

# *City of Gray*

## Design Guidelines

Adopted March 17, 2016

**CITY OF GRAY**  
**DESIGN GUIDELINES MANUAL**  
**DOWNTOWN DESIGN OVERLAY DISTRICT *and***  
**CORRIDOR DESIGN OVERLAY DISTRICT**

<b>1. Purpose &amp; Intent .....</b>	<b>2</b>
<b>2. Objectives.....</b>	<b>2</b>
<b>3. Applicability.....</b>	<b>3</b>
<b>4. Design Review Process .....</b>	<b>4</b>
<b>5. Design Guidelines .....</b>	<b>10</b>
a. General Requirements .....	10
b. Downtown Design Overlay District .....	10
c. Corridor Design Overlay District .....	24
d. Relocation and Demolition .....	26

**Appendices**

- A: Glossary
- B: Secretary of the Interiors Standards for Historic Preservation
- C: Design Overlay District Ordinance as passed

**1. Purpose and Intent**

The City of Gray Design Guidelines Manual is intended to be a helpful design resource representing community expectations for new construction, additions, renovations, and rehabilitation of existing buildings within downtown Gray and along the gateway entrance corridors into downtown Gray.

The **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** have been implemented to help create a sense of place for the City of Gray. These districts will help to protect and enhance the downtown area and entrance corridors leading into downtown. The development in the **DDO** and **CDO** districts affect Gray’s small town character, its traditional development pattern, and its cultural heritage and tourism economy. By creating and using design standards, the City of Gray is able to guide development that promotes a safe, pedestrian-oriented community, creates mixed use, humanly scaled buildings, and reflects Gray’s heritage.

Often conventional development patterns produce linear development, asphalt wastelands, harsh and glaring light levels, and a proliferation of billboards and other distracting signage and visual clutter. Inadequately planned and regulated strip development has also spawned traffic congestion, competing signage and incompatible architecture. The primary goal of the overlay

zoning ordinance and this Design Manual is to protect and improve the character of these gateways and corridors while directing future development that promotes safety, walkability, visual attractiveness and directional wayfinding in a manner that complements Gray's ambiance and historic character and orientation.

This Manual is both a policy and regulatory document that outlines a vision for downtown and entrance corridors through addressing basic aspects of urban design. The use of this manual for future development projects is important to promote a community environment that stimulates new investment and enhances the existing environment. The following guidelines do not prevent property owners from making changes to their properties. Instead, they ensure that any changes made enhance the historic, small town character of Gray. These historic and aesthetic qualities are enjoyed by all members of the community, and they help make the City of Gray a special place to live, work, and visit.

## 2. Objectives

The properties within the **Downtown Design Overlay District (DDO)** are primarily one-story commercial buildings, with one and two-story residential homes primarily located around the perimeter of the district. The properties within the **Corridor Design Overlay District (CDO)** are primarily one-story commercial buildings. The overall purpose and intent of both districts is to permit the development of land in a manner consistent with a traditional, pedestrian-oriented, small-town feel. The regulations for both the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** are intended to implement the following objectives:

2.1 Promote Redevelopment. To provide for and promote the rehabilitation, revitalization and redevelopment of vacant and underutilized properties in the districts.

2.2 Promote development of vacant parcels in keeping with the vision of the corridor. To provide for and promote the development of vacant properties within the districts in a manner and style consistent with the regulations set forth in the City of Gray Design Guideline Manual.

2.3 Improve Streetscapes. To implement various recommendations in plan, programs, studies, and strategies of the city, for aesthetic improvement of the overlay districts. In order to improve the streetscape, additional provisions for private property improvements are required.

2.4 Promote specific designs. To encourage development and redevelopment to occur in a manner consistent with the community's expectations for superior design and development characteristics that promotes quality of place. Such explanations include:

- a. Human-scale development and pedestrian-friendly places, including generally, the principles of neo-traditional development.
- b. Development that is sensitive to and that extends design principles characteristic of the city's historic characteristics.

- c. New non-residential development using design principles consistent with the late 19<sup>th</sup> and early 20<sup>th</sup> century architectural style in order to recreate the original small town feel of the commercial business district by using “commercial block” patterns with common sidewalks, building fronts abutting the sidewalk and on-street parking.
- d. Breaking up “super-blocks” (large parcel development patterns) and optimizing connectivity.
- e. Installing small public gathering places and pocket parks in redeveloped areas.
- f. Ensuring quality construction that will avoid construction of buildings with limited life spans.

### 3. **Applicability**

3.1 The **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** were officially established as Section 87 in the City of Gray Zoning Ordinance on March 7, 2016.

3.2 The **Downtown Design Overlay District (DDO)** encompasses the land area known as the Gray Downtown District, roughly defined as bounded by Washburn Drive, Pinewood Drive, Forrest Street, and Martin Luther King Blvd as shown on the Official Zoning Map for the City of Gray.

3.3 The **Corridor Design Overlay District (CDO)** is created to preserve and protect corridors along arterial streets or roadways designated as corridors found by City Council to be significant routes of travel as shown on the Official Zoning Map for the City of Gray.

3.3.1 Within the **Corridor Design Overlay District (CDO)** property zoned R-1 (Single family Residential), R1A and R-2 and recognized as a lot-of- record at the time of adoption of the legislation are exempted until the property is rezoned or there is a change in the use of the property.

3.4 The existing zoning map and underlying zoning regulations governing all properties within the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** shall remain in full force and effect. The regulations contained within this chapter shall be overlaid upon, and shall be imposed in addition to said zoning regulations.

3.5 Except where it is otherwise explicitly provided, whenever the following overlay regulations are at variance with said existing underlying zoning regulations, the overlay guidelines shall take precedence.

### 4. **Design Review Process**

Design Review is the process by which the Design Review Commission (DRC) approves major changes that are planned for properties located within the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** and issues a Certificate of Design Review which

allows the proposed changes to take place. The guidelines in this Manual apply to new construction, additions, renovations and rehabilitations to existing buildings within both districts. Both minor and extensive projects must be reviewed and approved prior to beginning work. The design review process is often triggered by a building permit application; however, building permits cannot be issued until design review is complete. Although some types of work projects, such as installation of a walkway or a fence, may not require a building permit, design review is still required. Property owners, as well as the DRC, shall follow the consistent design review procedures described in the following sections.

**Design Review Commission.** The Design Review Commission (DRC) is appointed by the Gray City Council to facilitate development and redevelopment by encouraging compatible design within downtown and along the entrance corridors that enhance existing public and private investment as outlined in Section 87.9 of the City of Gray Zoning Ordinance.

DRC members will use the Design Manual guidelines to evaluate the project and may consider other merits of the project. After reviewing a proposed project, the DRC will take a vote, with the majority ruling on the project. No building permit shall be issued by the City of Gray for any project within the DDO or CDO without a Certificate of Design Review.

**Approval Required and Certification of Design Review.** Within the DDO and CDO districts, no material change in appearance shall be made and/or no building permit shall be issued unless a Certificate of Design Review has been approved by the Design Review Commission (DRC). Such material changes shall conform to all the requirements specified in this Manual.

There is a five-step process that property owners should follow for considering and obtaining a Certificate of Design Review.

**STEP 1: Routine Maintenance that does not require a Certificate of Design Review.**

There are certain types of routine maintenance activities that property owners can carry out without obtaining a Certificate of Design Review. These activities are fairly narrow in scope, however, and depending on the extent of the maintenance effort, they could require design review.

Property owners should call the Planning and Zoning Office prior to initiating any routine maintenance on their property in order to obtain verbal administrative approval. A simple phone call can save a property owner both time and money during maintenance projects.

The following is a list of routine maintenance items that do not require a Certificate of Design Review:

- Painting of original wood siding (weatherboard, drop/novelty siding), except in the case of a radical change of color. NOTE: Routine maintenance does not include the painting of historically unpainted masonry.
- Demolition or removal of a non-historic or non-original addition to a building as long as the demolition will not have a negative impact on the original or historic portion of the building.

- Demolition or removal of a non-historic outbuilding or an outbuilding not original to the site.
- Small scale projects that involve the in-kind repair or replacement of deteriorated architectural features or exterior finishes.
- Repair or replacement in-kind of a water-damaged fascia board on a cornice. However, if all of the fascia boards on a house need replacement, it is necessary to obtain a Certificate of Design Review. Refer questions of this type to Authority staff.
- Replacement of a broken window pane, as long as the original window frame and muntins are undisturbed.

### **STEP 2: Determining if a Certificate of Design Review is required**

A Certificate of Design Review is required before a building permit can be issued for any material change in appearance to property within the DDO. A material change in appearance is defined as a change that will affect the exterior architectural or environmental features of a property, or any building, structure, site, object, landscape feature, or work-of-art within the DDO or CDO.

The development related tasks below is a non-inclusive list of items that require approval from the Design Review Commission (DRC). Please contact the Planning and Zoning Staff with any questions about approval or upcoming projects prior to initiating any work on a project within the DDO or CDO.

1. Commencement of excavation for construction purposes
2. Exterior additions visible from public rights-of-way
3. Construction of new buildings
4. New or expanded parking areas/lots
5. New sidewalk construction
6. Changes to windows, doors or existing storefronts
7. Removal or alteration of any architectural features, details, or elements
8. New signs or a change in the location of advertising visible from the public right-of-way
9. New fences and retaining walls
10. Painting unpainted masonry
11. Addition/change of exterior lighting
12. Renovations consisting of removal and replacement or the covering of existing materials with new materials
13. Demolition or relocation of a building
14. Work requiring a building permit
15. Roof replacement

Application for a building permit will trigger the design review process; however, projects that do not require a building permit may still require a design review.

Interior modifications and routine maintenance and repairs are not reviewed by the Authority and do not require a Certificate of Design Review. However, interior modifications may exempt property owners from tax credits.

Prior to the preparation of detailed specifications and plans, a property owner can request a meeting with the Authority to review the standards of appropriateness of design that will be required for the planned project.

