 Service areas must be screened from public view, including loading areas, trash receptacles, mechanical and technology features, dumpsters, etc., as per **Section 4.20.6.1**.
- 4.15.2: Dumpsters should be consolidated to serve several businesses.
- 4.15.3: Enclosures near buildings should be constructed of materials similar to the building, and must be high enough to completely block views from street level. Enclosures farther from buildings should be approved masonry or wood fencing.

**Section 4.16 Equipment**

- 4.16.1: Mechanical and technology features (air conditioners, satellite dishes, utility boxes, etc.) should not be visible from the public view, as per **Section 4.20.6.2**. They should not be placed on the facade of a building or in the front yard, but at the rear of the property. Placement to the side may be acceptable provided that the feature is screened from public view.
- 4.16.2: Ground mounted equipment shall be screened. Rooftop equipment should not be visible from the street. Every effort shall be made to hide solar panels or roof mounted microturbines unless solar and wind potential precludes it.
- 4.16.3: Small security lights are acceptable, although they should be limited to a brightness that does not overwhelm adjacent properties.

**Section 4.17 Streetscapes**

- 4.17.1: Streetscape elements, such as brick pavers, benches, planters, bike racks and waste-bins, shall be consistent within each sub-area to reinforce the sub-area identity and recognize pedestrian safety. Signage may reinforce the location of pedestrian walkways, as shown in **Exhibit 43**.
- 4.17.2: Commercial and residential buildings, landscape elements, street trees, street walls and fences shall define space and delineate public and private spaces. **Exhibit 44** shows a well-defined pedestrian environment.
- 4.17.3: All streetscape elements shall be scaled to the pedestrian to the maximum extent feasible. A well defined streetscape should contribute a feeling of safety and interest to the pedestrian experience. Curb cuts for driveways and parking should be minimized to protect the pedestrian environment. **Exhibit 45** shows an example of a poor pedestrian environment.
- 4.17.4: Sidewalks should be vibrant, activity-filled corridors. The street should be filled with commercial, civic and pedestrian uses. Commercial and civic uses shall be permitted on sidewalks when compatible and appropriate to surrounding uses.
- 4.17.5: Streetscape design and lot development shall observe design sensitive to crime reduction and prevention and should incorporate Crime Prevention Through Environmental Design (CPTED) Standards, as set forth in **Section 3.14**.

**Section 4.18 Parking**

For the purposes of this Section, a ‘parking zone’ is defined as an area that may not exceed 300 feet from a residential building served, or 500 feet from a non-residential building served.

- 4.18.1: Parking is a secondary, not primary, use for land within the neighborhood and should be designed to enhance, not detract from the pedestrian environment, as shown in **Exhibits 46 and 47**.
- 4.18.2: Parking areas should have clearly marked and well-lit pedestrian access to public sidewalks and building entries.
- 4.18.3: Notwithstanding the parking requirements established in the City's Development Regulations, the parking space requirement for uses in the District may be reduced if such space is reserved and maintained as landscaping, so long as such landscaping does not include trees or other semi-permanent plantings, and if the reduction is needed to protect an architecturally or historically significant building element or landscape feature. Deleted: =
- 4.18.4: Parking requirements may be satisfied either on-site or within a parking zone in which the proposed development is located.
- 4.18.5: The Planning Director may approve off-site parking when:
  - Both the primary use and the off-site parking are located in an area zoned for the primary use served by the off-site parking;
  - The required spaces are within the parking zone, as defined in this Section;
  - The applicant has provided a written agreement that assures the on-going availability of the parking and that has been approved as to form, by the City Attorney; and
  - Adequate parking is provided on-site for persons with disabilities.
- 4.18.6: The Planning Director may authorize a reduction in the total parking requirement for separate uses located on the same site or adjoining sites that are served by a common (shared) parking facility. Reductions pursuant to this section shall not be granted for facilities using off-site or remote parking. In determining whether to approve a shared parking adjustment, the Planning Director shall consider all relevant factors, including:
  - The characteristics of each use and the differences in projected peak parking demand, including days and hours of operation;
  - The potential reduction in vehicle movements afforded by multi-purpose use of the parking facility by employees, customers or residents of the uses served; and

- The potential improvements in parking facility design, circulation and access afforded by a joint parking facility, as shown in **Exhibit 48**.

