

FACADE PLAN REQUIREMENTS

Facade design plans shall be submitted in conjunction with site plans for **all retail development in any zoning district** and for all categories of development located in the Regional Employment and Regional Commercial zoning districts. Within certain overlay districts and certain planned development districts that specify facade materials and/or finishes, the Planning Department may require the submission of a Facade Design Plan for compliance review. An approved, valid facade design plan shall be required prior to the release of building permits.

The purpose of the Facade Design Plan is to:

1. Ensure that facades and rooflines facing streets or main parking areas are consistent throughout the development in design, color and materials.
2. Ensure that exterior treatment of structures within the development is compatible with adjacent development.
3. Ensure that facade and materials and other exterior treatments are compliant with applicable zoning district, overlay district and/or planned development district standards.

Planning staff is the typical review authority for Facade Design Plans; however, the Planning & Zoning Commission and/or City Council have the authority to request that Facade Design Plans be brought forward for their review. Should an applicant disagree with a staff assessment of a Facade Design Plan, the applicant has the right to request a subsequent review by the Planning & Zoning Commission and the City Council.

Application Procedure and Requirements

An application for Facade Design Plan review consists of three items - completed application and tax statement, facade/elevation drawings, and material sample boards. Please see requirements below for facade/elevation drawings and material sample boards. An approved, valid facade design plan shall be required prior to the release of building permits.

1. Facade/elevation Drawings - The applicant shall supply three sets of facade/elevation drawings in accordance with the following:
 - a. The facade/elevation drawings shall be either blueline or blackline drawings with a sheet size of 24" x 36" (rolled in order to be folded and filed). The drawing scale should be either 3/32 inch or 1/8 inch = 1 foot. Where possible, it is preferable that all elevations be shown on a single sheet; however, to maintain scale, additional sheets may be used.
 - b. Elevation drawings shall be provided for **all** exterior facades of the building(s) showing roofline design, downspouts, meters, wall, window, and door treatments. All building elements shall be dimensioned (height and length). Elevations shall be labeled "north", "east", "south", and "west" accordingly.

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- c. For two of the three sets, the facade/elevation drawings shall be colored to reflect as accurately as possible the actual finish color of the exterior materials.
 - d. All materials and finishes shall be labeled for walls, exposed roofs, signboards, trim, and other visible parts of all buildings.
 - e. Proposed method(s) for screening of service areas (including trash dumpsters), ground-mounted and roof-mounted mechanical units from adjacent development (e.g., fence, wall, berm, hedge, parapet wall, etc.) including materials and colors shall be shown.
 - f. Building signage layout including location and approximate size shall be indicated.
 - g. The following notes shall be included on the facade/elevation drawings:
 - 1. All signage subject to Building Inspection Department approval;
 - 2. Mechanical units shall be screened in accordance with the Zoning Ordinance; and
 - 3. Utility boxes and conduit shall be painted to match building color.
 - h. The title block shall be located in the lower right-hand corner and shall list the subdivision name, block and lot number, and the proposed use.
2. In addition to the facade/elevation drawings, the applicant shall supply two sets of material sample boards. The boards shall be either 8 1/2" x 11" or 8 1/2" x 14" in size. Each board shall contain a general materials list (exterior walls, exposed roofs, trim, and other visible parts of all buildings) and actual samples of proposed materials, finishes and colors.

Additional Requirements for Special Districts

The Regional Employment (RE) & Regional Commercial (RC) zoning districts, certain overlay districts, and certain planned development districts have additional exterior materials standards. For districts that specify percentages of materials, the facade/elevation drawings shall contain a table indicating area calculations for each facade. For districts that specify additional materials standards (e.g., glass/glazing reflectance for structures in the RC & RE districts), such information shall be provided on either the facade/elevation drawings and/or by separate attachment.

Effect

Upon approval of the Facade Design Plan, the applicant will be notified and a copy of the plan along with the approval letter will be filed with the Planning and Building Inspections departments.

Please refer to the Retail Development Guidelines for further information.