**STEP 3: Application Requirements. (Submitting an application for a Certificate of Design Review)**

Applications are to be submitted to the Planning and Zoning Office. Applications are to be accompanied by scaled drawings, specifications, site plans or layouts, and photographs that illustrate existing conditions and adequately illustrate proposed plans. Applications involving demolition or relocation require a post-demolition or relocation plan for the site, and additional documentation as specified in the Certificate of Design Review application. The following requirements shall be met by all Certificate of Design Review Applications:

- 1. Elevation drawings and material samples.** Every application or review involving the construction of a new building or structure and alterations and/or additions to existing structures shall be accompanied by exterior elevation drawings drawn to scale and signed by an architect, engineer or other appropriate professional and submitted in sufficient number of copies as required by the Zoning Administrator. Said exterior elevation drawings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed change(s) to buildings or structures and new construction, as applicable. Each application shall also indicate proposed materials, textures and colors and provide samples of materials.
- 2. Photographs.** All applications shall be accompanied by photographs of all sides of the existing building(s) or structure(s) affected, and of adjoining properties. Photographs shall be submitted in printed copy and in digital form unless otherwise specified by the Zoning Administrator.
- 3. Site and Landscaping Plan.** For every application, a plot plan or site plan drawn to scale shall be submitted, which shows all improvements affecting appearances, such as walls, walks, terraces, plantings, tree protection areas, accessory buildings, signs, lights, and other elements.
- 4. Fee.** A fee, as may be established and if required by the Mayor and City Council, shall be submitted for said application.
- 5. Additional Information.** Any additional information, as may reasonably be required by the Zoning Administrator, shall be submitted with the application.

**STEP 4: Design Review Commission Application Review.** When reviewing applications for alteration, new construction, relocation, or demolition, the Design Review Board shall consider the criteria set forth in **Section 6** of this Manual. Refer to the following section for information on the process used by the Authority in reviewing certificates of appropriateness.

**STEP 5: Action by the Design Review Commission.**

A decision by the Design Review Commission (DRC) on a design review application shall be made within sixty (60) days from the date a complete application is received. Failure of the Commission to act within this time period shall constitute approval and no other evidence is needed.

The DRC shall approve the application and direct the Zoning Administrator to issue a Certificate of Design Review if it finds that the proposed material change in appearance would not have a substantial adverse effect on the aesthetic or architectural significance and value of adjacent and nearby properties, and if the board finds the application is consistent with the criteria for judging applications for design review and approval as established in this Manual. The Board may deny an application for a design review and approval when in the opinion of the board such proposed change would be detrimental to the character of the area. In the event the Board rejects an application, it shall state its reasons for doing so and shall transmit a record of such action and the reasons for rejection, in writing, to the applicant. The Board may suggest alternative courses of action it thinks proper and conditionally approve the application if the applicant agrees to the conditions, or the Board may disapprove the application submitted. The applicant, if he or she so desires to do so, may make modifications to the plans and may resubmit the application at any time after doing so. The denial of an application for a design review and approval shall be binding on the Zoning Administrator and, in such a case of denial, no building permit shall be issued.

**Application Approved – Certificate of Design Review Issued**

If an application is approved, the DRC will issue a Certificate of Design Review to the applicant for the proposed work on the property. The DRC has the responsibility to follow up with the applicant after the work has been completed to ensure compliance with the Certificate of Design Review.

**Application Denied – Certificate of Design Review Not Issued**

The DRC shall deny a Certificate of Design Review if it finds the material change in appearance would have a substantial adverse effect on the DDO district. If an application is denied, the DRC will notify the applicant, in writing, of its decision and state the reason(s) for the denial. The DRC may suggest modifications or alternatives to the proposed alternation or new construction. The applicant may make modifications to the plans and resubmit a new or revised application for consideration by the DRC. The denial by the DRC shall be binding upon the Planning and Zoning Officer and no building permit shall be issued.

**Appeals.** Any person adversely affected by any determination made by the Design Review Commission relative to the issuance or denial of a certificate of design review and approval may appeal such determination to the Mayor and City Council as specified in Section 87.9.13 of the City of Gray Zoning Ordinance.

**5. Design Standards****A. General Requirements for all districts**



### **1. Applicability**

Unless the context clearly indicates otherwise, as specifically provided in this Manual, the development requirements and guidelines are intended to apply to all land uses except for detached, single-family dwellings. New construction and additions, including the construction of any free-standing building or structure on any lot, or new construction that utilizes existing party walls, or any addition to existing buildings or structures, shall be accomplished as outlined in this Manual.

### **2. Interpretation**

When the term “shall” is used, that provision is a regulation and must be followed. When the terms “should” and “are encouraged” are used, that provision is a guideline and not mandatory. However, significant or successive departure from a guideline shall be due cause for disapproval of development plan approval.

### **3. Compatibility**

- The site plan, building design, and landscaping of new development should achieve high quality and appearance which will enhance and be compatible with the character of the surrounding area.

- The scale, mass, volume, and style of any new construction or addition shall be compatible with existing buildings or structures.
- Site planning and design of projects proposed adjacent to dissimilar land uses should carefully address the potential undesirable impacts on existing uses. These impacts may include traffic, parking, circulation and safety issues, light and glare, noise, odors, dust control and security concerns.



Figure 1: Charrette drawing of Gray's ambulance building with pitched roof and styles that match existing buildings or structures in the district of similar period and style.

#### 4. Site Planning

##### *General Criteria for Conceptual Planning*

- Creative site planning alternatives, such as cluster development, reclamation, mixed-use enterprises, planned centers, and open space zoning, should be utilized to offer alternatives to linear strip development, particularly in the CDO District.
- Significant cultural, historic, natural, and scenic features should be identified for preservation during the site planning process.
- Appropriate building orientation and setback are integral aspects of site planning, and should also be incorporated during architectural design. Architectural design should not be developed independent of context. Buildings should be integrated with, not isolated from, their surroundings. All design elements, including without limitation, buildings and appurtenances, landscape design and vegetation, parking, driveways, walkways, signage and

lighting, should be coordinated to create a continuous and harmonious streetscape. Where possible, building appurtenances should be shared.

- New structures should generally be rectilinear forms. Post-modern, mall-like towers are inappropriate.
- Landscape design shall be an integral component. Retention of existing vegetation is encouraged. Adequate provision for new landscaping areas at the frontage, along the property perimeters, and within pavement areas is essential. Landscape plans should utilize preferred plant materials, establish planting sizes, and include irrigation and screened utilities.

#### **5. Design for Pedestrians.**

Pedestrian circulation should take precedence over vehicular circulation. Where pedestrian circulation crosses vehicular routes, a change in grade, materials, textures or colors should be provided to emphasize the conflict point and improve its visibility and safety. Accent strips of brick or textured paving may also be appropriate for defining pedestrian walkways.

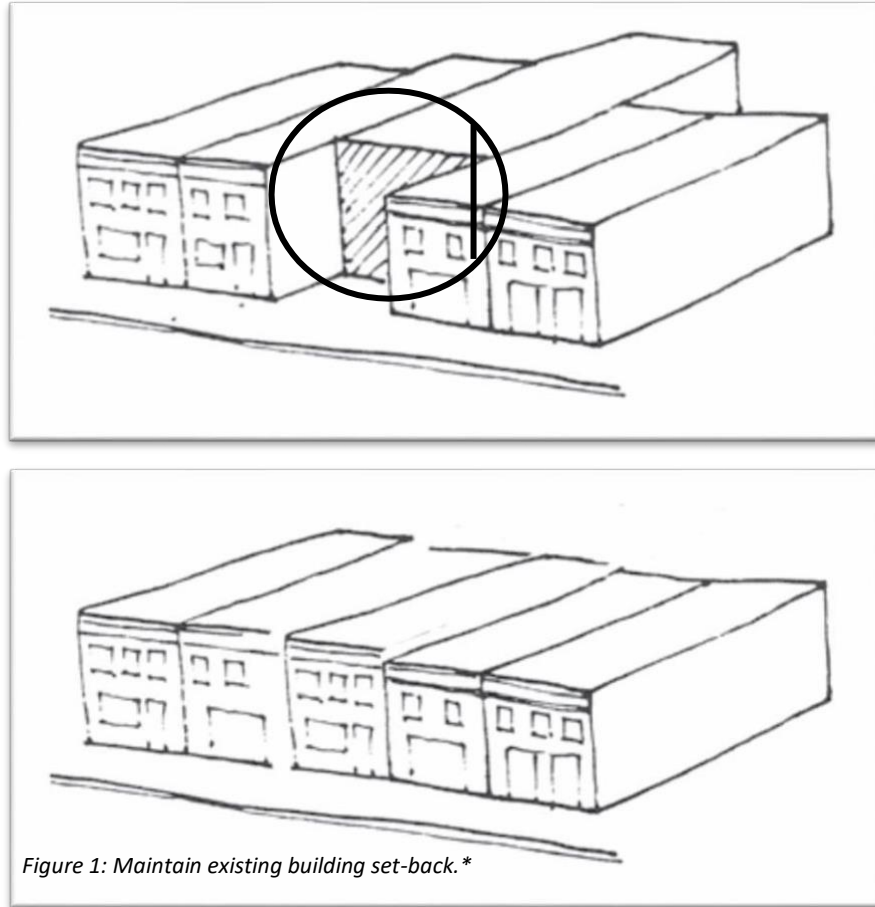
### **B. Downtown Design Overlay District Guidelines**

In addition to the requirements of Section A of the General Guidelines which apply to both the Downtown Design Overlay District and the corridor Design Overlay District, the following guidelines apply to the **Downtown Design Overlay District (DDO)**, which is bounded approximately by Washburn Drive, Pinewood Drive, Forrest Street, and Martin Luther King Boulevard.

#### **1. Building Setback**

Historic commercial and institutional properties have very defined setbacks and few properties deviate from this established façade line. Properties that deviate detract from the streetscape. New construction and redevelopment shall closely adhere to the façade line as established by existing development.

- Construct new buildings in order to reinforce the traditional plane of building walls along the street. Traditionally designed commercial infill buildings typically have a limited setback and attach or are very close to adjacent structures.
- Relate setback and spacing of any new construction to the character of the surrounding historic buildings. Keep setbacks consistent with the setbacks of a majority of the historic buildings on the block and across the street to maintain and continue the traditional development patterns in downtown.
- For transitional sites located between two distinctive areas of setback, the setback should defer to the historic structure and/or follow the more traditional design of commercial infill buildings.
- Consideration shall be given to historic precedence for previous site configuration. In as much as out buildings such as garages and storage buildings are historically set upon the lot line in the District, these guidelines shall consider this configuration to be proper for new additions, alterations, infill and new infill construction.



