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## **Planning Commission Staff Report**

**Subject:** Staff Report

**Meeting Date:** November 10, 2008

**From:** Mara M. Perry, AICP, Senior Planner

**Location:** City of Chesterfield

**Petition:** P.Z. 18-2008 City of Chesterfield (Architectural Review Board)

### **Summary**

P.Z. 18-2008 City of Chesterfield (Architectural Review Board) was before the Planning and Public Works Committee on October 23, 2008. At that time, the Committee directed staff to work with the City Attorney to make the proposed ordinance into three documents:

1. An ordinance that defines the responsibilities and duties of the ARB;
2. By-laws that will cover Architectural Review Board's internal operating procedures and
3. An ordinance defining the design standards for the City.

Attached in this packet are the Architectural Review Board By-Laws and the Architectural Review Board Guidelines.

### **Request**

Staff requests action on the Architectural Review Board By-Laws and the Architectural Review Board Guidelines.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mara M. Perry". The signature is written in a cursive, flowing style.

Mara M. Perry, AICP  
Senior Planner

Attachments

1. Architectural Review Board By-Laws
2. Architectural Review Board Guidelines

## ARCHITECTURAL REVIEW BOARD BY-LAWS

1. **Purpose.** The purpose of Architectural Review Board is to protect the character of the City of Chesterfield by providing professional input on projects submitted to the City of Chesterfield during Site Development Plan and Site Development Section Plan process by:
  - a. Ensuring that high standards of architectural design and materials are used for development in the City of Chesterfield;
  - b. Preserving and improving the value of property within the City of Chesterfield;
  - c. Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers; thereby supporting and promoting business, commerce and industry, and providing economic benefit to the City;
  - d. Provide recommendations to the Planning Commission. The Planning Commission shall consider any recommendations or comments provided by the Architectural Review Board. The Planning Commission may consider, accept, modify, or reject such recommendations in whole or part at their sole discretion;
  - e. Review projects for consistency with the City of Chesterfield Architectural Review Board Guidelines while making recommendations to the Planning Commission on potential modifications or enhancements to architectural submissions.
2. **Composition of the Architectural Review Board.** The Chesterfield Architectural Review Board shall consist of seven (7) members, which shall be made up of two (2) commercial architects, one (1) residential architect, one (1) landscape architect and one (1) member from the Board of Chesterfield Arts Inc. The remaining members shall be two (2) other professionals selected for their expertise in these or related fields. Preference in the selection shall be given to members who are residents of the City of Chesterfield or whose business is located in the City of Chesterfield, all of whom shall be appointed by the Mayor with the consent of the City Council. The Chair of the Planning Commission shall appoint a member to act as Liaison to the Architectural Review Board, as provided for in the Planning Commission By-Laws. Said Liaison may be rotated between interested members of the Planning Commission at the discretion of the Planning Commission Chair. The Planning Commission Liaison representative shall not vote and may not serve as an Architectural Review Board officer.
3. **Terms.** The terms of office of the members of the Architectural Review Board shall be for two (2) years. Mid-Term vacancies shall be filled for the remaining unexpired term only by Mayoral appointment. The Architectural Review Board shall schedule at least twelve (12) meetings per year and any member of the Architectural Review Board who fails to attend at least fifty percent (50%) of all meetings, regular and special, in any calendar year, will be replaced on the Board.
4. **Officers.** Officers shall consist of a Chair and a Vice-Chair elected by the Architectural Review Board membership. Officers shall each serve a term of one (1) year and shall be eligible for re-election; but no member shall serve as Chair for

more than two (2) consecutive years. The Planning Commission Liaison shall not be eligible for office. The Architectural Review Board Chair shall preside over meetings. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. If both are absent, those present shall elect a temporary Chair.

