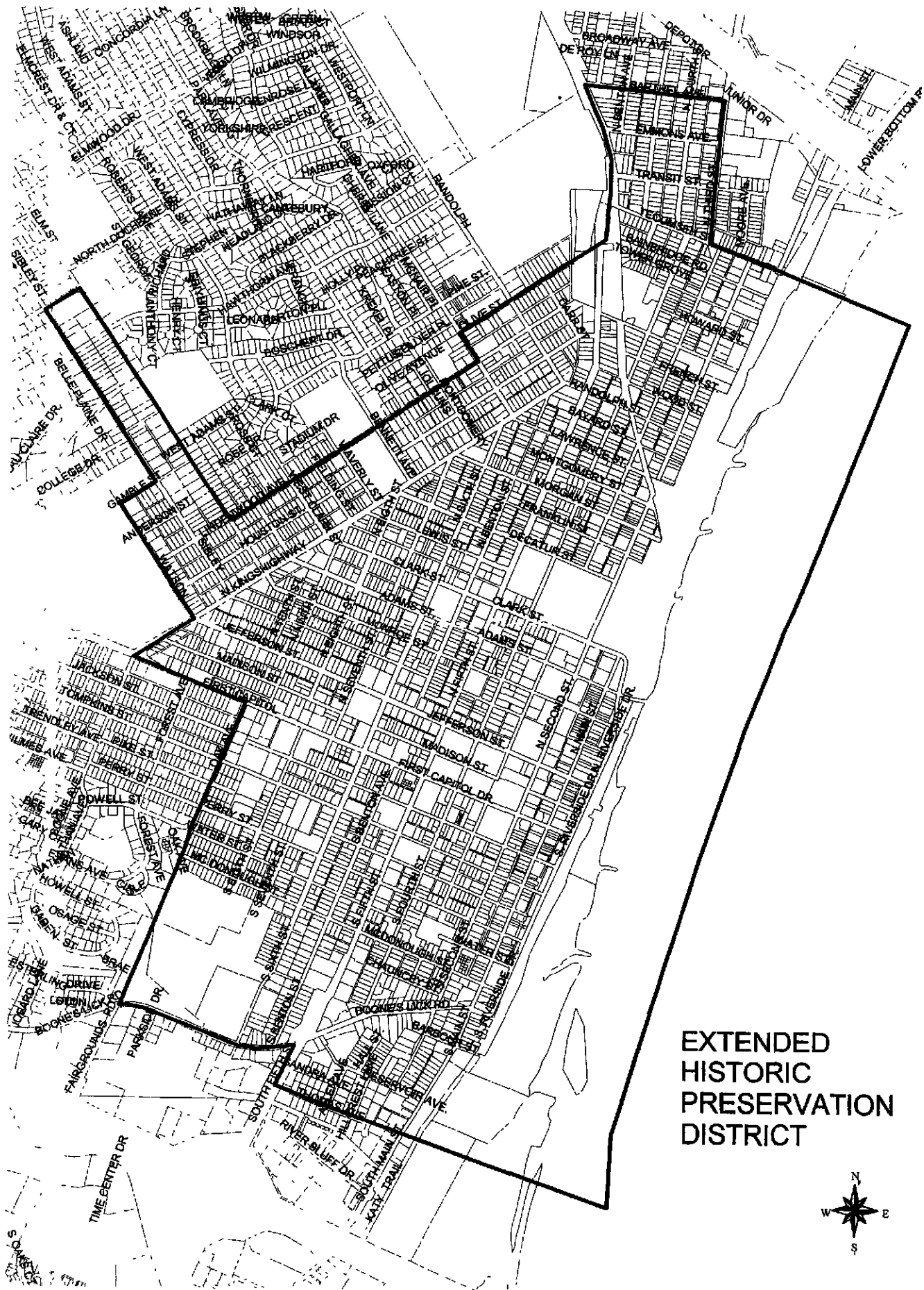
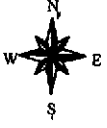


Section 5.1

Extended Historic Preservation District



**EXTENDED
HISTORIC
PRESERVATION
DISTRICT**



**SITE DEVELOPMENT REVIEW DESIGN GUIDELINES FOR
THE EXTENDED HISTORIC PRESERVATION DISTRICT
CRITERIA FOR APPEARANCE CODES**

CITY OF SAINT CHARLES, MISSOURI

The purpose of these criteria is to establish a checklist of those items that affect the physical aspect of Saint Charles' environment. Pertinent to appearance is the design of the site, building and structures, planting, signs, street hardware, and miscellaneous other objects that are observed by the public.

