



City of Bonner Springs

KANSAS

Tuesday, October 19, 2021

200 East Third Street, Bonner Springs, KS 66012

The meeting is open to the public. Online or phone observation is available but does not enable participation in the meeting.

We will follow safety precautions recommended by the Centers for Disease Control and Prevention, the Kansas Department of Health and Environment, and local health officers. Attendees are required to wear masks and observe proper social distancing. If you are exhibiting symptoms of illness, think you may have been exposed to illness or would prefer to listen online please use the instructions below.

PLANNING COMMISSION WORK SESSION ONLY - 6:30PM

1. Accessory Structure Regulations

Action	Discussion only at this time - review prepared regulations
Recommendation	Staff recommends the Planning Commission discuss the proposed regulation changes and proceed with adoption at the next regularly scheduled meeting date. Due to publication timeframes, this meeting will be held on December 14, 2021.

Documents:

1. Accessory Building Agenda Item

2. Accessory Dwelling Units (ADU's)

Action	Discussion only - review the prepared regulations
Recommendation	Staff recommends the Planning Commission discuss the proposed regulations, address staff's questions with any feedback and proceed with adoption at the next regularly scheduled meeting date. Due to publication timeframes this meeting will be held on December 14, 2021.

Documents:

1. ADU Agenda Item
2. designing-accessory-dwelling-unit-regulations
3. AARP ADU's
4. ADU REGULATIONS APPROVED BY THE BOCC Revised 04 15 2020

3. Architectural Design Standards

Action	Discussion only
Recommendation	Staff recommends the Planning Commission discuss the potential adoption of Appendix B from the Comprehensive Plan as a regulation that shall be incorporated into our Zoning Regulations and enforced as other regulations are currently. Due to publication timeframes this meeting will be held on December 14, 2021

Documents:

1. Architectural Design Standards Agenda Item
2. Basehor Architectural Design Standards (PDF)
3. Overland Park Architectural Design Standards

City of Bonner Springs

Work Session Agenda Item Cover Sheet

Agenda Item No. 1

Topic: Accessory Structure maximum size limitations.

Narrative: Currently the zoning regulations state that an accessory building occupies no more than 30% of the required rear yard of a property, there are no maximum size restrictions that in staff experiences can and does lead to large buildings that no longer meet the intent of an accessory structure as they may potentially be larger than the principal structure.

Staff is bringing forward discussion items and potential regulations for the Commission to discuss.

In researching requirements, staff looked at seven (7) surrounding communities and their current regulations. Those seven communities were, Lenexa, Shawnee, Kansas City (MO), Lansing, Olathe, Lee's Summit (MO) and Overland Park. Taking from those regulations currently in place and taking into consideration agricultural areas of Bonner Springs and the Loring Service Area, staff has come up with a set of regulations that they feel fits best

Presented by: Mark Lee-City Planner

Staff Recommendation: Staff recommends the Planning Commission discuss the proposed regulation changes and proceed with adoption at the next regularly scheduled meeting date. Due to publication timeframes this meeting will be held on December 14, 2021

Attachments:

Staff research and recommendations (8pgs)

City of Bonner Springs Current Regulations for all zoning districts

SECTION 4. ACCESSORY BUILDINGS: No accessory building shall be erected in the front of the house with the exception of gazebos or similar decorative structures. Also, no accessory building shall be erected in the any required yard, and shall not be erected closer than five (5) feet to any other building. Accessory buildings may be located in the rear yard, but shall not be closer than five (5) feet to the rear lot line and shall not be closer to the side lot line than the required side yard setback of the district. No accessory building shall cover more than thirty (30) percent of the required rear yard. No accessory building shall be erected on or over a utility easement. No accessory structure or use as defined in these regulations shall be built, moved or remodeled, altered or enlarged unless such structure or use is permitted by these regulations. Accessory buildings shall not be erected on properties where no main structure exists, except in Agricultural zoning districts for the storage of agricultural products or equipment or for shelter of livestock. Accessory buildings which are erected on property where no main building exists shall not have sewer facilities within the accessory structure.

Current Definitions for Accessory

Accessory Building: A subordinate building which serves as a function clearly incidental to or customarily found in connection with and located on the same lot as that of the main use. Customary accessory buildings include garages, carports, and small storage sheds. (Revised Ordinance No. 1884)

Accessory Use: A subordinate use which serves an incidental function to or customarily found in connection with and on the same lot as the main use of the premises. Customary accessory uses include tennis courts, swimming pools, air conditioners, barbecue ovens, and fireplaces.

LENEXA

Floor Area: Unless otherwise provided in this brochure, the total floor area of any 1 accessory building or structure, with the exception of bonafide agricultural structures, which includes buildings and structures used strictly for the housing of farm equipment, cattle or horse, hay, etc., shall not exceed the total ground floor area of the dwelling unit, inclusive of any attached garages. The total ground floor area of all accessory buildings and structures shall be in compliance with zoning district open space requirements.

Appearance: Residential accessory buildings and structures larger than 200 sq. ft. in area shall be constructed of quality materials and compatible in design and character with the dwelling unit.

ADDITIONAL ZONING REQUIREMENTS FOR AG, RE AND RP-E DISTRICTS

Setbacks for Residential Accessory Buildings and Structures in AG, RE and RP-E Zoning Districts							
Zoning District	Open Space	Buildings/Structures > 200 sq. ft. and/or > 10 ft. ht.			Buildings/Structures ≤ 200 sq. ft. and ≤ 10 ft. ht.		
		Street Side Yard	Interior Side Yard	Rear Yard	Street Side Yard	Interior Side Yard	Rear Yard
AG	90%	50'	50'	50'	50'	10'	10'
RE/RP-E	75%	50' perimeter streets 35' internal streets	25'	25'	50' perimeter streets 35' internal streets	10'	10'

ADDITIONAL ZONING REQUIREMENTS FOR R-1, RP-1, AND RP-2 DISTRICTS

Setbacks for Residential Accessory Buildings and Structures in R-1, RP-1 and RP-2 Zoning Districts							
Zoning District	Open Space	Buildings/Structures > 200 sq. ft. and/or > 10 ft. ht.			Buildings/Structures ≤ 200 sq. ft. and ≤ 10 ft. ht.		
		Street Side Yard	Interior Side Yard	Rear Yard	Street Side Yard	Interior Side Yard	Rear Yard
R-1/RP-1	60%	20'	7'	20'	20'	5'	5'
RP-2	60%	25'	7'	20'	25'	5'	5'

Note: If the accessory building is no larger than 200 square feet and taller than 10 feet, the setback shall be at least equal to the height of the structure, but need not exceed the minimum yard setback requirements for the zoning district in which it is located, unless otherwise required by this Chapter.

Maximum total ground floor area permitted for all accessory buildings and structures in R-1(Residential Single Family), RP-1(Planned Residential-Low Density), and RP-2(Planned Residential-Intermediate Density):

- Lots less than 1 acre: The maximum allowed total ground floor area for all accessory buildings and structures shall not exceed 250 sq. ft. in area for each 3,000 sq. ft. of lot area up to a maximum of 1,500 square feet.
- Lots at least 1 acre but less than 2 acres: The maximum allowed total ground floor area of all accessory buildings and structures shall be 2,000 square feet.
- Lots at least 2 acres but less than 5 acres: The maximum allowed total ground floor area of all accessory buildings and structures shall increase from 1,500 sq. by 1,000 sq. ft. for each full acre of lot size greater than 1 acre and on a pro rata basis for each fraction of a full acre.
- Lots 5 acres or larger: The total ground floor coverage for all accessory buildings and structures shall not be limited if the structures comply with the zoning district setback and open space requirements of this Chapter.

SHAWNEE

No accessory building or structure may be erected on a vacant lot. Agricultural parcels used for the production of grains, fruits or trees are not considered vacant. The maximum allowable size of an accessory building in residentially zoned areas is dependent on the lot size, the size of the "required rear yard", and the finished area of the house on that lot. A more detailed description of this regulation is given below under Maximum Size of Accessory Buildings. There is no size limit on accessory buildings in agriculturally zoned districts.

In residential zoning districts there may be only one accessory building or structure on the lot. This restriction does not apply in agricultural zoning districts. Accessory buildings and structures shall be placed in the rear yard only.

Maximum Size of Accessory Buildings

Condition 1. Residential lots one acre (43,560 square feet) in size, or smaller: There are four ordinance restrictions, described below, that act to limit the size of an accessory structure. The most restrictive of these governs:

1. Accessory structure size shall not exceed 250 square feet per 3,000 square feet of lot area.
2. Accessory structures may not take up more than 30% of the "required rear yard" on a lot.
3. The size of the accessory structure may not exceed the total finished area within the house on that lot.
4. The accessory structure may not exceed 1000 square feet in total floor area.

Condition 2. Residential lots larger than one acre (43,560 square feet) in size, but smaller than 4.99 acres (and zoned other than agricultural):

The size of the accessory structure may not exceed the total finished area within the house on that lot.

Accessory structures may not take up more than 30% of the "required rear yard" on a lot.

An accessory structure may be larger than 1000 square feet in total floor area, provided the size may increase only 250 square feet for each full acre in lot size over one acre, and may be increased on a pro rata basis for each fraction of a full acre over one acre in lot size.

Condition 3. Residential lots larger than five acres:

The only limitation on size for an accessory structure for a lot of this size is that the accessory structure may not exceed the finished area of the house on the lot.

Setbacks for Accessory Buildings

For Up To 250 square feet the setback requirement for buildings is 5 ft. (minimum) from rear and side property line.

For Over 250 square feet (in total floor area) shall meet the bulk setbacks of the zoning district for side or rear yards.

Setbacks for Animals Pets, Shelters, Stables, Etc. The Shawnee Municipal Code Section 6.08.020 has additional setback requirements for animal shelters.

KANSAS CITY, MO

Accessory buildings and structures must be set back at least 1.5 feet from interior side property lines, except that buildings and structures designed to contain animals must be set back at least 30 feet from interior property lines.

Accessory buildings and structures may not exceed 10 feet in height, except that detached garages may be up to 16 feet in height and allowed carriage houses may be up to 28 feet or 2 stories in height. In Districts AG-R and R-80, an accessory building may be up to 35 feet in height.

The building footprint (ground level building coverage) of an individual, detached accessory building may not exceed 200 square feet, except that:

1. the building footprint of a detached accessory garage may be up to 800 square feet or one square foot of building footprint area for each 10 square feet of lot area, whichever is greater; and
2. the building footprint of a carriage house may be up to 1,500 square feet.
3. in Districts AG-R and R-80, an accessory building may be up to 8,000 square feet.

88-305-02-E. BUILDING COVERAGE

The total combined footprint area of all detached accessory buildings and structures may not exceed 40% of the actual rear yard area.

LANSING

No accessory building shall cover more than 30% of the rear yard.

2. Small Sheds. Accessory buildings 120 square feet or less and less than 10 feet tall shall be limited to one per lot, located behind the rear building line of the principal building, and be no closer than 5 feet from the rear or side property line.

Detached Building. Accessory buildings over 120 square feet shall meet the following:

- a. No more than one per lot.
- b. Located behind the front building line.
- c. Be at least five feet from the rear or side lot line, except that any accessory building providing garage access off a rear alley may be located within three feet of the rear lot line.
- d. Be no more than one and one-half stories, or no higher than the principal building, whichever is less.
- e. Be limited to no more than 30% of the required rear yard.
- f. Be constructed with materials, architectural details and style, and roof forms that are compatible with the principal structure. Any accessory building larger than 120 square feet not meeting this criteria shall meet the setback requirements for the principal structure.

OLATHE

Detached garages, carports and sheds:

Shall not exceed thirty (30) percent coverage within a required rear yard either as single or cumulative structures.

Detached Garages and Carports

1. Any single-family dwelling is permitted one (1) detached garage or covered carport. I
2. Detached garage or carport areas shall not exceed two hundred fifty (250) square feet for each three thousand (3,000) square feet of lot area, up to a total of one thousand two hundred (1,200) square feet.
3. A detached garage or carport is subject to the same required setback as the main structure.

In all residential districts, the design and construction of any garage or carport shall be similar to or compatible with the design and construction of the main building. The exterior building materials and colors shall be similar to the main building or shall be commonly associated with residential construction.

Maximum size of a shed is based on lot area, as follows:

- a. For lots under seven thousand (7,000) square feet:

Two hundred ten (210) square feet,

- b. For lots between seven thousand (7,000) - thirteen thousand (13,000) square feet:

Three (3) percent of lot area,

- c. For lots exceeding thirteen thousand (13,000) square feet:

Four hundred (400) square feet.

LEE'S SUMMIT, MO

The following general requirements apply to all residential sheds and storage buildings:

Floor Area: The maximum size shall not exceed 250 square feet. Sheds and storage buildings in the AG District have no limit on size.

Height: Maximum height is 25 feet from ground level. No maximum height in the Agricultural (AG) District and Rural Density Residential (RDR) District.

Appearance: Design and construction of any shed or storage building larger than 120 square feet shall be similar to or compatible with the design and construction of the main building. The exterior building materials and colors shall be similar to the main building or shall be commonly associated with residential construction.

	Required Front Yard Setback	Required Side Yard Setback	Required Rear Yard Setback
Sheds and Storage Buildings in AG District	Same as principal building	35 feet	35 feet
Sheds and Storage Buildings in Residential Districts	Not Allowed	10 feet	10 feet

OVERLAND PARK

For any one-family or two-family dwelling, there shall be permitted one detached garage or covered carport. Detached garage or carport spaces shall not exceed 250 square feet for each 3,000 square feet of lot area; provided, that in no event shall such areas exceed a total of 1,200 square feet. An attached garage or carport shall be subject to the same required setbacks as the main structure. A detached garage or carport shall be subject to the setbacks required for detached accessory buildings.

2. For any multi-family residential development, all detached garages or carports shall be subject to the setbacks required for detached accessory buildings. If the applicable district regulations do not contain separate provisions for accessory structures, then the setback requirements for the main structure shall apply.

3. In all residential districts, the design and construction of any garage, carport or storage building shall be similar to or compatible with the design and construction of the main building. The exterior building materials and colors shall be similar to the main building or shall be commonly associated with residential construction.

STAFF RECOMMENDATIONS

Repeal Article XXII; Section 4

Residential Zoning Districts

250 square feet of accessory structure for each 3000sqft of lot area; or fraction thereof

Accessory structures may not exceed the square footage of the principal structure

Only one accessory structure per lot this includes detached garages and sheds unless noted otherwise

All accessory structures larger than 200 sq. ft. in area shall be constructed of quality materials and compatible in design and character with the dwelling unit. The exterior building materials and colors shall be similar to the main building or shall be commonly associated with residential construction.

In no instance shall an accessory structure occupy more than 30% of the "required rear yard" on a lot.

No accessory structure shall be located within the required front yard

Setbacks are as follows:

Rear yard – 5 feet

Side Yard – as required by the zoning district in which it is located

No closer than 5 feet to another structure

Accessory buildings shall not be erected on properties where no main structure exists, except in Agricultural zoning districts for the storage of agricultural products or equipment or for shelter of livestock. Accessory buildings which are erected on property where no main building exists shall not have sewer facilities within the accessory structure.

Material in italics is for reference purpose only

Maximum size of an accessory structure is based on lot area and zoning district, they are as follows:

R-1 (Single Family Residential) – 7,000sqft (min. lot size)

R-1A (Residential Special District) – 7,000sqft (min. lot size)

R-2 (Duplex Residential District) – 7,000/8,000sqft (min. lot size)

M-H (Manufactured Home Subdivision District) – 7,000sqft (min. lot size)

a. For lots under seven thousand (7,000) square feet:

Five hundred (500) square feet, maximum

b. For lots exceeding thirteen thousand (13,000) square feet:

One thousand (1000) square feet, maximum

Areas zoned as M-P (Manufactured Home Park) shall be limited to an accessory structure size of 120 square feet

Agricultural/Large Lot Residential Districts

In no instance shall an accessory structure occupy more than 30% of the "required rear yard" on a lot.

No accessory structure shall be located within the required front yard except within the AG, A-1 and R zoning districts and shall maintain the same setbacks as required of the principal structure for the zoning district in which it is located.

Rear yard – 5 feet

Side Yard – as required by the zoning district in which it is located

No closer than 5 feet to another structure

Accessory buildings shall not be erected on properties where no main structure exists, except in Agricultural zoning districts for the storage of agricultural products or equipment or for shelter of livestock. Accessory buildings which are erected on property where no main building exists shall not have sewer facilities within the accessory structure.

Maximum size of an accessory structure located within the zoning districts of:

AG (Agricultural District) – 20 acres or 871,200sqft (min. lot size)

No size limit, other than, no one single structure shall be larger than the primary structure

Total of all buildings shall not exceed 5,000sqft

A-1 (Agricultural District) – 3 acres or 130,680sqft (min. lot size)

No size limit, other than, no one single structure shall be larger than the primary structure

Total of all buildings shall not exceed 1,500sqft

R (Rural Residential District) - 5 acres or 217,800sqft (min. lot size)

No size limit, other than, no one single structure shall be larger than the primary structure

Total of all buildings shall not exceed 3,000sqft

R-S (Suburban Residential District) – 1 acre or 43560sqft (min. lot size)

One thousand (1000) square feet, maximum

An accessory structure may be larger than 1000 square feet in total floor area, provided the size may increase only 250 square feet for each full acre in lot size over one acre and up to three acres.

No accessory structure shall be greater in size than the primary structure.

City of Bonner Springs

Work Session Agenda Item Cover Sheet

Agenda Item No. 2

Topic: Accessory Dwelling Units

Narrative: Accessory Dwelling Units are becoming a very popular way to increase housing supply without changing the physical character of neighborhoods. According to AARP; ADU's can be utilized by the owners in many different ways, including;

- EMPTY NESTERS can build an ADU and move into it, then rent out the main house for supplemental income or make it available to their adult children.
- FAMILIES WITH YOUNG CHILDREN can use an ADU as housing for a nanny or au pair or even a grandparent or two, who can then help raise their grandkids and be assisted themselves as they age.
- INDIVIDUALS IN NEED OF CARE can reside in an ADU to be near family members, or they can use the ADU to house a live-in aide. (In fact, ADUs can be an affordable and more comforting alternative to an assisted-living facility or nursing home.)
- HOME BUYERS can look forward to the rental income from an ADU to help pay their mortgage or finance home improvements, especially in expensive housing markets.

among others. ADU's can come in many shapes, styles and varieties. Staff has researched the surrounding communities that have regulations in place currently along with information provided by AARP "The ABCs of ADUs" and the Urban Institute "Designing Accessory Dwelling Unit Regulations" as prepared for the City of Alexandria, Virginia.

Staff has drafted regulations as well proposed a series of questions for the Commissioners

Presented by: Mark Lee-City Planner

Staff Recommendation: Staff recommends the Planning Commission discuss the proposed regulations, address staff's questions with any feedback and proceed with adoption at the next regularly scheduled meeting date. Due to publication timeframes this meeting will be held on December 14, 2021.

Attachments:

Staff research and recommendations (2pgs)

Designing Accessory Dwelling Unit Regulations (28pgs) via web link

<https://www.urban.org/sites/default/files/publication/103275/designing-accessory-dwelling-unit-regulations.pdf>

The ABCs of ADUs – AARP (20pgs) via web link

<https://www.aarp.org/content/dam/aarp/livable-communities/livable-documents/documents-2019/ADU-guide-web-singles-071619.pdf>

Johnson County KS ADU Regulations (24pgs) via web link

<https://jocogov.org/sites/default/files/documents/PLN/ADU%20REGULATIONS%20APPROVED%20BY%20THE%20BOCC%20Revised%2004%2015%202020.pdf>

Johnson County ADU General Information (2pgs)

City of Olathe, Kansas ADU Regulations (2pgs)

City of Lawrence, KS ADU Regulations (2pgs)

ACCESSORY DWELLING UNITS: GENERAL INFORMATION

The *Zoning Regulations* were amended on March 7, 2013 to allow an Accessory Dwelling Unit (ADU) in association with a Principal Dwelling Unit on the same lot or parcel in the rural and residential zoning districts of unincorporated Johnson County.

Definitions

- An ADU is defined as a dwelling unit that is accessory and secondary to the principal dwelling unit and under the same ownership in all respects.
- The Principal Dwelling Unit is defined to be the larger of the two dwellings.

