Town of Highlands
Community Design Standards
# Architectural and Site Plan Checklist

## Criteria

<table>
<thead>
<tr>
<th>Pre-proposal Meeting</th>
<th>Met</th>
</tr>
</thead>
</table>

### Submission Requirements

- Structural Elevations Submitted
- Site Plan Submitted
- Parking and Circulation Plan Submitted
- Vegetation and Buffering Plan Submitted
- Storm Water Plan (If Required)
- Review Fee Submitted

### Structure Criteria List

- Structure Placement and Scaling
  - Building Orientation Requirements Met
  - Scale and Massing Requirements Met

### Façade Design Requirements

- Monotony Avoidance Requirements Met
- Window Percentage Requirements Met
- Exterior Building Materials Requirements Met
- Exterior Color Requirements Met

### Roof Structure Requirements

- Roof Style Requirements Met
- Roof Pitch Requirements Met
- Roof Decoration Requirements Met
- Roof Utility Placement Requirements Met (If Required)

### Exterior Lighting Requirements Met

### Site Criteria List

- Parking Plan Requirements Met *(See Full at UDO Article 9)*
- Parking Structure Requirements Met (If Proposed)
- Circulation and Connectivity Requirements Met
- Vegetation and Buffering Requirements Met
- Pedestrian and Bicycle Requirements Met
- Retaining Walls
- Communications Access

## Submission and Criteria Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

## Approved by: ___________________________ Date: ____________

## Reviewer Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

THE TOWN OF HIGHLANDS
Guideline Summary
In looking towards the future of development and redevelopment of properties on Highland’s Main Street and adjacent commercial corridors, the Town has created a list of architectural standards to bolster community aesthetics. It is not the intent of these guidelines to set a formal architectural theme for the Town of Highlands, in contrast, the Town encourages architectural creativity and eclecticism within commercial zoning districts.

Design Review Process
Pre-proposal Meeting While not required, a pre-proposal meeting with the Town Planning and Development Director is suggested in order to clarify the standards within this document and its review process therein.

Administrative Review: When all preliminary architectural and sites plans and elevations have been drafted, a mandatory meeting shall be required with the Town Planning and Development Director. In this meeting, all plans will be reviewed by the director to insure compliance.

Submission Requirements:
- All Architectural Elevations
- All Site Plans Including: Parking, Lighting, Vegetation and Storm-water
- A Completed Design Standard Checklist

Planning Board Review When the Planning and Development Director has insured full standard compliance, the Planning Board shall be required to review all final elevations and plans. At this meeting the Planning Board will provide community feedback and offer any suggestions for design if needed.

Final Approval: Upon meeting with the Planning Board, all final proposals shall be approved by the Planning and Development Director.

Parcel Applicability
All commercially zoned parcels and Multifamily Housing Complexes

Development Applicability
- All currently built structures within Town may exist in their current design.
- Façade Alterations: Where a façade of a building is to be altered, only the cosmetic aspects of this chapter such as color and exterior materials shall be required. (No Planning Board Review is Necessary)
- Partial Redevelopment: Where a property is to be remodeled or redeveloped, where said construction will add at least twenty-five (25) percent more gross floor space, all aspects of this chapter shall be adhered to except for existing roof structures.
- Complete Redevelopment: Where a property is completely remodeled in a way that alters the original roof structure of the building, such as adding stories, all requirements of this chapter shall be adhered to.
- New Construction: All new commercial structures shall be built to the design specifications set forth in this chapter.
Aesthetic Criteria

Building Orientation
In order to support a safe and attractive pedestrian environment the primary façade and main building entry shall face the primary public right-of-way.

Scale and Massing

Downtown “Walking District Standards”
In its simplest explanation, all structures built within the Walking District should be built for view at the pedestrian level, as pedestrians view all structures within this district from the sidewalk.

