

# TOWN OF KINGSTON SPRINGS

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## Design Review Committee Design Guidelines Manual



## PREFACE

The Town of Kingston Springs, a picturesque community located only 30 minutes west of Nashville in Cheatham County, is a community rich in history, heritage and community pride. A variety of businesses operating within the Town offer amenities that enhance the quality of life for its residents. Community services including award-winning schools and a variety of churches, combined with a peaceful country setting, offer an outstanding environment in which to raise a family or start a business.

Established in 1807, Kingston Springs has always held its small town charm in high regard, and therefore, it seeks to maintain that charm and character by ensuring attractive and quality residential and commercial development. The City Commission, town administration, and citizens of Kingston Springs desire to protect the established character of the community by developing, enacting, and maintaining an architectural and aesthetic vision for all development. This vision consists of I) the Design Review Commission, a body of citizens appointed to review and approve all proposed commercial and multi-family building(s) exterior appearances, including the architecture, landscaping, signs, site lighting and non-residential entrances, and 2) a Design Guidelines Manual, a collection of the principles and design standards that the Design Review Commission applies to the applications it reviews.

The primary goals of this architectural and aesthetic vision are to protect the community's identity, enhance and protect property values, and promote economic development. These factors, as they relate to the aforementioned commercial and residential development, are critical elements in developing and maintaining an attractive and thriving municipality. Through the successful implementation of the Design Review process and guidelines, the Town of Kingston Springs intends to secure its character, heritage, and small town charm for many generations to come.

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## **I. INTRODUCTION**

### **A. WHAT IS DESIGN REVIEW**

The purpose of Design Review is to protect the established character of the Town, and to ensure that new development, or changes to existing development, are consistent with the Town's aesthetic vision. Design Review serves to preserve the unique character of Kingston Springs and to provide cohesive development standards and consistency with adopted Open Conservation principles.

The Design Review process considers a wide range of design issues. These include such things as open space and natural features, building scale and massing, architectural design, signs, landscaping, site lighting, utility connections and storm water detention/retention areas, etc. Each issue considered may appear individually insignificant. However, collectively, they can contribute to a successful, quality project.

Design Review is an important tool for protecting community character and enhancing community appearance and property values. It encourages the Town to look beyond the specifics of a proposed development to consider its context and how a project will fit and complement its surroundings. Design Review benefits the community and individual property owners in many important ways:

#### **Protect Community Identity**

*Kingston Springs has a small town charm and unique history that should be preserved and enhanced. Additionally, Town leaders desire to improve the community's existing high quality of life and make the Town more attractive for investment. Design Review provides guiding principles to protect these assets for current residents and future generations.*

## **Enhance and Protect Property Values**

*Design Review serves property owners by ensuring their investment will be protected. Just as traditional zoning prevents landfills from locating in a residential neighborhood, Design Review seeks to ensure that the character of the neighborhood is maintained. Improvements in the quality of design stabilize and, in some cases, enhance the value of private property.*

## **Promote Economic Development**

*Design Review is an especially important tool for commercial districts where increased private investment and maintaining an image of vitality is a common community goal. Areas such as the Corridor to Interstate 40 (Luyben Hills Road), Main Street and Kingston Springs Road will increasingly rely on Design Review to protect and enhance public and private investments, and to support and encourage new development.*



## **B. BASIS FOR DESIGN GUIDELINE STANDARDS**

The Town of Kingston Springs City Commission created the Kingston Springs Community Design Review Commission (DRC) by ordinance (Ordinance 2009\*001) in March 2009. The DRC is governed by the following provisions:

### **1. Composition:**

The DRC shall consist of nine (9) members and should be composed of the same membership as the Kingston Springs Municipal Regional Planning Commission.

It is desirable that at least one architect and one engineer serve on the board at all time, however, an individual with building experience may be substituted for the architect and an individual with construction experience may be substituted for the engineer, should there be no one to serve in those positions.

**2. Vacancies:**

Vacancy of members of the DRC should be filled in the same manner as those adopted by the Kingston Springs Municipal Regional Planning Commission.

**3. Meetings:**

Meetings of the DRC should be held on the second Thursday of each month at 7:00 p.m., prevailing time, at the Town meeting hall or such other place as may be designated by the Chairman. The Chairman is vested with the authority to cancel a meeting should there be no business to come before the DRC. A majority of the DRC may adopt rules and regulations to govern the procedure before the DRC.

The requirements of a quorum of the DRC to conduct formal business: Sixty percent (60%) of the total membership of the board shall constitute a quorum, and the affirmative vote of a majority of the members serving on the board shall be necessary for any action to be taken by the board. The members shall serve without compensation, but each member shall be entitled to reimbursement for such member's actual and necessary expenses incurred in the performance of such member's official duties as established by the board. (Source: Tenn. Code Ann. § 13-13-104)

**4. Responsibilities:**

It shall be the duty of the DRC to develop general guidelines and specific review procedures for construction or development of all non-residential properties, multi-family residential properties, and any entrances to nonresidential developments and to apply such procedures in either approving or disapproving proposals for such improvements in the Town of Kingston Springs.

**5. Building Applications - Submittals to Committee:**

Prior to application for a building permit all non-residential properties, multiple family residential properties, and any entrances to nonresidential developments shall be submitted to the DRC, along with plans, elevations and detailed landscape plans (distinguish how different from zoning requirement). A preliminary submittal prior to completion of detailed plans and specifications is recommended but not mandatory.

**6. Building Applications - Due consideration**

Within 30 days after an application shall have been submitted to the DRC, the Town staff shall examine same and present it to the members of the Committee for examination and determination of whether the proposed structure will conform to proper urban design standards and be conducive to the proper architectural development of the Town. At said meeting, the DRC shall examine the plans, elevations, and specifications, and any other evidence that may be pertinent or requested. The applicant or his representative is required to

appear at the Committee meeting. The DRC shall act as expeditiously as practicable and in no event shall any applicant be caused unreasonable delay.