Purpose and Intent

The general purpose and intent of allowing Accessory Dwelling Units (ADU) in the unincorporated portion of the County is to:

- Allow life-style choices in single-family neighborhoods that respond to changing demographics and economic conditions;
- Respond to the needs of family members with health concerns or disabilities in a manner that is appropriate for people at a variety of stages in their life cycle by providing homeowners with a means of obtaining companionship, security, and services (e.g., on-site healthcare worker, housekeeper, childcare worker);
- Provide homeowners the opportunity to use their property to enhance or fulfill personal objectives by allowing more options for the use of accessory buildings (e.g., family game or media rooms with kitchens);
- Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by ensuring that ADUs are well-designed and compatible with the neighborhood and constructed under the requirements of these Regulations; and
- Recognize that homeowners are likely to maintain an owner-occupied residence in a manner that upholds the single-family character of the property. Requiring owner occupancy is intended, therefore, to support and foster housing maintenance and neighborhood stability.

ADUs are not Duplexes

Allowing ADUs is not intended to replace duplex and other multi-family zoning districts and dwellings. An ADU is different than a duplex in that typically the two units that make up a duplex are attached to each other, are relatively equal in size and height, and one unit usually does not dominate the other. In contrast, an ADU may or may not be attached and, unless otherwise allowed by this section, is subordinate in size, location, and appearance to the Principal Dwelling Unit that it accompanies. Additionally, both duplex units may be rented while an ADU or its accompanying Principal Dwelling Unit shall be owner-occupied, unless otherwise allowed by this section.

Administrative Approval v. ADU Permit

If a proposed ADU meets the performance standards set forth in Article 18, Section 7(D)(2)(a) of the *Johnson County Zoning Regulations*, then the ADU may be administratively (Planning staff) approved. These performance standards have been chosen so that the proposed ADU will fit the character of the neighborhood and will have few impacts on the surrounding neighbors. If the proposed ADU does not meet the performance standards, then an applicant may submit an application for an Accessory Dwelling Unit Permit (ADU Permit) which requires a public hearing, a recommendation by the Zoning Board, and a final decision by the Board of County Commissioners.

Owner-occupancy Requirement

Owner-occupancy of either the ADU or the Principal Dwelling Unit is a condition of both administrative approval of the ADU and approval of the ADU Permit.

ADU Permit Review Requirements:

ADU Permits shall be reviewed using established land use criteria such as, but not limited to, that suggested by the Kansas Supreme Court in the case of *Golden v. Overland Park, Kansas* (which is also used to review rezoning and conditional use applications).

The ADU Permit shall be reviewed to ensure that granting the ADU Permit is in harmony with the general purpose and intent of the Regulations. More specifically, it is the intent of the Regulations that an ADU functions as an accessory to the Principal Dwelling Unit and that the ADU is subordinate in size, location, and appearance to the Principal Dwelling Unit that it accompanies.

Lastly, a finding shall be made that granting the ADU Permit will not impact surrounding parcels and the public in general.

18.50.025 Accessory Dwelling Units

 *Purpose: Certain accessory structures may be converted to or developed for residential dwelling uses to promote efficient use of land. This section allows accessory dwelling units (ADUs) with standards to ensure that they do not change the residential character of the principal use. This provides affordable living options in prescribed zoning districts, while protecting their character and maintaining compatibility between uses. Examples of living arrangements for ADUs include seniors occupying a second family living unit or apartment, or families with elderly parents unable to live completely alone.*

⇔ *Note: this section lists accessory dwelling unit uses by zoning district summarized in the land use table.*

A. Applicability

1. This section applies to any Accessory Dwelling Unit ("ADU").
2. An ADU is a dwelling unit that is accessory to a principal single-family dwelling unit on the same lot. This includes a building or part of a building that provides complete independent living facilities for one or more people, including a kitchen, living room, bathroom, and bedroom, and that is -
 - a. Attached to the principal dwelling, or
 - b. A detached building on the same lot.

B. Where Allowed

1. ADUs are permitted in accessory structures in the "A," "R-1 and R-2" districts.
2. An ADU may be -
 - a. constructed as a new building, or
 - b. adapted from an existing building into an existing accessory structure on the same lot, or
 - c. adapted from a portion of the principal dwelling unit.
3. Only one ADU is allowed on a lot.

C. Standards

1. The accessory residential dwelling shall be located in the established rear yard at least ten (10) feet from the rear lot line.
2. The ADU shall conform to side yard setbacks.
3. Easements shall be dedicated for separate utilities to be provided to each dwelling unit.
4. The architectural style of the secondary dwelling structure shall conform to the architectural style and materials of the principal structure.

5. ADUs shall not exceed a gross floor area one-thousand (1,000) square feet or more than fifty percent (50%) of the principal structure's floor area, whichever is less, or have more than two (2) bedrooms.
6. An ADU shall not exceed two (2) stories or the height of the principal dwelling unit.
7. The ADU shall not cause lot coverage to exceed 75 percent, including the principal structures.
8. All structures shall meet or be brought up to current building code requirements.
9. The ADU shall obtain a separate address to help guarantee emergency response.
10. The ADU shall provide one off-street parking space with access to a public street from the existing driveway. This space may be located in the established front yard of the principal structure.

The Olathe Unified Development Ordinance is current through Ordinance 20-40, passed December 1, 2020.

Disclaimer: The City Clerk's Office has the official version of the Olathe Unified Development Ordinance. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited here.

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[City Website: www.olatheks.org](http://www.olatheks.org)

[Code Publishing Company](#)

Residential Accessory Dwelling Units, Accessory Structures & Room Additions

Planning and Development Services Department

www.lawrenceks.org/pds

This covers the basic requirements for accessory dwelling units, accessory structures and room additions for residential one- and two-family dwellings. Consult with the [Planner of the Day](#) at (785) 832-3150 prior to establishing any home occupation business.

This should not be considered as a complete list of City of Lawrence Building Code or Land Development Code requirements. Complete information is available in the [codes](#) and [ordinances adopted by the City](#). The International Code Council (ICC) code books referenced in the City's adopted codes are available for review at the Building Safety Division office at 1 Riverfront Plaza, Suite 110 or the local public library, or can be purchased at the [ICC Book Store](#). Some materials and construction methods may require the use of an architect or other design professional. The City of Lawrence Land Development Code is available online, at the local library or from the Planning Office in City Hall at 455 N. Main St.

PERMITS AND PLANS REQUIRED

- **PERMIT REQUIRED** - A building permit is required for all additions to dwellings, accessory dwelling units and for detached tool and storage sheds exceeding 200 square feet. If the property is in a Planned Zoning District, conditions may apply regarding accessory structures. Contact the [Planner of the Day](#) at (785) 832-3150.
- **APPLICATION FORM** - A fully completed and signed City [building permit application](#) form is required.
- **PLOT PLAN** - A [plot plan](#) drawn to scale showing the lot with lot lines, lot dimensions, streets abutting the lot, proposed new and existing structures on the lot, setbacks of the proposed new accessory structure or building addition from adjacent property lines and other existing structures on the lot, easements and driveways must be provided.
- **CONSTRUCTION DRAWINGS** - Provide floor plan, framing plan, foundation plan, elevations (drawings of the front, rear and sides of a building or building addition) and use of each room, area or space. Drawings prepared and sealed by a Kansas licensed design professional are not generally required unless non-conventional construction is used or new loads are applied to existing structural members; sealed drawings may be required if unusual situations are identified at the time of the building permit plan review. Elevations may not be required for small accessory buildings not located in a design overlay or historic district.
- **ELECTRICAL** - Any electrical wiring to an accessory structure requires an [electrical permit](#) regardless of structure size.
- **LICENSING** – Contractors and sub-contractors (including framing; concrete; electrical; heating, air-conditioning and ventilation; plumbing) are required to be licensed to perform work within the City. An owner may perform as a contractor or sub-contractor provided they are the owner and occupant of the residence and complete and sign the [owner/occupant form](#).

ACCESSORY DWELLING UNITS - DESIGN STANDARDS

An accessory dwelling unit is defined in the Lawrence Land Development Code (LDC) as: "A dwelling unit that is incidental to and located on the same lot as the principal building or use, when the principal building or use is a dwelling." Per the LDC, accessory dwelling units are only allowed in RS40, RS20, RS10, RS&, MU or CN1 zoning districts. The City's [interactive map](#) can be used to determine a property's zoning designation. An accessory dwelling unit is prohibited to have a type B home occupation business per the LDC. Accessory dwelling units shall be registered with the Planning Director prior to their establishment.

PURPOSE

Accessory dwelling unit design standards are intended to ensure that accessory dwelling units: are compatible with the desired character and livability of the zoning districts in which they are located; respect the general building scale and placement of structures to allow sharing of common space on the lot, such as with driveways and yards; and are 960 square feet or smaller in size.

METHODS OF CREATION

- a) Conversion of an existing living area within a detached dwelling, attached dwelling (e.g., attic, basement or attached garage).
- b) Addition of floor area to an existing detached dwelling, attached dwelling or detached garage.
- c) Constructing a new detached dwelling, attached dwelling or detached garage with an internal accessory dwelling unit.

LOCATION OF ENTRANCES

- a) Only one entrance to the principal building may be located on the front facade that faces the street, unless the principal building contained an additional street-facing entrance before the accessory dwelling unit was created.
- b) When the accessory dwelling unit is located behind the rear wall of the principal building, the accessory dwelling entrance shall face the front lot line.
- c) An exception to subsection (b) above is dwelling units that do not have access from the ground such as dwelling units with entrances from balconies or elevated decks.

SIZE

The maximum size of an accessory dwelling unit may be no more than 33% of the living area of the detached dwelling or attached dwelling, or 960 square feet, whichever is less.

SETBACKS

Refer to the Accessory Structures – Design Standards section of this document for setback requirements for accessory structures.

NO CONSTRUCTION ON OR OVER EASEMENTS

Construction of any accessory dwelling unit structure on or over a public or private utility, drainage or access easement is not allowed.

ACCESSORY DWELLING UNITS (ADU's)

Staff questions/comments/thoughts:

- **Minimum lot size**, from research, staff determined that ADU's are meant to fill a gap in the housing market, either by "having the potential to increase housing supply in single-family neighborhoods without drastically altering the character of those neighborhoods." Or "ADUs can also provide a wealth-building opportunity for cost-burdened homeowners." (Urban Institute, Christina Stacy, Eleanor Noble, Jorge Morales-Burnett, and Lydia Lo November 2020)
- **Specific Zoning Districts vs. Minimum Lot Size** – AG, A-1, R, R-S, R-1, R-1A, so long as the structure meets the required setbacks then it is allowed and approvable?
- **Minimum dwelling size**, since they are anticipated to be 'Accessory' to the main dwelling they should not be larger in size than the principal structure – but how does this interact with our potentially revised Accessory Building regulations?
- Should they **only be allowed as a secondary structure** – several scenarios indicate them in many fashions, interior, attached and detached. "An interior ADU could be an attic, a basement, or an internal carve-out on a main floor. An attached ADU, sometimes called a "bump-out," is an addition to the primary home. A detached ADU is a separate building in the side or back yard. Some detached ADUs are apartments above garages." (Urban Institute, Christina Stacy, Eleanor Noble, Jorge Morales-Burnett, and Lydia Lo November 2020)
- **Owner occupancy requirements** – these may pose issues with lenders, be difficult to track or verify
- **Parking Requirements** – only require one spot? One spot per X square footage? Parking allowed on the street where allowed currently?
- **ADU's as STR's** – Staff feels as though Accessory Dwelling Units could become a viable Short Term Rental, therefore STR regulations should be addressed quickly if ADU regulations are approved. Staff further recommends that any STR's shall be required to be owner occupied, the owner shall live on the premise.

STAFF RECOMMENDATIONS:

Add the definition of ADU's into the Zoning Regulations

Accessory Dwelling Units (ADU) - An ADU is a dwelling unit that is accessory to a principal single-family dwelling unit on the same lot. ADU's shall be constructed to ensure they do not change the residential character of the principal use or surrounding area. ADU's are buildings or part of a buildings that provide complete independent living facilities for one or more people, including a kitchen, living room, bathroom, and bedroom, and that is -

- a. Attached to the principal dwelling, or
- b. A detached building on the same lot.

-
- Accessory Dwelling Units shall be allowed within the following zoning districts
 - AG – Agricultural District – Loring Area
 - A-1 – Agricultural District
 - R – Rural Residential District – Loring Area
 - R-S – Rural Suburban District
 - R-1 – Single Family Residential District
 - R-1A – Residential Special District
 - ADU's are limited to no more than 1,000 square feet
 - No Accessory Dwelling Unit shall be larger in total living area than that of the principal structure, this does not included lower level garages of detached ADU's
 - ADU's shall contain no more than two (2) bedrooms
 - An ADU may be:
 - constructed as a new building
 - created by renovating and/or adding on to an existing accessory structure currently located on the same lot
 - created by constructing an addition to an existing home
 - Only one ADU is allowed per lot, regardless of lot size
 - The architectural styling of the ADU shall be similar in nature to the principal structure – premanufactured metal clad buildings do not meet this standard
 - Setbacks shall adhere to those required of other accessory buildings within the zoning district in which they are located
 - An ADU shall not exceed two (2) stories in height or twenty-five feet (25')
 - Any structure to be utilized as an ADU shall conform to the current Building Code as adopted
 - ADU's will be issued an address of the principal structure with ½ at the end (ex. 212 ½ W. Kump Ave.)
 - The ADU shall provide one off street parking space with access to a public street system, this space may be located on the public street as allowed by law or located within the lot of said ADU
 - ADU's shall not be constructed over or upon any public or private utility, drainage or access easement
 - If an ADU is constructed as an addition to an existing home, it must meet the same setbacks as required of the principal structure



Designing Accessory Dwelling Unit Regulations

Recommendations for the City of Alexandria, Virginia

Christina Stacy, Eleanor Noble, Jorge Morales-Burnett, and Lydia Lo

November 2020

Accessory dwelling units (ADUs), or secondary housing units on residential lots, may be one way to increase housing supply without changing the physical character of neighborhoods. They represent a potential wealth-building opportunity for cost-burdened homeowners, a way for elderly residents to age in place while maintaining privacy, and an alternative for young people who want to live at home to save money. ADUs may also increase the supply of rental housing for low- and moderate-income renters in high-cost neighborhoods.

However, designing ADU regulations that minimize the barriers for their development while being sensitive to the desires of existing residents can be challenging. Although many cities have enacted laws allowing for ADU construction, some regulations make adding an ADU too burdensome for homeowners interested in development (Chapple et al. 2018). For example, in Arlington, Virginia, tight regulations on ADUs meant only 20 units were built between 2009 and 2017 (Anacker 2018). Portland, Oregon, on the other hand, has a flexible ADU regulation with a clear and streamlined permitting process, and the city issued 4,047 ADU permits between 1995 and 2019 (Lo et al. 2020).

This brief summarizes recommendations for the design of an ADU regulation for the City of Alexandria, Virginia, based on an evaluation of prior research, community engagement and feedback, discussions with leaders in cities who have instituted ADU regulations, and civic engagement. We make 10 recommendations:

- **Adopt a “by-right” process** for ADU development that reduces uncertainty for homeowners, reduces cost, and streamlines the process for development, and **make the initial review**

process for determining whether an ADU is allowed on a property as quick and easy as possible.

- **Do not impose an owner occupancy requirement** on either the main dwelling or the ADU.
- **Do not require off-street parking.**
- **Adopt a tiered approach to setbacks**, whereby single-story detached ADUs have smaller, less restrictive setbacks than larger, two story units, and **implement regulations for ADU window placements** to maintain the privacy of nearby homes.
- **Impose size limits on ADUs** that ensure the units are not too large (and therefore less like to be affordable) but also do not overly restrict the size of the ADU for homeowners with smaller homes.
- **Do not place any minimum lot size restrictions** on the development of ADUs.
- **Adopt the same restrictions around short-term rentals** for ADUs as for other homes in Alexandria.
- **Consider developing innovative financing mechanisms** and partnerships with banks and CDFIs to ensure that homeowners of all wealth and income levels are able to build their own ADUs.
- **Support programs that incentivize rather than require affordability** to increase the supply of affordable rental units in the city. Also consider partnering with a local developer or nonprofit to front the cost of building an ADU in exchange for rent sharing or affordability.
- **Consider both resident input and equity implications** in the design and implementation of an ADU regulation.

We hope that these recommendations allow the city to minimize barriers to ADU construction while maintaining the unique character and charm of the City of Alexandria. These recommendations should also be helpful for other cities looking to implement or revise their ADU regulations.

What Are ADUs?

“Accessory dwelling unit” is a legal and regulatory term for a secondary house or apartment that shares the building lot of a larger, primary house. ADUs generally come in three forms: interior, attached, and detached. An interior ADU could be an attic, a basement, or an internal carve-out on a main floor. An attached ADU, sometimes called a “bump-out,” is an addition to the primary home. A detached ADU is a separate building in the side or back yard. Some detached ADUs are apartments above garages. Figures 1 through 4 show some examples of ADUs.

FIGURE 1
A Detached ADU



Source: buildinganadu.com.

FIGURE 2
An Interior ADU (basement)



Source: rightarmconstruction.com.

FIGURE 3
A Detached, Above-Garage ADU



Source: buildinganadu.com

FIGURE 4
A Bump-Out ADU



Source: buildinganadu.com

Building an ADU can take from a few months to a few years depending on a city's zoning and permitting process, and it can cost anywhere from \$20,000¹ to \$400,000 to build; a typical detached ADU costs somewhere around \$200,000.² The total building cost depends on various "hard costs"—like local labor and construction materials, and "soft costs"—like permitting fees, architecture services, and land use attorney fees, which could make up 20 to 30 percent of the total development costs (Emrath and Walter 2018).³

History of ADUs

Detached ADUs, what many people think of when they think of ADUs, were relatively common in single-family homes built in the early twentieth century. Following World War II, increasingly restrictive zoning policies, private disinvestment from urban centers, white flight, federal subsidies, and an increasing dependence on the automobile for transportation encouraged suburbanization and low-

density residential development. Although local governments effectively banned new ADUs through the 1960s, residents in cities experiencing population booms met the demand for workforce housing partly through illegal ADU construction. During World War II, for example, San Francisco built around 25,000 illegal secondary units (HUD 2008). From a legal perspective, the tide turned slowly. As urban planning movements like smart growth (focused on building cities, towns, and neighborhoods that are economically prosperous, socially equitable, and environmentally sustainable) and new urbanism (focused on walkable blocks and streets, housing and shopping in close proximity, and accessible public spaces) emerged in the late 20th century, many cities began embracing urban infill projects and allowing ADUs (HUD 2008).

Since the early 2000s, ADUs have become increasingly popular as a policy solution for housing needs caused by changing demographics in metropolitan regions (Been, Gross, and Infranca 2014). The combination of shrinking household sizes, additional single-person households, and the growing elderly population has raised concerns about housing availability—especially given limited new housing construction in many metro regions. These demographic shifts not only create a housing mismatch, but exacerbate a housing shortage that is already at crisis levels in many metro regions (Been, Gross, and Infranca 2014). The problem of housing affordability—already significant in the national capital region—is likely to only worsen without further action. For example, Amazon’s HQ2 is expected to increase Alexandria’s housing shortage; recent estimates predict that 13,600 additional housing units are needed to accommodate household growth from 2015 to 2030 (Turner et al. 2019).⁴

Current State of Development

Many cities across the country have successfully enacted ADU laws, but the mere presence of a policy does not guarantee the construction of units. The number of ADUs that get built varies, partly based on regulatory restrictiveness. Nevertheless, even in the cities with the most flexible regulations and the highest rates of ADU development, ADUs only account for about 1 percent of the total housing stock. Table 1 documents several examples of regions with ADU regulations, selected based on their proximity to Alexandria, their comparability to Alexandria, or their high rates of ADU development.