Commercial Corridors (B3)
Wide Scaling
Within the B3 Zoning District, all structures should be scaled for view from the street as they are located within the Town’s transportation corridors. This means that the viewer sees the entire structure and how it interacts with its site and the surrounding area, thus elevations and site plans should reflect this wide view.
Façade Design

In order to avoid façade monotony in all commercial zoning districts, building facades shall be designed with the designated façade treatments found below. Where an architectural feature is proposed but not listed below, the Planning Board shall be consulted with to insure community design consistency:

Building Offsets, Alcoves and Niches

Permanent Awnings and Canopies

Covered Entry

Pilasters

Arbors

Timber Framing

Varied Building Materials
### Downtown Walking District (Choose Two)

<table>
<thead>
<tr>
<th>Architectural Feature</th>
<th>Façade Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Offsets, Alcoves and Niches</td>
<td>Every 12'</td>
</tr>
<tr>
<td>Permanent Awnings and or Canopies</td>
<td>Over 75% of Doors and Windows</td>
</tr>
<tr>
<td>Covered Entry</td>
<td>At Main Entrance</td>
</tr>
<tr>
<td>Pilasters, Arbors and Timber Frames</td>
<td>Designer Discretion</td>
</tr>
<tr>
<td>Varied Building Materials</td>
<td>Three Materials*</td>
</tr>
<tr>
<td>Window Planters</td>
<td>Under Every Window*</td>
</tr>
<tr>
<td>Planter Boxes and Trellises</td>
<td>30% of Façade's Linear Footage*</td>
</tr>
</tbody>
</table>

### B3 District (Choose Four)

<table>
<thead>
<tr>
<th>Architectural Feature</th>
<th>Façade Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Offsets, Alcoves and Niches</td>
<td>Every 18'</td>
</tr>
<tr>
<td>Permanent Awnings and or Canopies</td>
<td>Over 75% of Doors and Windows</td>
</tr>
<tr>
<td>Covered Entry</td>
<td>At Main Entrance</td>
</tr>
<tr>
<td>Pilasters, Arbors and Timber Frames</td>
<td>Designer Discretion</td>
</tr>
<tr>
<td>Varied Building Materials</td>
<td>Three Materials*</td>
</tr>
<tr>
<td>Window Planters</td>
<td>Under Every Window*</td>
</tr>
<tr>
<td>Planter Boxes and Trellises</td>
<td>30% of Façade's Linear Footage*</td>
</tr>
</tbody>
</table>

*A maximum of three exterior materials may be used on any one façade. The ratios for variation are as follows: (60-20-20).

* Window planters within this category shall be permanently affixed to the structure. Planters shall be properly maintained.

* Planter Boxes and Trellises shall be permanently affixed to the ground or structure and shall not be built within the public right-of-way. Planters shall be properly maintained.

### Windows and Wall Façade Percentages

Windows and doors also help to properly scale a building and avoid façade monotony. It is for this reason that the following façade percentages shall be required. All glass shall be non-reflective or may not be heavily tented.

<table>
<thead>
<tr>
<th>Linear Feet</th>
<th>Square Footage of Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>18'</td>
<td>40 sq. ft.</td>
</tr>
<tr>
<td>50'</td>
<td>60 sq. ft.</td>
</tr>
<tr>
<td>100'</td>
<td>100 sq. ft.</td>
</tr>
</tbody>
</table>
Exterior Building Materials

All exterior siding materials shall conform to the following standards:

1. Stucco, float finish, smooth or coarse, machine spray, dash and troweled, pebble dash and limited to thirty percent (30%) on any one (1) facade
2. Wood Clapboard, five inches plus (5"+) to the weather;
3. Wood Shingles, five inches plus (5"+) to the weather;
4. Wood Board or Batten Board, eight to twelve (8 to 12) inches;
5. Wood Shiplap Siding, four inches plus (4"+) to the weather;
6. Unpolished natural regional stone w/ashlar or random ashlar pattern;
7. Clay brick, antique or unglazed; or
8. Simulated Materials: Simulated permitted materials from the above list, may be used, provided such materials are reviewed and approved by the Planning and Development Director.
9. Uncoated sheet copper, limited to thirty percent (30%) on any one (1) facade. Such copper shall remain unpolished and unfinished, in order to reflect a weathered, oxidized appearance.

Exterior Building Colors

All colors for commercial buildings shall conform to the official Color Chart. The official chart shall be maintained in the office of the Planning and Development Director.

Approved colors need not match specific colors in the chart, but the given shades shall fall within the parameters defined by the chart as determined by the Planning and Development Director.
Roofs
As roofs are such a large part of a buildings aesthetic appeal, the following roof standards shall be required:

Permitted Roof Styles
Within the Downtown Walking District, flat roofs may only be utilized if the area is to be used for habitable space such as roof-top dining. Where utilities are to be placed and a flat roof is required a parapet or some other screening style shall be utilized.

Where a shed roof is proposed, said structure may not encroach into the public right-of-way.