**7. Building Applications - approval or disapproval**

At said meeting or at any meeting within fifteen (15) days subsequent thereto, the DRC shall approve the application if, in its opinion, the proposed development will conform to proper design standards and be conducive to the proper development of the Town. The DRC shall disapprove and return the application if it determines that the proposed development will be unsightly or unsuitable in appearance or detrimental to the environment of the community. However, the DRC may make comments and recommendations if it sees fit, toward the end of informing the applicant, the building official, and the City Commission why the proposal is unsuitable and what might be done to help bring it into conformance.

**8. Building Applications - issuance of permit:**

If the DRC approves the application, the Town staff may submit the plans to the building official for the permit. If the DRC returns the application with its disapproval and recommendations, the Town staff shall not submit the project for a building permit until such time as appropriate changes have been made and resubmitted in such form that meets the approval of the DRC. If, in the opinion of the Chairman of the DRC, the re-submittal clearly meets the design standards and recommendations of the DRC, he or she may approve the application for the Committee without further delay.

**9. Appeals:**

In the event any application is refused by the building official under the provisions of these Guidelines, the applicant may appeal to the City Commission to review the decision of the DRC at a regular meeting of the City Commission. At said hearing, the City Commission shall listen to all parties who desire to be heard and after said hearing shall approve or disapprove the application. If the City Commission approves, the project may be submitted to the building official for approval.



### **C. PURPOSE OF THE DESIGN GUIDELINES MANUAL**

This manual is intended to identify the principles and design standards that the DRC will apply to the applications before them. These standards do not reproduce all the specific requirements stated in the Zoning Ordinance, Subdivision Regulations, or other applicable development standards and regulations. DRC approval does not relieve the applicant of compliance with the existing Zoning Ordinance and Subdivision Regulations. Property owners, developers, architects, builders, business owners and others should consult these standards when considering redevelopment or new construction prior to preparing their plans. These standards are intended to complement the Town's ordinances and regulations by providing a graphic explanation of what is intended. In the event that there is a conflict between these standards and other Town ordinances/codes, or other standard(s) adopted by any Town board or commission, the more stringent shall apply.

#### ***The design standards do:***

- *Provide developers and design professionals with a clear and equitable set of parameters for site and building design.*
- *Identify important design elements that are to be maintained or enhanced.*
- *Encourage high quality development through recommended appropriate design approaches.*
- *Provide for reasonable, logical, and timely review and appeal procedures.*
- *Maintain as well as enhance the quality of life for Town of Kingston Springs residents.*

- *Reinforce civic pride of the Town's citizens through attractive development.*
- *Protect and enhance property values.*
- *Increase awareness of aesthetic, social, ecological, and economic values.*
- *Create a "sense of place".*

***The design standards do not:***

- *Discourage growth within the Town of Kingston Springs.*
- *Dictate stylistic design approaches or restrict creative design solutions*

## **II. COMPATIBILITY, SITE DESIGN AND MASSING**

### **A. COMPATIBILITY AND SITE DESIGN**

1. Evaluate existing site conditions and identify site and surrounding features. Design with the existing natural and cultural features of a site. Provide a design strategy that is compatible with these features and enhances their qualities.
2. Site design should consider adjacent land uses and design, site size, location, vehicular and pedestrian movement, interconnectivity, ingress/egress, and the proposed use of the site.
3. Provide vehicular, bicycle and pedestrian connectivity. A well-designed, highly-connected network helps reduce the volume of traffic and ultimately improves livability in communities by providing alternative routes. Pedestrians should be able to access adjacent uses without getting in a vehicle to do so.
4. Streets should have vistas and terminate on a prominent building façade, large existing trees or views to open space. Dwelling units should not align or look down alley ways.
5. Development sites with multiple buildings should contain compatible design elements and a strong visual relationship between buildings. Landscaping and exterior architectural elements should be compatible.
6. Building forms shall be tailored to fit within the existing topography of the site and the site features specifically existing trees and vegetation.
7. Buildings are viewed in context with other buildings in the immediate vicinity and design shall indicate how they are compatible in regards to mass, placement, scale, and proportion of window openings, entryways, roof types, and the degree of detail.
8. Buildings should reflect the unique style of the Town and not develop according to a standard “corporate” or “franchised” style typically found with big-box or other national businesses.

### **B. MASSING**

The building massing and scale plays a key role in the character of the development. The design should be focused on how the project fits within the community.

1. Building massing and orientation should place strong visual emphasis on the street in order to activate public space and streetscape.
2. To create a coherent streetscape, buildings should maintain a similar floor to floor height along a block, allowing for exceptions associated with a special uses such as an entryway.
3. Large, monolithic buildings are discouraged. Use smaller sub-volumes in the massing of a building to create a transition in size to adjacent residential structures that are smaller in scale.