4.18.7: Parking should be shared by several or all the businesses on the block whenever possible. Shared parking and other flexible standards should be encouraged where uses generate traffic at different times of the day.

4.18.8: Landscaping should be required for any off-street parking lot containing over ten spaces, as required in these Regulations.

4.18.9: Long-term parking (more than seven (7) days) of RV's, buses, campers, boats, and all commercial vehicles should be parked in rear or side yards, screened from the public street right-of-way. Gravel, concrete, or asphalt parking surfaces are required for these parking areas.

**Section 4.19 Pavement**

4.19.1: Placement of new entry walks should closely follow established precedent. Walkways within front yards (other than the entry walk) should be kept to a minimum.

4.19.2: Driveways should be limited to a straight connection from the street to the rear yard and limited to the narrowest width possible.

4.19.3: Wherever possible, pervious surface materials should be used.

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**Section 4.20 Landscaping**

4.20.1: Efforts should be made to preserve and maintain existing desirable plants and planting designs, as shown in **Exhibit 49**. Plant materials, trees, and planting design should be retained whenever possible. The use of native plants, xeriscape and/or rain gardens is encouraged.

4.20.2: Mature trees, unless diseased or presenting a legitimate safety hazard should not be removed except when replacing non-native trees or trees inappropriate for the location with native trees or trees appropriate for the location.

4.20.3: Landscapes reflecting established planting patterns (such as shrubs lining the central walk) and unique site features (such as a sculpture or garden ornament) should be preserved and referenced.

4.20.4: Open front lawns flow along the street creating a connected open space. Shrubbery defining front and side property lines in proximity to the street should be limited to retain this sweep of green space.

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4.20.5: A landscape plan showing required landscaping shall be submitted together with a site plan or application for a building permit for any development. All required landscaping materials shall be in place prior to occupancy of a structure, weather permitting.

4.20.6: Screening Standards

4.20.6.1 Solid Waste Collection Areas. Solid waste receptacles, shipping pallets, bundled cardboard and similar waste materials stored for collection should be enclosed on all sides and screened from public view of adjoining residential properties or any street right-of-way with a 6-foot solid enclosure with a gate. The enclosure shall be constructed of cedar, redwood, masonry or other material compatible with the structure. The floor of the gated enclosure shall be a concrete pad which shall extend 5 feet beyond the gate. Trash enclosures shall be located a minimum of 50 feet from any residential zoning district.

4.20.6.2 Mechanical Equipment. Roof-mounted equipment, including ventilators and satellite dishes, should be screened from view or isolated so as not to be visible from any public right-of-way or residential zoning district within two-hundred-fifty (250) feet of the subject lot. Roof screens and parapet walls shall be coordinated with the structure to present a unified appearance. All electrical and mechanical equipment located at ground level should be screened from view or isolated so as not to be visible from the right-of-way of an arterial street or residential zoning district within two-hundred-fifty (250) feet of the subject lot. Such screens and enclosures should be coordinated with the structure to present a unified appearance. Every effort shall be made to screen solar panels or roof mounted microturbines unless screening negatively impacts solar or wind production.

4.20.6.3 ~~Commercial and Office Uses. The intent of commercial and industrial lot screening is to ensure that items which cannot be enclosed within a structure are screened on all sides from the view of adjacent rights-of-way and more restrictive zoning districts.~~

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4.20.6.4 Outside Storage. Loading, storage and service areas should be visually screened from view of residentially zoned properties, by use of a fence or wall, dense landscape plantings and/or berms. Such screening shall provide at least 75% overall visual screening of the loading and service area(s) as viewed from vantage points on lines perpendicular to the surfaces of the object(s) being screened. No yard or storage lot should be

placed on or maintained within a required yard setback. Stored items should not project above the screening.

- 4.20.7: The applicant, property owner and/or subsequent or successor owners and their agents should be responsible for maintenance of any required landscaping and screening on the property on a continuing basis for the life of the development. All required landscaping shall be maintained in a neat and orderly manner at all times, and this shall include, but not be limited to, mowing, edging, pruning, fertilizing, watering, weeding and other activities common to the maintenance of landscaping. Failure to maintain the landscape plantings should be considered a violation of these Regulations. All required plant material shall be maintained in a healthy, growing condition appropriate for the season. Plant materials which exhibit evidence of insect pests, disease and/or damage shall be appropriately treated, and dead plants promptly removed and replaced with the next planting season.