These criteria are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles, which can result in creative solutions that will develop a satisfactory visual appearance within the city, preserve taxable values, and promote the public health, safety, and welfare.

1. RELATIONSHIP OF BUILDINGS TO SITE

- a. The site shall be planned to accomplish a desirable transition with the streetscape and to provide for adequate planting, safe pedestrian movement, and parking areas.
- b. Site planning in which setbacks and yards are in excess of zoning restrictions is encouraged to provide an interesting relationship between buildings.
- c. Parking areas shall be treated with decorative elements, building wall extensions, plantings, berms, or other innovative means so as to minimize the view of parking areas from public ways.
- d. Without restricting the permissible limits of the application zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
- e. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

2. RELATIONSHIP OF BUILDINGS AND SITE TO ADJOINING AREA

- a. Proposed new buildings and buildings to be remodeled adjacent to different architectural styles shall be made more compatible by such means as screens, sight breaks and appropriate selection of building materials.
- b. Attractive landscape transition to adjoining properties shall be provided.

- c. Harmony in texture, lines, and masses is required. Monotony shall be avoided.

3. BUILDING DESIGN

- a. Architectural style is not restricted but historically significant architectural style shall be conserved. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings.
- b. Building shall have good scale and be in harmonious conformance with permanent neighborhood development.
- c. Materials
 - (1) Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings.
 - (2) Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.
 - (3) Materials shall be of durable quality.
 - (4) In any design in which the structure frame is exposed to view, the structural materials shall be compatible within themselves and harmonious with their surroundings.
- d. Building components, such as windows, doors, eaves, and parapets, shall have good proportions and relationships to one another.
- e. Colors shall be harmonious and shall use only compatible accents.
- f. Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building, or they shall be so located as not to be visible from any public ways.
- g. Exterior lighting shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.
- h. Refuse and waste removal areas, service yards, storage yards, and exterior work areas

shall be screened from view from public ways, using materials as stated in criteria for equipment screening.

- i. Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. In multiple building projects, variable siting or individual buildings may be used to prevent a monotonous appearance.

4. LANDSCAPE AND SITE TREATMENT

- a. Where natural or existing topographic patterns or vegetation contribute to beauty and utility of a development, they shall be preserved and developed. Modification to topography will be permitted where it contributes to good appearance.
- b. Grades of walks, parking spaces, terraces, and other paved areas shall provide an inviting and stable appearance for walking and, if seating is provided, for sitting.
- c. Landscape treatment shall be provided to enhance architectural features, strengthen vistas and important axes, and provide shade.
- d. Unity of design shall be achieved by repetition of certain plant varieties and other materials and by correlation with adjacent developments.
- e. Plants that are indigenous to the area and others that will be hardy, harmonious to the design, and of good appearance shall be used.
- f. In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by appropriate curbs, tree guards, or other devices.
- g. Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings.
- h. Where building sites limit planting, the placement of trees in parkways or paved areas is encouraged.
- i. Screening of service yards and other places that tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.
- j. In areas where general planting will not prosper, other materials such as fences, walls, and pavings of wood, brick, stone, gravel, and cobbles shall be used. Carefully

selected plants shall be combined with such materials where possible.

- k. Exterior lighting, when used, shall enhance the building design and the adjoining landscape. Lighting, standards and building fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting shall be restrained in design and excessive brightness avoided.

5. SIGNS - NEW OR MODIFIED REQUIRING A PERMIT

- a. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
- b. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.
- c. The colors, materials, and lighting of every sign shall be restrained and harmonious with the building and site to which it principally relates.
- d. The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's major message and shall be composed in proportion to the area of the sign face.
- e. Each sign shall be compatible with signs on adjacent buildings or adjoining premises.
- f. Identification signs of a prototype design and corporation logos shall conform to the criteria for all other signs.
- g. All electrical service for signs shall be underground.