TABLE 1

Number of Accessory Dwelling Units (ADUs) and Regulation Components in Selected Cities and Counties

	Arlington County, VA	Bloomington, MN	Boulder, CO	Fairfax County, VA ^a	Los Angeles, CA	Montgomery County, MD	Portland, OR	San Francisco, CA	Seattle, WA	Washington, DC
# of ADUs built/ permits issued	45 permits, 2009–20	2 permits, 2009–20	230 built, 1983–2018	177 permits, 1986–2020	7,052 permits, 2013–18	133 built, 2013–18	4,047 permits, 1995–2019	210 permits, 2015–18	2,597 permits, 1996–2020	75 permits, 2016–20 ^b
ADUs as a share of total housing units	0.04%	0.00%	0.51%	0.04%	0.48%	0.12%	1.43%	0.05%	0.75%	0.02%
Regulation components										
By-right development	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Minimum lot size	No	No	Yes	Yes, for detached	No	No	No	No	Yes	No
Owner occupancy requirement	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Parking requirements	No ^c	No	Yes	Yes ^d	Yes	Yes	No	No	No	No
Short-term rentals allowance	Yes	Yes	No	No	Under interpreta tion	No	Yes	No	Yes	Yes

Sources: For Arlington County, VA: David Whitehead, “Why Has Arlington Only Legalized 20 Accessory Dwellings in 8 Years?” Greater Greater Washington, October 5, 2017, <https://ggwash.org/view/65059/only-20-accessory-dwelling-units-legalized-in-8-years-in-arlington-virginia-new-rules-could-mean-more>; “Zoning Ordinance,” January 25, 2020. For Bloomington, MN: “Code of Ordinances,” accessed November 23, 2020. For Boulder, CO: “Municipal Code.” For Fairfax County, VA: “Zoning Ordinance, Article 8: Special Permits,” 2019; “zMOD Follow-Up Discussion Handout for Land Use Policy Committee Meeting,” February 4, 2020. For Los Angeles, CA: Dan Bertolet and Nisma Gabobe, “LA ADU Story: How a State Law Sent Granny Flats Off the Chart,” Sightline Institute, April 5, 2019, <https://www.sightline.org/2019/04/05/la-adu-story-how-a-state-law-sent-granny-flats-off-the-charts/>; “Ordinance No. 186481,” December 19, 2019. For Montgomery County, MD: Rebecca Tan, “Officials Call It a Common-Sense Zoning Change. These Homeowners Say It’s a ‘Betrayal,’” *Washington Post*, July 22, 2019, https://www.washingtonpost.com/local/md-politics/officials-say-its-a-common-sense-zoning-change-these-homeowners-say-its-a-betrayal/2019/07/22/5eb48724-a295-11e9-b732-41a79c2551bf_story.html; “Ordinance No.: 19-06,” December 31, 2019; Jane P. Lyons, “Stimulating Accessory Apartment Development,” Montgomery County Council, 2018. For Portland, OR: Kol Peterson, “ADU Permit Trends in Portland in 2017 and 2018,” Accessory Dwellings, January 14, 2019, <https://accessorydwellings.org/2019/01/14/adu-permit-trends-in-portland-in-2017-and-2018/>; Rebecca Esau, “Program Guide: Accessory Dwelling Units,” Bureau of Development Services, March 15, 2019. For San Francisco, CA: Budget and Legislative Analyst’s Office, “Policy Analysis Report,” January 31, 2019; “Accessory Dwelling Units (ADU) Program for Multi-Unit Buildings,” Planning Department, accessed November 23, 2020; For Seattle, WA: “Permit Information,” January 10, 2020; “Accessory Dwelling Unit,” Department of Construction & Inspections, accessed November 23, 2020. For Washington, DC: Accessory Dwelling Units,” Zoning Handbook, accessed November 23, 2020.

Notes: ^a Accessory dwelling units are currently allowed only in single-family detached homes in Fairfax County with special permit approval by the Board of Zoning Appeals and require an occupant of either the main house or the accessory unit to be over the age of 55 or a person with a disability. ^b Washington, DC, issued 151 permits during this period, roughly half of which were canceled or expired. ^c Parking for ADUs is required if the site has no off-street parking and on-street parking is in high demand. ^d Based on the determination of the Fairfax County Board of Zoning Appeals.

Community Engagement and Feedback

To understand community preferences around the design of an ADU regulation, the Urban research team and the City of Alexandria engaged with community members. Because of the COVID-19 pandemic, all community meetings and presentations for this study were held remotely. To collect feedback from residents, we posted two online presentations and administered two short surveys after each presentation that contained open-ended requests for feedback about the development of a potential ADU regulation. The City also administered one survey after a virtual community meeting that included more direct, multiple-choice questions. The feedback from these surveys is summarized here, and then interwoven in more detail in the sections below on recommendations.

The first presentation gave an overview of ADUs, and the post-presentation survey requested high-level feedback from residents on the topic. We received 240 responses. Residents raised eight key issues:

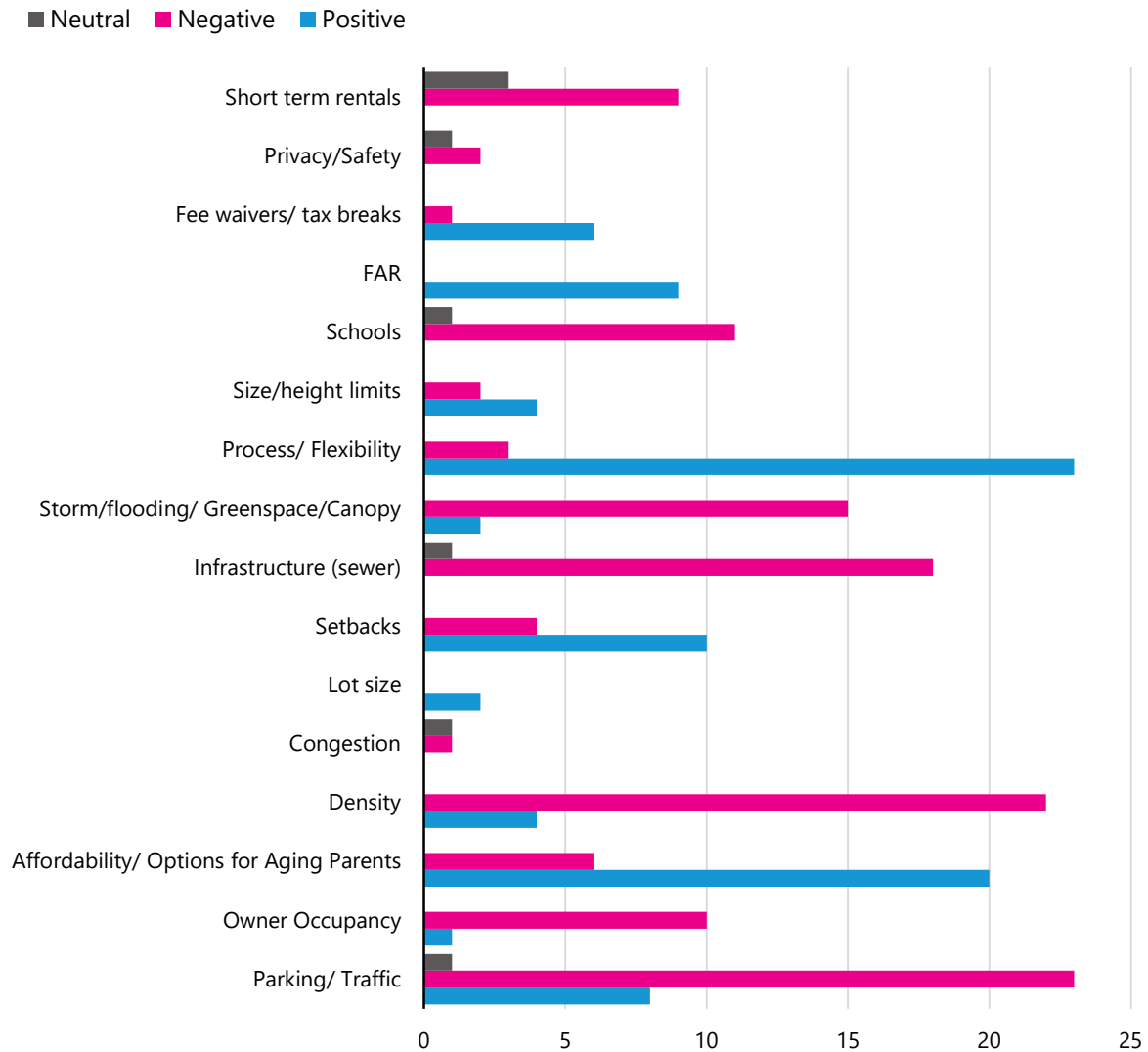
- ADU policies in other jurisdictions
- density
- environmental impacts
- expanded housing options
- neighborhood impact
- setbacks
- size limits and floor-area ratio requirements
- traffic and parking

Based on this feedback, we prepared a second presentation that helped answer some questions residents raised in the first feedback form. The second presentation also went into more depth about the specific components of a potential ADU regulation and summarized the feedback heard after the first presentation. Feedback after this second presentation is summarized in figure 5, which shows the sentiment of responses by topic. In the figure, “positive” means the respondent felt positively about ADUs in relation to the topic listed, and “negative” means that the respondent felt negatively about the topic or the ways in which ADUs will affect that item. For instance, someone who would like the ADU regulation to be flexible is considered positive on the process/flexibility topic; someone who would like a full review before an ADU is developed is considered negative. Similarly, someone who feels positively about density and the ability of ADUs to increase density is considered positive on the density issue, while someone who feels negatively about density and about ADUs increasing density is considered negative.

Finally, the City and the Urban research team conducted a virtual community meeting, where they presented a draft ADU regulation and answered questions and comments about the proposal. Sixty-one residents attended this virtual meeting, and 107 questions were asked. After releasing the draft recommendations, the City administered a final questionnaire that included more specific, multiple-choice questions about the regulation. Generally, residents were positive about allowing ADUs in Alexandria and supported the proposal as written (figure 6).

FIGURE 5

Survey Comments by Topic and Sentiment

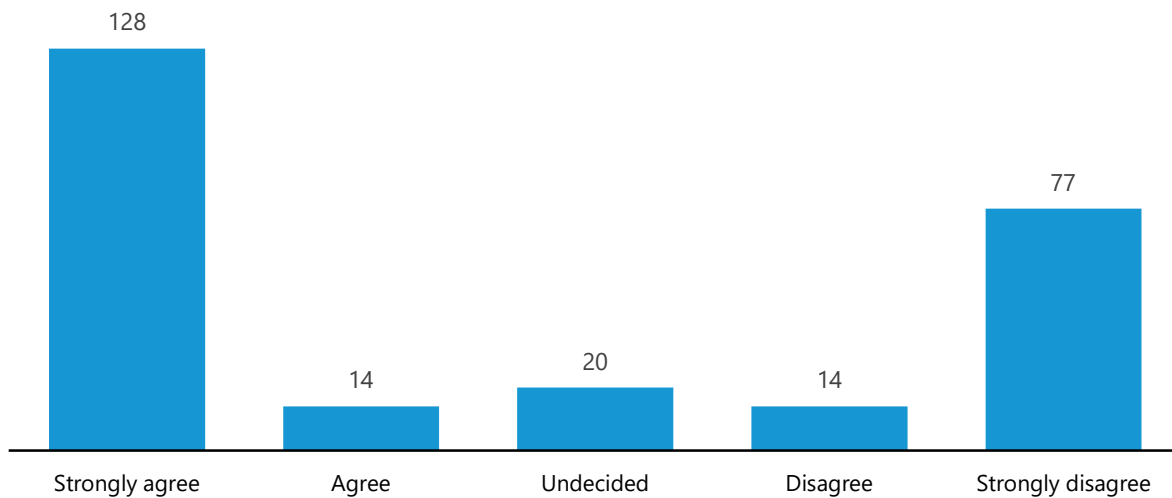


Source: Authors' analysis of survey feedback.

Note: FAR = floor-to-area ratio.

FIGURE 6

Responses to Survey 3, Question 1: "I Support Allowing ADUs in Alexandria"



Source: Urban Institute analysis of survey data.

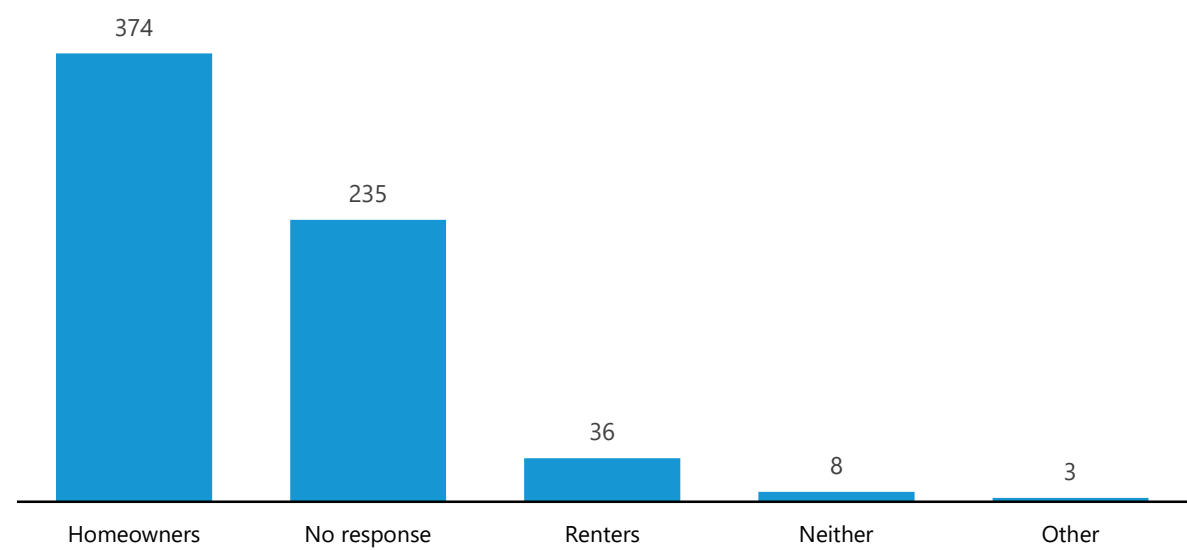
The results of the remaining third survey questions can be found in appendix B. Residents generally supported an occupancy requirement (59 percent for and 18 percent against); were split on whether to allow short-term rentals, with slightly more residents opposing them (35 percent for allowing them and 44 percent for prohibiting them); were split on whether to require off-street parking, with more residents opposing off-street parking requirements (49 percent, compared with 36 percent for requiring them), were split on the proposed setback requirements of one foot unless a window faces a neighbor's property, in which case the setback would be three feet (54 percent felt this was appropriate while 47 percent felt it was inappropriate); generally supported the proposed height limits of 20 feet or the height of the main house, whichever is less (61 percent felt this was appropriate and 39 percent felt it was inappropriate), and generally supported excluding portions of detached ADUs similar to the way the City currently excludes detached garages and sheds (61 percent felt this was necessary and 39 percent felt it was unnecessary).

Most residents said they would be most comfortable having ADUs within a house in their neighborhood (48 percent), but many also felt comfortable with a detached structure (31 percent) or one above a garage (21 percent). Resident who said they were interested in constructing an ADU (51 percent) said they would be most likely to build a new detached structure (21 percent), followed by one within the existing home (16 percent) and one above a current garage or other structure (14 percent).

While this feedback is useful for designing a regulation with resident preferences in mind, it should be noted that most of the respondents to all the surveys were homeowners, thus skewing the results toward higher-income residents (figure 11). Additionally, only 3 percent of responses came from 22311, the lowest-income zip code, while 18 percent of responses came from 22301, the highest-income zip code (figure 12). A fully representative survey of residents was beyond the scope of this study but would be needed to accurately represent the full set of opinions and preferences for ADUs. We recommend

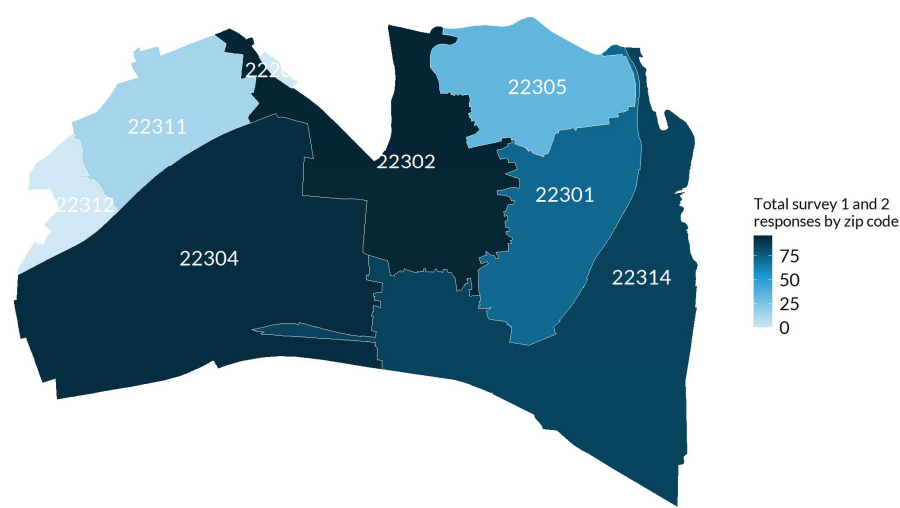
this approach for larger policy changes. We also recommend that the city take into account equity implications for both current residents and future residents when designing this and other regulations; since such regulations are partly about addressing the needs of future residents, asking only residents their views is inherently limited.

FIGURE 11
Survey Responses by Tenure



Source: Urban Institute analysis of survey data.

FIGURE 12
Responses by Zip Code



Source: Urban Institute analysis of survey data.

Evidence and Recommendations

Even though many cities allow for ADUs, specific regulations and other barriers often make it difficult for ADUs to be built. Cities can design ADU laws and incentives so that development is feasible while also considering the preferences of current residents. Below are evidence and recommendations for various components of an ADU regulation for the City of Alexandria.

CONDITIONAL OR DISCRETIONARY REVIEW PROCESSES

Conditional or discretionary review processes are reviews that require a homeowner interested in building an ADU on their property to apply for permission to build; they do not guarantee their right to do so. Depending on local regulations, this process can involve neighborhood hearings, written justifications, and public weigh-in, and it can drastically impede ADU development. These can be intimidating and expensive, particularly for first-time developers who are usually homeowners; they can be forced to spend anywhere from \$1,000 to \$30,000 for site plans, land-use attorneys, and fees without guaranteed approval. These logistics also add time and uncertainty to the process (Peterson 2018).

If attaining a permit is too burdensome, such as by requiring reviews with a zoning board, potential ADU homeowners can become discouraged. All the cities listed in table 1 that have had 200 or more ADUs developed within their boundaries have by-right development rules for ADUs, which creates a faster, more predictable process for approvals. By-right development makes it easier for housing supply to be aligned with the demand in a city, and that can in turn reduce rents overall (National Multifamily Housing Council 2019).

Even before permitting can begin, homeowners need to know whether an ADU is allowed on their property and familiarize themselves with the rules, such as setbacks or minimum lot sizes. In Los Angeles, a [tool called Cover](#) was developed so that homeowners could determine in a matter of minutes whether their property was eligible for constructing ADUs. Seattle recently developed a similar tool called [ADUniverse](#). Having city workers available to help citizens easily determine the eligibility of their property, or tools like Cover, can make the process more efficient and ensure that the intended outcomes from the ADU policy are met.

Alexandria residents who mentioned the permitting process during our community engagement were mostly supportive of a flexible process (23 compared with 3 who requested more extensive reviews). Supporters of by-right development wanted the zoning process to be as flexible as possible and to be paired with resources on financing options, tax incentives, and waived infrastructure fees. Questions arose about whether the process should differ for interior ADUs versus external ADUs. Opponents noted they wanted ADUs to require zoning approval for each application “to ensure the unit does not destroy the look and feel of a neighborhood,” according to one commenter, though this was not the majority point of view.

We recommend that the city adopt a “by-right” process for ADU development that reduces uncertainty for the homeowners, reduces cost, and streamlines the process for development. We also

recommend that the City **make the initial review process for determining whether an ADU is allowed on a property as quick and easy as possible.**

OWNER OCCUPANCY REQUIREMENTS

Some cities require the owner of a property with an ADU to either live in the ADU or the main dwelling. This provision is usually promoted as a way to prevent speculation, limit absentee landlordism, and maintain the lot's appearance. It also often includes bylaws about family composition allowed on the lot.

Among the feedback forms we examined, 10 Alexandria residents requested that the city implement owner occupancy requirements, while 1 requested that the city not impose such restrictions. In the final survey, 59 percent of residents supported an owner occupancy requirement. Many of those who wanted an occupancy requirement referenced fears of homes and their associated ADUs becoming investment properties only owned by trusts or LLCs. They feared that not requiring occupancy would encourage speculative investment rather than long-term housing provision and defeat the regulatory goal of expanding housing options. Again, survey responses were skewed toward homeowners in higher-income zip codes. Very few responses came from renters in lower-income zip codes.

While encouraging ADU development by present and involved local homeowners is a policy priority, owner occupancy restrictions have not achieved this goal in other cities, and fears of speculative investment in ADUs did not materialize. One neighborhood in Portland that required owner occupancy had fewer owners who lived on the property (35 percent) than the rest of the city (90 percent). The policy was difficult to enforce and later overturned as it counterintuitively made the permitting process difficult and discouraged development by first-time homeowner-developers (Peterson 2018).

Owner occupancy requirements also restrict ADU development because lenders are less prone to loan against properties with deed restrictions of this sort and because owners are not allowed to move off the property without selling (Peterson 2018).

Given the likelihood that such a requirement would place undue burden on ADU development and drastically stifle overall production, **we recommend that the city not impose an owner occupancy requirement** on ADUs, particularly since owner occupancy requirements are hard to enforce and often ineffective at getting owners to live on the property. If the City must enact a residency requirement because of resident concerns, we recommend that these restrictions be as flexible as possible.