**Section 4.21 Public Space**

In conformance with sidewalk, open space and landscape requirements, public space may be identified, constructed and maintained to promote human interaction, as shown in **Exhibit 50**. These areas should include:

- Paved surface areas, designed appropriate to the level of pedestrian traffic, with a coordinated, distinctive pattern that calls attention to the pedestrian nature of the area, as shown in **Exhibit 51**.
- Landscaping, including shade trees, which provide a landscape and civic architecture that complements the surrounding building architecture.
- Street furniture.
- Public art.

**Section 4.22 Signage**

4.22.1: In conformance with the purpose and intent of the District, signs should be smaller in scale and fewer in number than otherwise allowed in the City. This will enhance the attractiveness of the area, reduce visual clutter, increase property values and encourage tourism and other business.

4.22.2: Signs should promote neighborhood character and a sense of place (while avoiding the homogenization of the urban landscape) through good design and unique graphics, as shown in **Exhibit 52**.

4.22.3:

4.22.4: Signs should be compatible with other design elements, such as building façade, light posts and fixtures, benches, trash receptacles and other architectural elements.

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A style for signage with consistent lettering and materials should be used to reinforce a recognizable "brand" for the neighborhood. The style will be defined using elements found within the existing design language of the neighborhood. Specific styles may be used to reflect the character of districts within the neighborhood. (REVIEW NOTE - need to create standards)

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- 4.22.5: Efforts should be made to encourage, accommodate and grandfather into the cityscape unique, sculptural and historic signs. These graphics give the retail areas a layer of history, vitality and charm that distinguishes one retail area from another. Reproduction or restoration of documented historic signs shall be permitted and encouraged.
- 4.22.6: Vending machines and permanent storage of goods on sidewalks near retail entrances should be discouraged.
- 4.22.7: Displays of specific products and services at the pedestrian entrances should be limited to unique and/or decorative objects which are moved indoors during non-business hours.
- 4.22.8: Signs that are large, glaring or otherwise do not promote the neighborhood aesthetic should be avoided, including “light box” style signs.
- 4.22.9: Recognizing the mixed-use nature of the neighborhood, all signage should be compatible with surrounding uses, especially in regards to lighting, views and design.
- 4.22.10: General Sign Standards For Non-Residential Property
  - 4.22.10.1 Awning signs. The total area of awning signs for street level businesses shall not exceed thirty-two (32) square feet. The total area of awning signs for lower, second level or upper level businesses shall not exceed eighteen (18) square feet.
  - 4.22.10.2 Building directories. Each building entrance may have a building directory not larger than six (6) square feet in addition to the other allowed signs. The building directory shall not be counted in calculating the aggregate of all signs.
  - 4.22.10.3 Monument signage, as shown in **Exhibit 53**, should be located at primary gateways to the neighborhood to create a "sense of arrival." Primary gateway signage shall be located at the following locations in the neighborhood:
    - Range Line / Business Loop 70
    - College / Rogers
    - Providence / Rogers
    - Wilkes / Providence
    - Wilkes / College
    - Seventh St / Business Loop 70

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**Deleted:** Nonconforming signs—  
Amortization. All signs which have been lawfully erected shall be deemed to be legal and lawful signs and may be maintained subject to the provisions of this Section. On-premise wall, canopy and awning signs lawfully in existence on December 20, 1993, including such signs existing pursuant to variances granted by the board of adjustment, which do not conform with the provisions of this chapter shall be removed, altered or replaced so as to conform with the provisions of this chapter no later than December 20, 2008. On-premise wall, canopy and awning signs in the District that were lawful conforming signs on February 19, 2007 but that do not conform with the provisions of section 23-12 shall be allowed to remain in place as lawful nonconforming uses until structurally altered or replaced through the sign permitting process. Ordinary replacement of sign messages, including replacement of sign panels and repainting of signs, and other alterations not requiring the use of the sign permitting process are permitted alterations provided the activity does not increase the extent of nonconformity. Lawful nonconforming signs in the District that were installed before 1956 that are deteriorated or damaged to any extent may be restored to their original condition. Any such sign that is destroyed may be replaced with a sign substantially the same as the original sign.

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Add appropriate language for nonconforming signs.