6. MISCELLANEOUS STRUCTURES AND STREET HARDWARE

- a. Miscellaneous structures and street hardware shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale shall be good, colors shall be in harmony with buildings and surroundings, and proportions shall be attractive.
- b. Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings and signs.

7. MAINTENANCE-PLANNING AND DESIGN FACTORS

- a. Continued good appearance depends upon the extent and quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.
- b. Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage, and abuse.
- c. Provision for washing and cleaning of buildings and structures, and control of dirt and refuse, shall be included in the design. Configurations that tend to catch and accumulate debris, leaves, trash, dirt, and rubbish shall be avoided.

8. FACTORS FOR EVALUATION

The following factors and characteristics, which affect the appearance of a development, will govern the Architectural Review Board's evaluation of a design submission:

- a. Conformance to ordinances and the Appearance Code.
- b. Logic of design.
- c. Exterior space utilization.
- d. Architectural character.
- e. Attractiveness.
- f. Material selection.
- g. Harmony and compatibility.
- h. Traffic-vehicular and pedestrian.
- i. Maintenance aspects.

9. SUBMITTAL REQUIREMENTS

- a. General submittal requirements.

- (1) All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14") by folding, photo reduction, etc. However, larger mounting boards, material samples, or other exhibits not meeting this criteria may be used for Commission presentation.
 - (2) Three (3) black or blue-line prints of the following required drawings [9b (1), 9b (2) and 9b (3)] shall be submitted by the building commissioner for presentation for staff review.
 - (3) An adequate number of color photographs (Polaroid-type) are required to illustrate the site, including buildings and other existing features. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal.
- b. Specific submittal requirements for building construction, exterior remodeling, and additions including parking lots and landscaping.
- (1) Site Plan. A site plan is required containing the following information:
 - (a) Scale and north arrow;
 - (b) Address of site;
 - (c) All property and street pavement lines;
 - (d) Existing and proposed contours;
 - (e) Gross area of tract stated in square feet;
 - (f) If parking is involved, show calculations for determining the required number of off-street parking spaces as required by the zoning ordinance. Give the number of spaces actually proposed. Give the maximum number of employees, customers, and office vehicles that would be at the facility at any one time;
 - (g) Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aids (if any);

- (h) Calculations for determining the required number of trees to be placed within the proposed parking area must be shown, as well as the designation of required buffer screens (if any) between the parking area and adjacent property;
 - (i) Location of all isolated trees having a diameter of six (6) inches or more. (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees included.)
 - (j) Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings must be illustrated.
 - (k) Locations of all existing (to remain) and proposed buildings on the site and all buildings within fifty feet of the site's boundaries.
 - (l) Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical supply and isofootcandle diagram.
- (2) Elevations. Complete elevations of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
- (a) Scale;
 - (b) All signs to be mounted on the elevations;
 - (c) Designation of the kind, color, and texture of all primary materials to be used.
- (3) Section Profiles. Two (2) section profiles through the site are required containing the following information:
- (a) Scale;
 - (b) Building(s);
 - (c) Lighting fixtures and standards;
 - (d) Signs

- (4) **Material Samples.** Materials samples are required for all major materials.
- c. **Free-standing ground signs submittal requirements.**
- (1) **Site Plan.** A site plan is required containing the following information:
 - (a) **Scale and north arrow;**
 - (b) **Address of site;**
 - (c) **All property and street pavement lines;**
 - (d) **Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any);**
 - (e) **Location of existing and proposed landscaping;**
 - (f) **Location and height of all buildings on the site and all buildings and existing free-standing signs within fifty (50) feet of the site's boundaries;**
 - (g) **Location and height of all existing (to remain) and proposed signs on the site, complete with route of electrical supply to signs. Show required setbacks for sign from property lines;**
 - (h) **Location of all existing (to remain) routing of electrical supply.**
 - (2) **Elevation.** An elevation is required of each face of the proposed sign showing the following information:
 - (a) **All specifications including size of letters and graphics;**
 - (b) **Description of sign and frame materials and colors including supports;**
 - (c) **Planter box details (if provided), i.e. construction of box, materials, plant types, sizes, number, and spacing.**
 - (3) **Section Profile.** A section profile through the site is required containing the

following information:

