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Architectural Review Board Staff Report

Project Type: General Requirements for Building Design Discussion

Meeting Date: November 12, 2020

From: Chris Dietz, Planner

SUMMARY

At the May 2020 Architectural Review Board meeting, there was a request from the Architectural Review Board to explore additional language regarding the current Architectural Review Design Standards within the Unified Development Code (Section 405.04.10) as they pertain to the modification of existing buildings found throughout the City.

Staff brought this item forward at the September 2020 Planning and Public Works (P&PW) Committee meeting. At this meeting, P&PW formally directed staff to review the code for the potential additional language in regards to the modification of existing buildings. The committee also expressed interest in defining specific language which refines the screening for rooftop mechanical units, specifically in certain geographical areas of the city.

The purpose of this discussion is for Staff to receive direction and input from the ARB in drafting proposed language that will be utilized on both the modification of existing buildings and the screening of roof top units, specifically in the City Center land use designation. Ultimately, prior to adoption, the following would be required: A Public Hearing, recommendation by the Planning Commission, review by the Planning and Public Works Committee, and two readings of a bill before the City Council.

STAFF ANALYSIS

City staff completed research over each of these items (modification to existing buildings and rooftop screenings). This research included understanding design code in surrounding municipalities, reviewing the design standards in the City of Chesterfield UDC and providing draft language that meet the desires of both the ARB and P&PW.

Issue #1: Modification to Existing Buildings

The UDC's Architectural Review Design Standards apply to all vacant or undeveloped land and all property to be redeveloped, including additions and alterations. However, no language exists in code regarding specific criteria or design standards by which to evaluate these existing buildings as they are repurposed and redeveloped over time. In many cases, the buildings were constructed before the creation of the Architectural Review Board or even the City's incorporation.

Per the Board's request, Staff has conducted preliminary research on the provision of language regarding the redevelopment of existing buildings. While the provisions of code apply to both new and existing buildings, no language currently exists in code to provide guidance on evaluation of changes to these existing buildings specifically. Section 405.04.010 D. (General Requirements for Building Design) outlines general guidelines while reviewing development and redevelopment of each building in six categories, (Scale, Design, Materials and Colors, Landscape Design and Screening, Signage, and Lighting).

Staff has provided potential language to be incorporated into this section as a seventh category: "Existing Structures". Establishing this seventh category provides the specific language by which to evaluate the redevelopment of or modification to existing buildings. The addition of this seventh category ensures that any changes to the facades would bring the building further into compliance with the Architectural Review Design Standards of Code. It is the understanding that the Board has been providing this recommendation to projects as they proceed through the Architectural Review Board process, but through discussion at the May 2020 ARB meeting, the Board desires additional language to solidify the process formally within the code. To reinforce these requirements, Staff has provided the following proposed language to be added to Section D of the General Requirements of Building Design Section of the Unified Development Code:

Section 405.04.010 D.7

"All additions and exterior renovations to existing non-residential structures shall advance such structures toward further compliance with the provisions of Section 405.04.010 D. of the Unified Development Code."

Attached to this document is a red-line version of the Architectural Review Design Standards with staff recommended updates, including Section 405.04.010 D.7.

Issue #2: Rooftop Mechanical Units

As previously discussed, the Planning and Public Works Committee requested feedback from the ARB on the issue of screening rooftop mechanical equipment. The issue was specifically directed towards the City Center and how mechanical units should be screened, and possibly a requirement in conjunction with Architectural Review Design Standards language of code. It was stated that this becomes an issue as the taller elevations on topography in the area may cause these rooftop mechanical units to become more visible. The City Center is divided into four sub-areas within the City of Chesterfield Comprehensive Plan (City Center – Downtown, City Center – Urban Transition, City Center – Corporate Village, and City Center -Historic Chesterfield). Within each land use designation, there are specific primary land uses and development policy unique to the associated land use designation. Recently, an ordinance amendment

was approved for a large portion of the City Center – Urban Transition land use designation. In this ordinance amendment, there was language specifically drafted for screening of mechanical units. The language that was added states:

“Rooftop mechanical equipment shall be permitted on roofs within architecturally designed, fully enclosed penthouses that complement the building design.”

There is language currently in the Architectural Review Design Standards that states:

Section 405.04.010 D.2 j.