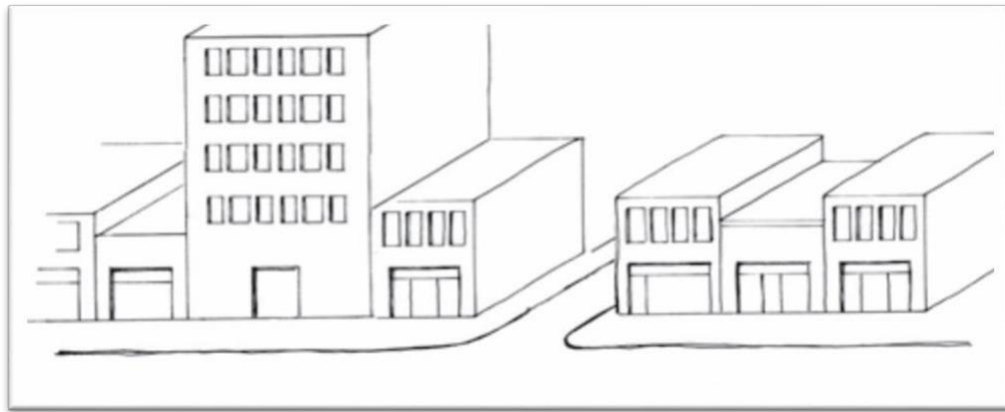
## 2. Building Orientation

- The main entrances of all principal structures shall front on the street, with the main entrance accessible from the public sidewalk. If due to site constraints, it is determined that new construction must be oriented so that the primary facade does not face the street, then the secondary elevation facing the street must be designed with form, composition, and details consistent with and appropriate to the primary façade.
- If a new building is to be constructed on a corner lot, the building should be designed so that architectural emphasis is placed on two elevations; either hierarchically, with emphasis on the facade oriented toward the major street; or equally, with both elevations treated as primary facades.
- In instances of the use of an access road, the DRC may consider alternative orientation proposals for buildings not visible from the public right-of-way.

## 3. Height, Scale and Massing

In the DDO, there is a mix of historic buildings and recent construction and the scale of the new building should relate to the scale of the historic buildings.

- One-story buildings are typical in most corridor areas, and these are preferred. The scale of the structure should be proportional to setback.
- Reinforce the human scale by including appropriate decorative and functional elements that reinforce the character of the district/neighborhood such as storefronts on traditionally commercial building forms and porches on traditionally residential building form.
- In general, use massing that relates to that of existing historic building types on the street.
- A building's proportions will be compared to other buildings in the vicinity, and with the size of the lot. If a proposed building is over 10,000 square feet (sf), or has a façade greater than 100 feet in length, then setbacks, fenestration, and other techniques shall be used to minimize the visual impact of the building.



*Figure 2: Traditionally designed commercial infill has a limited setback, typically beginning at the sidewalk and attach or are very close to existing structures. \**

#### **4. Additions to Existing Buildings**

##### *Location and Orientation*

- Locate the addition on the rear or side elevations, not on the front of the structure.
- Maintain the original orientation of the structure. If the primary entrance is located on the street façade, it should remain in that location.
- Differentiate between the addition and the existing building by using different wall planes, rooflines or cornice levels. *Size*
- Limit the size of the addition so that it does not visually overpower the existing building.

### *Roofline and Roof Pitch*

- Rooflines for additions to the existing buildings should be compatible in pitch and form with the original roof and the style of the building.
- Rooflines for new additions should be secondary to those the existing structure.

### *Design*

- Design new additions so that they do not destroy historic materials or character-defining features.
- Design a new addition to be compatible with and respectful of the existing building. The new work should be differentiated from the old and should be compatible with its massing, size, scale and architectural features to protect the historic integrity of the property and DDO.

## **5. Roofs**

Within the DDO, the traditional commercial businesses generally have traditional parapet, low slope shed roofs. Parapet roof forms are preferred, as large expanses of flat roofs should not be visible, and coverage of large expanses of roof with gable or hip forms makes the roof too prominent and out of character with existing development.

- New construction should strive to relate to the majority of the roofs of buildings within the block.
- Integrate any rooftop-mounted equipment into the overall design of a new building, and screen on all sides in a manner consistent with the design of the rest of the building.
- For existing buildings, any changes in roof shape should not be visible. All decorative roof features should be preserved and primary chimneys should be repaired or rebuilt, not removed.
- Skylights should not draw attention or detract from the historic roof features, nor should they interrupt the overall lines of the historic roof shape. Skylights should be located on the rear façade, away from public view. The number and shape of skylights should be sensitive to the existing roof. Bubble-type skylights are usually inappropriate unless concealed.
- Roof materials and colors must be visually compatible and complement the style and period of the structure. Both metal roofing and asphalt shingles are acceptable.

## **6. Doors and Windows**

To avoid box-like buildings, windows, doors and other features are important to obtain the traditional solid to void ratio.

- For existing buildings, all historic windows shall be maintained and preserved. Repair damaged portions of historic windows rather than replacing them in total.
- The overall relationship of the ratio of solids (walls) to voids (windows and doors), size, width, height, proportion, location, and number of doors and windows on the exterior building facades shall be visually compatible with those of the adjacent structures.

Commercial storefronts will often have more horizontal elements and a higher ratio of window-to-wall than the upper stories of the same building.

- The ground floor façade must be transparent between the height of three (3) feet and eight (8) feet above the walkway grade for no less than sixty percent (60%) of the horizontal length of the building facade.
- Use windows with true divided lights or interior and exterior fixed mutins with internal pacers to reference traditional designs. The profile and dimensions of the mutins should be proportional to the size and design of the windows.
- Avoid designing false windows in new construction.
- Do not use mirrored glass on major facades of the building.

- Alternative window materials including metal, may be determined to be appropriate if they are designed to fit the style of the building and convey a traditional appearance consistent with the surrounding historic structures; or if the building was originally constructed to be metal.



- Storm doors and storm windows shall be permitted so long as they do not damage or conceal significant features and are visually compatible in size, style, and color with the structure and adjacent structures.

*Figure 3: Inappropriate treatment of a historic storefront, including the vinyl siding, residential style entry doors, and residential style windows with shutters.\**

\* Metal storm doors and storm windows shall have a factory painted finish or shall be painted to match the window color. Aluminum or bronze anodized finishes are not recommended.

## 7. Building Façades and Materials

Exterior building façade materials in the District generally are wood siding and brick masonry. Brick is the preferred exterior finish material. Materials having a wood siding appearance, such as hardieboard and hardieplank, are compatible substitutions provided that the proposed reveal is similar to that of existing historic examples. Stucco is acceptable in limited areas (e.g. parapets).

The following exterior finishes are not permitted within the DDO:

- Exposed plywood or OSB.
- Exposed unfinished foundation walls
- Glass curtain walls.
- Highly reflective, shiny or mirror-like materials
- Unplastered, exposed concrete masonry unit (CMU's)

- Metal finishes
- Aluminum and vinyl siding

#### *Existing Buildings*

- All exterior wood and brick façade materials shall be respected and shall not be changed or concealed by the introduction of a different material.
- When the existing façade materials have been introduced to the building at a later date and are not the original material type, then such materials may be removed so long as the resulting façade material is returned back to the original material type.
- Balconies and porches should not be added to the fronts of buildings which never had them.



#### *New Construction*

- When designing new storefronts or elements for storefronts, base designs on the configuration and materials of Gray's traditional storefronts.
- Facades greater than one hundred (100) feet in length must incorporate wall plane projections or recesses thereby creating bays, said bays forming a different plane by at least one (1) foot. No uninterrupted length of facade shall exceed one hundred (100) feet.
- The facade of a main building facing a public street shall feature at least one (1) public entrance. Where a main building faces more than two (2) public streets, an entrance for each side may be proposed.
- Facades that face public streets shall have arcades, display windows, entry areas, awnings, or other similar features along no less than sixty percent (60%) of their length.
- Where additional establishments will be located within or adjacent to the principal building, the solid-to-void criteria applies to each individual facade. All windows shall be recessed and shall include visually prominent framing features.
- Include doors in all storefronts. If a building has multiple storefronts, each should have its own door.
- All wood and masonry materials and their use must be compatible to the style and period of the building or structure and adjacent buildings or structures in all new construction.



- All new chimneys shall be of a style, proportion and material compatible with the period and style of the building and adjacent structures. Any new construction or additions shall not conceal or destroy existing chimneys.
- Materials, structural and decorative elements, and the manner in which they are used, applied, or joined together, must be typical of the style and period of the existing structure or, in the case of new additions, alterations, and new construction, shall be compatible with other structures on the block face.
- In transitional areas between the DDO and CDO, where the construction of two-story buildings may be appropriate, employ the traditional organization of the three-part commercial façade which is composed of a storefront, upper façade and cornice.



## 8. Ornamentation

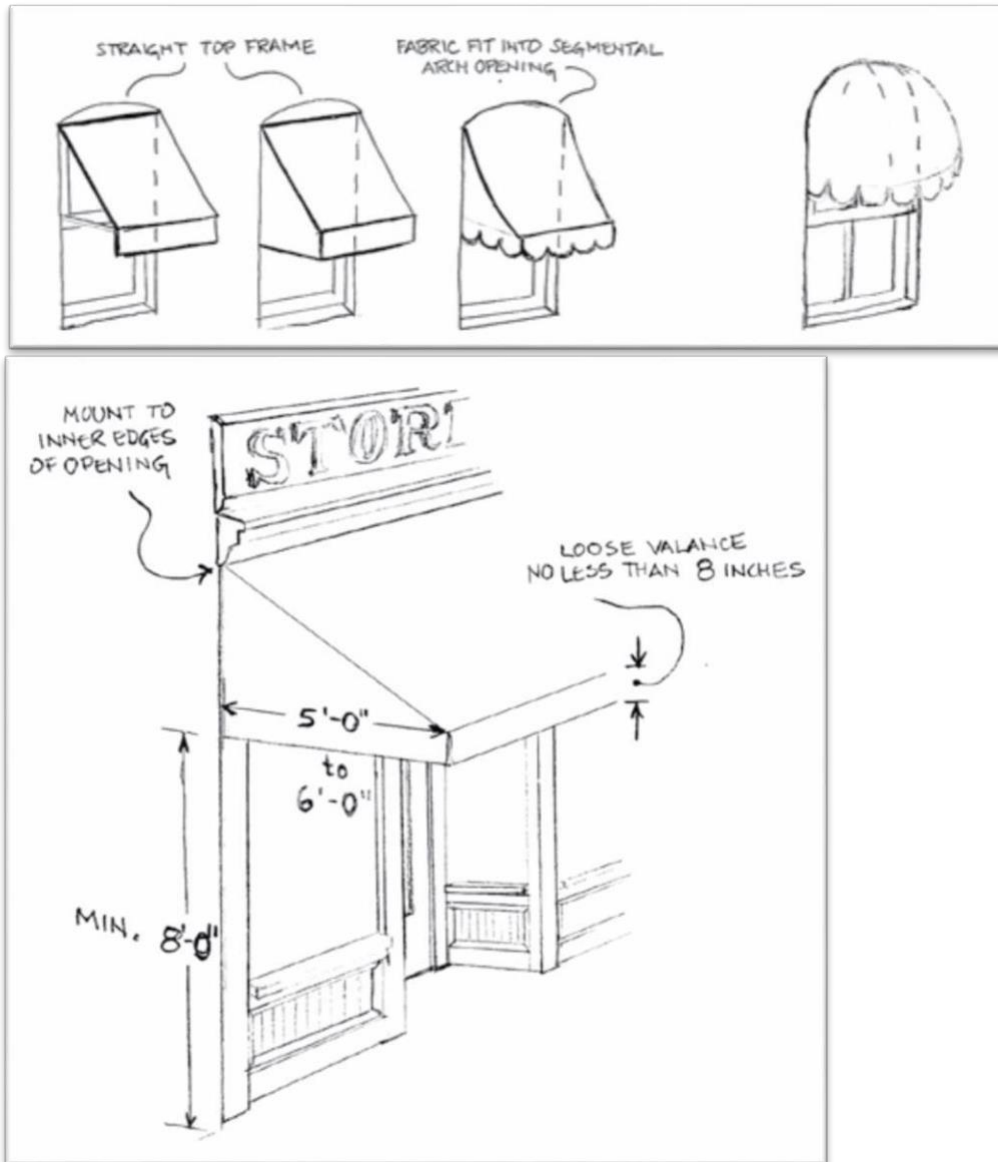
The buildings in the DDO have few decorative architectural details.