4. All buildings are encouraged to encompass three defined elements: a “base” consisting of storefronts and belt course; a middle zone that is less detailed than the other two areas; and a “cap” consisting of a eaves, cornice, etc. at the top of a building. Buildings may have appropriate form and proportion as reflected in the tradition of vernacular, historic buildings. Buildings should face the street with the façade aligned with the front property line. Angled or non-rectilinear buildings, unless relating to the street alignment, may be considered inappropriate.
5. The building should maintain a consistent line along the front setback except to provide recesses for architectural interest. Acceptable examples include a special corner feature, outdoor dining or mid-block pedestrian passageway.
6. Buildings should establish a rhythm with variations in windows, doors, trim and balconies for added visual interest. Wall offsets, breaks in roof/cornice line, and material changes provide longer buildings distinct massing & vertical proportioning.
7. Building Orientation
  - a) Buildings should be oriented such that their main entrances are visible from the public right-of-way and streets located therein.
  - b) Building service areas, loading and utility areas should not be visible from public streets. Such service areas should be located behind the facade of the main structure. Review of local sanitation company criteria is essential in the placement and number of sanitation collection service areas.
  - c) Primary entrances to office and retail buildings should be oriented to the public right-of-way, with secondary entrances opening to parking areas.
8. Corner Lots
  - a) Buildings on corner lots should be designed to have two fronts and should have special architectural elements, such as wrap-around porches and building massing to accentuate corners and terminating views.
  - b) Corners lots should generally be larger in size than adjacent lots.

### **III. ARCHITECTURAL CHARACTER**

Building design and architectural character is a key element in the built environment that contributes to Kingston Springs’ success and prosperity as a community. The building design guidelines contained herein are intended to help protect the integrity and enhance the value of the Town’s existing neighborhoods by articulating to the development community those design values and preferences that the Town has determined will result in a high-quality built environment and improved quality of life.

Prototype designs shall be adapted to reflect the Town of Kingston Springs design standards and should be compatible with the site’s immediate surroundings. Careful siting, site design, use of compatible materials and colors, and landscaping are some of the ways that a franchise design is expected to adapt to blend with its surroundings.

## A. BUILDING HEIGHTS

Building heights shall conform to the Town of Kingston Springs Zoning Regulations. Building heights are specifically regulated not to exceed 35 feet in height in all commercial and office zone districts. A maximum of 35 feet height is permitted within the industrial district. The height limitations shall not apply to civic buildings with belfries, cupolas, spires and domes that are not intended for human occupancy; however all architectural features listed above shall be subject to review by the DRC.



## B. FACADES

1. Consideration should be given to create a strong front building façade wall that provides discernible features, depth and does not appear architecturally flat. Buildings should have a storefront, porch or stoop at entrances. The DRC may require commercial buildings to provide a more traditional storefront or porch in order to reflect the unique style of the Town.
2. Buildings should avoid a long uninterrupted facade plane. Blank walls shall be avoided. The maximum permitted width of an uninterrupted plane shall be 25 feet as viewed from the public right-of-way. Longer width may be considered for industrial uses or facades not seen from the public right-of-way and/or public open spaces. Buildings that have long walls should use varied setbacks or architectural details to reduce the perceived length and mass of the building.
3. Facades along public streets shall be treated in a manner which creates an attractive and inviting pedestrian street-front. Undifferentiated and bland facades that are visible from the public right-of-way are discouraged.
4. Facades that appear flat or “Stage-set” facades are not acceptable. Aesthetic considerations go beyond the primary elevation of the building. The materials and colors utilized on the street

face shall wrap around corners and should continue on the sides and rear of the structures to create visual depth.

5. Where a clearly established development character and scale exist, new in-fill development should include the key design elements of surrounding buildings with respect to windows, doors, rhythm of bays, detailing, roof forms, materials and colors.
6. Rear and side facades, if visible from public streets, shall be similar to the primary facade in their architectural treatment. Materials should be of high quality (See D: Materials).
7. Window and door openings shall have proportions similar to those on adjoining buildings.
  - c) Pilasters, variations in the roof line or parapet wall, and building wall recesses shall be used to break up the mass of a single building into distinct vertical bays which maintain a rhythm to surrounding buildings.
8. Use of Similar Building Materials in a Commercial Center
  - a) In order to achieve unity between all buildings in a Commercial Center, all buildings in the center, including out parcel buildings, shall be constructed of building materials from the color and materials palette approved for the center.
  - b) A comprehensive building materials and color palette shall be submitted to the Design Review Committee for approval with the first building of a commercial development.
9. Use of Similar Architectural Styles or Theme in a Commercial Center.
  - a) A consistent architectural style or theme should be used throughout a Commercial Center, in particular, to tie out parcel buildings to the primary building(s).
  - b) Building entrances are appropriate locations to express individual building character or identity.
10. Where a site or building is not part of a Commercial Center, the architecture should consider surrounding sites in terms of building materials, colors and architectural style. These buildings should blend within the development. The intent is not for all developments to look the same, but to have developments of high quality design and materials that transition well from surrounding developments where stark contrasts are not evident to the visitor or passerby.

## **C. ROOFS**

In order to enhance the architecture, roofs should draw upon historical precedents. This may include both typical “flat” façade with parapet walls along the street edge and colonial sloped roofs including gable, hipped, shed roofs and dormers.

On all buildings where the facade wall meets the roof provide articulation and detailing such as extended parapets, projecting cornices or decorative moldings to give the roof/cornice area proper visual weight and proportion to the building.

1. Pitched roofs are recommended to have slopes between 3:12 and 12:12; however, alternative roof forms or pitches may be considered for small roof sections over porches, entryways, or similar features.
  - a) Breakup long pitched roof lines with offsets and dormers.
  - b) Pitched roof heights from eave to peak should not exceed the height from grade to eave - meaning the roof should not be taller than the building wall supporting the roof.
2. Parapets are recommended to be used on sloped roofing 1-in-12 or less and should wrap corners by a minimum of 18" on corners or if the adjoining building is recessed.
  - a) Parapet walls fronting a street may include three-dimensional cornice treatments so not to appear flat.
  - b) Cornice lines should relate between buildings to help unify the architecture along both sides of the street, when appropriate.
  - c) The form of the roof or cornice should hide mechanical equipment and roof penetrations, such as plumbing stacks and vents, from view of streets and sidewalks.
3. Green roofs, which can be used to mitigate stormwater and may extend the life of the roofing membrane, are encouraged. Other sustainable solutions, such as solar panels, are also encouraged on roofs but should be incorporated into the overall design.

