

Appendix G – Non-Residential Architectural Review Requirements

Building Design

(Revised Ord. No. 2009-06)

- A. Architectural style is not restricted. New styles and building types can be appropriate for the Village as long as they are not harshly discordant with the existing buildings and land development.
- B. Buildings shall be in scale and harmonious with permanent neighboring developments or buildings.
- C. Proposed buildings shall be visually related to their surroundings with respect to materials, texture, color, height, rhythm of solids and voids, spacing of buildings, street facade, roof slopes, scale, open space, landscape and fenestration. A minimum of 2 textures or 2 colors shall be required on all elevations. The use or installation of metal, aluminum or vinyl materials on the exterior of buildings or structures, excluding fascia, soffits and gutters, is strictly prohibited.
- D. Any exterior building façade shall incorporate a predominance of high quality materials that may include, but not limited to, utility brick, sandstone, other native stone, or glass. Utility brick, sandstone or other native stones shall at a minimum extend from ground level to the top of windows with minor accents allowed in place of utility brick, sandstone or other native stones.
- E. No uninterrupted length of façade shall exceed one hundred (100) horizontal feet. All facades greater than one hundred (100) feet in length shall incorporate some horizontal architectural relief that may include wall plane projections, wall plane recesses, pilasters or other architectural elements as approved by staff.
- F. Any sloping roof shall incorporate at least one of the following architectural treatments:
 - 1. Overhanging eaves, extending no less than three (3) feet past the supporting walls.
 - 2. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one (1) foot of vertical rise for every three (3) feet of horizontal run and less than or equal to one (1) foot of vertical rise for every one (1) foot of horizontal run.
- G. Any flat roof shall incorporate a parapet that provides for a 100% screening of HVAC or mechanical equipment from public view. The average height of such parapets shall not exceed fifteen (15) percent of the height of the supporting wall and such parapets shall not exceed one-third (1/3) of the height of the supporting wall.
- H. Any façade or roof color shall be of low reflective, subtle, neutral or earth tones and the use of high-intensity or metallic colors shall be prohibited. Building trim and accent areas may feature brighter colors, including primary colors, but exposed neon, LED or alike shall be prohibited from building trim or accent areas.

- I. Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall use the same materials, or those that are architecturally harmonious, for all building walls and other exterior building appurtenances.
- J. In any design in which the structural frame is exposed to view, the structural materials shall be compatible within themselves and harmonious with their surroundings.
- K. There should be definite transitions between changes of material and plane while maintaining an overall simple geometry for the building mass.
- L. All sides of the structure should receive design consideration. A facade unrelated to the rest of the building is not in keeping with acceptable design.
- M. Colors shall be harmonious, and accents, if used, shall be compatible.
- N. All projections and mechanical details on buildings or property such as exposed flashing, flues, vents, gutters and downspouts are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or an approved complementary color.
- O. Refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from public ways and neighboring sites with materials harmonious with the building or building site.
- P. Monotony of design in building projects shall be avoided. Variation of detail, form and siting shall be used to provide visual interest. Monotony of color and models shall be avoided.
- Q. The placement of mechanical equipment, utility meters, electrical conduit and other services or utilities relative to the building itself shall be located or screened in a manner so as not to be visible from the street or ground level of adjacent properties.
- R. Any commercial structure shall have clearly defined, highly visible customer entrances featuring no less than three of the following:
 - 1. Canopies, metal seam awnings or porticos
 - 2. Overhangs
 - 3. Recesses/projections
 - 4. Arcades
 - 5. Raised corniced parapets over the door
 - 6. Peaked roof forms
 - 7. Arches
 - 8. Outdoor plaza
 - 9. Display windows
 - 10. Architectural details such as tile work, brick soldier courses or molding shall be integrated into the structure.
 - 11. Other design elements as deemed appropriate by staff

- S. Commercial building materials shall be durable quality. Buildings shall be constructed entirely with masonry. Post and beam sided buildings will not be allowed.
- T. Any commercial structure more than 100,000 sq. ft. shall incorporate a public space, such as a plaza, courtyard or landscape garden within the vicinity of the structure's main pedestrian entrance of the development's principle structure and shall incorporate a minimum of three of the following provisions:
 - 1. Pedestrian seating in the form of benches or ledges;
 - 2. Water features;
 - 3. Seasonal plantings;
 - 4. Textured paving;
 - 5. Raised brick planters with landscape;
 - 6. Pedestrian scaled lighting;
 - 7. Sculpture of other artwork; or
 - 8. Outdoor eating or a café.
- U. Commercial drive-thru facilities shall be prohibited from being located on any façade facing a public street. All drive-thru facilities shall be located on the side or rear of the structure that is either facing the site's parking area or internal drive-aisle.
- V. Any industrial structure façade facing a public street and which has a façade length that exceeds 100 feet, measured horizontally, shall incorporate recesses, projections, glass wall systems or other ornamental/architectural features along 20 percent of the length of the façade.
- W. Industrial structure facades shall be constructed with masonry materials, including, but not limited to, pre-cast concrete panels. Where pre-cast concrete or split face concrete block is utilized, the use of colors, patterns, or other forms of architectural relief within these panels shall be required.
- X. Industrial loading bays shall not be located on any front elevation or any elevation abutting a public street.