- Detailing found on local buildings should serve as a model for new design elements, including but not limited to, decorative masonry work, accent masonry, brackets, knee braces, etc.
- Limited use of glass block, alternative masonry blocks, stucco, and synthetic stucco may be considered for the creation of building details.

## 9. Awnings

- The shape, size, and color of awnings shall be compatible with the structure and not conceal or damage any significant architectural details on the structure.
- An awning must fit the width and shape of any storefront or window opening that it covers. For instance, straight-sloped awnings work best on rectangular storefronts while curved awnings work well on arched openings.
- Use canvas or a canvas-like fabric for new awnings. Canvas is the traditional material for awnings.
- Unless historically appropriate, do not use metal, plastic, or shiny, plastic-like fabric awnings.
- No illumination of awnings is permitted.
- Awnings should not continue across two storefronts to join them as one business.

Figure 7: The awnings above are for upper story windows. A: Sideless shed, contemporary; B: traditional straight edge; C: scallop valances; D: half-dome, this shape is ONLY appropriate on true Roman arch openings.\*



*Figure 5: Illustration showing how to properly mount an awning on a traditionally designed storefront.\**

#### 10. Paint & Color

- Unpainted brick, stone, and other naturally unpainted materials shall not be painted.
- Paint color is not subject to review. The Design Review Commission is available to give guidance to any District resident or business in choosing appropriate paint colors. Appropriate colors are those that are complimentary to the style, period, and overall character of the DDO.

## **11. Fences**

- Security fences should be located at the rear of buildings or similar low visibility areas and shall be screened in accordance with Section 84.
- Privacy fences should be constructed of wood, limited in height, meet zoning/building codes and not be installed flush with building facades.
- For residential style buildings within the DDO, a fence in the front yard must meet all applicable city codes. Any fence must be architecturally compatible in terms of height, materials, color, texture and design with the style and period of the main structure on the lot and adjacent lots.
- Chain link fence material is not recommended for any property.

## **12. Accessory Buildings**

- Garages, storage buildings, and any other accessory structure shall be allowed in the rear yard to the extent permitted by the Gray Zoning Ordinance. These structures should reflect the character of the existing primary structure and adjacent structures, and shall be compatible in terms of scale, height, size, roof shape, materials, and detailing. The scale, height, size, roof shape, materials, detailing and location of such out buildings shall be sensitive to the character, site and environment of the adjacent structure when the rear yard is on a corner lot visible from public rights-of-way.

## **13. Utilities and Mechanical Equipment**

- All utilities and mechanical equipment (i.e. satellite dishes, HVAC equipment, trash receptacles) should be placed to the rear of the building and screened when in public view.
- Rooftop mechanical systems, utility meters and security lighting should be placed unobtrusively.
- Incompatible locations for utilities and mechanical equipment include: the front yard, on the front of a building, and in the side yard of a corner lot. Placement of equipment in or on these areas results in a negative visual impact on the DDO.

## **14. Outdoor Lighting**

Lighting practices include indirect lighting, which minimizes light pollution such as glare and light trespass. Carefully designed exterior lighting plans are required to provide the best balance between site safety, security, and appearance considerations. Restrained lighting patterns and fixture selection for commercial development will help prevent commercial lighting from adversely impacting residential properties. Lighting standards are generally applied and recommended by the Illuminating Engineers Society of North America.

- No flickering or flashing lights shall be permitted.
- Light sources shall not be located in buffer areas except on pedestrian walkways. Exterior lighting shall be of low intensity and shielded so that light will not spill out onto surrounding properties or project above the horizontal plane of building walls. All fixtures shall be full cut off.

- Warm lighting colors are encouraged, such as incandescent, halogen and metal halide, with color-corrected sodium as last choice. The blue-white colors of fluorescent and mercury vapor lamps are prohibited. Lamps emitting a color temperature in excess of 5,000 Kelvin are not allowed.
- A maximum light level of PL-0.2 foot candles measured at ground level is permitted. Light levels for entrances to developments may exceed PL- 0.2 foot candles for traffic safety only.
- Lighting fixtures shall be compatible with the architectural character of existing buildings and the proposed development.
- In the DDO there shall be no window outlining lighting, whether installed on the interior or exterior of the building.

#### **14.1 Exemptions**

Christmas lights may be displayed from November 1<sup>st</sup> through the following January 4<sup>th</sup> each year.

### **15. Landscaping**

Landscaping treatments should be used to enhance the pedestrian experience and aesthetic value of the property, complement architectural features, and/or screen utility and parking areas. Landscape planning shall be integrated with the overall planning concept for any project. The DRC shall evaluate landscape plans as to the relationship to the existing landscape. The DRC shall also considering landscapes on adjacent properties and public rights-of-way, and the existing and proposed building(s).

All landscaping shall conform to Section 84. The use of plants and planting materials native to Georgia is strongly encouraged. The Design Review Commission may waive requirements from Section 84 if they feel the proposed landscaping will better enhance the proposed project. In doing so, the following principles shall guide the DRC:

A. Complement the architecture of the building, providing the following desirable benefits:

- Accentuation of major entrances
- Definition of spaces and views
- Enhancement of property values
- Glare reduction
- Groundwater recharge
- Highlighting of architectural features
- Humidification
- Noise and dust abatement
- Oxygen regeneration
- Regulation of pedestrian traffic
- Shading

- Site beautification
  - Wildlife habitats, where appropriate
  - Wind buffering
  - Visual screening
  - Visual variety and interest
- B. **Size, Spacing and Scale.** Size and spacing of landscape elements shall be consistent with the size of the development, relate to any identifiable streetscape, and be appropriate to the scale and character of the proposed new structures.
- C. **Hardscape.** Landscape shading shall minimize large areas of unshaded pavement. Pavement materials shall be chosen for minimal reflected light and glare. The use of pervious materials is strongly encouraged to reduce surface water flows.
- D. **Safety.** Along streets and highways, plant materials must be selected and placed to avoid blocking sight lines at intersections and curb cuts. Along utility rights-of-way, planting shall not disrupt service or access to overhead or underground equipment and lines.
- E. **Maintenance.** Environmental and maintenance requirements of the plant materials selected. All irrigation systems shall be designed with no over-spray on pedestrian or vehicular travel ways.
- F. **Site Furniture.** Benches, fixed and moveable seating, with and without tables, low walls and fountains are encouraged landscape and street furniture. They add a variety of social opportunities, and provide pedestrians with natural places to pause and rest. Site furniture shall contain no advertising.

## **16. Paving Materials**

- All new sidewalks, driveways and parking lots shall be constructed to be compatible in texture, color, style and size with the main structure and existing paving on adjacent lots.

## **17. Signs**

Signage should be compatible with the DDO district's visual character. Historic signage shall be retained and preserved. Restraint in sign design can limit the clutter, confusion and potential hazard associated with sign competition, while protecting the quality of the landscape. In addition to the regulations set forth in Section 97, the following standards apply:

### *Placement*

- Locate signs in traditional locations.
- Mount signs in such a manner to minimize the impact on the building's exterior materials. Signs shall not obscure significant architectural features or details of a building,
- Attached signs shall be in scale with and proportional to the host building, and be aligned as much as possible with signs of adjacent properties.

- Freestanding signs shall be oriented perpendicular to traffic flow. Only one of the allowed signs noted below will be allowed per frontage. Corner lots may choose which traffic flow to address.
- No more than two (2) signs per commercial property are recommended.
- A horizontal sign shall not cover the tops of first-floor windows. Horizontal signs should not project more than twelve (12) inches from the surface of the building.

#### *Materials*

- Signs shall be wood, metal or a close facsimile, which may be painted or relief. Box cabinets, whether plastic, vinyl, or lexan are not permissible.

#### *Dimensions*

- Size of signs shall be in proportion to the architecture and scale of the building.
- Ground signs are permitted, provided that the sign area is no larger than six (6) feet in height by twelve (12) feet in width.

#### *Requirements for Permitted Signage*

- Wall mounted sign that shall be integrated into the architecture of the building along the fascia.
- Awning or canopy signage may be applied directly onto a canopy or awning.
- Hanging signs, which hang perpendicular to the building, are also allowed, as long as the sign has a minimum clearance of eight (8) feet above the sidewalk for public safety.
- Externally illuminated signs shall be lighted by a white, steady stationary light of reasonable intensity, shielded and directed solely at the sign, so as not to cause glare or spill light into the road right-of-way or up into the sky.
- Neon tubing shall not be physically connected to any exterior sign.
- All lighting elements such as wires, junction boxes, transformers, ballasts, switches and panel boxes shall be concealed from view.
- Display window signs shall not occupy more than twenty percent (20%) of the window area.
- When an existing sign is replaced, the new sign must be in compliance with these guidelines.
- One temporary sign per business is allowed provided each face of the sign may not exceed four (4) square feet and the sign may have no more than two (2) faces.
- One temporary banner per business is allowed provided the banner may not be displayed more than three (3) consecutive days per event and not to exceed twelve (12) events per year.