5. **Meetings.** A quorum shall consist of four of the appointed members. All decisions or actions of the Architectural Review Board shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. Meetings shall be held at regularly scheduled times to be established by resolution of the Architectural Review Board at the beginning of each calendar year or at any time upon the call of the Chair, but not less than twelve (12) times each year. No member of the Architectural Review Board shall vote on any matter that may materially or apparently affect the property, income, or business of that member and shall abide by any other city policies as to conflict of interest. All meetings of the Architectural Review Board shall be open to the public. The Director of Planning and Public Works shall provide staff to keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed retained by the Department of Planning and Public Works and shall be public record.
6. **Compensation.** Members of the Architectural Review Board shall serve without compensation, but shall be reimbursed for expenses they incur while on board business, provided such expenses have been authorized by the City.
7. **Powers and Duties.** The Architectural Review Board shall have the following powers and duties:
  - a. To make recommendations to the Planning Commission concerning proposed projects in regard to their massing, proportion, rhythm, scale and building elevations to insure that they are compatible and complimentary with surrounding properties to enhance the city streetscape, and also to address amendments to and other architectural matters for projects that are forwarded or assigned to be reviewed by the Architectural Review Board;
  - b. Responsibilities and duties to be assigned or amended by City Council or as recommended by the Planning Commission.

## ARCHITECTURAL REVIEW BOARD GUIDELINES

### 1. **Applicability and Compliance**

a. **Applicability:** The terms and provisions of the City of Chesterfield Architectural Review Board Guidelines shall apply to all vacant or undeveloped land and all property to be redeveloped including additions and alterations. Projects will be reviewed by the Architectural Review Board which will provide recommendations to the City of Chesterfield Planning Commission.

b. Unless otherwise required by the City of Chesterfield, new Single Family Residential subdivisions, tear downs and residential additions shall be reviewed by Department of Planning and Public Works during Site Plan Review or Municipal Zoning approval. Any addition larger than one thousand (1,000) square feet and where the proposed addition increases the gross livable floor space by more than 30% shall be reviewed by the City of Chesterfield Planning Commission.

#### **Exemptions:**

(1) **Single Residential Lots** are exempt from the provisions of these Architectural Review Board Guidelines, provided no construction, addition or alteration of a non-residential building is proposed.

(2) **Non-Residential Additions** that meet all of the following criteria may be considered for administrative approval by the Director of Planning and Development Services. Said approval shall be at the discretion of the Director of Planning and Development Services if:

(a) The proposed addition is less than 1000 sq. ft.;

(b) The proposed addition does not impact the site such that the approved plan for the site must be reviewed by utility and fire protection agencies;

(c) The proposed addition does not significantly impact architectural elements previously approved by the Planning Commission or the Architectural Review Board.

c. **Alternative Compliance:** The Architectural Review Board Guidelines may be varied if it may be demonstrated said amendment will encourage, promote, and reward good architecture and urban planning. The amendment should provide creative or imaginative design above the standard performance regulations. Said amendment shall require two-thirds (2/3) vote of the Planning Commission. Notwithstanding, the recommendation of the Planning Commission, if it may be demonstrated that a modification will encourage, promote and reward good architectural and urban planning by a majority vote of City Council, the Council may modify the guidelines contained in this section.

**2. Requirements and Procedures**

**a. Submittal Requirements:**

- (1) Color Site Plan with contours, site location map, and identification of adjacent uses.
- (2) Color elevations for all building faces.
- (3) Color rendering or model reflecting proposed topography.
- (4) Photos reflecting all views of adjacent uses and sites.
- (5) Details of screening, retaining walls, etc.
- (6) Section plans highlighting any building off-sets, etc.
- (7) Architect's Statement of Design which clearly identifies how each section in the Guidelines has been addressed and the intent of the project.
- (8) Landscape Plan.
- (9) Lighting cut sheets for any proposed building lighting fixtures.
- (10) Large exterior material samples.
- (11) Any other exhibits which would aid understanding of the design proposal.
- (12) Electronic files of each document required shall also be submitted in a format as specified by the City.

