

### Application to BDCRB for Construction Review Process

Fee \$500	Street Address: _____
Receipt # _____	Legal Description: Lot _____ Block _____
Date Paid _____	Property Owner: _____
Received By _____	Applicant: _____ Phone: _____
	Type of Business: _____
	Building Setbacks: _____
	Current Zoning: B1 B2 B3 Acreage: _____

I, \_\_\_\_\_, the undersigned applicant, do hereby apply to the Business District Construction Review Board for a design/construction approval.

### Zoning Ordinance Requirements

If you are constructing a new commercial establishment, remodeling or changing the exterior of an existing structure, you must first submit all plans to the City Administrator or his/her designee in the form required, accompanied by the application fee established by City Council. This application shall be accompanied by a **site plan** drawn to scale and showing all of the following items:

- The general arrangement of the project, including:
  - Locations of proposed buildings and structures or revisions thereto, and
  - The proposed uses to be permitted
- The means of ingress and egress to public streets
- The layout of interior traffic circulation patterns and off-street parking and loading facilities
- The design of proposed landscaping
- The plans for visual screening to be installed to buffer the use from all adjoining and nearby property, and streets where deemed necessary
- Calculations and drawings by a registered professional engineer sufficient to determine the impact of the proposal on the on-site and off-site drainage with elevation information
- Indicate within 200 feet:
  - The location and use of all existing buildings within 200 feet of the subject property
  - The existing zoning district classifications of all property within 200 feet of the subject property
  - The limit of the 100 year floodplain

The approval/disapproval of the Business District Construction Review Board does not take the place of reviews by the Building Inspector, City Engineer, and Health Inspector.

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By signing below, I have read and understand the above requirements and will comply with the ordinance rules and laws of Hill Country Village.

The current Hill Country Village Zoning Code, passed by Ordinance #929, and amended by Ordinance #956 takes precedence over this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Applicant's Signature & Title

\_\_\_\_\_  
Date Signed

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**FOR OFFICE USE ONLY**

**BUILDING DISTRICT CONSTRUCTION REVIEW BOARD'S REPORT**

To the City Administrator:

After having made a careful inspection of the above case on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_,

\_\_\_\_\_ WE APPROVE of this project as proposed.

\_\_\_\_\_ WE APPROVE of this project with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ WE DISAPPROVE the issuance of a Construction Permit, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BDCRB Chairman's Signature

\_\_\_\_\_  
Date Signed

## **EXHIBIT A – BUSINESS DISTRICT CONSTRUCTION REVIEW BOARD**

### **1. INTRODUCTION:**

These design standards are for commercial areas of Hill Country Village. These standards are not meant to dictate solutions, but rather to provide a common basis for commercial builders to build in areas of the City. They aid in making design decisions that may affect individual properties and the overall character of these distinctive areas. These standards are designed to provide a consistent yet flexible approach for the preparation and review of development and redevelopment plans by defining a range of appropriate responses to a variety of specific design issues.

#### **A. Objectives of the Standards:**

The standards in this document are intended to aid in the preservation of Hill Country Village's cultural resources within its business districts, and to promote new construction that is compatible in character with the architecture of the surrounding area. A further intent is to provide information for property owners to use in making design decisions about their buildings.

These standards inform the community about the design policies of the business district. They also reflect an approach to design that will help sustain the character of these areas and build the Business District into a strong identifiable area which will hopefully attract investment and reinvestment in properties.

This document provides the City staff, the Business District Construction Review Board, the Zoning Commission, Board of Adjustment, and the City Council with a firm basis for making informed consistent decisions about proposed projects in Hill Country Village.

Specifically, it is the intent of these standards to:

- Protect and enhance the sense of time and place conveyed by the business area and by preserving and enhancing its architectural integrity and identity.
- Encourage new construction and renovation that is compatible in design, materials, color and texture with existing business structures.
- Minimize negative impacts on adjacent properties from incompatible development, thus protecting property values and investments.

### **2. ZONING MANDATES:**

#### **A. Ordinance:**

The Business District Construction Review Board Ordinance cites the authority for the BDCRB to review and recommend disposition for proposed development plans. The mandates are to be used to establish and standardize development in the Hill Country Village Business B-1, B-2, and B-3 zoning districts; hereafter referred to as business zoning districts.