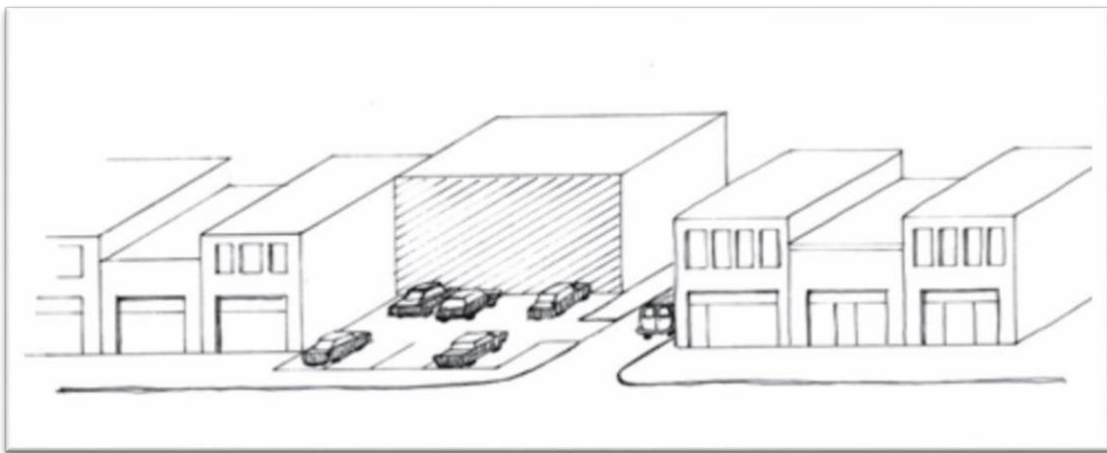
#### *Non-Permitted Signage*

- Pole signs are not allowed.
- Flashing, flickering or moving signs shall not be permitted.

- Exterior signs may not be internally illuminated.
- Neon light outlining of windows, doors, buildings or other use of neon shall not be permitted.
- Roof signs are not allowed.
- Temporary signs or banners will not be allowed

## 18. Parking

- Nonresidential uses. Off-street parking shall not be required for any nonresidential use, when it has been adequately demonstrated to the Board that a sufficient amount of off-street parking is available to serve the proposed use.
- Shared parking areas utilized by more than one (1) building or business are encouraged, to minimize large areas of pavement.
- Properties forming commercial blocks, where the building extends from side-lot-line to side-lot-line, may provide parking in the rear of the buildings, on the corner of such block or “pooled parking” at an adjacent public/private lot. The applicant shall show proposed “pooled” parking areas in their development plans before any such requests shall be approved.
- A large area of asphalt parking without landscaping, adjacent to the roadway, is not permitted. The required alternative is side or rear parking and interspersed landscaping amid front parking spaces.
- In addition to Section 62, the following standards apply:
  - Frontage pavement is to be limited, and screened by evergreen frontage vegetation.
  - Developments along pedestrian corridors are required to construct public sidewalks to be connected to any existing sidewalk.



- All parking lots containing five or more spaces that front a public street should be screened by an evergreen hedge, an earth berm, or brick masonry wall or combination

thereof. The hedge, berm, or wall must be no lower than two feet and no higher than four feet in height.

- Hedges, berms, and walls should not be closer than four feet to an entrance or exit serving the parking lot to permit safer vision of traffic as vehicles enter and leave.

#### *Off-Street Parking Design*

Off-street parking areas should be designed to minimize breaks in the pedestrian environment along the public street and create safe and comfortable passage for pedestrians. The following standards shall therefore be met:

- Parking lots shall be placed behind buildings; side of the building parking will only be permitted if the lot is too shallow to preclude parking in the rear. Off-street parking is not permitted in front of the primary building façade.
- Parking lots are to be treated as enclosed rooms for cars, with enclosure provided by tree and shrub plantings. For parking lots, landscaping shall be required at the perimeter.
- Landscaped islands shall be included within the parking lot every ten (10) spaces.
- Parking lots shall be designed to allow pedestrians to safely move from their vehicles to the building. Corridors within the parking area should channel pedestrians from the car to the perimeter of the lot or to the buildings.
- To maintain pedestrian comfort and calm the speed of entering traffic, driveways to parking areas should be no wider than twenty-four (24) feet.

### **19. Provisions for Specific Uses**

- 1. Drive-Through Facilities.** Drive-through facilities shall be located to the rear or side of the building.
- 2. Gas Station Pump Islands.** Gas station pump islands, if permitted, must be located behind the principal building and substantially obstructed (except as may be viewed through approved driveway entrances and exits) from view from the corridor.
- 3. Franchise and Trademark Architecture.** Those buildings which have a distinctive exterior appearance and are readily identifiable with a franchise or chain should be discouraged. If such buildings are used, they should be modified to relate to both the specific site and local building traditions, particularly regarding the building's siting, scale and construction materials.
  - To maintain the unique character of the District, buildings should not be branded using a corporate architectural style.
  - Franchise architecture (building design that is trademarked or identified with a particular restaurant/retail store chain or corporation and is generic in nature) is not permitted in the District.
  - Artificial themes that are unrelated to the City of Gray or that represent other objects are not appropriate. For example, buildings that look like Spanish missions, English Tudor or Polynesian villages, should be avoided.



### **C. Corridor Overlay District Guidelines**

In addition to the requirements of Section A of the General Guidelines which apply to both the Downtown Design Overlay District and the Corridor Design Overlay District the following guidelines shall apply to all non-residentially used or zoned parcels contiguous to the right-of-way of the following corridors within the Gray city limits, but shall not extend beyond five hundred (500) feet of each side of the corridor, within the Corridor Design Overlay District (CDO). If any part of the parcel is within the five hundred (500) foot buffer, then the entire parcel must conform. The corridors are defined as follows:

- a) Gray Highway / US 129 / Highway 11
- b) Monticello Highway / Highway 11
- c) Highway 22
- d) Highway 18
- e) Bill Conn Parkway
- f) Cumslo Road

#### **1. Façades**

- Facades greater than one hundred (100) feet in length must incorporate wall plane projections or recesses thereby creating bays; said bays should form a different plane by at least one (1) foot. No uninterrupted length of facade shall exceed one hundred (100) feet.
- The facade of a main building facing a public street shall feature at least one (1) public entrance. Where a main building faces more than two (2) public streets, an entrance for each side may be proposed.
- Facades that face public streets shall have arcades, display windows, entry areas, awnings, or other similar features along no less than sixty percent (60%) of their length.
- Where additional establishments will be located within or adjacent to the principal building, the solid-to-void criteria applies to each individual facade. All windows shall be recessed and shall include visually prominent framing features.
- Include doors in all storefronts. If a building has multiple storefronts, each should have its own door.
- Materials, structural and decorative elements, and the manner in which they are used, applied, or joined together, must be typical of the style and period of the existing structure or, in the case of new additions, alterations, and new construction, shall be compatible with other structures on the block face.
- Do not clad one or more sides in brick and the remaining elevations in clapboard or other siding.

#### **2. Materials: Buildings and Roofs**

- The use of masonry, such as brick or stone, are the most appropriate exterior finish materials for new buildings. No bare or unfinished concrete or smooth concrete block will be allowed. Appropriate finishes are brick, rock, or stucco.

- ~~Buildings with metal exterior finishes are not allowed within the CDO.~~ Metal siding is permitted, providing it does not exceed 20% per side of a structure. The type and location of metal to be used is subject to DRC approval.
- The use of mirrored glass on the major facades of buildings within the CDO is not allowed.
- The use of stucco as an exterior finish material is allowed but must be limited to sixty percent (60%) of the total building façade.
- Roof materials such as standing seam, stamped or pressed metal, or asphalt shingles are acceptable. All roofing materials shall be of dark tones.
- Fascia may be vinyl coated metal.

### **3. Paint and Color**

- Brick, stone, and other naturally unpainted materials shall not be painted.
- Paint color is not subject to review. The Design Review Commission is available to give guidance to any District resident or business in choosing appropriate paint colors. Appropriate colors are those that are complimentary to the style, period, and overall character of the CDO.

### **4. Signs**

- All signage shall comply with the regulations set forth in Section 97.

## **D. Relocation and Demolition Criteria**

### **Relocation Criteria**

Relocation of structures in the District shall be defined as moving a structure from one site to another, or moving a structure from outside the District into the District, or moving a structure outside of the District boundaries.

Relocation of a structure from its original site is akin to demolition of the building in its original context. Relocation should only be considered after it is determined that to remain in its original location would result in the structure's complete demolition. The relocation of a building from the DDO to a site outside the boundaries of the district is considered equal to demolition, because the structure is no longer subject to design review and protection of the DRC. Similarly, the relocation of a building from outside the boundaries of the DDO to a site within the district would be evaluated in accordance with the guidelines set forth in this manual.

A structure may be relocated into the District if it possesses similar architectural character in terms of period, style, height, scale, material, and texture, with existing structures on a block face.

A structure may be moved from one site to another in the District if:

- The integrity of location and setting of the building in its original location has been lost or is seriously threatened; and
- The new location will be similar in setting and site; and
- The structure will be compatible with the buildings adjacent to the new location in style, height, scale, materials and setback; and

- The relocation of the building will not result in a negative visual impact on the site and surrounding structures from which it will be removed.

### **Demolition Criteria**

Historic buildings are irreplaceable community assets and once they are gone, they are gone forever. As such, the demolition of a building that contributes historically or architecturally to the District shall be avoided.

Demolition of a building will **not** be allowed if:

- The building is of architectural or historical interest and value or its removal would be detrimental to the character of the District; or
- The building is of old, unusual, or uncommon design and materials, and it could not be reproduced without great difficulty and expense; or
- A proposed replacement would not make a positive visual contribution to the District, would disrupt the character of the District or would be visually incompatible.

Demolition of a building **may** be allowed if:

- The building has lost its architectural and historical integrity, and its removal will not result in a negative, less appropriate visual effect on the District; or
- The property owner can prove that the building:
  - Is a threat to the safety of the public, or
  - Cannot be reasonably rehabilitated either structurally or economically.

It is the applicant's responsibility to successfully demonstrate that a building is a candidate for demolition. In order to document the building's structural condition, the DRC may:

1. Require a site visit by DRC members and/or city staff to more closely inspect and evaluate the building.
2. Require the applicant submit an unbiased structural engineering report that documents the building's physical condition.
3. Require the applicant to submit an economic and structural feasibility study for rehabilitating or reusing the structure.
4. Require the applicant to submit a feasibility study for the relocation of the building as an alternative to demolition.
5. Require the testimony of expert witnesses at the public hearing at which the demolition request is being considered.

Prior to the approval of any demolition of a primary building or structure, the applicant is required to provide for the DRC's consideration, prior to approval of the demolition application, plans for

the building or buildings that will be located on the site of the demolished building. The new construction project must comply with the guidelines set forth in this Manual.

#### *Demolition by Neglect*

Demolition by neglect refers to the process of deterioration that occurs when routine maintenance or major repair not performed to the extent that future use or rehabilitation is jeopardized. Not only is demolition by neglect harmful to an individual building and may have serious impacts on the community character but it is also a health and safety issue for the public.