Relationship of Buildings to Site

- A. The preferred means to minimize the impact of parked vehicles from the public ways and adjacent residential areas shall be with decorative elements, building wall extension, plantings effective in both summer and winter, and/or berms.
- B. Fencing is a less preferred alternative for the purpose of screening. When it is required for safety purposes, it shall be compatible with the style, material, color and material of the building. Fencing combined with landscaping treatment can contribute to a more desirable, less monotonous appearance.

- C. Grades of walks, parking spaces, terraces, and other paved areas shall provide a safe and inviting appearance for walking and if seating is provided, for sitting.
- D. Project features which may have negative impacts upon adjacent properties, such as off-street parking areas, service entrances, loading zones, mechanical equipment, etc., shall be buffered from adjacent properties as illustrated below.
- E. Adjacent buildings of different architectural style shall be made compatible by such means as screens, site breaks and materials. Major differences between buildings shall provide a large buffer area and minor differences shall provide a smaller buffer area as illustrated below.
- F. Subdivision covenants and restrictions shall comply with the goals and spirit of this section.

Landscaping. A \$200 landscape review-consulting fee must be submitted for developments which are not already required to submit a retained personnel fee. This fee is for reimbursement to the Village for all costs and expenses incurred by the Village in connection with the review of the landscape plan by a landscape consultant. Submitted landscape plans must comply with Village guidelines referenced in the Village's Landscape Code.

Lighting

- A. All exterior lighting shall balance the need for safety, security and decoration.
- B. All exterior lighting shall be part of the architectural and landscape design concept. Fixtures, standards and all exposed accessories shall be concealed or harmonious with other project design materials.
- C. In general, the height of the exterior lighting fixtures shall not exceed 25 feet including concrete pier foundation, above finished grade. (*Revised Ord. 2009-06*)
- D. All exterior lighting, except as hereby allowed, shall be fully shielded, directed down at a ninety degree angle, and otherwise designed so as to avoid glare onto neighboring residential properties. Excess lighting and signage should be shut off after normal business hours.
- E. As part of the Design Review submittal, a photometric plan shall be submitted for staff's review. Commercial, Office and Industrial sites shall incorporate a maximum of a "0.05" of a footcandle at the property line.
- F. Security wall-pack lighting on exteriors of structures shall be shielded and oriented downward.
- G. All exterior illumination shall be white light, fluorescent, metal halide, LED or induction lighting.

Surfacing. All driveways and other areas for vehicle use shall be constructed of black top, brick pavers or concrete. Service walks, stoops, and concrete stairs shall be in place at time of occupancy. Exception would be if final occupancy is requested after November 15th than a grace period for the driveway paving only would be allowed until June 1st, of the following year. Temporary driveway shall have an approved gravel base of six inch compacted aggregate base.

- A. For non-residential, light vehicle (under 8500 gvw) uses, surfacing shall consist of one of the following:
1. Six inch compacted aggregate base with a 1 ½ inch bituminous binder course and 1 inch bituminous surface course or;
 2. Six inch compacted aggregate base with 5 inch air entrained 6 bag portland cement concrete and 6 x 6 #10 welded wire reinforcing.
- B. For heavy duty vehicular and other uses including business office/research, industrial, or when in the opinion of the Building Inspector or the Village Engineer, the driveway will be required to carry heavy loads, the driveway shall then consist of one of the following:
1. Ten inch compacted aggregate base with a 1 ½ inch bituminous binder course and a 1 ½ inch bituminous surface course or;
 2. Eight inch compacted aggregate base and with a 6 inch air entrained 6 bag portland cement concrete and 6 x 6 #6 welded wire reinforcing.
- C. A culvert shall be installed under each driveway at the owner's expense. Said culvert shall extend a minimum of 3 feet on each side of the driveway except where conditions warrant modification of this requirement by the Building Inspector or Village Engineer. Culverts for all subdivisions established on or after May 3, 1994, shall be a minimum of 15 inches in diameter unless otherwise indicated on the approved engineering plans or as allowed by the Village Engineer.
- Said culvert shall be either 16 gauge galvanized steel of the annular-riveted type with rolled ends and metal end sections or Class IV reinforced concrete culvert pipe and concrete end sections. The dates indicated in this paragraph refer to the date on which the Village Board approved a subdivision's Final Plat. The choice of culvert to be made (i.e. metal or concrete) shall be followed and adhered to throughout the entire subdivision. For all new subdivisions, the choice shall be determined at time of final platting.
- Culverts must be installed if specified by the Township Road Commissioner or County Highway Superintendent.
- D. Corner lots, under certain circumstances, may be allowed a circle driveway providing that the building is set on an angle on the lot to the two adjoining streets.

Maintenance Design Factors

- A. Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage, and abuse.
- B. Provisions for washing and cleaning of buildings and structures, and control of dirt and refuse, shall be included in the design. Configurations that tend to catch and accumulate debris, leaves, trash, dirt, and rubbish shall be avoided.

Continuing Maintenance

- A. Buildings and appurtenances shall be cleaned and painted or repaired as required to present a neat appearance.
- B. Deteriorated, worn or damaged portions of building appurtenances shall be rebuilt or replaced.
- C. Landscape materials which have been damaged or defaced shall be properly repaired or replaced. If plantings deteriorate and die then they shall be replaced with healthy plants.
- D. Parking areas should be kept in good repair, properly marked and clear of litter.
- E. No color, texture, shape, building, landscaping items, or other exterior design features previously approved shall be modified as a result of maintenance procedures, unless reviewed and approved by the building Inspector and/or ARC if required.