“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.”

It is Staff’s recommendation to provide the same language that was utilized for the recent ordinance amendment in the Architectural Review Design Standards, specifically within the City Center’s Urban Transition and Downtown land use designations. The language states:

Section 405.04.010 D.2 k.

“Rooftop equipment in the geographic areas of the City Center (Downtown) and City Center (Urban Transition) land use designations within the City of Chesterfield Comprehensive Plan shall be permitted on roofs within architecturally designed, fully enclosed penthouses that complement the building design.”

Attached to this document is a red-line version of the Architectural Review Design Standards with staff recommended updates, including Section 405.04.010 D.7. Also attached is the Future Land Use map from the City of Chesterfield Comprehensive Plan that delineates the geographic areas of Downtown and Urban Transition.

SUPPLEMENTAL UPDATES

As staff has reviewed the Architectural Review Design Standards of the Unified Development Code, there are a few minor inconsistencies that exist in the current edition that have been updated to remedy. They have been applied to the attached red-line for information purposes.

REQUEST

The purpose of this discussion is for Staff to receive direction and input from the Board to be utilized in drafting proposed changes which will ultimately be presented to the City Council for further direction and action. Of specific importance and interest is the Board’s expertise and input on how to best regulate each of these items discussed in this report in a manner consistent with the purpose and goals of the Architectural Review Board.

Attachments: UDC Article 04-01 Architectural Review Design Standards (Red-Line)

Sec. 04-01. ARCHITECTURAL REVIEW DESIGN STANDARDS

A. Applicability and Compliance.

1. Applicability. The City of Chesterfield Architectural Review Design Standards shall apply to all vacant or undeveloped land and all property to be redeveloped including additions and alterations. Applications for Site Plan, Site Development Plan and Site Development Section Plan shall be reviewed by the Architectural Review Board (ARB) unless otherwise specified in any Planned District Ordinance or Special Procedure Approval. The ARB will provide recommendations to the City on projects they have reviewed. Projects which are exempt from being reviewed by the ARB are reviewed by Staff to meet the Design Standards.
2. Unless otherwise required by the City of Chesterfield to be reviewed by the ARB, new single family residential subdivisions shall be reviewed by the Director of Planning (the Department) during site plan, site development plan or site development section plan review.
3. Exemptions.
 - a.) Single residential lots are exempt from the provisions of these ARB Design Standards, provided no construction, addition or alteration of a non-residential building is proposed.
 - b.) Residential additions and tear downs are reviewed under Section 405.20.160 of this UDC.
 - c.) Non-residential additions and architectural amendments that meet ~~all of~~ the following criteria may be considered for administrative approval by the Director of Planning. Said approval shall be at the discretion of the Director of Planning if:
 - (1) The proposed addition is less than 5,000 sq. ft.; or
 - ~~(2) 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;~~
 - (3) The proposed addition or amendment does not significantly impact architectural elements previously approved by the Planning Commission or the ARB.
4. Compliance. For projects that are not administratively approved, upon review by Staff after receiving recommendation from ARB, projects will be forwarded to the Planning Commission for review and consideration.
5. Alternative Compliance. The Design Standards may be modified if it may be demonstrated said amendment is necessary to provide creative or imaginative design that exceeds the minimum performance standard requirements. Said amendment shall require two-thirds (2/3) vote of the

Planning Commission. Use of sustainability features in regards to items such as, but not limited to, building mass, building orientation, building materials, and energy source and usage, shall be considered when determining if a modification is warranted. Notwithstanding, the recommendation of the Planning Commission, the Council may modify the standards contained in this Section by a majority vote.

B. Submittal Requirements and Procedures.

1. Submittal Requirements. When an application is required to be reviewed by the ARB, the following shall be submitted for review:
 - a.) Color site plan with contours, site location map, and identification of adjacent uses.
 - b.) Color elevations for all building faces.
 - c.) Color rendering or model reflecting proposed topography.
 - d.) Photos reflecting all views of adjacent uses and sites.
 - e.) Details of screening and retaining walls.
 - f.) Section plans highlighting any building off-sets.
 - g.) Architect's Statement of Design which clearly identifies how each section in the design standards has been addressed and the intent of the project.
 - h.) Landscape Plan.
 - i.) Lighting cut sheets for any proposed building lighting fixtures.
 - j.) Large exterior material samples.
 - k.) Any other exhibits which would aid understanding of the design proposal as required by the City of Chesterfield.
 - l.) Electronic files of each document required shall also be submitted in a format as specified by the City.
2. Alternative Compliance to Submittal Requirements. In some cases, atypical projects may benefit by the use of alternate submittals; including additional items or less than those items as provided above. The Director of Planning shall review and approve the use of alternate submittals prior to submission for review by the ARB.
3. Procedures.
 - a.) All applicable development as provided in Section 04-01.A. of this Article shall submit the appropriate materials for review by the City of Chesterfield.