**b. Alternative Compliance to submittal requirements-** In some cases, atypical projects may benefit by the use of alternate submittals. The Director of Planning and Development Services shall review and approve the use of alternate submittals prior to submission for review by the Architectural Review Board.

**3. General Requirements for Site Design:** The following should be addressed, as applicable, for all projects.

**a. Site Relationships:** Developments should emphasize site relationships to provide a seamless transition between phases of a project, which are compatible with neighboring developments, and which also provide a transition from the street to the building.

Desirable Practices	Undesirable Practices
Provide safe pedestrian movement between elements	Site design that impairs or interferes with other properties or developments
Provide public plazas, courtyards, assembly areas etc.	Excessive noise, lighting, glare
Incorporate scenic views, fountains, public art etc within outdoor spaces.	Delivery zones, trash enclosures, storage areas, transformers and generators that are not screened and are visible by the public
Consider climate, solar angles, and outdoor activities when designing elements within outdoor spaces.	Above ground public utilities

**b. Circulation System and Access:** Circulation systems shall be designed to avoid conflicts between vehicular, bicycle, and pedestrian traffic to and from buildings on the site. Circulation pattern shall be safe, obvious, and simple.

Bicycle Circulation	<ul style="list-style-type: none"> <li>• Provide bicycle parking in highly visible locations.</li> <li>• Provide racks with a locking opportunity.</li> </ul>
Pedestrian Circulation	<ul style="list-style-type: none"> <li>• Give precedence to pedestrian circulation over vehicular circulation.</li> <li>• Provide pedestrian access from large parking areas.</li> <li>• Design open and attractive circulation systems between buildings, blocks, and adjacent developments.</li> <li>• Utilize materials, textures and/or colors to improve safety</li> </ul>

	<ul style="list-style-type: none"> <li>and visibility at points of conflict with vehicular routes.</li> <li>• Surface routes with durable materials in order to eliminate “short cuts” which damage landscape areas.</li> </ul>
Vehicular Circulation	<ul style="list-style-type: none"> <li>• Provide accommodations for public transportation as directed by the City of Chesterfield and transportation agencies.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Encourage rear and side parking areas. Front parking may be considered if appropriate landscaping and setbacks are incorporated into the parking design.</li> <li>• Provide landscaped separation of parking areas and buildings and to create a landscaped foreground for buildings.</li> </ul>
Pedestrian Orientation	<ul style="list-style-type: none"> <li>• Establish areas with visual interest such as outdoor dining areas or outdoor seating areas which face the street and pedestrian ways.</li> <li>• Provide open spaces, such as covered walkways, courtyards and plazas.</li> <li>• Provide connections to public transportation, bus stops, future light rail stations and commuter lots.</li> </ul>

**c. Topography:**

- (1) Utilize topography for screening, buffering, and transition between uses and developments.
- (2) Retain the natural slope and topography while minimizing changes to the existing topography. Avoid abrupt or unnatural appearing grading design.
- (3) Round proposed cut and fill slopes, both horizontally and vertically.

**d. Retaining Walls:**

- (1) Minimize the height and length of retaining walls. Screen with appropriate landscaping, where appropriate.
- (2) Incorporate design elements of other architectural or natural features of the project.
- (3) Use terracing as an alternative to tall or prominent retaining walls, particularly in highly visible areas on hillsides.
- (4) Use stone, masonry or textured concrete walls.
- (5) Use of Timber Tie walls is not permitted.

