

# **Austin Village**

## **Design Guidelines**

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## A. ***INTRODUCTION***

The architectural concept established for the Austin Village is a contemporary Cotswold style village. This style of architecture pays homage to the Historical Cotswold Style, while allowing flexibility to incorporate more contemporary details and market requirements. This style of architecture relates to the rural roots of the area while encouraging innovation and the entrepreneurial spirit necessary to move into the 21st century.

This design concept should produce building designs that invoke the image of the Cotswolds in England or Kohler Wisconsin, elements such as asymmetry, buildings predominately of stucco or stone, and simple well proportioned detailing. The Cotswold style of architecture lends itself well to an organic vocabulary that will help develop the village theme of this development. These guidelines are meant to serve as a guide for the planning and design of new facilities within Austin Village. These guidelines provide specific detail on planning and design issues and the review process that will help expedite the design review and approval process by the Austin Village Architectural Review Committee (AVARC).

## B. ***DESIGN ISSUES***

### 1. ***Site Elements and Restrictions***

#### a. ***Zoning***

Austin Village is zoned B3 and B4. Minimum and maximum standards as set forth by this zoning ordinance shall apply to all properties within the Austin Village. The buildings, parking and open space standard requirements are listed as follows:

	<b>Setbacks</b>	
	B3	B4
Building	25'	40'
Side	10'	10'
Rear	12.5'	20'

#### b. ***Building Placement***

Buildings should be located to take advantage of the maximum exposure along the center within the development. Considerations will be made regarding placement of buildings relative to other buildings already in the Village in an effort to create a consistent street frontage. All loading dock areas should be placed to the rear of the building so as to not be visible from the main streets and care should be taken to limit visibility from adjacent properties.

- c. *Parking and Driveways***  
Each individual property owner is to provide minimum off street parking. Minimum parking requirements shall be set forth by the zoning code. All parking, bicycle and loading areas, driveways and pedestrian walks shall be constructed of asphalt, concrete and/or brick. All parking areas and drives to be banded by concrete curb and gutter. Sidewalks shall be provided along all street frontages on each property.
- d. *Entrance Paving***  
All driveway entrances to building sites shall be constructed of asphalt and lined with concrete curb and gutter.
- e. *Site Lighting***  
All streetlight and parking lot lighting shall be consistent throughout the development. Street lighting will consist of the Duke Power Deluxe Traditional style light and pole with metal halide lamps that has been selected as the AV standard. Both pole and fixture are to be black. Building lighting for signage shall be white, gooseneck style light fixtures. An example of both fixtures described above is attached. Wall Pack building lights are prohibited.
- f. *Building Signs***  
Individual tenant signage and building signage will be allowed per the NS Zoning signage standard. The signs to be placed on the buildings shall be of sandblasted wood or painted metal with painted logos or lettering. The design of the sign must be approved during the design review process. This design guideline has suggested options attached.
- g. *Mailboxes***  
Mail receptacles located on the exterior of the buildings are preferred. An example is attached in the design guideline. Location of mailboxes is to be approved by the AVARC.
- h. *Dumpster Screens***  
If dumpsters or refuse collectors are located on the site, they shall be screened completely on three sides with materials compatible with the building design and shall have gates of solid type material in keeping with the design of the building. It shall be subject to approval by the AVARC.
- i. *Mechanical Screening***

Any mechanical, electrical or gas equipment located on the site shall be screened via landscaping or solid materials in keeping with the design of the building. It shall be subject to approval by the AVARC.

***j. Landscaping and Irrigation***

Landscaping is important to the quality image of Austin Village. The tree-lined streets within the park exemplify the development's commitment to quality landscaping. Additional landscaping will be required beyond the zoning requirements to create the desired aesthetic image for the development. Landscape plans are required as part of the design review process. Plans should be professionally prepared. The plans should include a site layout showing all plants and specimens, lawn areas and planted bed areas. Plans should have a schedule of all plant and specimens with caliper, size and spacing specifications.

Street trees are required as shown on the Austin Village Landscape Master Plan. It is a requirement that these trees be used for the required street planting for each individual property owner. The ability for each Owner to maintain the landscaping in top condition is important. Site Irrigation is required on all areas fronting streets and is recommended for all other lawn and planting areas.

**2. *Building Elements and Restrictions***

***a. Design Concept / Architectural Details and Style***

The architectural concept established for the Austin Village is a contemporary Cotswold style village. This style of architecture pays homage to the Historical Cotswold Style, while allowing flexibility to incorporate more contemporary details and market requirements.