#### **D. MATERIALS**

Exterior building materials shall be high quality and durable materials subject to the following:

1. Primary façade materials should wrap around exterior corners. A change in material should occur only at inside corners; changing at exterior corners is inappropriate.
2. Primary Building Materials: The primary materials for exterior wall surfaces, exclusive of all windows, doors, roofs and walkway covers, shall be natural materials such as clay brick, stone, marble, limestone and wood. Cement stucco and fiber cement board may also be used as primary building materials. Other materials may be considered on a case-by-case basis, but in no case shall the primary building material be a material simulated to give the appearance of the above-listed primary building materials. In consideration of alternate materials, the Design Review Committee and the design professional should consider the architectural style of the building, and collaborate in selecting appropriate materials for the architectural style.
3. Secondary Building Materials: Secondary materials for exterior wall surfaces may be used for up to 10% of the elevations, exclusive of all windows, doors, roofs, and walkway covers, for the purpose of accent. Acceptable secondary building materials include precast concrete, exterior insulation and finishing systems (EIFS), or precast concrete, and textured block.
4. For industrially-zoned properties tilt-up concrete wall panels may be used, except for frontage along Kingston Springs Road, the corridor locations adjacent to Interstate 40 or Highway 70 or other major corridors as determined by the DRC. No more than 60% of the wall area, exclusive of all windows, doors, roofs, and walkway covers, visible from the public right-of-way and public open space may be constructed of tilt-up on a building's exterior. The remaining area visible to the public shall be those materials listed above for the primary

building materials. The DRC shall have the discretion to permit metal facades on the side and rear of a building not generally visible from a public right-of way, and where that side or rear elevation of the building does not abut a residentially-zoned property.

5. Where the rear of the building is not/will not be visible from the public right-of-way or ingress/egress easement and does not abut a residential development or zoning district, the DRC may consider up to 50% of the rear of the building to be constructed with secondary building materials. This exception will be reviewed on a case by case basis with the burden of proof lying with the applicant on the question of visibility.
6. Non-preferred exterior building materials on non-industrially zoned properties, exclusive of all windows, doors, roofs, and walkway covers, include the following: exposed or painted concrete block, metal, plywood, synthetic stucco, vinyl or aluminum siding, plastic materials (including pvc and urethane trim), or similar products.
7. Exterior finish colors should fit into the context of the built environment. Subtle earth tones are preferred over stark or bright colors. Full chroma colors are discouraged but may be approved for building accents.
8. The color of door and window framing systems should be compatible with the overall design of the building.

#### **IV. STREETScape AND SITE ELEMENTS**

##### **A. STREETScape**

Active, attractive streets are critical to the growth and future success of Kingston Springs. Streets are an important part of creating livable communities and should be created with everyone in mind, whether young or old, motorist or bicyclist, walker or wheelchair user, bus rider, shopkeeper or café patron.

All Streets consist of vehicular lanes and the streetside zone. The vehicular lane widths should correspond with the adjacent land use i.e. wider lanes for denser uses. The vehicular lanes may provide parking capacity and may include dedicated bicycle lanes. The streetside zone contributes to the urban character of each neighborhood. It may include pedestrian paths, landscaped planters, street furnishings, lighting, and street trees.

All streetscapes shall adhere to the following provisions:

1. Limit curb cuts by providing shared access or utilizing alleys for vehicular access.
2. Street Trees: Tree species are an essential component of the streetscape design. All landscaping shall be installed and meet the quality requirements outlined in the American Standard for Nursery Stock, vigorous, healthy and free of diseases or infestations.
  - a) Street trees shall be planted approximately 40 ft on center and be a minimum of 2.5 to 3 inch caliper upon time of planting and limbed up to 7 ft. Street trees must be maintained and replaced if dead. Street trees type, exact cultivar, and placement must be coordinated with the DRC as lots/ parcels are developed.
  - b) Avoid the bucket effect: when planting trees, provide non-compacted soil for roots to extend beyond the placement of the plant.

- c) Tree grates shall be modular and allow for removal as trees grow.
- 3. The sidewalk should be set back a minimum of five feet (5') from the back of the curb with limited exceptions including where plaza spaces are provided and extend to the curb. Sidewalks should be incorporated within a landscaped pedestrian way, street trees shall be planted between the curb and sidewalk, unless such plantings would interfere with overhead utility lines or underground utilities. In such cases ornamental trees shall be planted behind the sidewalk and shall be of a species that will not interfere with overhead wires at maturity. Coordinate with standard road sections and existing conditions.

## **B. SITE ELEMENTS**

Site elements, such as furniture, amenities and public spaces within a site contribute to placemaking and the visitor's overall experience. The addition of site elements may not be appropriate on all sites. However, coordinated and well-placed elements can provide for a greater sense of community, create places for people to gather, focal points and prominence of a site.

### 1. Furniture

- a) Furniture should be provided to allow for visitor resting places, eating or gathering.
- b) Furniture should be of high-quality materials and should coordinate with the scale and design of the development.
- c) Furniture colors should be of a natural color.
- d) Colors such as cream, black and dark green are appropriate.

### 2. Outdoor Dining

- a) Restaurants are encouraged to provide for outdoor dining spaces.
- b) The use of any umbrella covering shall be coordinated with the character of the development in terms of color and design.
- c) No commercial signage on umbrellas should be visible from the public right-of-way.
- d) Canvas umbrellas should be of a flame-retardant, mildew-resistant fabric.
- e) Outdoor dining areas should be kept clean and free of litter.