OFF-STREET PARKING REQUIREMENTS

While parking is a highly contentious issue in most cities, prior research has shown that most ADUs do not create parking challenges in the affected neighborhoods, and requiring them for ADUs can make development overly burdensome and expensive. Parking requirements impede ADU development for several reasons. On many lots, building an additional parking spot is either impossible or highly undesirable; building parking spaces can cost the homeowner \$3,000–\$5,000 per spot, excluding curb cuts. Even if it is possible to get parking requirements waived, the extensive review and permitting

process to ease restrictions is burdensome to new developers, who are typically just homeowners (Peterson 2018).

A survey of Bay Area residents showed that of the people who had at least one secondary unit on their block, almost two-thirds reported that there was no negative impact from the presence of that unit. While the most prevalent complaint from the remaining one-third of respondents was increased parking congestion in the block, the authors also found that ADU tenants were disproportionately likely to own no car at all (Chapple et al. 2012). Moreover, studies have found that in Portland and Vancouver, ADUs did not increase traffic congestion (Peterson 2018).

In the first two feedback forms, we heard from 23 Alexandria residents who were concerned about parking and congestion issues, 8 who felt positive about parking in the context of ADUs, and 1 who was neutral. On the final survey, residents slightly preferred no parking requirement: 49 percent of respondents were against requiring off-street parking and 36 percent in support of it. Residents concerned about parking issues tended to say that the city already struggled with parking shortages (especially in West End) and that narrow streets were not designed for street parking. Those who felt that the city should not require off-street parking for ADUs noted that such requirements are regressive and that a better solution might be to limit the number of parking permits per property to the amount of curb space in front of the property.

Based on the prior research showing that ADUs are unlikely to create increased parking congestion, and because of the high burden that parking requirements place on ADU developers, **we recommend that the city not impose an off-street parking requirement.** Such a requirement would be overly burdensome and likely lead to inequities, since the added cost plus larger lot size needed to fulfill this requirement would likely only be possible for higher-income homeowners. If the city must require parking, it should do so only for lots that are far from transit and in areas that already have a lack of street parking.

SETBACKS

Setback standards for ADUs generally range from 1 foot to 20 feet, depending on the city. Setback standards from 10 to 20 feet often limit ADU development in neighborhoods that are most in need of infill construction: areas with walkable, smaller lots near transit. Portland has developed a tiered approach where setbacks vary based on ADU height; the maximum height for a detached ADU is 20 feet when located outside the required setbacks for the zone, and 15 feet when it is within the required setbacks for the zone. To protect the privacy of neighbors, windows and doors are only allowed on sides of the ADU that are further than five feet from the property line (Peterson 2018). It is also important to compare setback requirements for all current and historic detached structures (such as garages) for easy ADU conversion.

In the final survey, 54 percent felt that the proposed setback requirements were appropriate (one foot if there is no window facing the neighbor's property and three feet if there is). In the first two community feedback forms, 10 responses were supportive of small setbacks for ADUs, and 4 wanted stricter setback requirements. Two residents recommended the same setbacks as current garage

requirements while requesting that the City ensure that foundations can support two-story structures if an ADU goes above a garage. Two noted that a minimum five-foot setback is not sufficient (for rear and side yards). Another thought the setback should be determined by whether there were windows facing the outside lots or less than five feet if they faced a vacant lot or if they had a fence.

We recommend that the city adopt a tiered approach to setbacks, whereby single-story detached ADUs are allowed to have smaller, less restrictive setbacks (for example, around 2 feet) than larger, two-story units (of, say, 5 to 10 feet). We also recommend that the City implement regulations around window placements on ADUs to maintain the privacy of nearby homes, and that the City allow for the conversion of existing structures, like garages, into ADUs at their current setbacks.

SIZE AND HEIGHT LIMITS

Many ADU laws require that they cannot be larger than a certain size and/or a certain height, either proportional to the size of the home or a definitive size for all ADUs in the city. Size limits can ensure that the ADU is accessory to the main home. Size limit regulations can also be helpful for increasing the supply of small, affordable housing.

However, restrictions based on the size of the main dwelling can unintentionally lock less-wealthy homeowners out of the market or force developers with smaller homes to build 300–400-square foot ADUs, which are too small for most renters. While 600 square feet is a common size cap, 800–1,000 square feet for detached ADUs is seen as the area needed to fill the two-bedroom rental gaps in many cities (Peterson 2018).

In the feedback forms, some residents requested size limits that ensure that ADUs are smaller than the main dwelling. Four residents recommended not having tight restrictions on lot size requirements and/or tying permitting to a size limit set by square feet rather than a percentage of home size, since the latter makes the policy regressive. They also generally supported excluding portions of detached ADUs similar to the way the City excludes detached garages and sheds (61 percent felt this was necessary and 39 percent felt it was unnecessary).

We recommend that the city impose size limits on ADUs that ensure the ADUs are not too large (and therefore less likely to be affordable) but also do not overly restrict the size of the ADU for homeowners with smaller homes. For instance, the city could place a maximum limit on ADUs of 600 or 750 square feet for smaller homes (owners could still build a smaller one if they wish), and a size maximum for larger homes based on the proportion of the home size to ensure that the ADUs are accessory to the main home without locking lower-income homeowners out of the market. For height, the city could allow ADUs up to two stories or the height of the main home, whichever is less.

MINIMUM LOT SIZES

Many cities only allow ADUs on lots of a certain minimum size. These rules invariably lock out lower-income homeowners from the ADU market and may only allow for ADUs in areas with less demand. Survey respondents who mentioned lot sizes were all in favor of no minimum lot size requirement.

Some cities have created laws that allow for smaller minimum lot sizes in denser neighborhoods, such as Hillsborough, North Carolina, where the lot size must be twice that of the zoning district's minimum requirement. However, rules like this make deciding whether an ADU is allowed on a lot even more complicated, and therefore decrease the likelihood that it will be built. Therefore, **we recommend that the city not place any minimum lot size restrictions** on the development of ADUs.

HOOKUP AND DEVELOPMENT FEES

For first-time developers, impact fees, sewer and water hookup fees, and development fees can add unforeseen costs to a project—anywhere from \$10,000 to \$60,000 (Peterson 2018). Cities like Los Angeles, Portland, and San Francisco have spurred development by waiving impact and hookup fees altogether. Removing prohibitive fees proves that a city is committed to addressing its housing crisis. In some cases, fee waivers can also be easier and quicker to pass than additional zoning regulations. Another way to reduce utility fees is to allow ADUs to share sewer and water lines with the primary home, if the system can handle it.

Survey respondents expressed strong concerns about extra water runoff from additional impermeable surfaces, creating additional flooding problems. One commenter recommended placing additional impermeable surface restrictions by neighborhood, depending on flooding history. However, some noted that homeowners already pay for stormwater infrastructure and should not have to pay twice. Another commenter recommended the city incentivize or provide credits if ADUs use solar power.

Given Alexandria's infrastructure challenges and concerns from residents about flooding and sewage capacity, **we recommend that the city further research the possibility of waiving impact fees.**

SHORT-TERM RENTALS

One of the most contentious ADU policy debates is whether to allow them to house short-term rentals (STRs). Because ADUs are frequently tied to city and municipal goals for housing supply and affordability, STRs are often banned or highly regulated since they are seen to not help address these issues. This restricts one of the unique and most appealing characteristics of an ADU for homeowners: its flexibility. Additionally, most ADUs are used as long-term rentals (LTRs) even if STRs are allowed; a 2018 point-in-time study in Portland found that around 74 percent of ADUs were being used as LTRs or residences for a family member or friend and only 32 percent were being used as STRs (Gebhardt, Gilden, and Kidron 2018). The flexibility of temporarily using an ADU as a short-term rental is a huge draw for developers who may need additional income after housing a family member or friend for free or in between long-term rentals (Palmeri 2014). Peterson (2018) argues that banning STRs would not substantially increase the number of LTRs provided by ADUs anyway because it would likely decrease the overall development of ADUs and because most ADUs are used as STRs only briefly before being converted into LTRs. Additionally, many full single-family homes allow STRs, so disallowing them in ADUs will not drastically affect the overall short-term rental numbers in a city.

If a city decides to restrict short-term rentals, there are alternatives to outright bans and ways to incentivize long-term rentals. While Los Angeles and Santa Cruz banned STRs, Portland decided to

waive fees for all ADUs except those registered to short-term rental landlords. Los Angeles and San Francisco put caps on the number of days a year that a unit can be used as an STR (120 and 90, respectively). Cities can also monitor the use of ADUs and enforce an STR regulation later on if such rentals are deemed a problem. Finally, it is important to compare the ADU regulations to regulations for other residential housing forms to ensure that ADUs are not unfairly targeted.

Survey respondents were concerned that allowing short-term rentals encourages speculative investment from non-resident businesses and poor accountability for property maintenance, and it does not support the city's goal of improving housing affordability because STRs "drive up rents and deplete the housing stock." These comments came both from general ADU opponents and from supporters who wanted ADUs to help boost long-term housing supply. In total, nine respondents requested bans on short-term rentals in ADUs and three were neutral about them. In the final feedback form, respondents were split on whether to allow short-term rentals: slightly more residents opposed them (44 percent, compared with 35 percent for allowing them). Of the cities and counties in our sample in table 1, Arlington, Bloomington, Portland, Seattle, and Washington, DC, all allow STRs in ADUs.

Since STRs are already allowed on other properties in the city without restriction, and since they can be a tool needed to help finance ADUs, **we recommend that the city not add any additional restrictions on STRs beyond what is restricted in other homes.** While some proponents of the use of ADUs for increased housing options were concerned that allowing STRs would not increase the stock of long-term rental housing, banning STRs may have that impact anyway since it would drastically limit the options for recouping early costs of development. The research shows, moreover, that even if STRs are allowed, most ADUs are rented as LTRs anyway. If the City decides that it must regulate STRs in ADUs, we recommend that it finds a compromise, such as limiting them to a certain number of days per year or using incentive programs to limit their use.

FINANCING

While good zoning regulation can lay the groundwork for ADU development, financing is by far the biggest hurdle for first-time and low- and moderate-income homeowners. Depending on the style of ADU built, financing the construction of such units can pose an insurmountable barrier to homeowners who have no experience or capital for development investments. Costing anywhere from \$20,000 to \$400,000, ADU construction usually requires homeowners find a special line of credit or financing. But most banks do not have products that suit such needs. The current tools available to homeowners who need capital for ADU construction are home equity lines of credit and cash-out refinances. Both may be infeasible for many middle- and lower-income homeowners who have little equity in their homes.

- **Home equity lines of credit, or HELOCs,** leverage homeowners' existing equity. A homeowner must have at least 10 percent equity in their home, after which they can get a loan for an amount above that 10 percent threshold. However, HELOCs consider only the current value of a home, not the future value including the ADU, and thus may be too small to cover construction costs. Another downside of HELOCs is they are often variable-rate mortgages, and they require high credit scores to access.

- **Cash-out refinances** also allow borrowers to tap into the equity of their home—again, based on the current value, not the future value of the home with the ADU. Cash-out refinances require the homeowner to have at least 15 percent equity in the property. This is a higher threshold than HELOCs, but cash-out refinances have fixed, amortized interest rates, which is a benefit.

Renovation financing that accounts for the value of the home including the ADU (after construction) would be a great option for homeowners, but it is rarely offered by banks in areas where ADUs are not already common. Some people also rely on savings, loans from their 401(k) accounts, loans from family and friends, or credit cards and other unsecured loans. Another option is construction loans, but they have higher interest rate and often only make sense if the property is going to be sold or refinanced upon completion. While such products may work for some households, the need for more standard and innovative financing options from banks and government lenders still stands.⁵

Some cities have tried to fill this gap by creating unique ADU construction financing programs and partnerships. Los Angeles began an [ADU Accelerator Program](#) that provides \$10,000 to homeowners who rent their accessory unit for three years. Incentives for ADU production can also be tied to affordability and equity concerns; Los Angeles partnered with developers and CDFIs to help finance and build ADUs for those who agree to rent to people using housing choice vouchers.⁶ The City of Napa provides a forgivable loan if the unit is rented to someone with low income.⁷ In Washington, DC, the United Planning Organization and the Coalition for Smarter Growth stepped in to help low-income homeowners develop ADUs with a pilot that offers funding, a homeowner's ADU manual, how-to guides, and policy reports for local governments.⁸ Researchers at New York University (NYU) also recommended considering a revolving loan fund that targets homeowners to fill the gap that is left due to the difficulty of accessing capital through banks (Been, Gross, and Infranca 2014).

The researchers at NYU also suggest considering an amnesty program that waives fees temporarily for illegal units to encourage upgrades so the units meet certain health and safety requirements (Been, Gross, and Infranca, 2014). While this may impose greater costs on the owners of these units, upgrading could raise the resale value based on the appraisal process.

As mentioned above, cities can also consider waiving impact fees, which make development of particularly more modest ADUs more difficult to complete, as the fees can mean a larger percentage of the cost relative to more expensive ADUs. In fact, ADUs increase density in neighborhoods and therefore cost the city less to service than infrastructure expansion for suburban construction,⁹ so the higher density can help recoup some costs of waiving the fees. Among survey respondents, six were supportive of fee waivers and tax incentives for ADU development, while one was opposed to such programs.

Finally, cities can partner with developers or nonprofits to share costs and revenues with homeowners. A startup in Portland called Dweller purchases and installs premade ADUs in backyards and splits the rent revenue with the homeowner.¹⁰

Therefore, **we recommend that the City look into innovative financing mechanisms and partnerships** to ensure that homeowners of all income levels are able to benefit from developing their own ADU.

AFFORDABILITY INCENTIVES AND REQUIREMENTS

The extent to which ADUs affect the overall supply and affordability of housing in a city depends on the degree of demand for such units and the ease of creation—both elements determined in part by the zoning code and planning departments' partnership with local social and financing organizations. However, prior research suggests that ADUs offer promise for improving affordability and supply at a critical segment of the market (Been, Gross, and Infranca 2014; Gebhardt, Gilden, and Kidron 2018; Maaoui 2018; Wegmann and Chapple 2012).

ADUs have frequently been viewed as a more affordable alternative to traditional multifamily rental units. Given their high cost to construct for homeowners, most ADUs rent at a high rate per square foot, but their smaller size means total monthly rent levels are lower than larger apartments (Been, Gross, and Infranca 2014). Additionally, homeowners often rent them to family or friends at a below-market rate (Maaoui 2018). However, even when rented to strangers, one study found that ADUs rented for 6 percent less than non-secondary units (Wegmann and Chapple 2012). According to a study in Oregon, 13 percent of ADUs were rented for no money, and 7 percent were rented for \$500 or less (DEQ 2014). Another study in Alberta, Canada, found that 25 percent of ADUs were rented for less than \$500 (Gebhardt, Gilden, and Kidron 2018). This is comparable, and often exceeds, common inclusionary zoning affordability goals of 10–30 percent of units rented at affordable rates. Consequently, ADUs are considered a form of naturally occurring affordable housing.

Some cities have taken extra measures to provide housing to the lowest-income renters. For example, a nonprofit in LA, the Backyard Homes Project, offers financing, building design, and construction support in exchange for a pledge to house Section 8 voucher holders.¹¹ The nonprofit received 130 applications for the 10 units it helped build.

While incentivizing ADU development for very low-income renters may seem intuitively beneficial, income restrictions can be counterproductive. Housing advocates in DC's ADU zoning design process recognized that an affordability requirement would have “killed the market” for building ADUs, given the level of effort involved in meeting affordability standards.¹² Kol Peterson, a prominent ADU advocate, stated that because there are already so many financial and regulatory barriers for first-time ADU developers, affordability standards should be incentivized or subsidized rather than mandated.¹³ Therefore, **we recommend that the city look into programs that incentivize rather than require affordability** to increase the supply of affordable rental units in the city.

COMMUNITY ENGAGEMENT

Finally, it is important for cities to meaningfully engage the community in the policymaking process, particularly people who may benefit from a greater supply of affordable housing options and those who are prone to oppose new development in their neighborhood.

Unfortunately, those likely to benefit from renting ADUs are unlikely to participate in these discussions because (1) they may not yet be residents of the city, and (2) an ADU regulation has no immediate impact unless they happen to rent an ADU somewhere down the line (as opposed to homeowners who could either benefit from building an ADU or those who fear immediate impacts on

their neighborhood from their development). Therefore, it is important to keep in mind that there are likely voices not heard in these discussions from people who would support ADUs, and we recommend that the city **consider both resident input and equity implications** in the design and implementation of an ADU regulation.

Conclusion

If implemented appropriately, a regulation allowing for ADUs in Alexandria could have community benefits while maintaining the character of the city. Alexandria is predicted to need an additional 13,600 housing units to accommodate household growth from 2015 to 2030, and most of those units need to be affordable to middle- and low-income households (Turner et al. 2019). ADUs could help Alexandria mitigate this housing shortage by increasing housing supply for renters, addressing a mismatch in the size and configuration of available units, and creating an additional revenue stream for homeowners without requiring families or developers to take on land assembly and new construction burdens.

Appendix A. Prior Research on ADUs

Prior research on ADUs suggests that the units can offer benefits to homeowners, aging residents, college-age residents, and people with disabilities.

IMPACTS ON HOMEOWNERS

ADUs offer benefits to homeowners by helping them build wealth and subsidize their mortgages (Been, Gross, and Infranca 2014). While ADUs are not an effective way to turn a profit quickly, they can be a lucrative longer-term investment. In *Backdoor Revolution*, Kol Peterson says that “In talking to more than two hundred ADU owners, I’ve never met anyone who had financial regrets about building their ADU.” Studies of ADUs in Canada have actually found that they increase the value of surrounding homes (Davidoff, Pavlov, and Somerville 2019).

AGING RESIDENTS

ADUs offer benefits to cities seeking to improve housing options for aging residents. American land use policies since World War II have promoted single-family detached homes in the suburbs, which has resulted in poor access to services and limited the ability of families to alter or expand single family homes to support caregiving of elders (Liebig, Koenig, and Pynoos 2006). ADUs can help solve this problem by allowing for multigenerational housing in single-family homes, which is often a preferred care alternative to board-and-care homes, continuing-care retirement communities, or nursing homes (Liebig, Koenig, and Pynoos 2006). In addition, intergenerational co-residence can be a solution to the growing lack of affordable housing for both younger and older households (Liebig, Koenig, and Pynoos 2006). Grandparents in the home can share parenting responsibilities and ease tensions between parents and their children, decrease involvement in delinquent activities, reduce depressive episodes, and improve children’s academic performance (Uhlenberg 2000).

Additionally, sprawl and auto-centric development have negative impacts on older adults, which ADUs could help mitigate. AARP lists expensive commutes, increased social isolation, higher infrastructure costs, greater dependency on automobiles for mobility and independence, and more financial vulnerability as a few of sprawl's negative social and physical consequences (Arigoni 2018). The Census predicts that by 2030 one in five of all US residents will be at least 65 years old, and ADUs give older adults with excess space in their homes the ability to age in place and remain connected to their neighborhood (Census 2018). It also provides an additional income stream for cost-burdened older homeowners. More than 30 percent of all older households are cost burdened, and that number increases to 45 percent for those still paying off a mortgage.¹⁴ This has led many ADU policies, like those in Portland, Seattle, Minneapolis, and DC, to be championed by AARP and other elderly advocate groups. And a recent study in Portland found that over 15 percent of ADUs were occupied by adults ages 55 and older (Gebhardt, Gilden, and Kidron 2018).

MILLENNIALS

ADUs may help mitigate demographic trends emerging among millennials. Alexandria faces a growing population of single-person households. More young adults are waiting longer to transition into home ownership and adulthood than before, many continuing to live with their parents (Blazheski 2016; Fry 2016). Compared with other jurisdictions in the DC metro region, Alexandria has one of the lowest average household sizes and one of the largest shares of single-person households).¹⁵ Such households require less space than a two-person household, increasing the need for denser housing stock. ADUs provide a private, rentable living space for these individuals (elders, adult children, single renters, etc.).

PEOPLE WITH DISABILITIES

The ability to customize ADUs has also made them an attractive housing options for people with disabilities. Assisted living facilities can range from \$5,000 to \$7,000 a month (Petrovski 2010). ADUs allow people with disabilities to live autonomously yet close to family, friends, or caretakers in the main unit. In Bethesda, Maryland, all licensing and operation fees are waived if the ADU is being used by someone with a disability (Masters 2019).