***b. Building Massing and Proportion***

It is the purpose of these guidelines to be a vehicle for proportioning the buildings in such a way to reflect a consistency in design within the development. *Architectural details will be required and encouraged to create a sense of scale on each building facade. This can be accomplished utilizing window and door openings (ie. double-hung divided light windows), door/window head heights, floor line and eave locations, and/or roof elements with appropriate and specific gutter and eave details.*

***c. Exterior Building Materials / Building Skin***

Building shall be designed such that a *primary portion* of the skin of the building (excluding window and door openings) is a traditional 3 coat stucco with manufactured stone accents, or a complete stone

facade. Color of the stucco or manufactured stone must be approved by the AVARC. No more than 20% of the building face shall be of other materials and must be approved during conceptual design. Other materials that may be used in conjunction with the stucco and manufactured stone are stone, synthetic stucco, wood, and premanufactured reinforced plaster or fiberglass products. Entry elements that are articulated in such a way to assist with the overall proportioning of the building mass are encouraged.

*d. Windows and Glass*

It is understood that the Cotswold style does not encourage a great amount of fenestration while user requirements may contradict this. Ground floor retail is encouraged to have plenty of storefront glazing to activate the pedestrian level. The upper levels not having any pedestrian connection is encouraged to use fenestration as accents to break up the massing of the building. The windows should be have divided lights and have a proportion that is vertical in nature. If the material being used is an aluminum storefront type material, it shall be a prefinished dark brown or black color. Residential style windows in a dark brown or black vinyl finish will be acceptable as long as the quality of the window is acceptable to the AVARC. All glass used shall maintain a clear tint. All main entry doors visible from the front or sides of the buildings should be in keeping with the overall design concept. Trim around and adjacent to the doors shall be in a white finish. To allow for design flexibility, the AVARC will consider different colors for the main entry doors.

*e. Roofing Materials*

Due to the nature of Austin Village, the AVARC understands that buildings will be proposed with both sloped roofs and flat roofs, the decision being necessitated by the size and function of the building. Traditional Cotswold style architecture encourages sloped roofs, particularly hipped or gable roofs with dormer elements and eave detailing. If the function and size of the building dictates a flat roof, then false mansard type roofing shall be applied at the along the edge of the building to give the appearance of a sloped roof at architecturally significant areas of the design. Materials that will be approved for sloped roof buildings are Slate, Synthetic Slate, or Certainteed's Grandhouse Manor Shingles or approved equal. Any variations from these approved materials will have to be explicitly approved by the AVARC. Gutters and Downspouts shall be in keeping with the overall design of the building in a galvanized metal or copper material. Flat roofed buildings should be so situated that no portion of the roof is

visible from the street or public area. In an effort to screen flat roof areas, parapet walls will be required on all visible sides of each building. On flat roofed buildings that slope to one end or side, the gutter and downspouts should be completely out of view from public streets and/or adjacent property owners. The gutters and downspouts for these roofs shall be as indicated above. Parapet walls that hide the flat roof areas of the building shall be detailed to include architectural delineation and proportion such as banding or patterning of material to eliminate a flat expressionless facade.

**f. *Rooftop Mechanical Screening***

All rooftop mechanical and electrical equipment shall be screened from view by all public streets and adjacent property owners utilizing well-proportioned screen walls that are compatible with the design of the building.

**g. *Building Signage***

Signage will be allowed on the building. The size of the signs will be as permitted by the Zoning signage standards. Box signs and Neon lighting will not be allowed. The signs to be placed on the buildings shall be of sandblasted wood or painted metal with painted logos or lettering. Company logos will also be allowed subject to review by the AVARC. All signage, both detached and attached to the building, shall be approved by the AVARC. This design guideline has suggested options attached.

**3. *Convenience Store Design Requirements***

In order to successfully integrate the convenience store within the overall development, additional design standards have been included within these guidelines to address the convenience store site layout and building design.

**a. *Site Layout***

The site layout of the convenience store will be a focus with requirements to ensure that it properly integrates itself on the site to maintain and continue the architectural theme and cohesiveness within the development. Emphasis will be given particularly to the Potter and Chestnut Street elevations to ensure that architectural design and integrity is maintained.

**b. *Site Lighting***

All site lighting for the convenience store shall be in conformance with the site lighting requirements specified for Austin Village. Down

lighting will be strictly required for all facilities on the site to insure that the site is adequately lit yet not obtrusive or offensive to adjacent properties.

**c. *Building Requirements***

In accordance with the building design and materials specified in Section 2c, the convenience store shall be required to be constructed of no less than 30% manufactured stone or stone. Additionally, any external facilities including canopy poles, bases, carwashes, dumpster enclosures, etc shall be entirely constructed of an approved siding to match the building exterior.

In order to achieve proportional consistency and design quality within the development, the convenience store will be required to have a sloped or pitched roof using one of the approved roofing materials specified in Section 2e. Additionally, any canopies or other facilities on the site with exposed roof surfaces will be required to match the roofing material required on the main building.