Within the B3 Zoning District, flat roof designs may not be used in any function.

Pitch
No roof constructed within the Downtown Walking District shall have a pitch lower than 7/12 unless said structure style meets the style criteria above. All roofs constructed within the B3 Zoning District shall have a minimum roof pitch of 4/12.

Roof Decoration
For larger buildings with longer right-of-way frontage, roof top decorations (shown below) shall be utilized to avoid monotony. These standards shall apply to roofs with ridges longer than 30’.

Dormers

Cupolas

A choice of the features above shall be used for every 30’ of ridge span. Chimneys are not counted as decorations.
Roof Utility Placement
Where a use requires utilities such as HVAC systems, ventilation systems and cooking hoods to be placed on the roof of a structure, said placement shall occur on the pitch of the roof that is not facing a public right-of-way. Where a building abuts right-of-way on both sides of the roof structure, all utilities must be completely screened from public view.

Note: This shall exclude the placement of solar panels, where placement is conducive to higher energy collection.

Exterior Lighting
The purpose of this section is to provide direction in controlling exterior lighting so as to enhance the areas being lit and not adversely affect motorists, pedestrians, and adjacent properties. Lighting intensities should be controlled to assure that light spillage and glare are not directed at adjacent properties, neighboring areas, motorists, or the sky. Exterior lighting shall be integrated with the architectural character of the building. Downcast, fully shielded, or cut-off type lighting fixtures shall be used to illuminate pedestrian or traffic circulation corridors and signage.

Standards for Exterior Commercial Lighting
All exterior commercial lighting shall conform to the following standards:

1. Outdoor lighting from commercial venues shall not shine directly into the yard or windows of a residence.
2. Outdoor lighting shall be designed, located and mounted at heights no greater than twenty-seven (27) feet above grade (including a base maximum height of two (2) feet) for fully shielded, cut-off lights.
3. All parking lot and security lighting fixtures, regardless of output, shall be full cut-off fixtures.
4. All outdoor lighting shall be designed and located such that the maximum illumination measured in foot-candles at the property line shall not exceed 1.5 for full cut-off or fully shielded lights. The average intensity illumination for outdoor lighting shall not exceed six (6) foot-candles in intensity as measured at grade.
5. Fixtures should be placed to provide uniform distribution of light and to avoid intense lighting that produces excessive glare.
6. Light fixtures used to light building and landscaping shall be selected, located, aimed, and shielded so that direct illumination is focused exclusively on the building facade, plantings, or other site features and away from adjoining properties, the sky, and the street right-of-way.
7. Lighting fixtures in scale with pedestrian activities shall provide for uniform distribution of lighting to produce minimal shadows.
8. Trees and lighting in parking areas should be coordinated. Landscape plans should show lighting and tree locations.
9. String lights in commercial zoning districts may not intentionally accent signage.
10. The maximum permitted illumination shall be measured in average maintained foot-candles from ground level in accordance with the standards in this Section and chart within. These standards are required of all exterior lighting with the exception of street lighting.
11. The quantity of fixtures to be provided shall be based upon the desired level of uniform illumination as established by the current standards of the Illuminating Engineering Society. Fixture locations should be chosen to minimize the hazards of glare.

12. The level of illumination shall be based upon the primary activity in each area to be lighted. The following standards for various activities prescribed by the Illuminating Engineering Society within, represents a number of exterior lighting uses for general reference. Foot-candle designations represent measurements for the average intensity at grade.

<table>
<thead>
<tr>
<th>Illuminating Engineering Society Regulatory Chart</th>
<th>Foot-candles Maximum</th>
<th>Foot-candles Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use - Utility Lighting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Visibility</td>
<td>-</td>
<td>0.5</td>
</tr>
<tr>
<td>Driving</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Pedestrian Ways</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>General Landscape Areas</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Use - Area Lighting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Lots</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td><strong>Use - Building Exteriors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrances (frequent use)</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Entrances (infrequent use)</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Building Surroundings</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Holiday Lighting

Holiday lighting may only be displayed between November 15 and January 15. No permit is required in order to hang lights during the permitted time.

Accent Lighting

Accent lighting may be permitted if the following standards are met:
1. Lights must meet electric and fire code
2. White or clear lights may only be used. If LED or colored lights are to be proposed, said use shall be approved by the Planning Board
3. Accent lighting may on be used in dining areas and private property walkways
4. Accent lighting may not be located on or over publicly owned property