- Demolition by neglect shall not be acceptable alternative to a DRC denial of a demolition request.
- If the DRC finds that demolition by neglect is occurring, the DRC may inform the public officer according to Section 38-306 of the Code of the City of Gray.

*\* Indicates images from the Georgia Department of Community Affairs, Office of Downtown Development "Designing Downtown" manual, 2009, [http://www.mainstreetgeorgia.org/assets/pdf/general/Designing%20Downtown\\_3-10-09\\_small\\_2.pdf](http://www.mainstreetgeorgia.org/assets/pdf/general/Designing%20Downtown_3-10-09_small_2.pdf).*

### **APPENDIX A: GLOSSARY**

**ADDITION** — a non-original element placed onto an existing building, site or structure.

**ALTERATION** — any act or process which changes the exterior architectural appearance of a building.

**APPROPRIATE** — suitable to or compatible with what exists. Proposed work on historic properties is evaluated for —appropriateness during the design review process.

**APPURTENANCE** — In general, appurtenances include without limitation, appendages to the original structure such as: additions, mechanical systems, covered walkways, satellite dishes and antennae, storage buildings, attached parking decks, etc. In site planning, the term appurtenance may be applied to access roads and parking areas as well.

**BUFFER** — landscape area which forms a linear stretch abutting a property line, pavement or structures.

**BUILD LINE** — the line indicating structural improvement on the property (building, parking, etc.) closest to the property line. The Build line shall be drawn parallel to the front property line.

**CERTIFICATE OF DESIGN REVIEW** — A document, required prior to a building permit, approving an application to make an alteration or a material change in the appearance of a property or of a structure, site, or work-of-art located in the Downtown Design Overlay District (DDO) or the Corridor Design Overlay District (CDO). Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

**CHARACTER** — the individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

**COMPATIBLE** — not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

COMPONENT — an individual part of a building, site or district.

CONTEMPORARY — of the current period; modern.

CONTEXT — the setting in which a historic element or building exists.

CONNECTIVITY – development achieves “connectivity” when one or more land uses and parcels within the development have direct accommodations for both vehicles and/or pedestrians to travel between or among those land uses, and direct vehicular and pedestrian connections with compatible land uses on abutting properties. Direct accommodations for vehicles means that there is one or more alley, road, or driveway connections between the uses on the development site and among compatible uses on abutting sites (parcels), so that a vehicle can exit one development and enter the other development (i.e. cross property lines) without existing onto a public street that provides principal access to the developments. Direct accommodations for pedestrians’ means that there are one or more sidewalks or other approved paths that allow a pedestrian to go from one development or parcel to another without using the sidewalk along a public street that provides principal access to the developments.

DEMOLITION — any act or process that destroys a structure in part or in whole.

DESIGN REVIEW COMMISSION — Reviews the architectural and site planning considerations and improvements proposed within the DDO and CDO.

DISTRICT — the area identified on the Official Zoning Map of the City of Gray.

DOWNTOWN DISTRICT — a geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, cultural, architectural, or aesthetic value.

ELEMENT — an individual defining feature of a building, structure, site or district.

EXTERIOR ARCHITECTURAL FEATURE — the architectural style, general design, and general arrangement of the exterior of a structure, including, but not limited to, the texture of the building material, the type and style of all windows, doors, and signs, and other related architectural fixtures, features, details, or elements.

FENESTRATION — the spatial definition of the walls of a building. The facade of a building establishes a wall surface or plane. The degree to which that plane is visually segmented by bays and punctured by entrances and windows is fenestration. For example, historic commercial buildings have a high degree of fenestration and large, modern "big-box" sprawl stores have an extremely low degree of fenestration.

HISTORIC SITE — a site worthy of protection or preservation, designated as historic for its historic, cultural, archaeological, or aesthetic value.

HISTORIC STRUCTURE — a structure worthy of preservation, designated as historic for its historic, cultural, archaeological, architectural, or aesthetic value.

HOUSE TYPE — a definition based on floor plan, height and sometimes roof shape, having nothing to do with architectural style. Most houses that fall into a particular type are of vernacular design, meaning that their designs are based on regional tradition and utilize regional materials.

INFILL — new construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

IN-KIND REPLACEMENT — using like or similar material in the replacement of deteriorated, original material (i.e. replacing rotted wood siding with new wood siding that has similar dimensions as the original).

INTERIOR — landscaping areas within or partially within pavement areas for breaking up large expanses of pavement. Interior landscape areas include islands, peninsulas, or combinations thereof.

ISLAND — an interior landscaping area surrounded by pavement or structures.

LANDSCAPE, FRONTAGE — landscape areas between the front of the principal building(s) and adjacent to street(s).

LANDMARK — a building, structure, object or site worthy of preservation, designated as historic for its historic, cultural, archaeological, architectural, or aesthetic value.

LANDSCAPE, PERIMETER – landscape area located between the side(s) and rear of the primary building(s) and adjacent property line(s).

LAND -- a public or private street designed for primary access to no more than twenty-five (25) residential dwelling units, where the residential environment is dominant and traffic is completely subservient.

MAINTENANCE — routine care for a building, structure or site that does not involve design alterations.

MATERIAL CHANGE IN APPEARANCE — the construction of a new structure, or a change that will affect the exterior architectural features of any structure, site, or work of art within the DDO or CDO district. Ordinary maintenance or repair of any exterior architectural feature in or on a structure that does not involve a change in design not a “material change in appearance.” Material change in appearance includes without limitation any one or more of the following:

- A reconstruction or alteration of the size, shape, or facade of a structure, including without limitation, relocation of any doors or windows, or removal or alteration of any architectural features, details, or elements;
- Demolition of a structure;
- Relocation of a structure within the DDO district or from a location outside the DDO district to a location within the DDO district;
- Commencement of excavation, grading or site improvement;
- A change in the location of advertising visible from the public way on the property; or
- The erection, alteration, restoration, or removal of any structure within the DDO district, including walls, fences, steps, and pavements, or other related features.

NEGLECT — failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

NEW CONSTRUCTION — the construction of a new element, building, structure, or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

ORDINARY REPAIR AND MAINTENANCE – work done to prevent deterioration or to replace parts of a building, structure, sign or exterior architectural feature with equivalent materials in order to correct any deterioration, decay of or damage to any such building, structure, sign or exterior architectural feature. Ordinary maintenance or repair work may not exceed twenty-five percent (25%) of the structure’s assessed value in any twenty-four (24) consecutive month period.

ORNAMENTATION – decorative elements applied to a structure.

ORIENTATION – the direction a building's primary elevation (also known as façade) faces.

ZONING ENFORCEMENT OFFICER — The local official designated by the City of Gray as the officer responsible for enforcing and administering the requirements of this ordinance.

PEDESTRIAN-FRIENDLY — a term which refers to development and features of developments that are designed with an emphasis primarily on the street sidewalk and on pedestrian access to the site and building, rather than an exclusive focus on auto access and parking. Buildings are generally placed close to

a street, and the main entrance is oriented to a street or sidewalk. Building facades and other development features along a street are oriented and scaled to the pedestrian.

**PRESERVATION** — the process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

**RECONSTRUCTION** — the process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

**REHABILITATION** — the process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

**REPAIR** — any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance. Repairs are usually considered part of the routine maintenance of a building.

**RESTORATION** — the process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

**SETTING** — the immediate physical environment of a building, structure, site or district.

**SIGNIFICANT** — possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

**SITE** — a place or plot of land where an event occurred or where some object was or is located.

**STABILIZATION** — maintaining a building as it exists today by making it weather-resistant and structurally safe.

**STREETSCAPE** — all physical elements that may be viewed along a street.

**STRUCTURE** — anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

**STYLE** — showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

**SETBACK** — the distance from the property line to the building (this includes roof overhangs, porches, foundations, etc.). The front setback may encompass landscape areas, paved areas, building appurtenances, etc.

**SIDEWALK CLEAR ZONE** — the portion of a continuous sidewalk located immediately contiguous to the street furniture and tree planting zone reserved for pedestrian circulation and passage and unobstructed by any permanent objects to a height of eight feet. No fixed elements, including traffic control boxes or other utility structures, shall be placed above ground in the clear zone. The clear zone shall have a consistent cross-slope not exceeding two percent (2%).



**STREET FURNITURE AND TREE PLANTING ZONE** – the portion of continuous sidewalk located immediately adjacent to the curb reserved for the placement of street trees and street furniture including utility-and-light poles, waste-receptacles, fire hydrants, traffic signs, traffic control boxes, newspaper boxes, transit shelters, bicycle racks, seating and similar elements in a manner that does not obstruct pedestrian access or motorist visibility. Such elements, where installed, shall be a type specified by the Planning and Zoning Director in accordance with uniform design standards utilized by the director for placement of such objects in the public right-of-way.

**STREET TREES** — All newly planted street trees shall be a minimum caliper of three inches measured thirtysix (36) inches above the ground, shall be a minimum of twelve (12) feet in height, shall have a minimum mature height of forty (40) feet and shall be limbed up to a minimum height of seven (7) feet. Trees shall have a minimum planting area of forty (40) square feet planted with evergreen ground cover such as, mondo grass or liriope spicata or covered with hardwood mulch. Flowers and seasonal plantings may be planted in tree planting areas but shall be supplemented by hardwood mulch when not planted. Tree grates shall be prohibited.

**STREET FURNITURE** — those features associated with a street that are intended to enhance the street’s physical character and are used by pedestrians, such as benches, bus shelters, trash receptacles, planting containers, pedestrian lighting, kiosks, etc. Advertising on street furniture is not allowed.

**STREETSCAPE** — the appearance and organization along a street of paving, plantings, street hardware, street furniture and miscellaneous structures.

**THROUGH-STREET** — a public or private street within a large-parcel redevelopment that connects a transit corridor to (a) another public or private street within the large parcel redevelopment; (b) a public or private street abutting the site; or (c) another property with through-access to another public or private street.

**SPACING** — the distance between buildings located on adjoining parcels (thus including both side setbacks).

**VERNACULAR** — based on regional tradition and utilizing regional materials. Also an architectural style exemplifying the commonest building techniques based on the forms and materials of a particular historical period, region, or group of people.

