



consultants in planning, zoning, economic development,
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MEMO

To: City of Spring Hill
From: Camiros, Ltd.
Date: April 25, 2018

Re: Integrating the City of Spring Hill Design Review Guidelines

The Planning Commission has been asked to consider integrating the City of Spring Hill's Design Review Guidelines (Adopted July 8, 2013). As the Planning Commission functions as the Design Review Commission, the Guidelines would be integrated in a manner similar to the Subdivision Regulations, which are also under the control of the Planning Commission.

The following modifications would need to be made to the proposed Unified Development Ordinance if the Guidelines were to be integrated into the Ordinance:

1. A statement that adopting, amending, and administering the design regulations is under the control of the Planning Commission acting as the Design Review Commission.
2. A statement before the design standards in each of the districts, as well as dwelling unit type use standards, that these standards may be modified or waived by the Design Review Commission.
3. Drafting of a new Article 18 that includes the administrative portions of the Design Review Guidelines adopted July 9, 2013.
4. Add all relevant design review guidelines to the specific sections of the districts that contain design standards.

ARTICLE 1
Section 1.1 TITLE

This section would be amended to add the Design Review Guidelines adopted July 9, 2013:

1.1 TITLE

This Unified Development Code, which incorporates the Official Zoning Map, Subdivision Regulations, and Design Review Guidelines, is known, cited, and referred to as the "City of Spring Hill Unified Development Code," "Unified Development Code," or "Code."

ARTICLE 1
Section 1.2 PURPOSE

Insert a new statement that includes design review as articulated in state law:

1.2 PURPOSE

The intent of this Code is to establish land use regulations to serve the City of Spring Hill. The purpose of this Code is to:

- J. Develop general guidelines for the exterior appearance of non-residential property, multi-family residential property, and any entrance to a non-residential development within the municipality.

ARTICLE 1

Section 1.4 Division of Authority Between Zoning and Subdivision

This section would need to be replaced as follows.

1.4 DIVISION OF AUTHORITY BETWEEN ZONING, SUBDIVISION, AND DESIGN GUIDELINES

Tennessee State Law divides authority and responsibility between zoning regulations, subdivision regulations, and design guidelines. This Code's authority and responsibility is divided as follows:

A. The following Articles comprise the subdivision regulations that are adopted, administered, and amended by the Planning Commission:

1. Article 15. Off-Site Development Standards and Public Improvements
2. Article 16. Right-of-Way Design and Access Management
3. Article 17. Subdivision Approvals

B. Article 18 (Design Guidelines) contains the design guidelines that are adopted, administered, and amended by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission.

C. Text amendments to the articles in item A are approved by the Planning Commission as described in Section 17.2 of this Code.

D. Text amendments to the Article 18 are approved by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission, as described in Article 18 of this Code.

All other articles within this Code not cited above are amended by the Board of Mayor and Aldermen per Section 13.2 of this Code.

DISTRICT DESIGN STANDARDS

Sections 5.4, 5.5.C, 5.6.B, 6.4, 7.1.D, 7.3.D

As part of the introductory language to each of the design standards in the sections referenced above, the following language would need to be included:

The following design standards apply to new construction, substantial repair or rehabilitation meant to remedy damage or deterioration of the exterior façade of an existing structure, or additions to an existing structure in the (district citation) . Review for compliance with these design standards is conducted by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission. The Design Review Commission may modify any of these design standards for a development under review, including a determination that including a determination that a design standard may be waived in its entirety.

ARTICLE 8 USE STANDARDS

Dwelling use standards

Use standards for dwellings will need to be reorganized with language as cited above for district design standards to be added as well:

K. Dwelling - Multi-Family or Townhouse

1. Siting Standards

Siting standards may only be modified by a variance.

- a. There must be a minimum separation of 15 feet between exterior sidewalls of townhouse and multi-family developments. Where the front or rear wall of a building faces the front or rear wall of another building in the development, the minimum required separation between such buildings must be 30 feet. Driveways and parking areas, and site features like patios may be located within this minimum separation area.
- b. All multi-family developments must provide at least 100 square feet of useable on-site open space per dwelling unit. This open space may be either private open space for the dwelling unit or common open space for the use of residents. Such open space must meet the following requirements:
 - i. Required open space must have a minimum dimension of at least seven feet on any side.
 - ii. Required open space must be located outdoors and designed for outdoor living, recreation, or landscaping, including areas located on the ground and areas on decks, balconies, galleries, porches, or roofs.
 - iii. The required open space area is not required to be contiguous, but each open space area, whether common or private, must comply with minimum dimensional standards. Common open space areas must be accessible to all residents of the subject development.
 - iv. When located at ground level, the required open space area must be substantially covered with grass, live groundcover, shrubs, plants, trees, or usable outdoor hardscape features or amenities, such as seating areas, patios, grills, or pools.
 - v. All required open space areas must be located and designed to take advantage of sunlight and other climatic advantages of the site.

***Please note that additional standards are proposed for multi-family open space design.
This is presented in a separate memorandum.***

2. Design Standards

Review for compliance with these design standards is conducted by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission. The Design Review Commission may modify any of these design standards for a development under review, including a determination that a design standard may be waived in its entirety.