ENVIRONMENTAL IMPACTS

From an environmental perspective, ADUs can offer carbon savings due to their small size, overall home energy efficiency improvements, and role in neighborhood densification. According to the US Department of Housing and Urban Development, ADU construction has an inherently smaller carbon footprint than single-family or even multifamily units because their smaller size requires less lumber and other carbon-producing materials.¹⁶ America's housing size has increased dramatically over the past 30 years while household sizes have dropped, leading to less efficient per-person benefits from heating and cooling emissions (HUD 2015). Reducing a home's footprint by 50 percent can lead to a 36 percent reduction in lifecycle greenhouse gas emissions (Carlin 2014; DEQ 2010), and increasing the number of residents who use an existing home's heating and cooling reduces energy waste (Geffner 2018; Palmeri 2014).

ADUs further reduce emissions by gently densifying neighborhoods, thereby increasing the customer base for nearby small businesses and public transit. These two effects reduce the total miles driven per household (Kim and Brownstone 2010). Portland also reported that ADU residents owned fewer cars than other residents.¹⁷

In terms of stormwater runoff, three of the five types of ADUs (basement, internal carve-out, and above-garage ADUs) do not increase existing building footprints and thus do not affect a lot's overall impervious surface area. However, areas concerned with stormwater management can apply total lot coverage limits to reduce the possibility of ADUs contributing to flooding.

IMPACTS ON HISTORICAL DISTRICTS

Some residents may be concerned about the impacts of ADUs on historical districts. However, before the application of widespread zoning restrictions in the 1960s and 1970s, it was common for large houses to have smaller units on their lot or attached for intergenerational uses or servants' quarters (Evans 2018). Consequently, many historic districts already feature foundations or facilities for ADUs.

APPRAISING ADUS

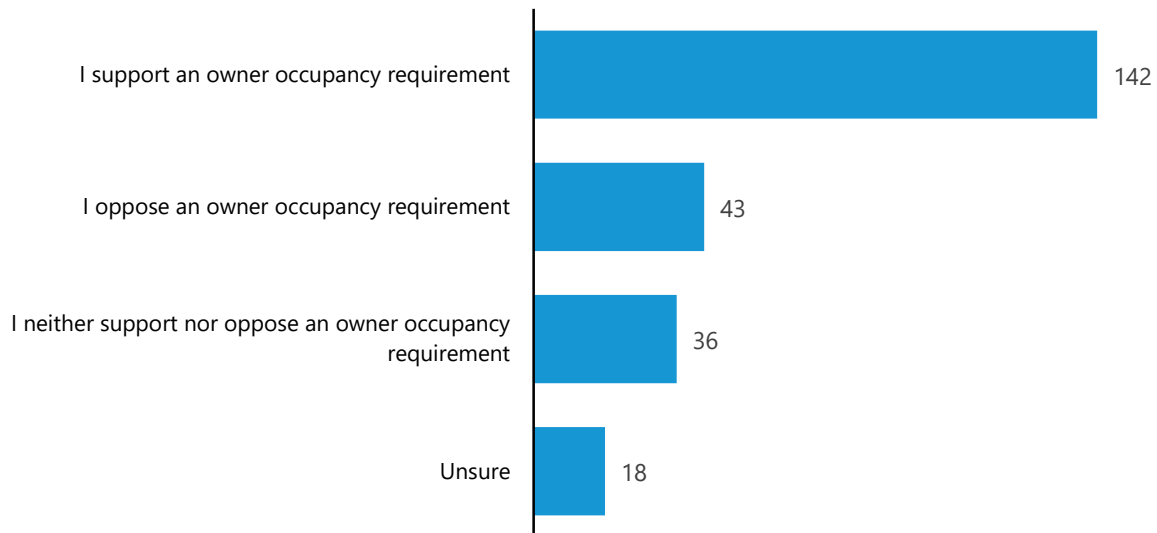
One challenge with ADUs is that they can be hard to appraise because they often do not consider the income that ADUs can generate. Brown and Watkins (2012) test an income-based approach to valuation and find that for 14 properties with ADUs in Portland, Oregon, an income capitalization approach yielded valuations significantly higher than actual sale prices, by 7.2 percent or 9.8 percent on average, depending on the formula used. ADUs also contributed on average 25 percent or 34 percent of each property's appraised value, depending on the formula used. The authors argue that valuation by income can increase appraiser insight as ADUs become common.

Appendix B. Additional Survey Results

Below are the results of questions 4 through 13 of the final survey. Questions 2 and 3 were demographic questions about zip code and homeownership status.

FIGURE B.1

Responses to Survey 3, Question 4: For properties with an ADU, staff proposes requiring the property owner to reside in either the main house or ADU. The following best describes my preferences for an owner occupancy requirement.

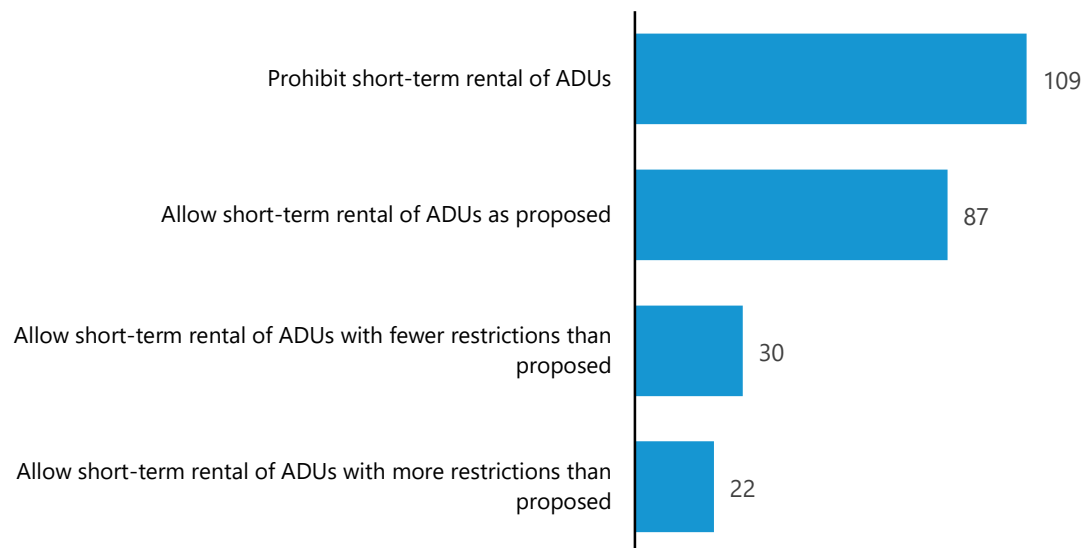


Source: Urban Institute analysis of survey data.

Notes: 239 people responded to this question, and 16 skipped it.

FIGURE B.2

Responses to Survey 3, Question 5: Staff proposes allowing short-term rental (AirBnBs, etc.) of ADUs. Under this proposal, only one short-term rental would be permitted in either the ADU or main house. I think the City should:

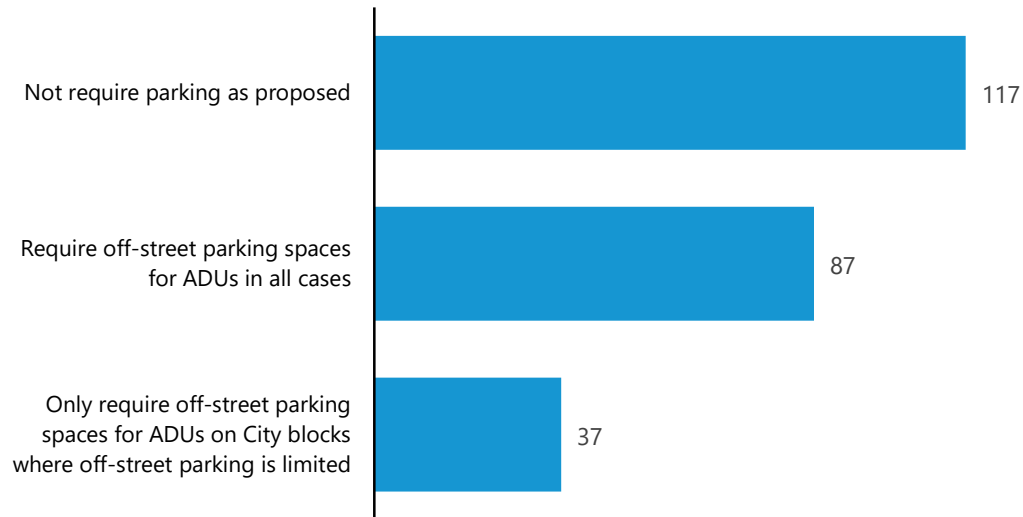


Source: Urban Institute analysis of survey data.

Notes: 248 people responded to this question, and 7 skipped it.

FIGURE B.3

Responses to Survey 3, Question 6: Staff proposes no off-street parking requirements for ADUs. I think the City should:



Source: Urban Institute analysis of survey data.

Notes: 241 people responded to this question and 14 skipped.

FIGURE B.4

Responses to Survey 3, Question 7: Staff proposes one-foot setbacks for ADUs unless there are windows that face a neighbor's property. In those cases, the required setback would be three feet. I think this setback is:



Source: Urban Institute analysis of survey data.

Notes: 241 people responded to this question and 14 skipped.

FIGURE B.5

Response to Survey 3, Question 8: Staff proposes limiting the height of an ADU to 20 feet, or the height of the main house, whichever is less. In terms of neighborhood compatibility, I think this height limit would be:



Source: Urban Institute analysis of survey data.

Notes: 240 people responded to this question, and 15 skipped it.

FIGURE B.6

Responses to Survey 3, Question 9: Staff proposes a maximum size limit based on one-third of the existing house or 750 square feet, whichever is larger. I find this size limit to be:



Source: Urban Institute analysis of survey data.

Notes: 241 people responded to this question, and 14 skipped it.

FIGURE B.7

Responses to Survey 3, Question 10: Staff proposes excluding portions of detached ADUs similar to the way the City currently excludes detached garages and sheds. I find this proposal to be:

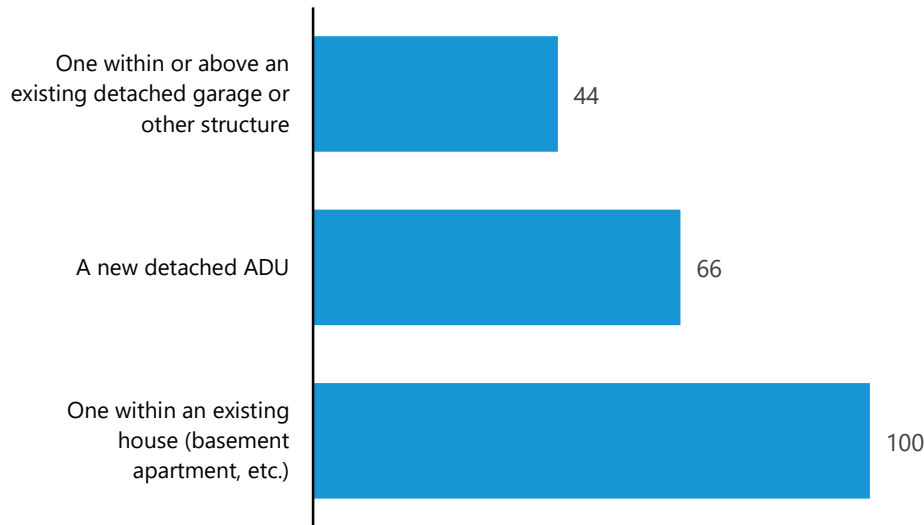


Source: Urban Institute analysis of survey data.

Notes: 202 people responded to this question, and 53 skipped it.

FIGURE B.8

Responses to Survey 3, Question 11: What type of ADU would you be most comfortable having in your neighborhood?

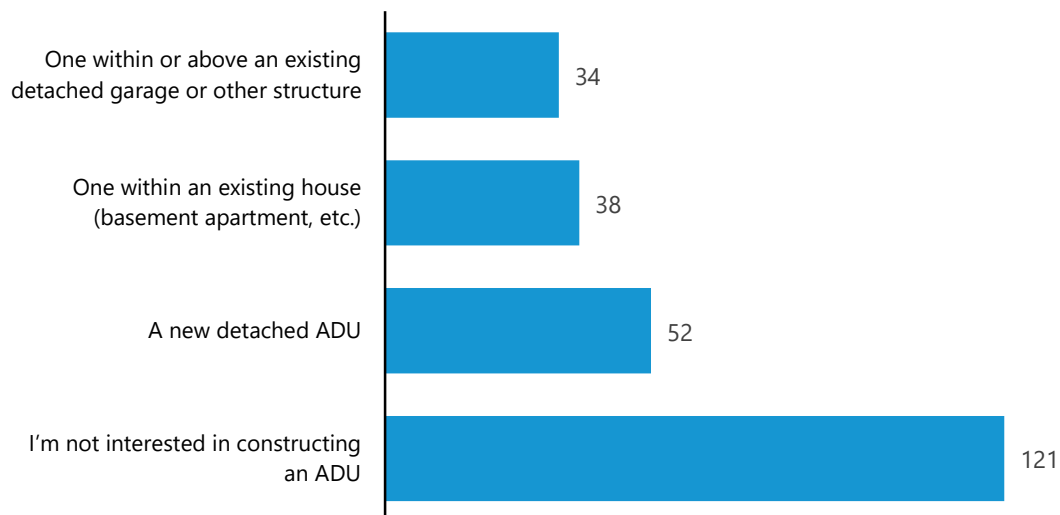


Source: Urban Institute analysis of survey data.

Notes: 210 people responded to this question, and 45 skipped it.

FIGURE B.9

Responses to Survey 3, Question 12: If you were to construct an ADU, which type would you construct?



Source: Urban Institute analysis of survey data.

Notes: 245 people responded to this question, and 10 skipped it.

Notes

- ¹ Jennifer Baum Lagdameo, “7 Smart ADU and Additions that Cost as Little as \$18k,” Dwell, April 2, 2020, <https://www.dwell.com/article/cost-of-building-backyard-adu-addition-f85c50f7>
- ² Kol Peterson, “Calculating the Costs of Building an ADU,” BuildinganADU, accessed October 16, 2020, <https://www.buildinganadu.com/cost-of-building-an-adu>.
- ³ For a more complete overview of prior research on ADUs, see appendix A.
- ⁴ See also Leah Hendey, Margery Austin Turner, Peter Tatian, Bhargavi Ganesh, Sarah Storchak, and Yipeng Su, “What HQ2 Could Mean for the Washington Region’s Housing Market, in 7 Charts,” Urban Institute, October 23, 2018, <https://apps.urban.org/features/amazon-hq2-washington-housing-charts/>.
- ⁵ Laurie Goodman and Solomon Greene, “To Unleash Housing Supply, Allow and Finance Accessory Dwelling Units,” *Urban Wire* (blog), February 3, 2020, <https://www.urban.org/urban-wire/unleash-housing-supply-allow-and-finance-accessory-dwelling-units>.
- ⁶ Jared Brey, “New Project Aims to Finance Backyard Homes for Section 8 Tenants in Los Angeles,” Next City, May 7, 2019, <https://nextcity.org/daily/entry/new-project-aims-to-finance-backyard-homes-for-section-8-tenants-in-los-ang>.
- ⁷ “Junior Unit Initiative Program,” City of Napa, accessed November 20, 2020, <https://www.cityofnapa.org/747/Junior-Unit-Initiative-Program>.
- ⁸ Jared Brey, “Program Helps DC Homeowners Provide Low-Cost Housing—and Build Wealth.” Next City, February 18, 2020, <https://nextcity.org/daily/entry/program-helps-dc-homeowners-provide-low-cost-housing-and-build-wealth>.
- ⁹ Dan Bertolet, “Impact Fees Are ADU Busters: When Cities Waive Charges, Homeowners Jump to Build In-Law Suites and Backyard Cottages,” Sightline Institute, February 15, 2019, <https://www.sightline.org/2019/02/15/impact-fees-are-adu-busters/>.
- ¹⁰ Laura Bliss, “Portland’s ‘Granny Flats’ Get an Affordable Boost,” CityLab, March 12, 2018, <https://www.bloomberg.com/news/articles/2018-03-12/in-portland-granny-flats-and-adus-get-affordable-boost>.
- ¹¹ “The Backyard Homes Project: An Affordable Housing Initiative,” LA Más, accessed November 20, 2020, <https://www.mas.la/affordable-adus>.
- ¹² Author interview with DC housing advocate, January 9, 2019.
- ¹³ Author interview with Kol Peterson, January 16, 2019.
- ¹⁴ Jennifer Molinsky and Whitney Airgood-Obrycki, “Older Adults Increasingly Face Housing Affordability Challenges,” *Housing Perspectives* (blog), Joint Center for Housing Studies of Harvard University, September 21, 2018, <https://www.jchs.harvard.edu/blog/older-adults-increasingly-face-housing-affordability-challenges>.
- ¹⁵ “Demographics—Households,” City of Alexandria, accessed November 18, 2020, <https://www.alexandriava.gov/planning/statistics/default.aspx?id=106273>.
- ¹⁶ “The Case for Small Home Design as a Component of Sustainability Efforts.” *PD&R Edge*, US Department of Housing and Urban Development, August 8, 2016, <https://www.huduser.gov/portal/pdredge/pdr-edge-featd-article-080816.html>.
- ¹⁷ Martin John Brown, “Are ADUs Green Housing?” *Accessory Dwellings*, July 9, 2014, <https://accessorydwellings.org/2014/07/09/are-adus-green-housing/>.

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The ABCs of ADUs

A guide to
Accessory Dwelling Units
and how they expand housing options
for people of all ages



BASEMENT ADU



DETACHED ADU



ATTACHED ADU



SECOND-STORY ADU



GARAGE-CONVERSION ADU

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Real Possibilities



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AARP is the nation's largest nonprofit, nonpartisan organization dedicated to empowering people 50 or older to choose how they live as they age. With nearly 38 million members and offices in every state, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, AARP strengthens communities and advocates for what matters most to families: health security, financial stability and personal fulfillment. The AARP Livable Communities initiative works nationwide to support the efforts by neighborhoods, towns, cities, counties, rural areas and entire states to be livable for people of all ages.



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Orange Splot LLC is a development, general contracting and consulting company with a mission to pioneer new models of community-oriented, affordable green housing developments. Orange Splot projects have been featured in the *New York Times*, *Sunset Magazine* and on NBC's *Today* show. (The detached ADUs on page 3 and the back cover are by Orange Splot.) Company founder Eli Spevak has managed the financing and construction of more than 250 units of affordable housing, was awarded a Loeb Fellowship by the Harvard University Graduate School of Design, cofounded the website [AccessoryDwellings.org](https://www.AccessoryDwellings.org) and serves as a vice chair of Portland, Oregon's Planning and Sustainability Commission.

The ABCs of ADUs

A guide to Accessory Dwelling Units and how they expand housing options for people of all ages

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A NOTE TO READERS: Many of the photographs and project examples in this publication are from Portland, Oregon, one of the first municipalities in the nation to encourage the creation of accessory dwelling units.

Visit [AARP.org/ADU](https://www.AARP.org/ADU) to download or order this free guide and find more resources about accessory dwelling units.

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Welcome! Come On In

AARP surveys consistently show that the vast majority of people age 50 or over want to remain in their homes and communities as they age rather than relocate

We know from surveys by AARP and others that a majority of Americans prefer to live in walkable neighborhoods that offer a mix of housing and transportation options and are close to jobs, schools, shopping, entertainment and parks.

These preferences — coupled with the rapid aging of the United States' population overall and decrease in households with children — will continue to boost the demand for smaller homes in more compact neighborhoods.