### 3. Art, Water Features

- a) The use of public art, water fountains and other water features and architectural elements that enhance the site may be appropriate.

### 4. Miscellaneous

- a) Coordinated trash receptacles made of metal, wrought iron, stone or other durable material.
- b) Planters made of durable materials should be compatible with other site elements.
- c) Bike racks should be provided and located so as not to interfere with vehicular and pedestrian circulation.

## **V. LANDSCAPING AND SCREENING**

Landscaping can add value, create pleasant spaces that attract people, and help to develop a distinctive identity in a district. By enhancing, preserving and protecting the scenic landscape, new projects can help reflect the area's natural heritage and provide a pleasing local environment. See Kingston Springs Zoning Ordinance Section 3.15 for Landscape treatment.

### **A. LANDSCAPE PLAN GENERAL PROVISIONS**

1. Preserve existing trees. Preserving mature trees in new developments helps to create value and a sense of place. Removing trees can reduce the aesthetic, resale, or rental value of a property and negatively affect the character of the Town.
2. The removal or clear cutting of trees and other existing vegetation on undeveloped or underdeveloped sites is prohibited, except as otherwise permitted in accordance with an approved site and/or subdivision plan.
3. All new developments, whether public or private, and all existing commercial, industrial or multi-family residential property where the site or the exterior of the building is to be modified shall be required to submit a Landscape Plan stamped by a registered Landscape Architect.
4. Landscape plans shall include all designated common areas and open space. Landscaping should be located along the public boundaries of a site, including site entrances and parking areas, around buildings and building entries, and along drainage or storm water management structures and retention areas.
5. Landscaping shall define the building entries, as well as the entrances to the development from the public street. Landscaping should not impede visibility from entrances onto public streets and shall not conflict with pedestrian connectivity.
6. Prohibited Plant Materials: Any species designated invasive by the Tennessee Exotic Pest Plant Council's Invasive List. Recommended Plant Materials: Native and adapted plants that are naturally drought tolerant.
7. Rain gardens and bioswales are encouraged and should be used as a means of collecting and cleaning runoff from impervious surfaces.

### **B. OPEN SPACE**

1. Open Space: Many types of Open Space are encouraged to serve the needs of both citizens and visitors for passive and active recreation. Public art, other amenities, and interactive features are encouraged in open spaces.
  - a) Calculations: Overall development should provide a minimum of 20% open space. Open space is classified as space used for active or passive recreational or resource protection purposes and not including the minimum lot area required for any housing type. Open space may include greenways, sports fields, landscaped parking islands, foundation plantings, buffer screening, bioswales, rain gardens, open lawns, pocket parks, playgrounds, and natural areas. Calculations for open space may not include buildings, parking facilities, driveways, and storage or service areas.

- b) Access: Open space should be easily accessible and, generally, lots should front onto open space. Buildings that are part of the same development as the open space and abut the open space shall have a minimum of one pedestrian entrance on the open space.
- c) Seating: Types of seating that are encouraged include movable individual seats, fixed benches, seat walls, planter ledges and seating steps.

## C. SCREENING

When possible, surface parking, loading areas, dumpsters, HVAC units, electrical boxes and meters should be located out of the public view from the right-of-way. When it is not feasible or in the case of a conflicting land uses, provide landscaping to visual and physical separate and conceal areas from public view.

### 1. Surface Parking

- a) Parking area screening and landscaping standards shall apply to all surface parking lots including, but not limited to, public and private parking facilities, driveways and access aisles, the outdoor display of automobiles and other vehicles that are for sale or lease.
- b) All perimeter landscape strips visible from the public streets and open space should be screened with evergreen shrubs a minimum of 24" tall or may include a fence or wall.
- c) Parking areas shall be separated from adjacent side lot lines by a perimeter landscape strip a minimum of five feet in width minimum. However, two adjacent properties may share equally in the establishment of a 5ft min. planting strip along the internal common property line to screen parking. With a shared parking agreement and access, no screen on the internal common property line of the two owners is required.

### 2. Garbage collection areas including dumpsters, trash, refuse, compactors, and recyclable containers shall be set in a location that is at the rear of the buildings or site and shall not be located within any designated streetscape. The following criteria shall apply:

- a) Dumpster enclosures shall be located on a concrete pad of sufficient size to accommodate the desired number of receptacles.
- b) Dumpster enclosures shall be constructed of brick and/or masonry walls, and screened with appropriate plant material. The dumpster enclosure shall be constructed of a similar material from which the principal use was constructed.
- c) The screening of all dumpsters shall be at least two feet taller than the dumpster, but no more than eight feet. Doors shall be in a closed position when the dumpster is not being loaded or emptied and the doors shall have a usable latch to ensure that they can stay closed. The door framework shall be of metal construction.
- d) For compaction units the concrete pad shall have a floor outside drain, which ties directly to the sanitary sewer.
- e) For restaurants, exterior grease collection devices shall be located underground or within an opaque enclosure similar to the dumpster enclosure.
- f) Grocery cart storage should be concealed from public view. Storage of carts should be provided within the interior of the building, or if outside, be incorporated into the exterior design of the building frontage.