These standards address all exterior construction changes in the business zoning districts and apply to additions and renovations if 50% or more of the exterior portion or façade are replaced. All buildings, structures, objects, and sites must go through the design review process outlined in BDCRB Ordinance before any alteration may be made to a building, structure, object, or site.

NOTE: The standards in this document do not require property owners or tenants to initiate repairs or modifications to existing developments; and there is no deadline by which properties must come into “compliance.” The standards are meant to be used when a property owner or tenant initiates a construction project, either to alter the exterior of an existing structure or to construct a new one.

### B. Using the Standards:

Property owners, real estate agents, tenants, contractors and architects shall use these standards when planning projects in the business zoning districts of Hill Country Village. This will help establish an appropriate direction for design efforts.

All applicants are encouraged to hold a pre-application conference with the City Administrator prior to submitting an application. Applications for a construction permit must include a site plan and elevation information as well as other permits and documents as required by zoning or other appropriate ordinances. Prior to issuance of a permit, the BDCRB will determine if the proposed project meets the intent of the BDCRB zoning ordinance and the design standards as presented in this document. If any applicant, developer or owner should differ in opinion with the review findings of the BDCRB, they may appeal such decision to the City Council.

## 3. BUSINESS DISTRICT:

The key objective is compatibility of new construction with adjacent buildings and with the city’s cultural development and hill country atmosphere.

### A. Site and Building Orientation:

The location and orientation of a building, its entrance, parking and landscaping on a lot are important in retaining the overall character of the area, regardless of whether the project is commercial, or mixed use.

New buildings in the Business district should be visually and physically compatible in their siting and orientation with their neighbors.

Buildings may typically be oriented parallel to the lot lines, but are encouraged to be angled or shaped to preserve existing trees and vegetation.

The primary building entrance shall be similar in scale to those of neighboring structures. Although a building may be large, entries shall be scaled to the pedestrian level, thus making the building more appealing and the interior space more inviting.

Buildings shall ordinarily have a front-facing, clearly defined entry in the primary façade, similar to the orientation of most existing structures.

## B. Building Mass and Scale:

Building mass and scale are affected by height, width, articulation, detailing, building setbacks, materials used, amount of openings, roof form, and many other features. New construction shall be similar in appearance in mass and scale to other structures found in Hill Country Village.

Structures in the Business District are usually large, often two or more floors in height, and may extend across the width of the lot. Their facades shall be detailed to remain in proportion and scale with pedestrian users.

If new buildings are lengthy or horizontal, façade elements will be used to reduce the proportion and the visual width of the building. Examples of elements that give the impression of multiple structures include varying parapet heights, alternating projected and recessed sections of wall, and window arrangements.

New offices and stores are not required to match the height of neighboring structures exactly, but shall be similar to adjacent building heights at the street façade.

Divide large buildings horizontally and vertically into sections and that are in proportion and scale with pedestrians and not the automobile. Typical historical features that reduce the mass of large facades include columns or pilasters at regular intervals; repetitive patterns of openings, and horizontal masonry bands at each floor level. These features need not be exact reproductions of historical elements nor be traditional in execution. Contemporary facades can use similar methods to break up large building faces into smaller units. The size, alignment and repetition of façade elements are such as windows, windowsills, awnings, moldings and cornices should reflect Hill Country patterns.

Many of the commercial structures in the Hill Country have flat roofs with parapet walls that extend above the roof. This treatment is to be carried through in new structures. A projected cornice at the top of the parapet (a common historic feature) shall be considered in the design of new buildings. A cornice serves to screen roofs and mechanical equipment including air conditioning units and to provide architectural interest and historic character.

Alternatives to a cornice that screen roofs and mechanical equipment such as air conditioning units may be acceptable.

The proportion and shape of building elements help to determine how well a building will relate to existing developments in the Business District. Different architectural styles contain distinctly different proportions and shapes.

## C. Building Materials:

Façade Materials for all new buildings and exterior renovations shall include one or more of the following materials; clay or concrete brick, terra-cotta, natural stone, cast stone, granite, marble, travertine, architectural decorative materials (such as copper, bronze, anodized aluminum, stainless steel, porcelain enamel, natural materials, or other similar materials that do not require painting), stucco, custom faced concrete masonry unit, wood or metal siding.