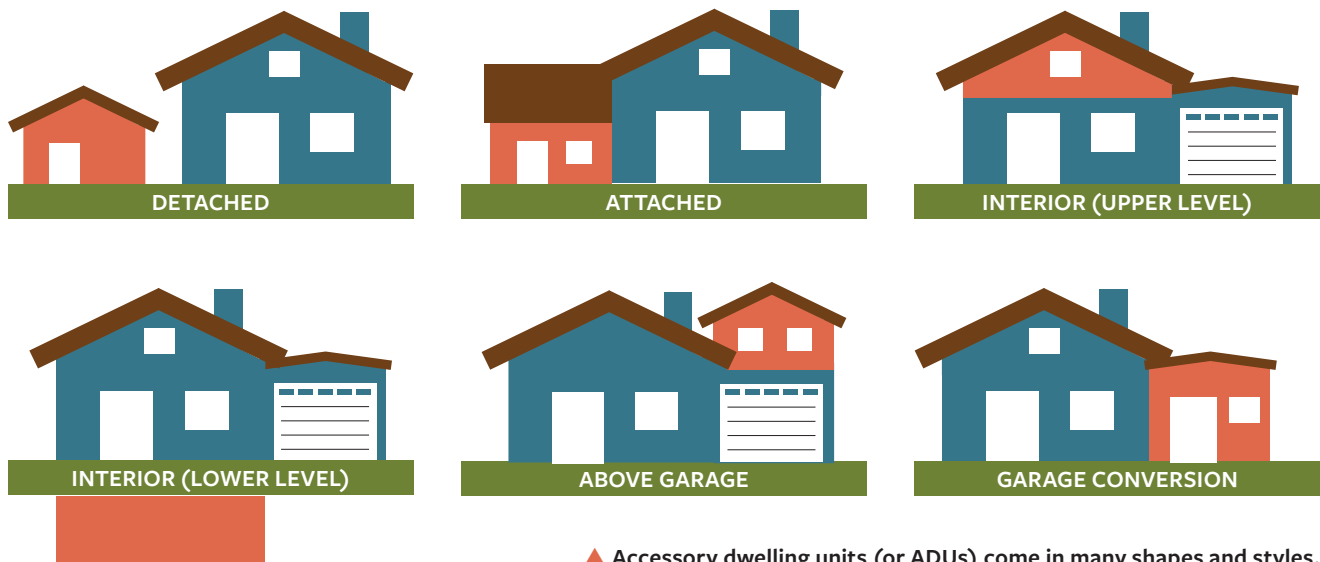
As small houses or apartments that exist on the same property lot as a single-family residence, accessory dwelling units — or ADUs — play a major role in serving a national housing need.

This traditional home type is reemerging as an affordable and flexible housing option that meets the needs of older adults and young families alike.

In fact, in the 2018 AARP Home and Community Preferences Survey, people age 50-plus who would consider creating an ADU said they'd do so in order to:

- provide a home for a loved one in need of care (84%)
- provide housing for relatives or friends (83%)
- feel safer by having someone living nearby (64%)
- have a space for guests (69%)
- increase the value of their home (67%)
- create a place for a caregiver to stay (60%)
- earn extra income from renting to a tenant (53%)

Since ADUs make use of the existing infrastructure and housing stock, they're also environmentally friendly and respectful of a neighborhood's pace and style. An increasing number of towns, cities, counties and even states have been adapting their zoning or housing laws to make it easier for homeowners to create ADUs.



The ABCs of ADUs is a primer for elected officials, policymakers, local leaders, homeowners, consumers and others to learn what accessory dwelling units are and how and why they are built. The guide also suggests best practices for how towns, cities, counties and states can include ADUs in their mix of housing options.

ADUs Come in Many Shapes and Styles

ADUs are a family-friendly, community-creating type of housing the nation needs more of

Although many people have never heard the term, accessory dwelling units have been around for centuries (see page 6) and are identified by many different names. To be clear about what's being discussed:

- An ADU is a small residence that shares a single-family lot with a larger, primary dwelling
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and sleeping area
- An ADU can be located within, attached to or detached from the main residence
- An ADU can be converted from an existing structure (such as a garage) or built anew
- ADUs can be found in cities, in suburbs and in rural areas, yet are often invisible from view because they're positioned behind or are indistinct from the main house
- Because ADUs are built on single-family lots as a secondary dwelling, they typically cannot be partitioned off to be sold separately
- An ADU can provide rental income to homeowners and an affordable way for renters to live in single-family neighborhoods
- An ADU can enable family members to live on the same property while having their own living spaces — or provide housing for a hired caregiver
- Unlike tiny houses (see page 17), ADUs are compact but not teeny, so they're a more practical option for individuals, couples and families seeking small, affordable housing
- For homeowners looking to downsize, an ADU can be a more appealing option than moving into an apartment or, if older, an age-restricted community
- ADUs can help older residents remain in their community and “age in place”



CREATIVE COMMONS

▲ Accessory dwelling units show up in neighborhoods throughout the country — and even in pop culture. One example: In the sitcom *Happy Days*, Fonzie (right) rented an above-garage ADU from the Cunningham family in 1950s-era Milwaukee, Wisconsin.

ADUs are also known as ...

Although most local governments, zoning codes and planners in the United States use the term *accessory dwelling unit* or *ADU*, these small homes and apartments are known by dozens of other names. The different terms conjure up different images. (Who wouldn't rather live in a “carriage house” than in an accessory or “ancillary” unit?) Even if you've never heard of accessory dwelling units or ADUs, you have likely heard of — and perhaps know the locations of — some of the home types noted at right.



▲ Renting out this 350-square-foot garage-conversion ADU in Portland, Oregon, helps the property owner, who lives in the lot's primary residence, pay her home mortgage.

- accessory apartment
- alley flat
- back house
- backyard bungalow
- basement apartment
- carriage house
- coach house
- garage apartment
- granny flat
- guest house or cottage
- in-law suite
- laneway house
- mother-daughter house
- multigenerational house
- ohana unit
- secondary dwelling unit
- sidekick

PHOTO AND LIST FROM ACCESSORYDWELLINGS.ORG

Since ADUs can be created in many different shapes and styles, they're able to fit discreetly into all sorts of communities, including suburban subdivisions, row-house streets (either with or without back-alleys), walkable town or urban neighborhoods — and, of course, large lots and rural regions.



◀ A **DETACHED ADU** (aka DADU) is a stand-alone home on the same lot as a larger, primary dwelling. Examples include backyard bungalows and converted outbuildings.

Location: Portland, Oregon | Photo by David Todd



▶ An **ATTACHED ADU** connects to an existing house, typically through the construction of an addition along the home's side or rear. Such units can have a separate or shared entrance.

Location: Davidsonville, Maryland | Photo by Melissa Stanton, AARP



◀ A **GARAGE ADU** makes use of an attached or detached garage by converting the space into a residence. Other options involve adding a second-story ADU above a garage or building a new structure for both people and cars.

Location: Portland, Oregon | Photo by Radcliffe Dacanay

An **INTERNAL ADU** is created when a portion of an existing home — an entire floor, part of a floor, or an attic or basement — is partitioned off and renovated to become a separate residence.

▶ Access to an **UPPER-LEVEL ADU** can be provided through a stairway inside the main home or directly from an exterior staircase. This 500-square-foot ADU sits atop a 1,900-square-foot primary dwelling.

Location: Portland, Oregon | Photo by Eli Spevak, Orange Splot LLC



▲ A **LOWER-LEVEL ADU** is typically created through the conversion of a home's existing basement (provided that height and safety conditions can be met), during construction of the house, or (see page 7) as part of a foundation replacement and house lift.

Location: Portland, Oregon | Photo by Derin Williams

ADUs Are Good for People and Places

Communities that understand the benefits of ADUs allow homeowners to create them

ADUs are an affordable housing option

- ADUs can generate rental income to help homeowners cover mortgage payments or simply make ends meet. The income provided by an ADU tenant can be especially important for older people on fixed incomes.
- Since the land on which an ADU is built already belongs to the homeowner, the expense to build a secondary residence is for the new structure only. The lot is, in a sense, free.
- ADUs are typically owned and managed by homeowners who live on the premises. Such landlords are less likely to raise the rent once a valued tenant has moved in. Many ADUs are created for family members to reside in for free or at a discounted rate.
- Although market rate rents for ADUs tend to be slightly more than for similarly sized apartments, they often represent the *only* affordable rental choices in single-family neighborhoods, which typically contain no studio or one-bedroom housing options at all.
- Some municipalities are boosting ADUs as part of affordable housing and anti-displacement strategies. Santa Cruz, California (see opposite), is among the cities with programs to help lower-income households build ADUs or reside in them at reliably affordable rents.

ADUs are able to house people of all ages

- An individual's housing needs change over time, and an ADU's use can be adapted for different household types, income levels, employment situations and stages of life.
- ADUs offer young people entry-level housing choices.
- ADUs enable families to expand beyond their primary home.
- ADUs provide empty nesters and others with the option of moving into a smaller space while renting out their larger house or letting an adult child and his or her family reside in it.

ADUs are just the right size

- Generally measuring between 600 and 1,000 square feet, ADUs work well for the one- and two-bedroom homes needed by today's smaller, childless households, which now account for nearly two-thirds of all households in the United States.

ADUs are good for the environment

- ADUs require fewer resources to build and maintain than full-sized homes.
- ADUs use significantly less energy for heating and cooling. (Of all the ADU types, internal ones tend to have the lowest building and operating costs.)

ADUs are community-compatible

- ADUs offer a way to include smaller, relatively affordable homes in established neighborhoods with minimal visual impact and without adding to an area's sprawl.
- ADUs provide a more dispersed and incremental way of adding homes to a neighborhood than other options, such as multistory apartment buildings. As a result, it's often easier to get community support for ADUs than for other housing types.

Big houses are being built, small houses are needed

Do we really need more than three times as much living space per person as we did in 1950? Can we afford to buy or rent, heat, cool and care for such large homes?

YEAR	1950	2017
Average square footage of new single-family homes	983	2,571
Number of people per household	3.8	2.5
Square feet of living space per person	292	1,012

Fact: ADUs house more people per square foot of living area than single-family homes do.

SOURCE: NATIONAL ASSOCIATION OF HOME BUILDERS (AVERAGE HOME SIZES), U.S. CENSUS BUREAU (AVERAGE HOUSEHOLD SIZES)

HOME VISIT #1

Attached ADU Addition

Santa Cruz, California

Size: 500 square feet



AARP



▲ The area with the darker roof shingles is the ADU that was added onto the home of Carrie and Sterling Whitley.

◀ ▼ The Whitleys' ADU (that's Carrie showing off the front yard's new paths and plantings) has its own entrance on the side of the home and is being rented to the couple's daughter so she can help her elderly parents when needed.

When Carrie and Sterling Whitley bought their house in 1971, they paid less than \$15,000. Nearly 50 years later, similar homes on their street have sold for more than \$1 million.

THE PROBLEM: The Whitleys, who are in their 80s, own the house outright and don't want to move. But the financial and physical demands involved in maintaining the house are a challenge.

A SOLUTION: To help low-income homeowners age 62 or older live independently and keep their homes, the Monterey Bay affiliate of Habitat for Humanity and the City of Santa Cruz launched My House My Home: A Partnership for Aging-in-Place. The pilot program builds accessory dwelling units so older homeowners can downsize into a new, aging-friendlier home and earn rental income from their original house. Or such homeowners can remain in their house and rent out the new, smaller residence. Participating homeowners are required to charge an affordable rental rate.

REALITY CHECK: When the Whitleys' project broke ground in April 2017, they were the first homeowners to receive an ADU through the program, which worked with them to design the ADU as an addition to their existing home. Since the dwelling was built with accessibility features, Carrie and Sterling know they can downsize into it if they ever need to. Until then, their daughter, Brenda, resides in the addition.

REAL LIFE: "I'm right next door to my parents in case they need me or need any help," Brenda says.

Design: Historic Sheds | Builder: Historic Sheds | Cost to build: \$158,000 in 2017 (not including volunteer labor) | Photos by Michael Daniel | Article adapted from Where We Live: Communities for All Ages (AARP 2018)



ADU ADVICE: With an attached ADU, privacy between the two residences can be achieved by locating the ADU bedroom(s) and bathroom(s) as far as possible from the main house. Providing the ADU with its own yard or outdoor space is helpful too.

ADUs Are an American Tradition

While today's interest in ADUs may be new, the housing type is centuries old

Early settlers often built a small home to live in while constructing their larger, primary house nearby.

When farming was a source of survival for most of the nation's households, families routinely constructed additional homes on their land when needed.

People with wealth and acreage regularly populated their lands with secondary mansions and ancillary buildings independent of the main estate house.

In fact, until the 20th century, people with land built as many homes as they wished. There were few or no zoning rules, municipal services or infrastructure (utilities, roads, schools, trash collection, first-responders) to consider.

A historic precedent for the modern day accessory dwelling unit is the “carriage house,” or “coach house.” Originally built for horse-drawn carriages, the structures associated with grander homes were frequently large enough to double as living quarters for workers and stable hands.

Decades later, in response to housing shortages and economic needs, many surviving carriage houses were

converted into rental homes. By becoming landlords, the owners gained income from their otherwise unused outbuildings.

Automobile garages have a similar history. Some were originally built with a housing unit upstairs. Over time, many garages were converted (often illegally or under zoning codes no longer applicable today) into small homes when the spaces became more valuable for housing people than vehicles.

With the rise of suburban single-family home developments following World War II, ADUs practically ceased to be built legally in the United States. Then as now, residential zoning codes typically allowed only one home per lot, regardless of the acreage and with no exceptions. Attached and detached garages occupied yard space that might otherwise have been available for ADUs.

Some cities, including Chicago, grandfathered in pre-existing ADUs — but only if the residences remained consistently occupied. In Houston's historic and trendy Heights neighborhood, old and new garage apartments are common and desired.

But elsewhere, even in rural areas with ample land, property owners are often prohibited from creating secondary dwellings. Many communities today don't allow new ADUs, even if they did in the past — and even if ADUs currently exist there. (Countless units in single-family homes or yards are technically illegal or are allowed simply because they were created when such residences had been legal.)

ADUs began making a comeback in the 1980s as cities explored ways to support smaller and more affordable housing options within single-dwelling neighborhoods. In 2000, in response to a growing demand for ADU-supportive guidelines, AARP and the American Planning Association partnered to release an influential model state act and local code for ADUs.

More recently, there's been renewed interest at the state and local levels (see page 8) in legalizing and encouraging the creation of ADUs, driven by the increasingly high cost of housing and, in some places, the belief that homeowners with suitable space shouldn't be so restricted in the use of their property.

▼ **This carriage house containing a one-bedroom, one-bath ADU above a two-car garage sits behind a six-level, Gilded Age, Hoboken, New Jersey, townhome that was built in 1883. The dual residence property was on the market in 2018 for \$5 million.**



HOME VISIT #2

Garage Apartment ADU

Denver, Colorado

Size: 360 square feet



▲ The apartment above the garage can be reached from inside the garage or from an exterior side entrance accessed from the yard it shares with the primary residence.

“I see our ADU as something very similar to a student loan,” says Mara Owen. “It’s something you invest in the future with. It was cheaper than buying a house for Mom, and it lets her have independence. It’s great knowing we can check in on her whenever.”

AH-HA MOMENT: Owen, her partner, Andrew, and their three dogs were sharing a one-bedroom, one-bath house with her mother, Diane. When Owen learned that ADUs were allowed in the city, she decided the best way to get more space for her small home’s many residents would be to remove their “leaky and defunct” garage and build a new two-car garage with an apartment above it.

WISE ADVICE: “Get a really great builder and architect,” says Owen. “Interviewing architects was similar to a first date. It’s not just who you feel connected with. That’s important, but get to the values. It’s a niche market, so see if you can find someone who has built ADUs before, because ADUs are a little different.”

FUTURE PLANS: The stairs to Diane’s apartment are wide enough for a stair lift, if it’s ever needed. The roof was built at the correct slope for the eventual installation of solar panels.

Design: Hive Architecture | Builder: Hive Architecture | Cost to build: \$167,000 in 2016 | Photo by Mara Owen | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org. Visit the website to read about and see photographs of more ADU projects.

HOME VISIT #3

Basement ADU

Portland, Oregon

Size: 796 square feet

The transformation of this colorful Victorian was both a preservation and expansion project.

TEACHING MOMENT: “Here’s a very welcome breath of fresh air, especially in the face of so much gentrification that is going on in Portland!” declared Mark Lakeman, principal of Communitecture, an architectural, planning and design firm, about the pictured remodel. Writing on his company’s website, he says the project provides a lesson in how to “adapt and reuse our precious historic houses so they can accommodate more people while also providing more income to support the existing home.”

HOW’D THEY DO IT? To add a basement rental unit, engineers lifted the house. The resulting ADU is roughly four feet underground and four feet above.



▲ By lifting the house and digging beneath it, designers, engineers and builders turned a two-story, single-family home into a three-story, multifamily residence.



THE ACHIEVEMENT: Adds Lakeman: “Unlike the seemingly pervasive method of simply tearing down existing buildings so that new, giant ones can be built, this approach achieves upgrades in energy efficient living places and adds density while retaining the continuity of our beloved historical urban environment.”

Design: Communitecture | Home Lift: Emmert International | Builder: Tom Champion | Cost to build: \$125,000 in 2015 | Photos by Communitecture (before) and Chris Nascimento (after)

The Time Is Now

Rules for ADUs continue to evolve and frequently differ from one town to the next

Some communities allow almost any home to be set up with an ADU — so long as size limits, property line setbacks and placement caveats in relation to the primary dwelling are met.

Other communities start with those basic standards and then layer on extra requirements (see page 14) that can make it challenging to create an ADU.

Municipalities nationwide have been relaxing their restrictions against ADUs, and some states have been encouraging their creation by requiring communities to allow them.

- In 2017, California required all of its cities and counties to allow ADUs so long as the property owner secured a building permit. In Los Angeles, Mayor Eric Garcetti has said ADUs could provide the city with a needed 10,000 housing units. He's touted ADUs as a "way for homeowners to play a big part in expanding our city's housing stock and make some extra money while they're at it."
- That same year, a New Hampshire law established that local zoning codes had to allow ADUs nearly everywhere single-family housing was permitted. The change stemmed in large part from the frustration of builders who couldn't construct the type of amenities, such as backyard cottages and garage apartments, that their clients desired.
- Oregon requires cities and counties of certain sizes within urban growth boundaries to allow ADUs in all single-family neighborhoods.
- As of 2019, major cities that allow ADUs include Anchorage, Alaska; Atlanta, Georgia; Austin, Texas; Denver, Colorado; Honolulu, Hawaii; Houston, Texas; Philadelphia, Pennsylvania; Phoenix, Arizona; Seattle, Washington; and Washington, D.C. Communities in Massachusetts, Kentucky, Illinois, Indiana and Oregon have sought advice from AARP and Orange Spout about revising their zoning codes to allow ADUs.

► **The unique floor plan of this single-family Maryland farmhouse allows for a first floor residence (accessed through the door on the right) and an upper-level ADU that can be reached through the entrance at left.**

To Encourage ADUs

LOCAL OFFICIALS can ...

- allow all ADU types (detached, attached, interior)
- simplify the building permit process for ADUs
- waive or reduce permit and impact fees
- let garages be converted into ADUs without requiring replacement off-street parking
- allow a second ADU if one of the homes on the property meets accessibility standards

COMMUNITY PLANNERS can ...

- adopt simple, flexible but nondiscretionary ADU rules about setbacks, square footage and design compatibility with the primary dwelling

LENDERS can ...

- work with homeowners to finance the construction of ADUs by using renovation loans

ADVOCATES can ...

- organize tours of completed ADUs in order to inform and inspire the community
- educate homeowners, real estate agents, architects and builders about local zoning regulations and the permit process

REAL ESTATE AGENTS can ...

- educate themselves and their clients about rules for the construction of ADUs

LOCAL MEDIA can ...

- report on how and why homeowners build ADUs



PHOTO BY MELISSA STANTON, AARP

HOME VISIT #4

Internal ADU (Main Level)

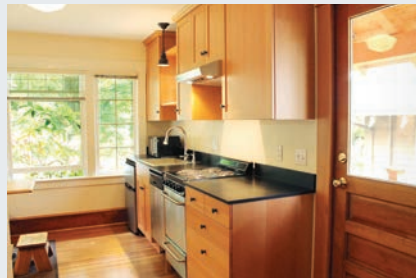
Portland, Oregon

Size: 220 square feet

Even small homes can have enough space for an ADU. An underused main floor bedroom in this 1.5-story, 1,500-square-foot bungalow was transformed into a studio apartment.

AH-HA MOMENT: According to Joan Grimm, who owns the home with Rita Haberman: “What we were looking for in terms of a community and aging in place was right under our noses. Remove a fence and create a shared open space. Build a wall and create a second dwelling unit. It doesn’t have to be complicated.”

REAL LIFE: “Creatively carving out an ADU from the main floor of our house saved on design and construction costs,” Grimm adds. “It provides an opportunity for rental income, with no significant compromise to the livability of our home.”



▲ The steps and side entrance (top) lead to the studio apartment ADU, which was crafted out of an existing space. The covered porch to the right leads to the primary residence. The ADU contains a kitchen, small dining and living area, sleeping area, bathroom and laundry area.

*Design: Rita Haberman | Builder: RS Wallace Construction | Cost to build: \$55,000 in 2015 (with some work done by the homeowners)
Photos courtesy Billy Ulmer | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org*

HOME VISIT #5

Internal ADU (Lower Level)

Portland, Oregon

Size: 795 square feet

“We were looking for a way to live in our house for the rest of our lives and to generate at least some income in the process,” Robert Mercer and Jim Heuer wrote for the program guide of the annual Portland ADU Tour when their home was part of the lineup. “An ADU offers the possibility of caregiver lodging in the future or even a place for us to live while we rent out the main house if we get to the point where we can’t handle the stairs any longer.”