- a. Façades must be designed with consistent materials and treatments that wrap around all façades. There must be a unifying architectural theme for the entire multi-family or townhouse development or three-family dwelling, utilizing a common vocabulary of architectural forms, elements, materials, or colors in the entire structure.
- b. Building facades must include windows, projected or recessed entrances, overhangs, and other architectural features. Three-dimensional elements, such as balconies and bay windows, are encouraged to provide dimensional elements on a façade.
- c. The following building materials are prohibited on any façade.
 - i. The following building materials are prohibited on any part of any façade:
 - (A) Plain concrete block
 - (B) Plastic

i. The following building materials are prohibited as a primary surface finish material on any façade but may be used as decorative or detail elements for up to 20% of the façade:

- (A) Corrugated metal
- (B) Aluminum, steel or other metal sidings
- (C) Exposed aggregate (rough finish) concrete wall panels
- (D) T-111 composite plywood siding
- (E) Vinyl
- (F) Exterior insulating finish systems (EIFS)

L. Dwelling - Single-Family

All standards for single-family may only be modified by a variance.

1. Front-loaded attached garages are limited to 40% of the width of the front building line or 28 feet, whichever is greater. Garage width is measure between garage doors; in the case of garages designed with multiple garage doors the distance is measure between the edge of the outmost doors.
2. Buildings constructed on a concrete slab must be elevated a minimum of one foot from finished grade.
3. A dwelling must have a primary entrance from the façade facing the street. The front entry must be a dominant feature on the front elevation of a home and an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front façade.
4. Windows, entrances, porches, or other architectural features on habitable structures are required on all street-facing facades to avoid the appearance of blank walls. This requirement does not apply to garage facades.
5. Concrete block foundations on a single-family home must be covered with a permanent durable material, such as brick, stone, or split face block.
6. The use of asphalt shingles as roofing material is limited to architectural type shingles.

M. Dwelling - Two-Family or Three-Family

1. Siting Standards

Siting standards may only be modified by a variance.

- a. Front-loaded attached garages are limited to 40% of the width of the front building line or 28 feet, whichever is greater. Garage width is measure between garage doors; in the case of garages designed with multiple garage doors the distance is measure between the edge of the outmost doors.
- b. Buildings constructed on a concrete slab must be elevated a minimum of one foot from finished grade.
- c. A dwelling must have a primary entrance from the façade facing the street. The front entry must be a dominant feature on the front elevation of a home and an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front façade.

2. Design Standards

Review for compliance with these design standards is conducted by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission. The Design Review Commission may modify any of these design standards for a development under review, including a determination that a design standard is not applicable in such development.

- a. Windows, entrances, porches, or other architectural features on habitable structures are required on all street-facing facades to avoid the appearance of blank walls. This requirement does not apply to garage facades.
- b. Concrete block foundations on a single-family home must be covered with a permanent durable material, such as brick, stone, or split face block.
- c. The use of asphalt shingles as roofing material is limited to architectural type shingles.

VARIOUS ARTICLES

Incorporation of Additional Design Standards

The applicable design standards with the Design Review Guidelines adopted July 9, 2013 would be incorporated into the various design standards in the UDC for non-residential and multi-family development. In many cases similar standards are already in place in the draft UDC, therefore many would be eliminated to prevent redundancies. The following table provides a general overview of how the design standards would be included (these come from Sections 2 through 5 of the existing adopted guidelines).

Design Review Guidelines Section	Action (UDO Article 18)
Section 2.	
<i>Section 2.1. Preferred Community Character</i>	Eliminated – not regulatory language and already part of Comprehensive Plan
<i>Section 2.2. General Building Design Guidelines</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 2.3. Compatibility with Surroundings</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 2.4. Building Heights</i>	Eliminated – part of district standards
<i>Section 2.5. Adapting Prototypical Designs to Particular Sites</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 2.6. Massing, Facades, and Roof Line</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 2.7. Relationship to Streets</i>	Only those standards not already included or in conflict with current UDO design standards
Section 3. Landscaping and Screening	Eliminated – landscape and screening is addressed extensively in the UDO
Section 4. Site Design and Site Elements	
<i>Section 4.1. Site Design</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 4.2. Site Elements</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 4.3. Garbage Collection Areas</i>	Eliminated – refuse screening is addressed in the UDO
<i>Section 4.4. Gas, Electric Meters and Transformer Locations</i>	Only those standards not already included or in conflict with current UDO design standards
<i>Section 4.5. Mechanical Units, Vents, Plumbing, Heating</i>	Eliminated – mechanical screening is addressed in the UDO
<i>Section 4.5. Signage</i>	Eliminated – signs are addressed extensively in the UDO
Section 5. Rehabilitation & Improvements to Existing Sites	Eliminated – addressed extensively in the UDO

ARTICLE 13 ZONING APPROVALS

Ordinance Text Amendment

Like subdivision, it will need to be cited that amendments to design guidelines are approved by the Planning Commission.

13.2 Amendments

C. Authority

1. The Board of Mayor and Aldermen, after receiving a recommendation from the Planning Commission, will take formal action on requests for zoning text or zoning map amendments unless restricted by this section.
2. Amendments to the subdivision regulations of Article 15, 16, and 17 are reviewed and approved by the Planning Commission.
3. Amendments to the design guidelines of Article 18 are reviewed and approved by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission.

ARTICLE 13.4 Variance

Authority for Variances

Like subdivision, it will need to be cited that variances to design guidelines are approved by the Design Review Commission.

13.4 Variance

C. Authority

1. The Board of Zoning Appeals will take formal action on variances from the zoning regulations, unless restricted by this section.
2. Variances to the subdivision regulations of Article 15, 16, and 17 are reviewed and approved by the Planning Commission per Article 17.
3. Modifications or waivers to design standards as indicated in the district standards are reviewed and approved by the Design Review Commission, or the Planning Commission if the City has designated the Planning Commission the role of Design Review Commission.

ARTICLE 18 DESIGN GUIDELINES

New Article

A new article – Article 18 – would be created that includes all the introductory and administrative language for the design review guidelines and the Design Review Commission. These come from Section 1 of the current Design Review Guidelines adopted July 9, 2013

(The current Article 18, Enforcement, would be re-numbered as Article 19.)