4.22.10.4 Projecting signs. Projecting signs shall not exceed eight (8) square feet and shall not project more than three (3) feet from the face of the wall. The bottom of a projecting sign must be at least eight (8) feet from the ground and the top of the sign must be no more than twelve (12) feet from the ground.

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4.22.10.5 Sandwich boards. In addition to any other signs allowed, each business with a street level entrance shall be allowed one (1) sandwich board sign located on the sidewalk directly in front of the business, provided that a straight, unobstructed pathway at least sixty (60) inches wide is maintained on the sidewalk. The sandwich board sign shall not exceed eight (8) square feet per side and shall not be attached to any city or Columbia Special Business District property.

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4.22.10.6 Temporary signs may be allowed subject to the following conditions:

- Such signs shall not exceed thirty-two (32) square feet in size or four (4) feet in height.
- The sign setback requirements of the underlying zoning district shall apply.
- No person shall be allowed to display a temporary sign or signs on a parcel of land for more than fourteen (14) days in a calendar year.

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4.22.10.7 Wall signs. Wall signs for street level businesses shall not exceed thirty-two (32) square feet and must be placed below the bottom of the second level window on multi-story buildings. Wall signs for second level businesses shall not exceed twenty-four (24) square feet if placed no higher than the bottom of the second level window or shall not exceed eighteen (18) square feet if placed below the bottom of the third level window. Wall signs for lower level businesses shall not exceed twenty-four (24) square feet and must be placed no higher than the bottom of the second level window. Where no windows exist on the higher level, "bottom of window" shall not be higher than forty (40) inches above the finished floor level.

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4.22.10.8 Window Signs. Window signs for street level businesses shall not exceed thirty-two (32) square feet. Window signs for lower, second level or upper level businesses shall not exceed eighteen (18) square feet. Window signs located in multiple windows shall be counted as one sign. Window signs may be silk-screened, back-painted, or sandblasted onto a glass window.

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This type of sign includes those placed on the inside of display cases or show windows fronted with glass. Window signs should emphasize a window's transparency and sense of openness to the interior. Window signs should be located in the upper or lower 25 percent of the window area. Window signs may be located in the middle portion of the window, but should not substantially obscure the activities or displays behind the window. Window signs should not be larger than 20 percent of the window area.

4.22.11: General Size Standards

- 4.22.11.1 Aggregate size limitations. The aggregate of all signs on a single elevation of a building shall not exceed fifteen percent (15%) of the wall space of one elevation.
  
- 4.22.11.2 Lower level businesses. Each business located on the lower level of a building shall be allowed one (1) of the following sign types per elevation:
  - Awning (maximum 18 square feet);
  - Wall (maximum 24 square feet);
  - Window (maximum 18 square feet);
  - Projecting (maximum 8 square feet, subject to subsection (b) placement standards).
  
- 4.22.11.3 Street level businesses. Each business located on the street level of a building shall be allowed two (2) of the following sign types per elevation:
  - Awning (maximum 32 square feet);
  - Projecting (maximum 8 square feet, subject to subsection (b) placement standards);
  - Wall (maximum 32 square feet);
  - Window (maximum 32 square feet).
  
- 4.22.11.4 Second level businesses. Each business located on the second level of a building shall be allowed one (1) of the following sign types per elevation:
  - Awning (maximum 18 square feet);
  - Window (maximum 18 square feet);
  - Projecting (maximum 8 square feet, subject to subsection (b) placement standards);
  - Street level wall (maximum 24 square feet placed no higher than the bottom of the second level window);
  - Second level wall (maximum 18 square feet, placed no higher than the bottom of the third story window).

- 4.22.11.5 Upper level businesses (third level and above). Each business located on the upper level of a building shall be allowed one (1) of the following sign types per elevation:
  - Awning (maximum 18 square feet);
  - Window (maximum 18 square feet).
  
- 4.22.11.6 Single-use buildings. A business that occupies an entire building with a frontage equal to or greater than forty-eight (48) feet may choose to install only one (1) sign per elevation. In that case, the maximum size of the single sign is the lesser of sixty-four (64) square feet or fifteen percent (15%) of the wall space of one elevation, provided all other criteria are met. Wall sign placement is not restricted to below the second story window sill.
  
- 4.22.11.7 Large businesses. Street level tenants with forty-eight (48) feet or more of frontage and located in multiple-tenant buildings may choose to install only one (1) sign per elevation as an alternative to any two sign types as provided in Section 23-12(c)(2). In that case, the maximum size of the single sign is the lesser of forty-eight (48) square feet or fifteen percent (15%) of the wall space of one elevation, provided all other criteria are met. Wall signs must be placed no higher than the bottom of the second story window sill.