THE SOUND OF SILENCE: Internal ADUs often require that soundproofing insulation be installed between the primary dwelling and the accessory unit that’s below, above or beside it. In Portland, the building code for duplex residences requires a sound insulation rating of at least STCC45. To property owners thinking about a similar ADU setup, the duo advise: “Think about how you live in your home and

▼ The door to the right of the garage leads to a ground-floor ADU with windows along the back and side walls. The upper-level windows seen below are part of the main residence.



how having downstairs neighbors will change what you can and can’t do with your space and what investment you are prepared to make in sound insulation.”

AN ADDED BONUS: “We are pleased that we have been able to provide more housing density on our property and still be in keeping with the historic character of our home.”

Design: DMS Architects | Builder: Weitzer Company | Cost to build: \$261,000 in 2016 | Photo by Melissa Stanton, AARP | Article adapted from the 2017 ADU Tour project profiles on AccessoryDwellings.org

Bringing Back ADUs

The reasons for creating or living in an ADU are as varied as the potential uses

ADUs are flexible. Over time, a single ADU might be used in many ways as an owner's needs and life circumstances change. Following are just a few reasons why ADUs are created and by whom:

EMPTY NESTERS can build an ADU and move into it, then rent out the main house for supplemental income or make it available to their adult children.

FAMILIES WITH YOUNG CHILDREN can use an ADU as housing for a nanny or au pair or even a grandparent or two, who can then help raise their grandkids and be assisted themselves as they age.

INDIVIDUALS IN NEED OF CARE can reside in an ADU to be near family members, or they can use the ADU to house a live-in aide. (In fact, ADUs can be an affordable and more comforting alternative to an assisted-living facility or nursing home.)

HOME BUYERS can look forward to the rental income from an ADU to help pay their mortgage or finance home improvements, especially in expensive housing markets.

HOME-BASED WORKERS can use an ADU as their office or workshop.

HOMEOWNERS can use an ADU for guests or as housing for friends or loved ones who:

- aren't yet financially independent, such as new high school or college graduates
- need temporary housing due to an emergency or while renovating their own home
- have disabilities but can live independently if family reside nearby



▲ The zoning code in Evanston, Illinois, permits accessory dwelling units, creating an opportunity for the owners of this 1911 home with an outbuilding in the backyard.

Planning and Paying for ADUs

Most new homes are built by developers, entire subdivisions at a time. Apartments are also built by pros.

But ADUs are different.

Although ADUs are occasionally designed into new residential developments, the vast majority are created by individual homeowners after they move in. In other words, ADUs are usually created by enthusiastic and motivated *amateurs*.

An ADU may present the ultimate chance for a do-it-yourselfer to build his or her small dream home. More often, homeowners bring in a combination of architects, designers and construction contractors to do the work, much as they would for a home addition or major kitchen remodeling. The local municipality's planning department can provide guidance on the rules for ADUs and information about what permits, utility connections and fees are involved.

ADUs aren't cheap, and they are often the most significant home improvement project a homeowner will undertake.

Although internal ADUs can sometimes be built for about \$50,000, new detached ADUs often exceed \$150,000. Most ADUs are financed through some combination of savings, second mortgages, home equity lines of credit and/or funds from family members (sometimes a relative who ends up living in it).

In some areas, the cost of building an ADU can be recouped after a few years of renting it. If that's the plan, it's worth estimating the expenses versus the potential income before undertaking an ADU project.

A few cities, nonprofits and start-ups are experimenting with creative financing options that could put ADUs within reach for more homeowners and their families, as well as prospective renters.



▲ Walt Drake's Southern-style, one-bedroom ADU has an outdoor, wraparound porch that can be accessed without using steps. The design is in keeping with other buildings in the neighborhood.

HOME VISIT #6

Detached ADU (One-Story)

Decatur, Georgia

Size: 800 square feet

When Walt Drake decided to downsize, his son Scott purchased his dad's house for himself and his family and built a detached ADU (or DADU) for Walt.

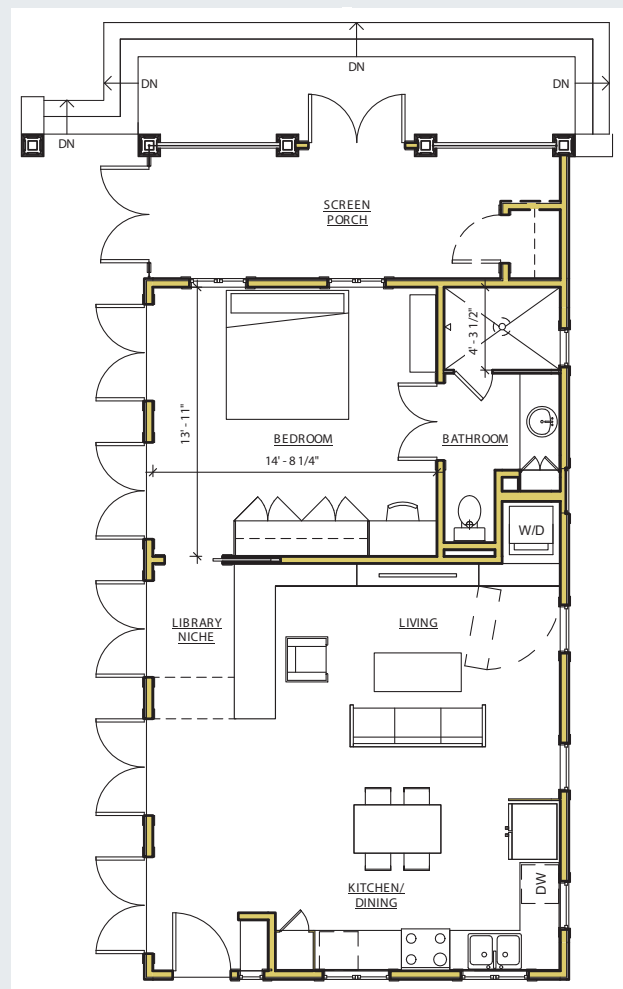
"From not finding what we wanted for Dad, we decided to create it," says Scott. "Neighborhoods built in the 1920s have carriage houses. Building an ADU was a modern day version of something people have been doing on their property in this area for a hundred years."

NEAR AND FAR: "We wanted the houses to be separate and to feel like we're each on our own property, but we're there for each other," says Scott.

AGING-FRIENDLY: Building the ADU meant Walt didn't have to sell his home and leave his neighborhood. "He was able to keep his own stuff and turn over what he didn't need to us," says Scott. "It kept my dad in place, which I think was important."

FUTURE PLANS: Scott says the ADU is "serving its intended purpose" but that someday down the road it could be used as a long- or short-term rental. "The ADU could turn into lots of different things over the course of its lifetime."

Design: Adam Wall, Kronberg Wall | Builder: Rob Morrell | Cost to build: \$350,000 in 2014 | Photo by Fredrik Brauer | Floor plan by Kronberg Wall Architects | Article adapted from "ADU Case Studies" by Lina Menard on AccessoryDwellings.org



ADUs Are Age-Friendly Housing

New-construction ADUs can be created with “universal design” features

An “age-friendly” home has a zero-step entrance and includes doorways, hallways and bathrooms that are accessible for people with mobility differences. Garage conversions (such as the one pictured on page 2) are among the easiest and least expensive ADU solutions for aging in place since they’re preexisting structures and generally have no-step entries. To learn more about making a home aging-friendly, download or order the *AARP HomeFit Guide* at AARP.org/HomeFit.

HOME VISIT #7

Detached ADU (Two-Story)

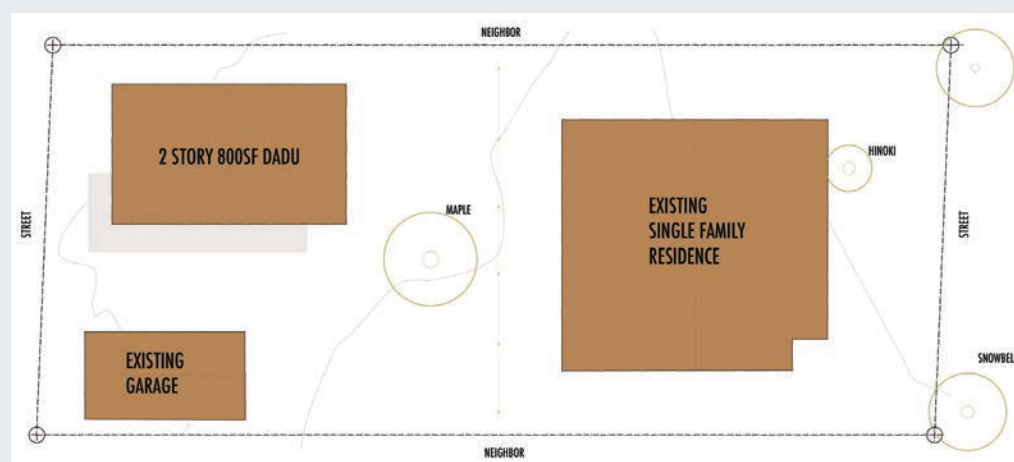
Seattle, Washington

Size: 800 square feet

Evelyn Brom’s plan was to build a backyard cottage and rent it out. She would keep living in her two-bedroom home.

AH-HA MOMENT: As the design developed, Brom realized that *she* wanted to live in the stunning wood-and-glass ADU. It was a good decision. A week before moving in, Brom was laid off from her job.

REAL LIFE: The \$3,000 a month Brom receives in rent for the main house (which is occupied by a three-generation family) provides a needed income. “Being laid off has made this arrangement a lifesaver,” Brom says. If the stairs in the cottage ever become too hard to navigate, she can move back into her original one-story house and rent out the cottage instead. “Now I have options,” she says.



▲ There’s a powder room, open kitchen and living room on the first floor, with a bedroom and bathroom upstairs.

◀ Although Brom’s property is only 0.13 acres, it’s large enough to accommodate two homes, a patio, a lawn and a garage. A slatted wood fence with a gate divides the space between the two houses and provides privacy.

Design: Chrystine Kim, NEST Architecture & Design | Builder: Ian Jones, Treebird Construction | Photo by Alex Hayden | Cost to build: \$250,000 in 2014
Article adapted from *Where We Live: Communities for All Ages* (AARP 2018)

HOME VISIT #8

Detached Bedroom

St. Petersburg, Florida

Size: 240 square feet

Bertha and her son John talked about someday buying a house with a mother-in-law suite. “Then one day someone came along and wanted my house, so I up and sold it,” she explains. “But that left me homeless. I asked John if I could build a small house in his backyard and he agreed.”

CREATIVE THINKING: A detached bedroom is a permanent, accessory structure that, unlike ADUs, lacks a kitchen. But that’s what makes these cabin-like homes more affordable to build than many ADUs and even tiny houses.

WHAT’S INSIDE: Bertha’s home contains a sleeping and living area and a full bathroom. “I paid for the little house and it’s on my son’s property. So I figured, if I’m cooking I can do it at my son’s house,” she says. (Her laundry is also done at his house.)



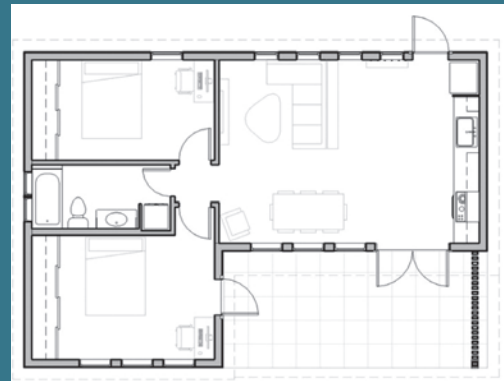
▲ A detached bedroom, which contains a bathroom but no kitchen, can provide housing for a loved one or serve as a home office or guest cottage.

REAL LIFE: “Having access to my son’s house makes it livable. Otherwise, I personally would not be happy. It’s very comforting to know that John is close by. Hopefully this will be my home forever.”

Design: Historic Sheds | Builder: Historic Sheds | Cost to Build: \$50,000 in 2017 | Photo by Historic Sheds | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org

A Sustainable and Sunny ADU

Tired of living in a house with so many walled off and dark spaces that the sun couldn’t shine in, the home’s owners built and moved into the bright, airy, modern and very accessible ADU they created in their yard. (The original, larger home has become a rental.) The ADU is located within a conservation district and was constructed using sustainable materials and environmentally friendly techniques. One such feature is the deck trellis, which allows light in while diffusing the heat of the afternoon sun.



▲ Although this ADU has only 721 square feet of living space, there is room enough for two bedrooms.

Design: Propel Studio | Builder: JLTB Construction | Photo by Josh Partee | Cost to build: \$185,000 in 2017 | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org

Practical Solutions for ADUs

Local laws can both allow and appropriately control the creation of accessory dwellings

There are more than 19,000 cities, 16,000 towns and 3,000 counties in the United States. Regulations about ADUs are typically written or adopted at the local government level.

Where it's legal to build ADUs, homeowners still need to follow rules about where it can be done, how tall they can be, how many square feet they can contain, what they can look like and how they can be used. These rules can be found in the local zoning code.

Over the past few decades it has become clear that there's a balance to strike between the strictness of ADU regulations and how often ADUs get built.

For instance, after Portland, Oregon, relaxed its ADU rules in 2010 and waived impact fees (a savings of up to \$12,000), the number of ADUs built there increased from about 30 per year between 2000 and 2009 to practically one ADU a day in 2015.

Changes in California's ADU laws allowed Los Angeles to achieve an even more dramatic increase, going from 80 permit applications in 2016 to nearly 2,000 in 2017. Allowing both an ADU and a "Junior ADU," or JADU — an interior ADU of 500 square feet or fewer — on properties in Sonoma County were among the urgent

policies adopted in the wake of Northern California's many devastating fires.

Meanwhile, in many jurisdictions, well-intentioned but burdensome rules can stymie the creation of ADUs. ADU-related zoning codes should be restrictive enough to prevent undesirable development but flexible enough that they actually get built.

When a community is worried about a potentially undesirable outcome, it can — and many do — craft regulations to prevent particular building types, locations or uses. A city concerned about the environmental impact of new structures might prohibit placing detached ADUs in precarious locations, such as on steeply sloping lots. Communities wary of ADUs becoming, for instance, off-campus student housing could establish occupancy rules.

Every community has its own priorities and concerns, and there's a wide enough range of regulatory controls that communities can write appropriate ADU rules.

This inherent flexibility in the form and function of ADUs allows them to pass political muster and get adopted in a wide range of places. (See page 16 for more about uses and rules.)

Rules that discourage ADUs

- ADU-specific regulations that don't also apply to primary dwellings (e.g., owner-occupancy requirements)
- complex design compatibility criteria and approval steps
- off-street parking requirements beyond those required for the primary dwelling
- restrictions that limit ADUs to certain geographic areas, particular zoning categories or to large lots
- caps on square footage relative to the primary house that make it easy to add an ADU to a large home but hard or impossible to add one to a small home

TRADING SPACES: An ADU is always the smaller of two dwellings on a property, but it's possible for an existing home to become the ADU when a larger house is built and becomes the primary dwelling.

Are ADUs allowed in your community?

Find out by calling the office in charge of land use and permits or stopping by in person. You can also search for and read the zoning code through the local government's website.

- If ADUs are allowed, ask what conditions, permit needs and impact fees apply.
- If ADUs are not allowed in your community and you want them to be, ask an elected official or the local department of zoning and planning for information about how the codes can be updated. Then get organized and start advocating!

Creating (or Understanding) an ADU Zoning Code

The ADU section of a community's zoning code needn't be overly complicated. It just needs to establish clear, objective and fair rules for the following:

1. A Definition: A good zoning code clearly defines its terminology. Here, for example, is a useful outline for what, in the real world, is a very fluid term: “An ADU is a smaller, secondary home on the same lot as a primary dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heat, cooking and sanitation.”

2. The Purpose: This is where the code describes key reasons a community allows ADUs. They should:

- increase the number of housing units while respecting the style and scale of single-dwelling development
- bolster the efficient use of existing housing stock and infrastructure
- provide housing that's affordable and respond to the needs of smaller, changing households
- serve as accessible housing for older adults and people with disabilities

3. Eligibility: Who can build an ADU and on what type of property? A statement in this part of the code clarifies that an ADU can be placed only on a “residentially zoned, single-family lot.” (Some communities provide lot size standards, but many don't.)

4. Creation: This is where the code sets out how an ADU can be built. For instance: “An ADU may be created through new construction, the conversion of an existing structure, as an addition to an existing structure or as a conversion of a qualifying existing house during the construction of a new primary dwelling on the site.”

5. Quantity: Most municipalities that permit ADUs allow one per lot. Vancouver, British Columbia; Sonoma County, California; and Tigard, Oregon, are among the few that allow two per lot (typically one internal and one external). Some communities also allow duplexes or townhomes to have ADUs, either in the backyard or on the ground floor.

6. Occupancy and Use: A code should state that the use-and-safety standards for ADUs match those that apply to the primary dwelling on the same property. (See page 17 for more about ADU uses.)

7. Design Standards:

- **Size and height:** A zoning code might specify exactly how large and tall an ADU is allowed to be. For instance, “an ADU may not exceed 1,000 square feet

or the size of the primary dwelling, whichever is smaller.” Codes often limit detached ADUs to 1.5 or 2 stories in height. (An example of that language: “The maximum height allowed for a detached ADU is the lesser of 25 feet at the peak of the roof or the height of the primary dwelling.”)

- **Parking:** Most zoning codes address the amount and placement of parking. Some don't require additional parking for ADUs, some do, and others find a middle ground — e.g., allowing tandem parking in the driveway and/or on-street parking. (See page 16 for more about parking.)
- **Appearance:** Standards can specify how an ADU's roof shape, siding type and other features need to match the primary dwelling or neighborhood norms. Some codes exempt one-story and internal ADUs from such requirements. (See page 16 for more about making sure that ADUs fit into existing neighborhoods.)
- **Entrances and stairs:** Communities that want ADUs to blend into the background often require that an ADU's entrance not face the street or appear on the same facade as the entrance to the primary dwelling (unless the home already had additional entrances before the ADU was created).

8. Additional Design Standards for Detached ADUs:

- **Building setbacks:** Many communities require detached ADUs to either be located behind the primary dwelling or far enough from the street to be discreet. (A code might exempt preexisting detached structures that don't meet that standard.) Although this sort of rule can work well for neighborhoods of large properties with large rear yards, communities with smaller lot sizes may need to employ a more flexible setback-and-placement standard.
- **Building coverage:** A code will likely state that the building coverage of a detached ADU may not be larger than a certain percentage of the lot that is covered by the primary dwelling.
- **Yard setbacks:** Most communities have rules about minimum distances to property lines and between buildings on the same lot. ADUs are typically required to follow the same rules.

Visit [AARP.org/ADU](https://aarp.org/ADU) to see examples of ADU zoning codes from selected cities.

ADU “Hot Topics”

As communities allow ADUs or update existing zoning codes and rules to be more ADU-friendly, they inevitably wrestle with some or all of the following issues:

Adding ADUs to neighborhoods

Recognizing that ADUs may represent a new housing type for existing neighborhoods, communities often write special rules to ensure they'll fit in well. These guidelines typically address visual compatibility with the primary dwelling, appearance from the street (if the ADU can be seen) and privacy for neighbors. Rules that help achieve these goals include:

- height and size caps mandating that ADUs be shorter and smaller than the primary dwelling
- requirements that detached ADUs be behind the main house or a minimum distance from the street
- mandates that the design and location of detached ADUs be managed the same way as other detached structures (e.g., garages) on the lot
- design standards for larger or two-story ADUs so they architecturally match the primary dwelling or reflect and complement neighborhood aesthetics
- encouragement for the creation of internal ADUs, which are often unnoticed when looking at the house

Each community can strike its own unique balance between strict rules to ensure that ADUs have a minimal impact on neighborhoods and more flexible rules that make them easier to build.

▼ A top floor ADU can be a suitable rental for a student or someone who travels a lot for work. ADU expert Kol Peterson grew up in a home with an attic ADU that was usually rented to law school students. “They had to walk up the primary house’s interior stairs in order to access the affordable attic unit,” he writes in *Backdoor Revolution: The Definitive Guide to ADU Development*. “Over the years that each of them lived there, the tenants became parts of our family.”



Providing places to park

ADU regulations often include off-street-parking minimums on top of what's already required for the primary dwelling. Such rules can prevent homeowners from building ADUs if there's insufficient physical space to accommodate the parking. However, additional parking often isn't needed.

Data from Portland, Oregon, shows that there are an average of 0.93 cars for each ADU, and that about half of all such cars are parked on the street. With fewer than 2 percent of Portland homes having ADUs (the highest percentage in the country), there is about one extra car parked on the street every six city blocks. This suggests that any impacts on street parking from ADUs are likely to be quite small and dispersed, even in booming ADU cities.