## **C. *Authority and Responsibilities***

Nothing contained herein, nor any actions by the Austin Village Architectural Review Committee (AVARC), the Landowners Association, or their agents are intended to be, nor shall they be construed to be, an approval on the adequacy, reasonableness, or safety or fitness for the intended use of any plans, products or construction. The information contained herein is meant to supplement the Covenants, Conditions and Restrictions, and to serve as a guide during the planning and design process as it relates to the design restrictions for Austin Village. It shall be the responsibility of each individual property owner to comply with all applicable zoning and building code issues. The AVARC reserves the rights to change, add to, or delete from these guidelines from time to time at their discretion.

## **D. *Review Process***

### **1. *Architectural Review Committee***

The Architectural Review Committee (AVARC) is established by the Austin Village Property Owners' Association (AVPOA) and is comprised of members of Crosland and the AVPOA.

### **2. *Review Procedure***

The AVARC must review all drawings used in the design and construction of proposed facilities. The AVARC must review drawings at the preliminary stage, final drawing stage, and will review the progress of construction at two



intervals. Additional reviews will be available in an effort to streamline and assist in the design process. The AVARC encourages frequent and open dialog during the review process, as it is easier to discuss changes while the project is still in the development stages as opposed to issues arising during construction. Following are the various review phases and associated requirements.

**a. *Preliminary Review***

Preliminary review is required as soon as the basic concept and schematic design of the project is complete. At a minimum, the following drawings should be submitted at the Preliminary review.

1. Site plan of building footprint, parking, entrances and grading.
2. Building floor plan(s) showing overall size and configuration.
3. At least two building elevations one of which being the front building elevation with sufficient detail to identify materials, proportions, relief and typical detail. A colored elevation or perspective type rendering is usually very helpful for this purpose.
4. Any other drawings, illustrations or written information that would help describe the project more fully with respect to its conformance with the design guidelines. In particular, the AVARC will be looking for information concerning any features that will have an impact on the outward aesthetics of the project.

**b. *Intermediate Reviews***

Although not required, the AVARC will assist in the design process by reviewing the drawings at intermediate phases between the preliminary review and the final drawing review. If questions or concerns arise in the preliminary review that need to be resolved, an intermediate review may be appropriate to resolve those issues prior to final drawing preparation.

**c. *Final Drawing Review***

The AVARC will review final drawings when they are complete and ready for submittal to local building standards departments and review agencies. In addition to meeting minimum requirements for permit review, the following are specific items the AVARC will look for:

1. Driveway entrances, site lighting, landscaping, irrigation, signage, loading docks, dumpster screens and any other site related issues.
2. Complete floor plan or plans showing specific plan configuration.
3. Detailed building elevations showing all materials and details for all exterior elements of the building including the facade, trim, windows, doors, roof, etc.

4. Detail drawings that show larger scale details for the building including banding, cornice/fascia, window and door trim, etc.
5. Detailed door and window elevations and specifications that will show accurately the type of windows and doors being used including their material type, construction and mullion pattern, etc.
6. Additional drawings that would show any of the elements of the building that would affect the outward aesthetics of the project.
7. Samples of materials to be used on the building including wood, cedar, roof, windows, trim/detail, mechanical screening materials, etc.

*d. Construction Reviews*

The AVARC will visit the construction site at two separate times during the construction process to establish conformance with the approved construction drawings. These reviews will take place at the discretion of the AVARC based on the appropriate construction sequence.

**3. *Approvals***

Approval of the committee is required at each of the phases described above. No construction work is to begin until the AVARC has approved and signed the final documents. Once the final documents have been reviewed and construction is commenced, the AVARC maintains the authority to establish compliance of the documents to actual construction. The AVARC will have the authority to request changes to any items that are being constructed different than the approved plans.

**4. *Review Fees***

Each property owner will pay a review fee for the review process. The review fee will be paid to Crosland Commercial, when plans are first submitted for preliminary review. The review fee is the lump sum amount of **\$1,000.00**. Should a project be disbanded after the preliminary review stage, **\$500.00** of the review fee will be refunded to the property owner.

**5. *Review Time Table***

All drawings and documents shall be submitted directly to Mr. Ken Chapman of the Crosland Commercial Group at 125 Scaleybark Road, Charlotte, NC 28209 with a dated transmittal or cover letter. The AVARC's intention is to turn all drawings around on a timely basis. The timetable at each phase is a maximum of 30 days - if no comments are received within 30 days, the project is deemed approved. The more complete the required information is on the drawings, the quicker the review process will be.

## 6. *Penalty Fees*

A penalty fee shall be levied against each property owner for noncompliance with these Design Guidelines. The penalty fee is **\$200.00** per day. Upon written notice, each property owner will have a 30-day period to correct the problem causing the noncompliance. The correction must then be made to the property and documented for compliance review by the MIVARC. The fine will constitute a lien against said property, which is empowered through the Austin Village Covenants, Conditions and Restrictions.

## E. *Standard Details*

### 1. *Signage Examples*

### 2. *Mailboxes*

4610BLK



### 3. *Street & Building Lighting*

*Deluxe Traditional.* This enhanced Victorian style fixture adds curb appeal to the walkways of any neighborhood or office park. Available in [BLK](#).