4.22.12: For the purposes of this section, the following words and terms shall have the meanings respectively ascribed:

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*Awning sign.* Any sign or graphic attached to, painted on or applied to an awning or awning canopy.

*Elevation.* A side of a building that faces a public or private street or alley. One of the exterior walls of a building, inclusive of windows, doors and other openings, but not including any structural or nonstructural elements which extend beyond the roof of a building.

*Floor level.* The level of habitable space in a building. “Street level” shall be the lowest floor level in a building in which no less than fifty-one percent (51%) of the interior side of the business adjacent to a street or alley is above the adjacent grade. “Lower level” shall be a level below the street level; “second level” shall be the first level above the main street level; and “upper level” shall be any level above the second. Floor level shall be determined for each elevation. Where buildings are situated on

sloping lots and are adjacent to more than one street or alley, the level of a business may differ from one elevation to another.

*Projecting sign.* Any sign which projects from and is supported by a wall of a building with the display surface of the sign perpendicular to the building wall.

*Sandwich board.* Any sign designated or constructed in such a manner that it can be moved or relocated without involving any structural or support changes.

*Window sign.* Any sign printed, attached, glued or otherwise affixed to the outside glass of a window.

**Section 4.23    Visitability**

4.23.1: New residential construction should incorporate the principles of visitability, also known as inclusive home design. These design elements make it possible for people with limited mobility to get in and out of a home and use the bathroom when visiting. The provisions of this section are enacted to encourage new dwellings to be constructed using design features that provide visitability features, and to promulgate visitability standards that will economically provide greater opportunity for visitability in dwellings.

4.23.2: The following general design and construction requirements should apply to all new:

4.23.2.1    A single family dwelling should provide at least one building entrance that complies with Building Code standards for an accessible entrance on an accessible route served by a ramp or no-step entrance. The entrance may be at the front, side, or back of a dwelling as long as it is served by an accessible route such as a garage or sidewalk.

4.23.2.2    Except for a door that provides access to a closet of fewer than 15 square feet in area, doors located on the first floor of a dwelling unit should be able to accommodate wheelchairs and walkers. Lever door handle hardware is required on the affected doors.

4.23.2.3    New homes should have a half or full bathroom on the first floor.

4.23.2.4    The no step entrance should be accessed via a visitable route that meets the requirements of these Regulations.

4.23.2.5 A dwelling unit should include an accessible route through the hallways and passageways of the first floor of the dwelling unit. The route must provide a minimum width to accommodate a wheelchair or walker and be level with ramped or beveled changes at door thresholds.

**Section 4.24 Awnings**

- 4.24.1: An awning shall be defined as a roof-like cover, made of fabric, over a door or window and attached to a building.
- 4.24.2: Opaque or semi-opaque awnings with back-lighted translucent graphics are permitted provided the graphics meet all sign requirements. The following materials are prohibited from being used in awnings:
  - Wood
  - Vinyl coated, high cotton
  - Translucent Vinyl
- 4.24.3: Any valance on an awning shall not exceed a height of twelve (12) inches.
- 4.24.4: Upper floor awnings should fit the height, width and shape of each window. Such awnings shall not be placed noticeably higher than the top of the window opening and trim. The bottom of the valance shall not extend lower than the midpoint of the window. Dome-type and curved awnings are only allowed on windows that have arched or curved openings. Upper floor awnings shall not span multiple windows unless the distance between glazed openings is less than eighteen (18) inches.
- 4.24.5: Stanchions or columns that support awnings, marquees and signs are prohibited.
- 4.24.6: The lower edge of awnings on the ground floor shall be a minimum of eight (8) feet above the sidewalk and a maximum of ten (10) feet above the sidewalk.
- 4.24.7: Awnings shall not extend into or occupy more than two-thirds of the width of the sidewalk measured from the building and shall not extend more than seven (7) feet from the building.
- 4.24.8: Awnings in the District that were lawful conforming awnings on date this ordinance enacted, but that do not conform with the provisions of this section shall be allowed to remain in place indefinitely as lawful nonconforming uses.
- 4.24.9: Awnings shall be properly maintained.