- b.) When required, these submittal materials shall be reviewed by the ARB and/or the Planning Commission.
- c.) Any amendments or proposed modifications to previously approved architectural elevations shall be reviewed for compliance to the standards set forth in this Section by the Director of Planning. However, when the Director of Planning deems the requested amendment or modification to be a major change, they may require that the request be reviewed by the ARB for the purpose of obtaining a recommendation.
- d.) When a Planned District Ordinance or Special Procedure Approval requires that all architecture be reviewed by the ARB and/or the Planning Commission, all amendments and proposed modifications shall also be reviewed by said Board and/or Commission.

C. General Requirements for Site Design.

All projects should address the following requirements as directed by the City of Chesterfield:

1. 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.

2. 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 patterns shall be safe, obvious, and simple as described in the standards below.

Bicycle Circulation	<ul style="list-style-type: none"> • Provide bicycle parking in highly visible locations. • Provide racks with a locking opportunity.
Pedestrian Circulation	<ul style="list-style-type: none"> • Give precedence to pedestrian circulation over vehicular circulation. • Provide pedestrian access from large parking areas. • Design open and attractive circulation systems between buildings, blocks, and adjacent developments. • Utilize materials, textures and/or colors to improve safety and visibility at points of conflict with vehicular routes. • Surface routes with durable materials in order to eliminate "short cuts" which damage landscape areas.
Vehicular Circulation	<ul style="list-style-type: none"> • Provide accommodations for public transportation as directed by the City of Chesterfield and transportation agencies.
Parking	<ul style="list-style-type: none"> • Encourage rear and side parking areas. Front parking may be considered if appropriate landscaping and setbacks are incorporated into the parking design. • Provide landscaped separation of parking areas and buildings and create a landscaped foreground for buildings.
Pedestrian Orientation	<ul style="list-style-type: none"> • Establish areas with visual interest such as outdoor dining areas or outdoor seating areas which face the street and pedestrian ways. • Provide open spaces, such as covered walkways, courtyards and plazas. • Provide connections to public transportation, bus stops, future light rail stations and commuter lots.

3. Topography.

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

4. Retaining Walls.

- a.) Minimize the height and length of retaining walls. Screen with appropriate landscaping, where appropriate.
- b.) Incorporate design elements of other architectural or natural features of the project.

- c.) Use terracing as an alternative to tall or prominent retaining walls, particularly in highly visible areas on hillsides.
- d.) Use stone, masonry or textured concrete walls or other similar materials.
- e.) Use of timber tie walls is not permitted.

D. General Requirements for Building Design.

These requirements shall apply to all structures.

1. Scale.

Building Scale	<ul style="list-style-type: none"> • 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. • Provide transitions between buildings and uses to visually reduce differences in scale and proportion.
Human Scale	<ul style="list-style-type: none"> • Design to achieve a sense of human scale through the use of wall insets, balconies, window projections or other architectural elements.
Generic Scale	<ul style="list-style-type: none"> • Respect and/or improve the rhythm established by adjacent or predominant buildings and development. • 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 complements the same elements on neighboring buildings.

2. Design.

- a.) Design and coordinate all façades with regard to color, types and numbers of materials, architectural form and detailing.
- b.) Avoid linear repetitive streetscapes.
- c.) Avoid stylized, "corporate" and/or franchise designs that use the building as advertising.
- d.) Provide architectural details particularly on façades at street level.
- e.) Encourage art elements such as wall sculptures, murals, and artisan created details etc. throughout a project.
- f.) Encourage designs that enhance energy efficiency.
- g.) Encourage the use of environmentally conscious building techniques and materials.