Paneled materials in large sections may be out of scale with materials used traditionally, and inappropriate in the business district.

Imitation siding comprised of vinyl, aluminum, steel and other materials are discouraged.

Acceptable Trim Materials include brick, cast stone, natural stone, ceramic tile, wood, concrete, or architectural decorative metals.

Windows and Doors should be comprised of wood, glass, painted metal, or architectural decorative metal appropriate for the style.

Metal or vinyl clad wood windows and clear or unfinished aluminum windows and storm windows shall be finished in a color typical of Hill Country historic windows, or in a color that compliments the colors of other finished materials.

Mirrored or reflective glass may be considered inconsistent with the architecture of the District.

Roofing Materials shall be compatible with Hill Country buildings; typically galvanized or painted metal panels, wood shingles and shakes; slate, clay, concrete or metal tiles. Flat roofs should not be exposed above the fascia or parapet walls.

#### D. Security:

Security bars have become a common method of preventing loss of property. However, inappropriate use of them can detract from property values in an area, and can even discourage customers. If used, sufficient measures shall be taken with window and door security bars and shutters to avoid detracting from the character of the Business District. Security hardware shall be compatible with the style of the building.

Wrought iron bars placed over the storefront windows are prohibited. Wrought iron security grills are acceptable only if installed on the interior of the building.

#### E. Finishes:

Primarily finishes shall be of a type and composition appropriate to the materials to which they will be applied.

Simple finishes are to be used and shall be of matte finish, not polished.

Lap siding shall be finished in a solid color of either paint or prefinished.

Stucco, if used, must be smooth to medium coarse in texture.

#### F. Use of Color:

Color scheme shall be subdued, not garish, and in keeping with the character and color schemes of nearby structures.

Trim colors shall be selected that are compatible with the other, more permanent building materials on the structure, such as brick, stone or stucco. The natural colors of these primary materials should dominate the color scheme.

Trim, including horizontal and vertical trim boards, porch framing and columns, and window framing, shall be painted in a color that compliments the base shade. Window sash, doors and/or shutters may be painted in a third color.

Bright colors or fluorescent exterior colors are prohibited. Bright colors will be used in small amounts and for accent only. An extremely Bright or fluorescent color is a color defined by the Munsell Book of Color as having a minimum value of eight (8) and a minimum chroma of ten (10).

#### G. Parking Areas:

Where off street parking is necessary, parking lots shall be unobtrusive, attractive and secure in order to preserve and enhance the character of the area.

To improve the appearance and comfort of parking areas, planting beds with shade trees and lighting shall be utilized throughout the parking lot. These features must be planned to promote safety and security. Limbs of trees over parking areas shall provide at least seven (7) feet of clearance. Shrubs shall be low enough to provide a sense of security for the user.

#### H. Screening:

Unattractive features of a building shall be screened from public view, such as dumpsters, utilities, air conditioner compressors and solar energy devices. Outdoor dining areas must be completely surrounded by “an architecturally compatible” fence designed to prevent trash from being blown onto adjacent areas. Outdoor dining should have low level, architectural or landscape screening.

Screening fences shall be constructed of brick, stone, decorative concrete masonry units, stucco concrete masonry units, or metal (wrought iron, steel or aluminum bars) with a live evergreen vine or shrubs. Chain link fencing is not allowed in any area which is visible from a public right of way.

All roof mounted mechanical equipment shall be screened from view from any street. Screening materials for rooftop equipment must be of a material architecturally compatible with the materials used elsewhere on the structure.

#### I. Exterior Lighting:

Suitable lighting for different types of uses is important. The type of lighting used shall be appropriate for the intended use of the illumination.

Lighting may be used to illuminate architectural details, building entries, signage, sidewalks, alleys, and parking areas. However, lighting shall not dominate a façade or the street.

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Building lighting shall be directed away from neighboring residential structures. Lighting fixture lamps shall be shielded to focus light on business area only.

Lighting fixtures, whether wall-mounted or on poles, shall compliment the style of the structure and the Business District. Fully recessed down-lights, pole lights and gooseneck lights are encouraged.

In terms of location, size and height, lighting fixtures in the Business District, shall be coordinated with plantings, buildings, utilities, and parking areas.