## **APPENDIX B: Secretary of the Interiors Standards for Rehabilitation**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*The National Park Service also publishes Preservation Briefs, technical bulletins which provide detailed information for all types of projects and which are written in accordance with the Secretary's Standards. Over forty subjects are covered in the briefs, which are available online at [www.cr.nps.gov/hps/tps/briefs/presbhom.htm](http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm).*

*The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings is a government publication and is available from the Government Printing Office (GPO) at [www.cr.nps.gov/hps/tps/tpscat.htm](http://www.cr.nps.gov/hps/tps/tpscat.htm) or by calling the GPO at 866-512-1800 (toll-free).*

## **APPENDIX C: Design Overlay District Ordinance As Passed**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GRAY, GEORGIA TO ADOPT APPENDIX A, ARTICLE VIII, SECTION 87 OF THE CODE OF THE CITY OF GRAY, GEORGIA, SO AS TO ADOPT SECTION 87: DESIGN OVERLAY DISTRICTS; AND FOR OTHER PURPOSES.**

**WHEREAS**, pursuant to O.C.G.A. 36-66-1 *et. Seq.* and Section 151 of the City of Gray, Zoning and Subdivision Regulations a hearing was held on March 7, 2016 regarding the issues contained herein and a notice of said hearing was placed in the Jones County News.

**BE IT ORDAINED** by the Mayor and Council of the City of Gray, Georgia, during a regularly called council meeting and after a public hearing on same, as follows:

**SECTION 1.** That Appendix A, Article VIII, Section 87, Design Overlay Districts, is hereby adopted and approved; and it is attached hereto as if fully set forth herein, and;

**SECTION 2.** All ordinances, parts of ordinances, or regulations in conflict herewith are repealed, and;

**SECTION 3.** That this Ordinance shall become effective upon its adoption.

**SO ORDAINED** by the Mayor and Council of the City of Gray,

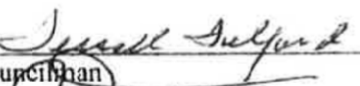
this 7<sup>th</sup> day of March, 2016.


Mayor: 


Attest: 

City Clerk

  
Councilman

  
Councilman

  
Councilman

  
Councilman

\_\_\_\_\_  
Councilman

16-O-001

1<sup>st</sup> Reading: 01.04.16

2<sup>nd</sup> Reading: 03.07.16

## SECTION 87: DESIGN OVERLAY DISTRICTS

### 87.1 Purpose and Intent

The **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** have been implemented to help create a sense of place for the City of Gray that will help to protect and enhance the downtown area. The development in the DDO district affects Gray's small town character, its traditional development pattern, and its cultural heritage and tourism economy.

Often, conventional development patterns produce linear development, asphalt wastelands, harsh and glaring light levels, and a proliferation of billboards and other distracting signage and visual clutter. Inadequately planned and regulated strip development has also spawned traffic congestion, competing signage and incompatible architecture. The primary goal of the overlay zoning ordinance and the Design Guideline Manual is to protect and improve the character of these gateways and corridors while directing future development that promotes safety, walkability, visual attractiveness and directional wayfinding in a manner that compliments Gray's ambiance and historic character and orientation.

### 87.2 Objectives

The properties within the **Downtown Design Overlay District (DDO)** are primarily one-story commercial buildings, with one and two-story residential homes primarily located around the perimeter of the district. The properties within the **Corridor Design Overlay District (CDO)** are primarily one-story commercial buildings. The overall purpose and intent of both districts is to permit the development of land in a manner consistent with a traditional, pedestrian-oriented, small town feel. The regulations for both the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** are intended to implement the following objectives:

87.2.1 Promote Redevelopment. To provide for and promote the rehabilitation, revitalization and redevelopment of vacant and underutilized properties in the districts.

87.2.2 Promote development of vacant parcels, in keeping with the vision of the corridor. To provide for and promote the development of vacant properties within the districts in a manner and style consistent with the regulations set forth in the City of Gray Design Guideline Manual

87.2.3. Improve Streetscapes. To implement various recommendations in plan, programs, studies, and strategies of the City, for aesthetic improvement of the overlay districts. In order to improve the streetscape, additional provisions for private property improvements are required.

87.2.4. Promote Specific Designs. To encourage development and redevelopment to occur in a manner consistent with the community's expectations for superior design and development characteristics that promote quality of place. Such expectations include:

- Human-scale development and pedestrian-friendly places, including generally the principles of neo-traditional development.
- Development that is sensitive to and that extends design principles characteristic of the city's historic characteristics.
- New non-residential development using design principles consistent with the late 19th and early 20th century architectural style, in order to recreate the original small town feel of the commercial business district by using "commercial block" patterns with common sidewalks, building fronts abutting the sidewalk and on-street parking.
- Breaking up "super-blocks" (large parcel development patterns) and optimizing connectivity.
- Installing small public gathering places and pocket parks in redeveloped areas.
- Ensuring quality construction that will avoid construction of buildings with limited life spans.

### 87.3. Establishment of Districts

The following Overlay Zoning districts are hereby established:

District Name	Abbreviation
Downtown Design Overlay District	DDO
Corridor Design Overlay District	CDO

**87.3.1** The **Downtown Design Overlay District (DDO)** regulations shall only apply to those parcels as shown on the Official Zoning Map for the City of Gray.

**87.3.2** The **Corridor Design Overlay District (CDO)** regulations shall NOT apply to single family dwellings. The CDO regulations shall apply to all non-residentially used or zoned parcels contiguous to the right-of-way of the following corridors within the Gray city limits as of the date of ordinance adoption, but shall not extend beyond five hundred (500) feet of each side of the corridors. If any part of the parcel is within the five hundred (500) foot buffer, then the entire parcel must conform. The corridors are defined as follows:

- Gray Highway / US 129 / Highway 11
- Monticello Highway / Highway 11
- Highway 22
- Highway 18
- Bill Conn Parkway
- Cumslo Road

#### 87.4 Relationship to Underlying Zoning Regulations

The existing zoning map and underlying zoning regulations governing all properties within the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** shall remain in full force and effect. The special regulations contained within this chapter shall be overlaid upon, and shall be imposed in addition to the requirements of the zoning district within which a specific property is located. Except where it is otherwise explicitly provided, whenever the overlay district standards conflict with standards that would otherwise apply under this zoning ordinance, the most restrictive regulations shall control.

- Within the Corridor Design Overlay District (CDO), property zoned R-1 (Single-Family Residential), R1A and R-2 and recognized as a lot of record at the time of adoption of the legislation are exempted. Individual single-family parcels not subject to the provisions of the site regulations are not controlled by the regulations of this overlay district ordinance.

#### 87.5 Use Limitations

- **Permitted Uses:** Except for mobile buildings, trailers and manufactured homes, which are prohibited, all uses that are permitted in the underlying zoning district(s) shall be permitted in the Downtown Design Overlay District (DDO) and Corridor Design Overlay District (CDO).
- **Amortization of Nonconforming Uses.** When a nonconforming use is abandoned or discontinued for a period of 90 consecutive days, any subsequent use of the property thereafter must comply with the applicable regulations of the Gray Zoning Ordinance regarding the use of the property.

#### 87.6 Conformance with Design Guidelines

Development and construction activity within the **Downtown Design Overlay District (DDO)** and **Corridor Design Overlay District (CDO)** must conform to the adopted **City of Gray Design Guidelines Manual**. Prior to issuing an occupational tax certificate for the relocation of an existing business OR for the establishment of a new business, the City Clerk will require the applicant to provide written proof of zoning compliance.

#### 87.7 Applicability

- 87.7.1** All further development of the property in the DDO and CDO shall conform to the standards and guidelines adopted for the Districts, regardless of any change in ownership.
- 87.7.2** The violation of any provisions of the DDO and CDO standards and guidelines, as submitted and approved under the provisions herein, shall constitute a violation of these regulations.
- 87.7.3** Any application for rezoning to a DDO or CDO classification shall be submitted in accordance with the City of Gray's rezoning requirements.

**87.7.4** To ensure that development and redevelopment within the DDO and CDO areas are consistent with the objectives of this Section, each project is required to undergo a project review prior to the issuance of building permits by the City of Gray. The review requirements are outlined below in **Section 87.9**.

## **87.8 Definitions**

- **AGGRIEVED PARTY:** One who demonstrates that his or her property will suffer special damage as a result of the decision complained of, rather than merely some damage that is common to all property owners and citizens similarly situated.
- **CERTIFICATE OF DESIGN REVIEW (Certificate):** A document, required prior to a building permit, approving an application to make an alteration or a material change in the appearance of a property or of a structure, site, or work-of-art located in the **Downtown Design Overlay District (DDO)** or **Corridor Design Overlay District (CDO)**.
- **CONNECTIVITY:** Development achieves “connectivity” when one or more land uses and parcels within the development have direct accommodations for both vehicles and/or pedestrians to travel between or among those land uses, and direct vehicular and pedestrian connections with compatible land uses on abutting properties. Direct accommodations for vehicles means that there is one or more alley, road, or driveway connections between the uses on the development site and among compatible uses on abutting sites (parcels), so that a vehicle can exit one development and enter the other development (i.e. cross property lines) without exiting onto a public street that provides principal access to the developments. Direct accommodations for pedestrians means that there are one or more sidewalks or other approved paths that allow a pedestrian to go from one development or parcel to another without using the sidewalk along a public street that provides principal access to the developments.
- **DISTRICT:** The area identified on the Official Zoning Map of the City of Gray.
- **DESIGN REVIEW COMMISSION:** Reviews the architectural and site planning considerations and improvements proposed within the DDO and CDO.
- **EXTERIOR ARCHITECTURAL FEATURE:** The architectural style, general design, and general arrangement of the exterior of a structure, including, but not limited to, the texture of the building material, the type and style of all windows, doors, and signs, and other related architectural fixtures, features, details, or elements.
- **MATERIAL CHANGE IN APPEARANCE:** The construction of a new structure, or a change that will affect the exterior architectural features of any structure, site, or work-of-art within the DDO or CDO districts. Material change in appearance includes without limitation any one or more of the following:
  - A reconstruction or alteration of the size, shape, or facade of a structure, including without limitation, relocation or replacement of any doors or windows, or removal or alteration of any architectural features, details, or elements;



- Demolition of a structure;
- Relocation of a structure within the DDO or CDO district or from a location outside the DDO or CDO district to a location within the DDO or CDO district;
- Commencement of excavation, grading or site improvement;
- A change in the location of advertising visible from the public way on the property; or
- The erection, alteration, restoration, or removal of any structure within the DDO or CDO district, including walls, fences, steps, and pavements, or other related features.
- **ORDINARY REPAIR AND MAINTENANCE:** Work done to prevent deterioration or to replace parts of a building, structure, sign or exterior architectural feature with equivalent materials in order to correct any deterioration, decay of or damage to any such building, structure, sign or exterior architectural feature. Ordinary maintenance or repair work may not exceed twenty-five (25) percent of the structure's assessed value in any 24 consecutive month period.
- **PEDESTRIAN-FRIENDLY:** A term which refers to development and features of developments that are designed with an emphasis primarily on the street sidewalk and on pedestrian access to the site and building, rather than an exclusive focus on auto access and parking. Buildings are generally placed close to a street, and the main entrance is oriented to a street or sidewalk. Building facades and other development features along a street are oriented and scaled to the pedestrian.
- **ZONING ENFORCEMENT OFFICER:** The local official designated by the City of Gray as the officer responsible for enforcing and administering the requirements of this ordinance.