**4. General Requirements for Building Design:** These requirements shall apply to all structures.

**a. Scale:**

Building Scale	<ul style="list-style-type: none"> <li>• Demonstrate through elevations and renderings that the size, proportion, design and orientation of buildings are compatible with the adjacent or predominant development in the area.</li> <li>• Provide transitions between buildings and uses to visually reduce differences in scale and proportion.</li> </ul>
Human Scale	<ul style="list-style-type: none"> <li>• Design to achieve a sense of human scale through the use of wall insets, balconies, window projections or other architectural elements.</li> </ul>
Generic Scale	<ul style="list-style-type: none"> <li>• Respect and/or improve the rhythm established by adjacent or predominant buildings and development.</li> <li>• Coordinate the actual and apparent height of adjacent structures. Adjust apparent height by placing window lines, belt courses and other horizontal elements in a pattern that compliments the same elements on neighboring buildings.</li> </ul>

**b. Design:**

- (1) Design and coordinate all façades with regard to color, types and numbers of materials, architectural form and detailing.
- (2) Avoid linear repetitive streetscapes.
- (3) Avoid stylized, “corporate” and/or franchise designs that use the building as advertising.
- (4) Provide architectural details particularly on façades at street level.
- (5) Encourage art elements such as wall sculptures, murals, and artisan created details etc throughout a project.
- (6) Encourage designs that enhance energy efficiency.
- (7) Encourage the use of environmentally conscious building techniques and materials.
- (8) Provide entry recesses, plazas, roof overhangs, wall fins, projecting canopies or other similar features indicating the building’s entry points while providing protection.
- (9) Paint and trim temporary barriers/walls to complement the permanent construction excluding tree protection fencing.
- (10) Screen rooftop equipment on all visible sides with materials that are an integral part of the architecture. Parapet walls or screen walls shall be treated as an integral part of the architecture and shall not visually weaken the design of the structure.

**c. Materials and Colors:**

Desirable Practices	Undesirable Practices
Use compatible colors, materials and detailing on a building as well as with adjacent buildings and properties. Encourage the use of integral color where practical.	False or decorative façade treatments, inconsistent adornment and overly frequent material changes should be avoided.
Utilize durable materials.	Highly reflective materials and prefabricated buildings are discouraged.
Provide logical locations for signage.	
Utilize contrasting paving surfaces for pedestrian access in large paved areas.	

**d. Landscape Design and Screening:**

Development landscaping	<ul style="list-style-type: none"> <li>• Use a consistent theme throughout each development. Variations may be used to create distinction between spaces but such themes shall be internally consistent.</li> <li>• Use landscape design to accentuate significant views.</li> <li>• Incorporate or include landscaped areas throughout the site design. Tree and shrub plantings should be grouped together to create strong accent points.</li> <li>• Incorporate existing landscape elements into design. Mature trees, tree groupings and rock outcroppings shall be considered as design determinants.</li> <li>• Provide for screening of unfavorable views either to or from the subject site.</li> </ul>
Building Landscaping	<ul style="list-style-type: none"> <li>• Incorporate landscaping into building design.</li> <li>• Incorporate landscaped setbacks to buffer adjacent buildings and uses and to create separation between the building and the street.</li> <li>• Include works of art in landscape plans.</li> </ul>
Parking Landscaping	<ul style="list-style-type: none"> <li>• Protect landscape materials from pedestrian or motor traffic with curbs, tree guards, or other devices.</li> <li>• Enhance paved access, parking, and circulation spaces with</li> </ul>



	<p>berms, islands or other landscaped spaces. Provide trees and tree groupings.</p> <ul style="list-style-type: none"> <li>• Screen parking structures with dense landscaping on all sides.</li> </ul>
Walls and Fences	<ul style="list-style-type: none"> <li>• Design sound walls, masonry walls, and fences to minimize visual monotony through changes in plane, height, material or material texture.</li> <li>• Present fencing design and materials in the Architect's Letter of Intent submitted for review. Chain link fencing is discouraged; additionally, chain link fencing with wood or any type of inserts or lining is not considered suitable.</li> </ul>
Screening	<ul style="list-style-type: none"> <li>• Use screening materials for exterior trash and storage areas, service yards, loading docks and ramps, wood service poles, electric and gas meters, irrigation back flow prevention devices, and transformers that are substantial, durable, opaque, and well designed</li> <li>• Integrate the design of fencing, sound walls, carports, trash enclosures, rooftop screening, and similar site elements into the building design and construct with similar materials.</li> </ul>