## **D. UTILITIES LOCATIONS**

1. Gas, Electric Meters and Transformer Locations (subject to utility company requirements):
  - a) Plans shall show the locations of all meters, gas and electric and must be identified with the type of screening proposed utility meters shall be screened from public view with an opaque fence wall or evergreen hedge that screens objectionable views.
  - b) Transformers shall be screened with evergreen landscape materials of sufficient height and width at the time of planting. An area of fifteen (15 ') feet shall remain open on the side of the transformer used for access.
  - c) Mechanical equipment on roofs or sides of a building shall not be visible from streets. When mechanical equipment is ground mounted, screening shall include either an opaque fence or wall or a suitable evergreen hedge that screens objectionable view from the public.
2. Mechanical units, vents, plumbing and heating
  - a) The location of all ground and roof-mounted mechanical and air conditioning units must be identified on the plans with the type of screening proposed.
  - b) Ground-mounted mechanical and air conditioning units shall be screened from public view with an opaque fence, wall or evergreen hedge that screens objectionable views.
  - c) Roof-mounted mechanical and air conditioning units, vents and pipes must be screened from public view. Where parapets are used, they must be of a height to completely screen such items from neighboring properties and rights-of-way. Individual rooftop screens are not acceptable. Vents, pipes and other rooftop items on a pitched roof must be incorporated into the design of the building. The use of dormers is one way to conceal such items.

## **E. LANDSCAPE MAINTENANCE AND IRRIGATION**

1. All planted areas installed by the developer should be privately maintained as originally designed and approved by the DRC for the life of the project. All dead and/or dying landscape material shall be removed by the property owner and replanted per the DRC's originally approved Landscape Plan.
2. Irrigation should be provided to ensure sufficient longevity and health of the planting areas on all new construction. Existing and renovated landscaped areas will be evaluated individually based on the complexities of providing irrigation.
3. Irrigation backflow preventers should be screened or concealed. Backflow preventers should not be located within a required streetscape area.
4. Irrigation systems should be installed below ground with spray hood flush with the ground surface but allow for drip or low-flow systems in plant beds, which are not typically below grade.

5. All landscaped parking islands should be irrigated or the applicant shall provide a hose bib within 100 feet of new plant material and a description of how the landscape maintenance will be provided.

## F. STORM WATER MANAGEMENT

As more sites in the community are developed, the amounts of stormwater runoff increase. Impervious spaces such as buildings and parking lots contribute to the runoff but also lawn areas create significant amounts of runoff. By reducing lawn area and preserving or providing for forested or meadow areas, developments can mitigate adverse impacts and potentially lower infrastructure cost.

Managing stormwater at its source may reduce impact of peak water discharges on downstream facilities. The rate of post-development peak runoff at site boundaries cannot be greater than peak runoff stipulated in the *Town of Kingston Springs Stormwater Management Regulations*. Where site runoff requires detention areas, the areas shall be designed as a visual amenity for the site and be incorporated into the overall landscaping of the site. Techniques such as greenroofs, bioswales, rain gardens, porous pavement, overland drainage and detention ponds should be utilized to manage stormwater run-off.



All drainage shall conform to the Town of Kingston Springs Stormwater Management Ordinance and shall be approved by the Town Engineer prior to construction or alteration in the case of existing storm water facilities.

All detention areas shall incorporate the following standards:

1. Detention basins may should be designed to the standards in the *Town of Kingston Springs Stormwater Management Regulations*.
2. Landscaping shall be provided so as to provide a visual amenity within the overall landscaping of the site.
3. In basins that retain water, the water should not remain stagnant for over 48 hours. Fountains or other measures should be provided to aerate the water surface for wet ponds.

## **VI. LIGHTING**

Exterior lighting plays an important role in the design of a development site, whether its function is to emphasize architectural features of a building, the landscape of the site, or to illuminate a parking area serving as a security measure. However, left unregulated, poor site lighting can result in the degradation of the nighttime visual environment as a result of obtrusive light trespass, glare and light pollution.

The site lighting standards contained herein are intended to regulate exterior lighting in order to reduce or prevent light pollution. This means to the extent reasonably possible the reduction or prevention of glare and light trespass, the conservation of energy, and the promotion of safety and security.

The DRC shall review a submitted Lighting Plan illustrating the style, location, height, and intensity of fixtures proposed, in addition to a Photometric Plan illustrating compliance with the required lighting levels.

### **A. GENERAL DESIGN CRITERIA**

1. Lighting levels should meet the minimum standards as set forth in the Illuminating Engineering Society of North America (IES or IESNA, is an organization that establishes updated standards and illumination guidelines for the lighting industry).
2. All exterior illuminating devices shall be full-cutoff. Applicants should review *Guidelines for Good Exterior Exteriors Lighting Plans* <http://www.darksksociety.org/handouts/LightingPlanGuidelines.pdf>, which provides images of “acceptable” and “unacceptable/discouraged” fixtures.
3. The pole heights for all nonresidential applications should generally be in proportion to the building mass and relate the pedestrian. For the purposes of these standards, height shall be measured from the ground surface to the bottom of the lighting fixture.
4. The lighting of a structure or parking area should not cast light beyond property boundaries, and shall not, under any circumstance, exceed one foot candle at a commercial property line, or one-half foot candle at a residential property line.
5. Building mounted light fixtures shall not be located higher than the roofline, and shall have its lamp source shielded from view to minimize glare.
6. The use of creative lighting, such as uplighting, downlighting, accent lighting and facade lighting should be used to prevent glare with the fixtures being aimed away from the pedestrian or motorist.
7. Lighting levels shall be based on initial lamp lumens and 1.0 maintenance factor.
8. All lighting installations shall be maintained such that they continually provide acceptable luminance levels and glare control.

### **B. SITE SPECIFIC STANDARDS**

1. Gasoline Station/Convenience Store Aprons and Canopies:

Light fixtures mounted under canopies should be completely recessed into the canopy with flat lenses that are translucent and completely flush with the bottom surface (ceiling) of the canopy.

- a) The sides (fascias) of the canopy should extend below the lens of the fixture twelve (12) inches to block the direct view of the light sources and lenses from the property line.
- b) Lights shall not be mounted on the top or sides (fascia) of the canopy, and the sides of the canopy shall not be illuminated.
- c) The lighting levels for new facilities (pump islands and under canopies) shall not exceed a maintained average horizontal illumination level of twenty (20) footcandles and should conform to IESNA recommended practices. Individual luminaire lamp wattage should not exceed 250 watts.