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## Development Approval Process

Applications for development approval required by these Regulations shall be made on applications provided by the City. The City may promulgate submittal requirements, instructions for completing forms, internal procedures for acceptance and filing of applications, and provisions for waiver by establishing administrative guidelines.

All development approval applications shall be submitted to the Planning Director, who shall review the application for completeness. No application shall be considered complete until all items required by the applicable sections of these Regulations have been submitted. Incomplete applications shall be returned to the applicant and no action taken until any deficiencies are remedied. Complete applications shall be processed according to this Section. Failure by the Planning Director to make a determination of completeness within fourteen (14) days of the submission of the application shall result in the application being deemed complete. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this chapter.

Applicants also shall submit one (1) copy of the development approval application to the North Columbia Design Review Board, as described within these Regulations, via certified mail, and shall submit proof of mail delivery to the City with the respective application.

*[REVIEW NOTE: The DRB will need a contact and address at which it can receive certified mail. Someone on the Board, preferably the chair, will need to be responsible for notifying the Board when there are applications to review.]*

Following the determination that a development approval application is complete, the Planning Director

shall review and process the application within the timeframe and manner otherwise required by the City.

Upon receipt of an application, the Chair of the Design Review Board (“Chair”) shall review the application and determine whether the application is consistent with these Regulations. The Chair shall inform the Planning Director within three (3) business days of this determination.

*[REVIEW NOTES: – Staff support will be required in order to provide review materials for the DRB. Materials will need to be prepared prior to the DRB meeting, and must be made available in time for DRB members to review them. The number of oversized copies and maps that the applicant provides should be increased to include the copies of such materials that the DRB will require.]*

*The DRB will need the Planning Director or his designees to answer questions and to provide guidance and/or interpretations of regulations when necessary.*

*There is a potential legal issue if a member of a City-appointed board is charged with making administrative decisions. The City Attorney should be consulted, and the City might consider providing additional staff support to make administrative decisions in order to avoid potential problems.]*

If the Chair determines that the application, as submitted, is consistent with these Regulations, then Design Review Board review is not required.

If the Chair determines that the application, as submitted, is not consistent with these Regulations, then the Chair will schedule a review of the application by the Design Review Board. Such review shall occur within seven (7) days. If the Design Review Board does not make a recommendation

within fourteen (14) days, the application is deemed consistent. The time for review and recommendation by the Design Review Board may be waived by mutual consent of the applicant, Design Review Board and City staff.

#### Development Permit Process

*[REVIEW NOTE: An issue to be resolved is whether the Applicant should submit to and receive a recommendation from the DRB PRIOR TO submitting the Application to Protective Inspection .]*

Applications for development permits required by these Regulations shall be made on applications provided by the City. The City may promulgate submittal requirements, instructions for completing forms, internal procedures for acceptance and filing of applications, and provisions for waiver by establishing administrative guidelines.

All development permit applications shall be submitted to the Public Works Director, who shall review the application for completeness. No application shall be considered complete until all items required by the applicable sections of these Regulations have been submitted. Incomplete applications shall be returned to the applicant and no action taken until any deficiencies are remedied. Complete applications shall be processed according to this Section. Failure by the Public Works Director to make a determination of completeness within fourteen (14) days of the submission of the application shall result in the application being deemed complete. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this chapter.

Applicants also shall submit one (1) copy of the development permit application to the North Columbia Design Review Board, as described within these Regulations, via certified mail,

and shall submit proof of mail delivery to the City with the respective application.

*[REVIEW NOTE: The DRB will need a contact and address at which it can receive certified mail. Someone on the Board, preferably the chair, will need to be responsible for notifying the Board when there are applications to review.]*

Following the determination that a development permit application is complete, the Public Works Director shall review and process the application within the timeframe and manner otherwise required by the City.

Upon receipt of an application, the Chair of the Design Review Board shall review the application and determine whether the application is consistent with these Regulations. The Chair shall inform the Public Works Director within three (3) business days of this determination.

*[REVIEW NOTES: – Staff support will be required in order to provide review materials for the DRB. Materials will need to be prepared prior to the DRB meeting, and must be made available in time for DRB members to review them. The number of oversized copies and maps that the applicant provides should be increased to include the copies of such materials that the DRB will require.]*

*The DRB will need the Public Works Directors or their designees to answer questions and to provide guidance and/or interpretations of regulations when necessary.*

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