- e. **Signage:** Signs and sign packages are reviewed through a separate process. All signs shall adhere to the City of Chesterfield Code and/or the Sign Package for the site. For existing buildings under review for additions or alterations the following shall apply:
- (1) Integrate signs into the building or development design theme.
  - (2) Signs shall not be in visual competition with other signs in the area.
  - (3) New signs proposed for existing buildings shall be compatible with existing building signage. Where no sign package exists, unifying elements such as size, shape, or materials shall be used to create continuity.
  - (4) Use of individual letters is preferred to cabinet-type signs.
- f. **Lighting:** Site Lighting is reviewed through a separate process. All lighting shall adhere to the City of Chesterfield Code. For architectural lighting and building light fixtures the following shall apply:
- (1) Building mounted lighting, including both utilitarian and decorative applications, shall be limited to fully shielded, cut-off optics, flat lens luminaries.
  - (2) Exterior building lighting shall be architecturally integrated with the building style, material, and color. The color of exterior lamps shall be consistent with that on surrounding buildings.

	<b>Access</b>	<b>Exterior Elements</b>	<b>Landscaping and Screening</b>	<b>Scale</b>	<b>Site Design</b>
Residential Architecture	See General Requirements for Building Design	Use architectural elements and materials matching the front façade on the sides and rear of the structure where the front façade is visible from streets external to the subdivision. Avoid long uninterrupted building surfaces and materials or designs that cause glare.	See General Requirements for Building Design	Design to fit appropriately with the natural landscape. Design infill development to reinforce functional relationships and patterns of development within the existing neighborhood	Utilize setbacks, screening, building massing or driveway parking locations to provide transitions when adjacent a different land use or residential density.
Multi-Family Architecture	Provide an on-site pedestrian system with access to common ground areas.	Express architecturally the individual dwelling units within the building. Utilize color, material and plane changes to articulate facades. Avoid monotonous or institutional designs.	See General Requirements for Building Design	Respect the scale, proportion and character of the adjacent or predominant neighborhood.	Provide functional recreation areas. Provide private outdoor space for each dwelling. Provide visual transitions between the street and the dwelling units.
Commercial and Industrial; Architecture	Locate service and loading areas away from public streets and out of the main circulation system and parking areas. Provide access for service vehicles, trash collection and storage areas from alleys when possible. If not possible, utilize the street with the least traffic volume and visual impact.	See General Requirements for Building Design	Screen utility meters, and surface transformer switching pads.	See General Requirements for Building Design	Design and locate building equipment and utilities to minimize visibility from public streets, surface parking lots, and neighboring properties.

	<b>Access</b>	<b>Exterior Elements</b>	<b>Landscaping and Screening</b>	<b>Scale</b>	<b>Site Design</b>
Fast Food Restaurants	Create a circulation system that provides adequate space for drive thru queuing lines. Direct drive-thru queuing lines so as to not conflict with pedestrian circulation or on site parking.	Adapt franchise or corporate style architecture to complement the style of adjacent developments. Apply color schemes that coordinate with adjacent developments' color schemes. Utilize similar architectural designs and palettes as the commercial development in which the building will be located. Integrate drive-thru elements, outdoor seating areas and play equipment architecturally into the building design.	Utilize perimeter fencing that is attractive and compatible with the building design.	Adapt franchise or corporate style architecture to fit in with the scale and proportion of adjacent development.	Locate drive-thru elements away from the primary street frontage.
Auto Service and Fuel Stations	See General Requirements for Building Design	Provide a structural or strong design element to anchor corner stores. Create building(s) designs compatible with surrounding developments. Use of prefabricated or pre-designed buildings is discouraged. If used, adapt the design so as to be compatible with adjacent development.	Provide landscaping and/or pathways in an alternate paving material to break up expanses of pavement and/or asphalt. Screen or architecturally incorporate tank vents into the design.	Design prefabricated or pre-designed buildings if used so as to have a scale and proportions compatible with adjacent development.	Avoid multiple structures on the site. Situate car wash openings away from the street.
Shopping Center and Office Complex	Create separate circulation routes for truck deliveries and customers. Access for deliveries shall be from the least traveled or impacted street. Avoid when possible, large parking areas adjacent to the street.	Provide consistent design styles, details and palettes throughout the development including outlot buildings. Design outdoor retail sales areas, if allowed, to be complementary and integrated into the overall building design.	Screen or architecturally incorporate outdoor shopping cart storage into the design.	See General Requirements for Building Design	Provide outdoor gathering areas. Outdoor retail sales space must be approved by the Planning Commission on the site plan if allowed.