2. Parking Lots:

- d) All luminaires should be a full cut-off design, aimed downward and away from the property line.
- e) Maintained average horizontal illuminance at grade shall not exceed two and one half (2.5) footcandles and should conform to IESNA recommended uniformity.

3. Recreational Areas:

- f) Where playing fields or other recreational areas are to be illuminated, lighting fixtures shall be specified in the Photometric Plan, mounted and aimed so that the illumination falls within the primary playing area and immediate surroundings so that no direct light illumination is directed off site. No outdoor recreational facility, public or private, shall be illuminated after 11:00 p.m., except to conclude any recreational event in progress prior to 11:00 p.m.

4. Exterior Illumination of Building, Landscaping and Signs:

- a) The unshielded outdoor illumination of any building or landscaping is prohibited. Lighting fixtures used to illuminate an outdoor sign either shall be by directed ground lighting or mounted on the top of the sign, and shall comply with shielding requirements provided herein.

5. Exemptions:

- a) Municipal Roadway lighting, approved by the Town of Kingston Springs;
- b) Temporary exemptions with specific written permission from the City Commission, based on findings and a recommendation from the Planning Commission;
- c) Construction and emergency lighting-(Lighting necessary for construction or emergencies is exempt from these provisions provided said lighting is temporary and is discontinued immediately upon completion of the construction work or abatement of the emergency necessitating said lighting).

6. Prohibitions:

- a) Floodlights

- b) Searchlights
- c) Mercury Vapor fixtures
- d) Sag or drop lenses
- e) Neon is limited to signage (see signage section for requirements)

7. Town Standard Fixture:

- a) Ornamental site lighting and streetscape lighting shall be of an “acorn” style fixture matching the ornamental lighting along Main Street. See Figure 7.A



Figure 7.A

8. Required Submittals:

- a) A site plan drawn to scale showing building(s), landscaping, parking areas and proposed exterior lighting fixtures.
- b) Location of all post, canopy, supports and light fixtures, including the height of each fixture.
- c) Specifications of the illuminating devices, lamps, supports and other devices, including designation as IESNA "cut-off" fixtures.
- d) A photometric report with point-by-point spacing no greater than 10' x 10'. Report shall include minimum, maximum and average footcandle lighting levels, max-to-min ratio; uniformity ratio, and shall indicate the lighting level at the property line.
- e) Indicate the means intended for on/off control of exterior lighting fixtures.

**VII. SIGNAGE**

The Town of Kingston Springs permits a wide variety of signage intended to identify businesses and institutions, and to convey commercial and non-commercial messages alike. The primary purpose of the Town's sign standards is to promote the reasonable, orderly, and effective use and display of signs, while enhancing the physical appearance of the Town. Specific sign requirements, including the types of signs allowed and prohibited, dimensions, and siting restrictions are found in the Town of Kingston Springs Sign Ordinance.

**A. GENERAL DESIGN CRITERIA**

- 1. Signage should be consistent in size, material, and location within each development, and proportional to the building it is placed on.
- 2. Signage shall conform to the architectural character of the principal building in terms of style, location, size, configuration, materials, and color.
- 3. Sign logos shall be subordinate to the overall sign design.

4. The number of signs used should be limited to encourage compatibility with the building and discourage visual clutter.
5. A comprehensive Sign Policy is required for developments of two or more tenants outlining the colors, type, illumination, size, and location of all development signage. Signage should be consistent in size, material, location, and design throughout each development.

## **B. SIGN TYPES AND LOCATION**

### 1. Wall Signs:

- a) Wall signs should be placed in a manner that does not obstruct or crowd architectural elements and detail that define the design of the building.
- b) Wall signs for commercial buildings can be located above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames display windows or on flat, unadorned surfaces of the façade. Wall signs that extend beyond the building roof line are not permitted.
- c) Typical franchised box panel/cabinet wall signs are not permitted. Only channel letter signs shall be permitted for wall signs.
- d) Sign colors shall compliment the primary building or other signage for the project.

### 2. Ground Signs:

- a) Ground signs, including single tenant and project signs should emulate the materials and architecture of the principal building.
- b) The base of ground signs shall have a solid skirt that is landscaped.
- c) Ground signs should be located so as not to impede visibility at entrances, exits, and intersections.
- d) Sign structures for incidental signage (i.e. directional, traffic management, etc.) within commercial retail centers, shall be comprehensively approved by DRC and include appropriate materials with adequate screening of the base Single tenant ground sign that compliments architectural elements of principal building

### 3. Subdivision Entrance Signs:



- a) Subdivision entrance signs shall be constructed of quality materials such as brick and stone.
  - b) Subdivision entrance signs may be placed on one or both sides of the entrance.
  - c) Subdivision entrance signs shall be placed in a landscape easement or common open space and shall be maintained by the homeowner's association.
  - d) Subdivision entrance signs and their appurtenances (support structures, landscaping, etc.) shall not obstruct the "clear site triangle" established for motorists at the subdivision entrance. The "clear site triangle" shall be determined by the method prescribed in the most recent edition of AASHTO *Geometric Design of Highways and Streets*.
- ### 4. Sign Materials:
- a) Preferred sign materials include brick, stone, limestone, molded concrete, wood, raised individual non-corrosive metal or painted wood letters, painted letters on wood, metal, or glass, reverse channel letters, or channel letters.
  - b) Individual letters are strongly encouraged.
  - c) The use of plastic-faced cabinet signs are strongly discouraged.
- ### 5. Sign Illumination:
- a) The light for or from any sign shall be so shaded, shielded or directed that intensity will not be objectionable to surrounding areas.
  - b) No sign shall have blinking, flashing or fluttering lights or other illuminating devices that change light intensity, brightness or color.
  - c) Exposed bulbs shall not be used on the exterior surface of any sign. Neon tube lighting such as an "open" sign is permitted but limited to one per business and maximum of three (3) square feet in size.
  - d) Canopies and awnings shall not have back-lighting. Canopy signs shall not be illuminated. Beacon lights are prohibited.