- (a) Scale;
 - (b) Buildings;
 - (c) Lighting standards;
 - (d) Landscaping;
- (4) Detailed Drawings. Detailed drawings showing the following information will be required to be submitted to the building department for technical review:
- (a) Footings;
 - (b) Electrical wiring diagram;
 - (c) Wind stress calculations.
- d. Wall sign submittal requirements
- (1) Sign Drawing. A scale of drawing of each face of the proposed wall sign is required showing the following information:
- (a) All size specifications, including the size of letters and graphics;
 - (b) Description of sign and frame materials and colors;
 - (c) Wall anchorage details (note: anchorage must be interior to the sign or camouflaged).
- (2) Elevation. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.
- (3) Detailed Drawings. Detailed drawings showing the following information will be required to be submitted to the City Development Department for technical review:
- (a) Electrical wiring diagram;

- (b) Wind stress calculations.
- e. *Lighting submittal requirements.*
- (1) **Site Plan.** A site plan is required containing the following information:
 - (a) Scale and north arrow;
 - (b) Address of site;
 - (c) All property and street pavement lines;
 - (d) All proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets;
 - (e) Existing landscaping that will be retained and proposed landscaping;
 - (f) Location and height of all existing (to remain) and proposed buildings on the site and all buildings within fifty (50) feet of the site's boundaries;
 - (g) Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical underground supply and circumference area that will be lighted by each standard.
 - (2) **Lighting Standard Drawing.** A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:
 - (a) All size specifications;
 - (b) Information on lighting intensity (number of watts, isofootcandle diagram, etc.);
 - (c) Materials, colors;
 - (d) Ground or wall anchorage details.

APPENDIX A. DEFINITIONS

Appearance - The outward aspect visible to the public.

Appropriate - Sympathetic, or fitting, to the context of the site and the whole community.

Architectural concept - The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, that produces the architectural character.

Architectural feature - A prominent or significant part or element of a building, structure, or site.

Architectural style - The characteristic form and detail, as of buildings of a particular historic period.

Berm - A raised form of earth to provide screening or to improve the aesthetic character.

Compatible - Harmony in the appearance of two or more external design features in the same vicinity.

Conserved - The protection and care that prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

Graphic element - A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.

Harmony - A quality that represents an appropriate and congruent arrangement of parts, as in an arrangement of varied architectural and landscape elements.

Landscape - Plant materials, topography, and other natural physical elements combined in relation to one another and to man-made structures.

Logic of design - Accepted principles and criteria of validity in the solution of the problem of design.

Mechanical equipment - Equipment, devices, and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning, and similar purposes.

Miscellaneous structures - Structures, other than buildings, visible from public ways. Examples are: memorials, stagings, antennas, water tanks and towers, sheds, shelters, fences and walls, kennels, transformers, drive-up facilities.

Proportion - Balances relationship of parts of a building, landscape, structures, or buildings to each

other and to the whole.

Scale - Proportional relationship of the size of parts to one another and to the human figures.

Screening - Planting, walls, or fences, or any combination thereof that conceals from view from public ways the area behind such structure or planting.

Sight break - A structural or landscape device to interrupt long vistas and create visual interest in a site development.

Street hardware - Man-made objects other than buildings that are part of the streetscape. Examples are: lamp posts, benches, litter containers, planting containers, letter boxes, etc.

Streetscape - The scene as may be observed along a public street or way composed of natural and man-made components, including buildings, paving, planting, street hardware, and miscellaneous structures.

Structure - Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground.

Utility hardware - Devices such as poles, crossarms, transformers and vaults, gas pressure regulating assemblies, hydrants, and buffalo boxes that are used for water, gas, oil, sewer, and electrical services to a building or a project.

Utility service - Any device, including wire, pipe, and conduit, which carries gas, water, electricity, oil, and communications into a building or development.