5. **Specific Requirements for the Chesterfield Valley:** These requirements for Chesterfield Valley are to be applied to commercial and industrial development in addition to addressing all other applicable design guidelines in the City of Chesterfield Code.

Facades	<ul style="list-style-type: none"> <li>• Utilize architectural elements from the Front Façade on the side and rear of the structure.</li> <li>• Utilize accent lighting and avoid flood lighting for facades of buildings facing I 64/US 40.</li> <li>• Screen trash enclosures and construct with materials consistent to the building.</li> </ul>
Pedestrian Circulation	<ul style="list-style-type: none"> <li>• Provide safe, obvious pedestrian circulation patterns for each development.</li> </ul>
Storage	<ul style="list-style-type: none"> <li>• Screen outdoor storage of goods, equipment or automobiles for sale or service from I-64/US 40.</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Install all new and existing site utilities underground.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Locate parking primarily to the side or rear of any building facade facing I-64/US 40 or along North Outer 40.</li> <li>• Screen loading areas and construct with material consistent to the building.</li> </ul>

## Definitions

1. **Architectural or Building Elevation:** The perimeter vertical surface of a building.
2. **Compatible:** A relative term which requires the analysis of site, building, and landscape design in relationship to adjacent development. Compatibility is established when there are consistent design and functional relationships so that rehab and new development compliments the existing or adjacent development. Achieving a compatible design does not require the imitation or repetition of the site, building and landscape design of adjacent development.
3. **Complementary:** Site design, building design, and landscape design are achieved when the proposed design responds to, or contributes to, the existing land use patterns, character, and zoning context. Complementary development does not necessarily mean the imitation or replication of adjacent development.
4. **Façade:** That portion of any exterior elevation on the building extending from grade to top of the parapet, wall, or to the eaves and the entire width of the building elevation.
5. **Massing:** The architectural relationship--proportion, profile, and contour among the various masses or volumes of a building or landscape. The mass of a building is defined by the roof, walls and floor. It may be a simple box form, but more often it is a composite of various forms. Plant massing can be used to create architectural forms as can site elements in the landscape such as screens, canopies, barriers, floors, pavements and ground surfaces. These can be used to define edges of open spaces and/or directional movement.
6. **Proportion:** The ordered relationship of bulk, massing and scale in building design so as to create a harmonious relationship between the parts, and as a whole. Proportion can be used to describe height-to-height ratios, width-to-width ratios, width-to-height ratios, and ratios of massing. Proportion should be evaluated for individual buildings, as well as in relationship to adjacent buildings and groups of buildings.
7. **Rhythm:** The flow of design elements in one building or the relationship of design elements in two or more buildings.
8. **Scale:** The comparison of the size of one object to another. In building design, scale is created by the articulation of building mass by use of design elements such as projections and recesses, doors and windows, texture and color, to create relationships at many levels in the building design. Examples of different levels of scale which can be created in a building include: human scale, the relationship of the building and its design elements to the size of a human being; the size of building elements in relation to the overall size of the building; the size of a building as a whole in relation to adjacent buildings; and the size of a project in relation to the building site.
9. **Streetscape:** The character or scene observed along a street and as created by natural and man-made components including: width, paving materials, plantings, lamp post, traffic lights, benches, and the forms of the surrounding buildings.