- e) The use of external lighting with a shielded light source is encouraged. However, reverse-channel lighting is permitted.
6. Sign Colors:
- a) Use colors that complement the materials and color scheme of the associated building, including accent and trim colors.
  - b) Use earth tone tints of reds, browns, tans, grays, and greens. Full chroma colors shall be avoided.
7. Temporary Signs
- a) Event Banners: Special Event Banners shall be permitted to display announcement of special events and shall be permitted to be placed seven (7) days prior to event and must be removed within two (2) days following the event. No Special Event Banner shall remain in place for more than fourteen (14) days unless otherwise permitted through the Review Process. Conditional Use, 50 sf max. Permitted by review of the DRC.
  - b) Sandwich Board: Limited applications; In area of storefront during open hours only . Sandwich board shall not obstruct sidewalk or means of egress. The sign must be constructed of materials that present a finished appearance. The sign lettering should be professionally painted or applied; however, chalkboard signs should be permitted. The written message of Sandwich Board signs should be kept to the minimum necessary to communicate the name of the business and/or a special message relating to the business. 1 per restaurant, café or retail establishment. 10 sf per side max.; 24 inches width; 60 inch height limit measured from sidewalk
  - c) Street Pole Banner: street banner shall be mounted securely with an appropriate top and bottom bracket to the light pole. 1 per street light pole. 10 sf max. Permitted by review of the DRC. No commercial message;

## **VIII. EXISTING BUILDINGS AND SITES**

### **A. REHABILITATION AND IMPROVEMENTS**

As buildings and sites are renovated, updated and improved over time, it is the desire of the Town that these sites and buildings be updated to comply with the current Design Guidelines and open space requirements, to the extent practical. The use of high quality materials for such renovations should be used. Deteriorated materials should be removed. Deference may be granted to listed and / or eligible historical structures.

Applicants are encouraged to work closely with the Town staff to review existing and proposed conditions of a building or developed site to determine the best alternatives. Any change to the exterior of a building or site requires prior approval from the DRC, unless such changes fall in the following categories:

- Replacement of existing materials with the same, including materials, design and color.
- Repainting or re-roofing using similar color.
- Replacement of windows with similar design and color.

## IX. DEFINITIONS

*Bioswale*- a vegetated swale that is a form of bioretention used to partially treat water quality, attenuate flooding potential and convey stormwater away from critical infrastructure.

*Green Roof* - a building with plants growing on it, designed to be environmentally and aesthetically pleasing. There are two categories of roofs: Extensive Roofs, which utilizes a shallow soil depth that is vegetated with groundcover and Intensive Roofs, which requires deeper soil amounts for a wider variety of plants; they are heavier and require additional structural support and maintenance. Green roofs may also include furniture, light paving materials and small structures.

*Footcandle* - A quantitative unit of measure referring to the measurement of illumination incident at a single point. One footcandle is equal to one lumen uniformly distributed over an area of one square foot. By way of reference, the illuminance of full moonlight is measured at 0.01 footcandles.

*Glare* - The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause loss in visual performance and visibility.

*Glazing* - Percentage of glass openings on a façade.

*Light* - That part of the electromagnetic radiation in the wavelength range visible to the naked eye.

*Lighting* - An artificial supply of light.

*Lumen* - A standard unit of measurement referring to the amount of light energy emitted by a light source, without regard to the effectiveness of its distribution.

*Luminaire* - A complete light unit consisting of a lamp or lamps together with the components designed to distribute light on any property, to position and protect the lamps, and to connect the lamps to the power supply. A luminaire is also commonly referred to as a fixture.

*Outdoor Light Fixtures* - Any illuminating device, including electrically powered devices; reflective or refractive surfaces; and lamps and similar devices that is installed outdoors, including, but not limited to, devices used to illuminate any site, structure, or sign.

*Parapet Wall* - The part of a perimeter wall that extends above the surface of the roof.

*Photometric Plan* - A point-by-point plan depicting the intensity and location of lighting on the subject property.

*Porch* - is defined as a covered exterior space with no walls on at least one side, facing the street and acts as an appendage to the mass of the building. Porches should be designed at an elevation that is higher than the sidewalk grade in order to create a separation of private and public spaces. Porches should be deep enough to accommodate seating.

*Rain garden* – a shallow planted depression designed to retain or detain stormwater before it is infiltrated or discharged downstream.

*Shield* - A protective cover or shelter designed to obscure light emission.

*Shielded (Fully)* - A lighting fixture that is shielded in such a manner that all light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

*Shielded (Partially)* - A lighting fixture that is shielded in such a manner that ninety percent (90%) of the light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point of the shield.

*Stoop*- a small landing connecting a building entrance to the sidewalk by a stair or ramp. Typically, a stoop is used for residential multi-family, condominiums, live-work buildings and offices but may be appropriate for other uses. Stoops do not have to accommodate seating.

*Storefront* - The side of a store facing a street. *Storefront should have substantial glazing on the façade at ground level, space for pedestrian-oriented signage, awnings, retail display, and other design features conducive with creating an active pedestrian streetscape.*

*Uniformity Ratio* - A quantitative unit of measure referring to the measurement of lighting uniformity over a specific area. Specified uniformity ratios are designed to protect against areas of insufficient or excessive luminance.