- h.) Provide entry recesses, plazas, roof overhangs, wall fins, projecting canopies or other similar features indicating the building's entry points while providing protection.
- i.) Paint and trim temporary barriers/walls to complement the permanent construction excluding tree protection fencing.
- j.) 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.
- k.) Rooftop equipment in the geographic areas of the City Center (Downtown) and City Center (Urban Transition) land use designations within the City of Chesterfield Comprehensive Plan shall be permitted on roofs within architecturally designed, fully enclosed penthouses that complement the building design.

3. Materials and Colors.

Desirable Practices	Undesirable Practices
Use compatible colors, materials and detailing on a building. Colors, materials and detailing should also be compatible 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.
Utilize contrasting paving surfaces for pedestrian access in large paved areas.	

4. Landscape Design and Screening.

Development Landscaping	<ul style="list-style-type: none"> • Use a consistent theme throughout each development. Variations may be used to create distinction between spaces but such themes shall be internally consistent. • Use landscape design to accentuate significant views. • Incorporate or include landscaped areas throughout the site design. Tree and shrub plantings should be grouped together to create strong accent points. • Incorporate existing landscape elements into design. Mature trees, tree groupings and rock outcroppings shall be considered as design determinants. • Provide for screening of unfavorable views either to or from the subject site.
Building Landscaping	<ul style="list-style-type: none"> • Incorporate landscaping into building design. • Incorporate landscaped setbacks to buffer adjacent buildings and uses and to create separation between the building and the street. • Include works of art in landscape plans.
Parking Area Landscaping	<ul style="list-style-type: none"> • Protect landscape materials from pedestrian or motor traffic with curbs, tree guards, or other devices. • Enhance paved access, parking, and circulation spaces with berms, islands or other landscaped spaces. Provide trees and tree groupings. • Screen parking structures with dense landscaping on all sides.
Walls and Fences	<ul style="list-style-type: none"> • Design sound walls, masonry walls, and fences to minimize visual monotony through changes in plane, height, material or material texture. • 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.
Screening	<ul style="list-style-type: none"> • 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. • 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.

5. Signage. Signs and sign packages are reviewed through a separate process. All signs shall adhere to the Unified Development Code (UDC) and/or the Sign Package for the site. ~~For existing buildings under review for additions or alterations the following shall apply:~~
 - a.) ~~Integrate sign locations into the building or development design theme.~~
 - b.) ~~New sign locations proposed for existing buildings shall be compatible with existing building signage locations. Where no sign package exists, unifying elements such as size, shape, or materials shall be used to create continuity.~~
6. Lighting. Site Lighting is reviewed through a separate process. All lighting including architectural lighting and building light fixtures shall adhere to the UDC.
7. Existing Structures. All additions and exterior renovations to existing structures shall advance such structures toward further compliance with the provisions of Section 405.05.101 D. of the Unified Development Code.