## **87.9 Design Review Commission**

**87.9.1 Jurisdiction.** The Design Review Commission created by this Section shall have jurisdiction within the city limits of the City of Gray, except where the Historic Preservation Commission has jurisdiction pursuant to a historic preservation ordinance.

**87.9.2 Establishment of Design Review Commission.** A Design Review Commission (DRC) is hereby established. The DRC shall consist of five (5) voting members, each of whom shall serve a term of four (4) years without compensation, with initial terms being staggered.

- (i) Each member must be a resident, a business owner, or a property owner within the city and be qualified based on demonstrated interest or experience in design, urban design, architecture, historic preservation, architectural history, planning, landscape design, development, real estate or related fields. At least one (1) member of the Design Review Commission shall be a member of the Downtown Development Authority.
- (ii) When any vacancy occurs on the Commission or when any Commission member's four (4) year term expires, the procedure set forth in Section 87.9.3 below will be followed:

### **87.9.3 Nomination of Commission Members:**

- (i) The following will be notified in writing that a vacancy must be filled or that a commission member's term is going to expire. The nomination form must be approved by the DDA and will include space for the nominee's written consent.

The following will have ten (10) days to file with the City Clerk no more than one written nomination for each vacancy or expiring term:

- 1) Mayor
- 2) Member of City Council
- 3) Chairman of Main Street Gray
- 4) Majority of DDA for the one Member that is from DDA

- (ii) After the ten (10) day nomination period has expired, the City Clerk will compile the list of nominees and submit the list to City Council for a vote at the next regularly scheduled City Council meeting. The list of nominees will specify the name of the person(s) who nominated each candidate and will verify that each candidate has consented in writing to serve. The majority vote of City Council will determine the membership of the Commission.

### **87.9.4 Removal of Commission Member**

- (i) Removal will occur automatically if a Commission Member:

- 1) Is convicted of or pleads guilty to a felony, or
- 2) No longer lives in or owns a business or real estate in the City of Gray, or
- 3) Dies

- (ii) A Commission Member may be removed for cause by a majority vote of City Council. "For Cause" will include, but not be limited to:

- 1) Chronic failure to attend four or more meetings except due to illness or family illness
- 2) Refusal to vote at four or more meetings.

**87.9.5 Meetings.** The Design Review Commission shall adopt rules of procedure as are necessary to carry out the purposes of its authority. The Commission shall establish a regular monthly meeting date and time for its meetings. However, meetings shall be held only on an as-needed basis. All meetings shall be open to the public. The Commission shall appoint a secretary to keep a record and minutes of its proceedings, showing the action of each Commission member upon each question. The Commission shall keep records of its examinations and other official actions, all of which shall be filed with the City Clerk and which shall be public records. The Zoning Enforcement Officer shall serve as advisor to the Commission.

**87.9.6 Authority.** The Design Review Commission is authorized to receive, consider, grant, grant with conditions, or deny applications for design review as required by this

ordinance. In granting approval of design review, the Commission may impose such requirements and conditions with respect to the location, construction, maintenance and operation of any use or building, in addition to those expressly set forth herein, as may be deemed necessary for the protection of adjacent properties and the public interest. Decisions of the Design Review Commission shall be final unless a written appeal to the Mayor and City Council is filed with the City Clerk no later than thirty (30) days after the date of the Design Review Commission's decision.

#### **87.9.7 Required Design Review / Certificate of Design Review**

Within the DDO and CDO, no material change in appearance shall be made and no building permit issued unless a Certificate of Design Review (Certificate) has been approved by the Design Review Commission. Such material changes shall conform to all of the requirements as specified in the City of Gray Design Guideline Manual. Work not in compliance with a Certificate of Design Review is prohibited.

#### **87.9.8 Exemption for Minor Changes**

There are certain types of routine maintenance activities that property owners can carry out without obtaining a Certificate of Design Review. These activities are fairly narrow in scope, however, and depending on the extent of the maintenance effort, could require design review. The City of Gray Design Guidelines Manual should be consulted for additional information about routine maintenance items that do not require a Certificate.

**87.9.9 Certificate of Design Review Application Requirements and Process.** All applications for design review approval shall be made as required by the Zoning Enforcement Officer and shall, at minimum, contain the following information:

- (i) Elevation drawings; Color and material samples: Every application or review involving the construction of a new building or structure and alterations and/or additions to existing structures shall be accompanied by exterior elevation drawings drawn to scale and submitted in sufficient number of copies as required by the Zoning Enforcement Officer. Said exterior elevation drawings shall clearly show, in sufficient detail the exterior appearance and architectural design of proposed change(s) to buildings or structures and new construction, as applicable. Each application shall also indicate proposed materials, textures and colors and provide samples of materials and colors. However, any "ordinary repair or maintenance" as previously defined in this document will not require such a certificate.
- (ii) Photographs. All applications shall be accompanied by photographs of all sides of the existing building(s) or structure(s) affected, and of adjoining properties. Photographs shall be submitted in printed copy unless otherwise specified by the Zoning Enforcement Officer.

- (iii) Site plan and landscaping plan. For every application, a plot plan or site plan drawn to scale shall be submitted which shows all improvements affecting appearances, such as walls, walks, terraces, plantings, tree protection areas, accessory buildings, signs, lights, and other elements.
- (iv) Fee: A fee, as may be established by the Mayor and City Council, shall be submitted with each application.
- (v) Additional information. Any additional information, as may reasonably be required by the Zoning Enforcement Officer, shall be submitted with the application.

**87.9.10** All Certificate of Design Review applications shall be submitted to the Zoning Enforcement Officer at least ten (10) days prior to the DRC's next regularly scheduled meeting. The Zoning Enforcement Officer's written finding of completeness shall be required prior to processing the application.

**87.9.11** For new developments, new buildings, and significant changes to existing developments and/or buildings, at least 10 days before the next scheduled DRC meeting, an Applicant may request from the Zoning Enforcement Officer ("ZEO") a preliminary review by the DRC of the Applicant's application or plans. Upon notification by the ZEO of the request for a preliminary review, the DRC will add the request to the agenda for its next meeting. The only purpose of a preliminary review is to assist the Applicant in completing the Application but in no event will result in a final approval or denial of the application. The completed application shall be submitted to the ZEO at least ten (10) days prior to the DRC's next regularly scheduled meeting. The DRC shall review the application and make a final decision on the application at its next scheduled meeting.

## **87.10 Decisions on Applications for Certificates of Design Review.**

The Design Review Commission shall utilize the City of Gray Design Guideline Manual in evaluating all proposed projects requesting a Certificate of Design Review.

### **87.10.1 Standards for Certificate of Design Review Decisions**

The DRC shall issue a Certificate of Design Review if it finds the proposed change(s) in appearance would not have a substantial adverse effect on the DDO and CDO districts.

The Design Review Commission shall consider the appropriateness of any proposed material change in appearance in the context of the following criteria.

- Consistency with the City of Gray Design Guideline Manual for the type of development and/or the proposed use.

- The nature and character of the surrounding areas, and the consistency and compatibility of the proposed application with such nature and character.
- The general design; the character and appropriateness of design, scale of buildings, arrangement, materials, texture and colors (non-painted surfaces), of the structure in question; and the relation of such elements to similar features of structures in the immediate surrounding area; site and landscaping.
- The interior arrangement or use having no effect on exterior architectural features, safety or utility, shall not be considered.
- Among other grounds for considering a design inappropriate are the following defects: character foreign to the area; arresting or spectacular effects; a multiplicity or incongruity of details resulting in a restless and disturbing appearance; and the absence of unity and coherence in composition not in harmony with the density and character of the present structure(s) or surrounding area.

**87.10.2 Approval.** If an application is approved, the DRC will issue a Certificate of Design Review to the applicant for the proposed work on the property. The DRC has the responsibility to follow up with the applicant after the work has been completed to ensure compliance with the Certificate of Design Review.

**87.10.3 Denial.** The DRC shall deny a Certificate of Design Review if it finds the material change in appearance would have a substantial adverse effect on the DDO or CDO district. If an application is denied, the DRC will notify the applicant in writing of its decision and state the reason(s) for the denial. The DRC may suggest modifications or alternatives to the proposed alternation or new construction. Applicants are strongly encouraged to meet with the DRC to discuss modifications which would make the project acceptable. The applicant may make modifications to the plans and resubmit a new or revised application for consideration by the DRC. The denial by the DRC shall be binding upon the Zoning Enforcement Officer, and no building permit shall be issued.

**87.10.4 Time Limit for Approval or Denial.** The DRC shall approve or deny an application for a Certificate of Design Review within Thirty (30) days after a fully completed application is filed with the Zoning Enforcement Officer. Failure of the Commission to act within forty-five (45) days shall be deemed an approval of the application and no other evidence of approval by the DRC shall be needed.

**87.10.5 Requirement of Conformance with Certificate of Design Review.** All changes to existing buildings and proposed new construction shall conform to the Certificate of Design Review issued for the project. In the event work is not performed in

accordance with such certificate, the DRC shall notify the Zoning Enforcement Officer to issue a stop work order.

**87.10.6 Certificate of Design Review Void if Construction not Commenced.** An approved Certificate of Design Review shall be valid for eighteen (18) months, after which time it shall expire. Upon expiration, a new application must be submitted and a new Certificate of Design Review issued by the Design Review Commission prior to commencement of any construction or building modifications.

**87.10.7 Appeals.** Any person adversely affected by any determination made by the DRC relative to the issuance or denial of a Certificate of Design Review may appeal such determination to the City Council of Gray. The appeal must clearly set forth all alleged errors, and must be filed with the Zoning Enforcement Officer's office within thirty (30) days after the date of the DRC's decision. After a public hearing by the Mayor and City Council, the Council may either approve the decision, modify the decision, or reject the decision, if it finds that the DRC abused its discretion by acting arbitrarily and/or in violation of constitutional rights in reaching its decision.

#### **87.11 Amendments**

Amendments to the DDO and CDO Districts will follow the same process as initial adoption. Any proposed amendments to the overlay boundary or individual properties must be publicly advertised and reviewed through established public hearing procedures of the Comprehensive Land Development Ordinance.

#### **87.12 Severability**

All ordinances and parts of ordinances in conflict herewith are repealed to the extent necessary to give this ordinance full force and effect except that any ordinances repealed by this provision shall not limit or impair the City of Gray's authority to enforce such ordinances or resolutions to the extent that violations thereof occurred prior to repeal.

The Effective date of this Section 87 shall be: \_\_\_\_\_