E. 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 standards in the UDC.

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

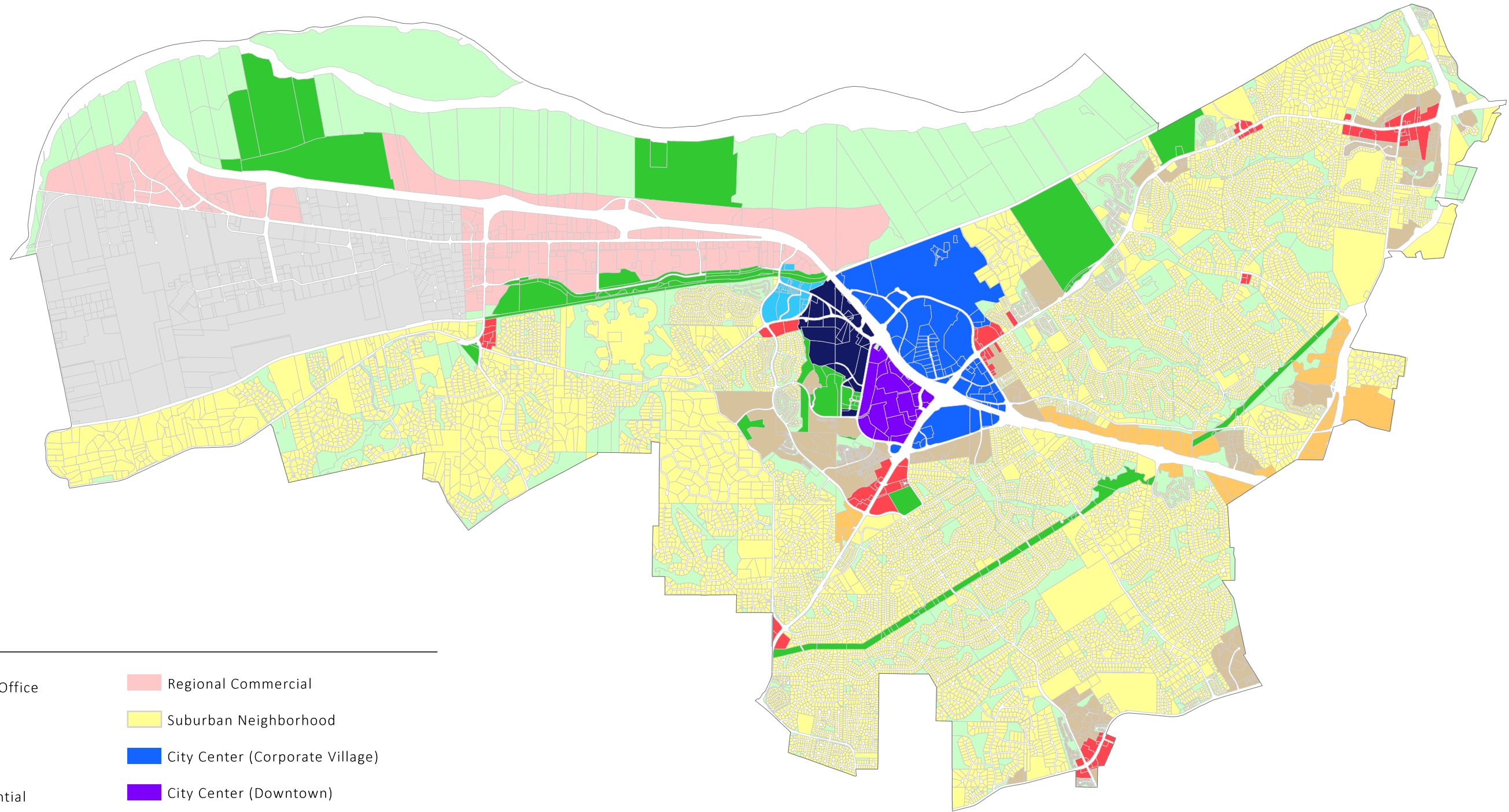
Article 04. Development Requirements and Design Standards

	Access	Exterior Elements	Landscaping and Screening	Scale	Site Design
Residential Architecture	See "General Requirements for Building Design" Section 04-01.D. of this Article.	Use architectural elements and materials matching the front façade on the sides and rear of the structure where the façade is visible from streets external to the subdivision. Avoid long uninterrupted building surfaces and materials or designs that cause glare. Primary building material shall be extended and installed so that no more than twelve (12) inches of concrete foundation wall is exposed.	See "General Requirements for Building Design" Section 04-01.D. of this Article.	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 to 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. Primary building material shall be extended and installed so that no more than twelve (12) inches of concrete foundation wall is exposed.	See "General Requirements for Building Design" Section 04-01.D. of this Article.	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" Section 04-01.D. of this Article.	Screen utility meters, and surface transformer switching pads.	See "General Requirements for Building Design" Section 04-01.D. of this Article.	Design and locate building equipment and utilities to minimize visibility from public streets, surface parking lots, and neighboring properties.













Article 04. Development Requirements and Design Standards

	Access	Exterior Elements	Landscaping and Screening	Scale	Site Design
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" Section 04-01.D. of this Article.	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" Section 04-01.D. of this Article.	Provide outdoor gathering areas. Outdoor retail sales space must be shown and approved on the site plan if allowed.

Land Use Plan



LEGEND

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|--|---|
|  Business and Office |  Regional Commercial |
|  Conservation |  Suburban Neighborhood |
|  Industrial |  City Center (Corporate Village) |
|  Mixed Residential |  City Center (Downtown) |
|  Neighborhood Center |  City Center (Historic Chesterfield) |
|  Parks and Recreation |  City Center (Urban Transition) |