More-realistic parking rules might:

- require the creation of new parking only if the ADU displaces the primary dwelling's existing parking
- waive off-street-parking requirements at locations within walking distance of transit
- allow parking requirements for the house and ADU to be met by using some combination of off-street parking, curb parking, and tandem (one car in front of the other) parking in a driveway

Dealing with unpermitted ADUs

It's not uncommon for homeowners to convert a portion of their residence into an ADU in violation (knowingly or not) of zoning laws or without permits.

Such illegal ADUs are common in cities with tight housing markets and a history of ADU bans. One example is New York City, which gained 114,000 apartments between 1990 and 2000 that aren't reflected in certificates of occupancy or by safety inspections.

Some cities have found that legalizing ADUs, simplifying ADU regulations and/or waiving fees can be effective at getting the owners of illegal ADUs to “go legit” — and address safety problems in the process.

Allowing and Restricting Uses

Communities get to decide whether to let ADUs be used just like any other housing type or to create special rules for them. Some municipalities take a simple approach, regulating ADUs just as they do other homes. So if a home-based childcare service is allowed to operate in the primary dwelling, it is also allowed in an ADU. Conversely, communities sometimes adopt ADU-specific regulations in order to avoid undesirable impacts on neighbors. Examples include:

Limiting short-term rentals

ADUs tend to work well as short-term rentals. They're small and the owner usually lives on-site, making it convenient to serve as host. However, if ADUs primarily serve as short-term rentals, such as for Airbnb and similar services, it undermines the objective of adding small homes to the local housing supply and creating housing that's affordable.

In popular markets, short-term rentals can be more profitable than long-term ones, allowing homeowners to recoup their ADU expenses more quickly. In addition, short-term rentals can provide owners with enough income that they can afford to occasionally use the ADU for friends and family.

A survey of ADU owners in three Pacific Northwest cities with mature ADU and short-term rental markets found that 60 percent of ADUs are used for long-term housing as compared with 12 percent for short-term rentals.

Respondents shared that they “greatly value the ability to use an

ADU flexibly.” For instance, an ADU can be rented nightly to tourists, then someday rented to a long-term tenant, then used to house an aging parent. ADUs intended primarily for visiting family are sometimes used as short-term rentals between visits.

Cities concerned about short-term rentals often regulate them across all housing types. If there are already rules like this, special ones might not be needed for ADUs. An approach employed in Portland, Oregon, is to treat ADUs the same except that any financial incentives (such as fee waivers) to create them are available only if the property owner agrees not to use the ADU as a short-term rental for at least 10 years.

Requiring owner-occupancy

Some jurisdictions require the property owner to live on-site, either in the primary house or its ADU. This is a common way of addressing concerns that absentee landlords and their tenants will allow homes and ADUs to fall into disrepair and negatively impact the neighborhood.

Owner-occupancy rules are usually implemented through a deed restriction and/or by filing an annual statement confirming residency. Some cities go further, saying ADUs can be occupied only by family members, child- or adult-care providers, or other employees in service of the family.

Owner-occupancy requirements make the financing of ADUs more difficult, just as they would if applied to single-family homes. But as ADUs have become more common, owner-occupancy restrictions have become less so, which is good. Such requirements limit the appraised value of properties with ADUs and reduce options for lenders should they need to foreclose.

Enforcing owner-occupancy laws can be tricky, and the rules have been challenged in courts, sometimes successfully. However, according to a study by the Oregon Department of Environmental Quality, more than two-thirds of properties with ADUs are owner-occupied even without an owner-occupancy mandate.

While not technically ADUs, tiny houses can serve a similar purpose

► Because tiny houses — such as the 100-square-foot “Lucky Penny,” pictured — are built on a trailer with wheels rather than on a fixed foundation, they are typically classified as recreational vehicles (RVs) rather than permanent residences. Although tiny homes are usually smaller than 400 square feet, many of them do contain a kitchen and bathroom.



Design and Builder: Lina Menard, Niche Consulting | Photos by Guillaume Dutilh, PhotoXplorer



ABOVE-GARAGE ADU



DETACHED-BEDROOM ADU



DETACHED ADU

- An accessory dwelling unit is a small residence that shares a single-family lot with a larger primary dwelling.
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and living/sleeping area. (Garage apartments and backyard cottages are each a type of ADU.)
- ADUs can enable homeowners to provide needed housing for their parents, adult children, grandchildren or other loved ones.
- An ADU can provide older adults a way to downsize on their own property while a tenant or family member resides in the larger house.
- Since homeowners can legally rent out an ADU house or apartment, ADUs are an often-essential income source.
- ADUs help to improve housing affordability and diversify a community's housing stock without changing the physical character of a neighborhood.
- ADUs are a beneficial — and needed — housing option for people of all ages.

Learn more about ADUs and
order or download

The ABCs of ADUs

by visiting

[AARP.org/ADU](https://aarp.org/ADU)

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ACCESSORY DWELLING UNITS REGULATIONS

**Johnson County, Kansas
Resolution No. 009-13 Adopted March 7, 2013**

Article 18: ACCESSORY STRUCTURES, BUILDINGS AND USES

Section 7. ACCESSORY USES IN GENERAL

D. Accessory Dwelling Uses:

1) Purpose and Intent:

- a. The general purpose and intent of allowing Accessory Dwelling Units (ADU) in the unincorporated portion of the County is to:
 - 1) Allow life-style choices in single-family neighborhoods that respond to changing demographics and economic conditions;
 - 2) Respond to the needs of family members with health concerns or disabilities in a manner that is appropriate for people at a variety of stages in their life cycle by providing homeowners with a means of obtaining companionship, security, and services (e.g., on-site healthcare worker, housekeeper, childcare worker);
 - 3) Provide homeowners the opportunity to use their property to enhance or fulfill personal objectives by allowing more options for the use of accessory buildings (e.g., family game or media rooms with kitchens);
 - 4) Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by ensuring that ADUs are well-designed and compatible with the neighborhood and constructed under the requirements of these Regulations; and
 - 5) Recognize that homeowners are likely to maintain an owner-occupied residence in a manner that upholds the single-family character of the property. Requiring owner occupancy is intended, therefore, to support and foster housing maintenance and neighborhood stability.

b. ADUs not intended to replace Duplex and other Multi-family districts and dwellings:

Allowing ADUs is not intended to replace duplex and other multi-family zoning districts and dwellings. An ADU is different than a duplex in that typically the two units that make up a duplex are attached to each other, are relatively equal in size and height, and one unit usually does not dominate the other. In contrast, an ADU may or may not be attached and, unless otherwise allowed by this section, is subordinate in size, location, and appearance to the Principal Dwelling Unit that it accompanies. Additionally, both duplex units may be rented while an ADU or its accompanying Principal Dwelling Unit shall be owner-occupied, unless otherwise allowed by this section.

c. Standards to regulate ADU appearance:

It is the intent of these regulations to establish performance and appearance standards that will allow ADUs to be placed in neighborhoods with a minimum impact on adjacent or nearby properties. Such performance and appearance standards are intended to ensure that, among other things, ADUs are unobtrusive and subordinate in size, location, and appearance to the

Principal Dwelling Unit (unless otherwise allowed by this section) and are compatible with adjacent properties and the neighborhood.

The appearance standards are intended to support and promote the design of ADUs by replicating or complimenting identifiable and desirable neighborhood development patterns so that ADUs will blend rather than contrast with the existing neighborhood character. For example, oftentimes neighborhoods exhibit identifiable patterns such as uniform setbacks from the street or similar architectural detailing (i.e., roof pitch, building materials, or colors). ADUs should be designed and located to compliment these patterns. Neighborhoods can exhibit patterns or lack of patterns with respect to numbers, sizes, placement, and design detailing of accessory buildings. For example, large parcels in rural areas tend to have more and larger accessory buildings (i.e. barns, stables, and metal utility buildings) that do not tend to mirror the design of the associated residence but have a more utilitarian form (i.e., metal siding and lower roof pitches) and do not tend to have uniform setbacks from the street (but, rather, often tend to cluster next to the residence); whereas, smaller parcels in suburban areas tend to have fewer and smaller accessory buildings (i.e. detached garages and tool sheds) that tend to mirror the design of the associated residence (i.e., similar colors, exterior materials, and roof pitch) and are more apt to be in line with a uniform setback from the street. In turn, ADUs that are designed and located to replicate these patterns will be more likely to blend and be compatible with the surrounding neighborhood.

2) Review Process and Performance Standards:

Administratively Reviewed Certificate:

ADUs may be allowed in all Rural, Planned Rural, Residential, and Planned Residential zoning districts on any lot, tract, or parcel where a single-family dwelling is allowed; subject, however, to the below referenced performance standards that shall be administratively reviewed and approved by the Zoning Administrator in accordance with Article 5, Section 6 of these regulations for the purposes of obtaining required Zoning Permit and Accessory Dwelling Unit Certificate (ADU Certificate) approval.

Publicly Reviewed Permit:

ADUs not administratively approved by the Zoning Administrator may be allowed in all Rural, Planned Rural, Residential, and Planned Residential zoning districts on any lot, tract, or parcel where a single-family dwelling is allowed if an Accessory Dwelling Unit Permit (ADU Permit) is approved by the Board of County Commissioners in accordance with Section 7(D)(3) of this Article.

Performance Standards:

a. Owner Occupancy Required:

- 1) The Property Owner shall occupy either the Principal Dwelling Unit or the ADU as their domicile, unless otherwise allowed by this section. The Property Owner shall submit proof

of such domicile to the Zoning Administrator as evidenced by voter registration or other such means accepted by the Zoning Administrator.

- 2) Notice: The Property Owner shall record against the subject property a written notice with the Johnson County Department of Records and Tax Administration. The notice shall alert future owners or lessors of the subject lot, tract, or parcel of the limitations of Section 7(D) of this Article and that the lawful existence of the ADU is predicated upon the occupancy of either the ADU or the Principal Dwelling Unit by the current Property Owner as their domicile.
- 3) Waiver: The Zoning Administrator may waive the owner-occupancy requirement of Section 7(D)(2)(a)(1) of this Article for Property Owner absences of less than one (1) year that meet one of the following qualifying conditions:
 - a) the Property Owner requires off-premises care or treatment;
 - b) the subject property enters probate or has a decedent's estate matter requiring additional time to resolve; or
 - c) the Property Owner experiences an unforeseen life change such as a change of employment or transfer.

The waiver is subject to renewal by the Zoning Administrator on an annual basis if the above qualifying conditions continue to be met. However, more than one annual renewal will be reviewed with greater scrutiny in order to uphold the intent of these regulations that ADUs shall be owner occupied.

- 4) Definitions: For purposes of this section: a) "Property Owner" means the deed holder and/or contract purchaser of the lot, tract, or parcel; b) "domicile" means the place where a person resides and has their true fixed permanent home, and to which place they have, whenever they are absent, the intention of returning, and from which they have no present intent of moving; and c) "owner occupancy" means that a Property Owner, as reflected in the deed records, makes his/her legal domicile at the site.
- b. **Size of Lot, Tract or Parcel:** An ADU shall be located on a lot, tract, or parcel no smaller than two (2) acres in size.
 - c. **Maximum Number:** There shall be no more than one ADU per lot, tract, or parcel.
 - d. **Method of Establishment:** An ADU may be established through one of the following methods, among others:
 - 1) converting floor area within the existing Main Building to an ADU;
 - 2) adding floor area to the existing Main Building that is dedicated to an ADU;
 - 3) constructing a new Main Building in which a portion of the floor area is dedicated to an ADU;

- 4) converting all or a portion of the floor area within an existing accessory structure to an ADU;
- 5) adding floor area to an existing accessory structure that is dedicated to an ADU; or
- 6) constructing a new accessory structure in which all or a portion of the floor area is dedicated to an ADU.

Nothing herein shall be construed, however, to alleviate the necessity of first obtaining county approval of the ADU.

- e. **Detached ADUs:** The structure occupied by a Detached ADU shall be considered a type of accessory structure and shall be constructed in accordance with all County building codes and in accordance with all applicable requirements of these regulations, unless otherwise allowed or restricted by this section. An ADU, however, may occupy an existing accessory structure, in whole or in part, that has been determined by the Zoning Administrator to be a legal nonconforming structure with respect to building height, setbacks, or the like, as long as construction of the ADU does not extend or increase such nonconformity and as long as the ADU meets all other requirements of this section and these regulations.
- f. **Attached ADUs:** The structure occupied by an Attached ADU shall be considered to be part of the Main Building and shall be constructed in accordance with all County building codes and in accordance with all applicable requirements of these regulations, unless otherwise allowed or restricted by this section. An ADU, however, may occupy a Main Building that has been determined by the Zoning Administrator to be a legal nonconforming structure with respect to building height, setbacks, or the like, as long as construction of the ADU does not extend or increase such nonconformity and as long as the ADU meets all other requirements of this section and these regulations.
- g. **Maximum Size:**
 - 1) Attached ADUs: The Livable Area of an Attached ADU shall not exceed 50 percent of the Livable Area of the Principal Dwelling Unit prior to the establishment of the ADU.
 - 2) Detached ADUs:
 - a) The Livable Area of a Detached ADU shall not exceed 900 square feet.
 - b) Detached ADUs shall meet and count towards the size and number limitations regarding accessory buildings and structures as set forth in Article 18, Section 6 (B) and (C) of these regulations.
- h. **Height and Yard Requirements:**
 - 1) Detached ADUs: Detached ADUs are considered by these regulations to be a type of accessory building and, therefore, shall be constructed in accordance with the applicable accessory building height and yard requirements.
 - a) Detached ADUs shall not be located in the Front Yard.

- b) Detached ADUs shall be located a distance no greater than 200 feet from the Main Building.
- 2) Attached ADUs: Attached ADUs are considered by these regulations to be part of the Main Building, and, therefore, shall be constructed in accordance with the applicable main building height and yard requirements of the underlying zoning district.
- i. **Supplementary and Accessory Uses and Accessory Structures:**
 - 1) Supplementary and accessory uses and accessory structures are allowed on a lot, tract, or parcel containing an ADU if they are in accordance with the requirements of these regulations.
 - 2) It is the intent of these regulations that the addition of an ADU shall not significantly increase the levels and intensities of accessory and supplementary uses on the property and that the Property Owner shall control the distribution of these accessory and supplemental uses and structures to ensure that they are in compliance with the requirements of these regulations.
 - 3) The below referenced uses shall be allowed on a lot, tract, or parcel that also contains an ADU only in the following manner:
 - a) Home Occupations: Home occupations shall be allowed in the ADU or the Principal Dwelling Unit, or both, in accordance with Article 18, Section 5 of these regulations, provided that all home occupations located on the property shall jointly meet, and shall not jointly exceed, all restrictions and limitations as set forth in Section 5 of this Article.
 - b) Transient Uses: ADUs are intended for long-term use only. ADUs shall not be used as a Tourist Home including bed and breakfast purposes unless the ADU is authorized by the approval of an Accessory Dwelling Unit Permit (ADU Permit) in accordance with Section 7(D)(3) of this Article. Rental of an ADU for a period of less than 90 consecutive days is prohibited.
- j. **Parking and Driveway Requirements:**
 - 1) Parking Spaces: A minimum of one parking space shall be provided on the lot, tract, or parcel for an ADU. Principal Dwelling Unit parking shall be provided as required by the underlying zoning district.
 - 2) Driveway Entrances: The ADU shall utilize existing driveway entrances unless a driveway entrance is approved by the County Engineer. To the greatest extent feasible, existing driveways and parking areas shall be utilized.
 - 3) Fire Safety: All portions of a detached ADU shall be located a distance of no greater than 200 feet from a driveway that provides continuous access from the ADU to a driveway entrance approved by the County Engineer.

k. Appearance Standards:

- 1) The design of all ADUs shall uphold the single-family character of the property and the ADU shall be subordinate in size, location, and appearance to the Principal Dwelling Unit, unless otherwise allowed in this Section. The ADU shall be compatible in appearance with adjacent properties and the neighborhood.
- 2) When evaluating a proposed ADU, the appearance elements set forth in “a” thru “h”, below, should be considered by the Zoning Administrator, during review of an ADU Certificate application, to ensure that the ADU will be compatible with and have minimal, if any, impact on adjoining properties and the neighborhood’s character and to ensure that the other appearance standards set forth in Section 7(D)(2)(k)(1) of this Article have been met. The Appearance Elements shall be used as a non-exclusive indicator of whether the requirements of the Appearance Standards of this section have been satisfied. It is not intended that the Appearance Elements shall be utilized on a purely mathematical basis, by adding up the eight elements’ pros and cons. Rather, the significance of individual elements may vary when applied to different applications, and the Zoning Administrator shall conduct a weighing and balancing of the elements, and may assign more significant weight to some elements rather than to others, as deemed appropriate under the facts of each particular situation. Further, the Zoning Administrator may also utilize other factors deemed relevant, in addition to the Appearance Elements, to assist in such person’s review and determination.
 - a) Height and Bulk: What is the predominate height of homes and accessory buildings in the neighborhood (e.g., one or two stories)? How does the height of the ADU compare with the height of the Principal Dwelling Unit? Does the ADU have a larger bulk or greater height than the Principal Dwelling Unit?
 - b) Setbacks and Separation: Are homes set back the same distance from the street or are they staggered? Is there a typical or established house and lot pattern? Is there a typically wide or narrow space between homes?
 - c) Exterior Color and Materials: Is there one material or color that is predominantly used for homes in the neighborhood? How does the materials and colors of the ADU compare with the Principal Dwelling Unit. Do they match or harmonize? Are they contrasting?
 - d) Roofs: What do most of the roofs in the neighborhood look like (e.g., materials, color, or pitch)? How does the roof of the ADU compare with the roof of the Principal Dwelling Unit? What architectural details are found on the Principal Dwelling Unit (e.g., dormers, overhangs, and eaves)? Does the ADU have the same detailing?
 - e) Entryways: Is the entryway to the ADU oriented away from the main street? Is the ADU entryway on a different façade or building plane than the Principal Dwelling

Unit entryway? Is the ADU entryway smaller with less architectural detailing (e.g., porches, arches, columns, or overhangs) than the Principal Dwelling Unit entryway?

- f) **Accessory Buildings:** Where do most of the homes have their garages (e.g., attached, detached, or in the front, back, or side of the house)? Do lots typically have only one structure or several (e.g., sheds, garages, pools, or barns)? Are the accessory structures decorative or utilitarian (e.g., gazebo versus barn)? Does the design (e.g., color, exterior materials, and roof pitch) of the accessory structures typically match the design of the homes?
- g) **Location and Orientation of Improvements:** Where is the best ADU location to minimize impacts, including privacy on adjoining properties (e.g., views from windows)? Are exterior doorways and outdoor living areas such as porches or balconies oriented toward the interior of the property? Are exterior improvements (e.g., patios, pools, and gazebos) associated with the ADU located to minimize impacts and maintain the privacy of neighboring residences?
- h) **Landscaping and Screening:** Is landscaping, fencing, or a combination of both typically used to define lot lines and separate homes? Are front yards well-landscaped or is the most prominent feature a paved parking area? Is there heavy or light vegetation in the back yard areas (e.g., trees or hedges)? Is the ADU screened with fencing, landscaping, open space separation, or other buildings or structures in a manner that maintains the privacy of adjacent parcels and reduces visual impacts on neighboring parcels?

l. Variances and Existing Conditional Use Permits:

- 1) If the construction of the Main Building or ADU requires or required approval of a variance from the height, yard, or the like, requirements of these regulations, then an ADU shall only be allowed if authorized by the approval of an Accessory Dwelling Unit Permit (ADU Permit) as provided in Section 7(D)(3) of this Article.
- 2) If there is a conditional use permit (CUP) in effect that includes the subject property, then an ADU shall only be allowed if authorized by the approval of an Accessory Dwelling Unit Permit (ADU Permit) as provided in Section 7(D)(3) of this Article.

m. Other Regulations and Codes: The ADU and all modifications to the Main Building shall be constructed in accordance with any and all applicable governmental codes and regulations, including but not limited to the County environmental, building, and fire codes.

n. Enforcement and Revocation: Failure to comply with the requirements of Section 7(D)(2) of this Article shall be a violation of these regulations and shall be subject to enforcement per Article 6 of these regulations.

In addition to other remedies provided by these regulations, including those of Article 6 of these regulations, any ADU Certificate allowing an ADU may be revoked at any time by the Board if

the applicant is notified in writing and granted a hearing as provided in this Section, when there has been a determination by the Zoning Administrator that:

- 1) The applicant has made material misrepresentations or false statements of fact in the application, or
- 2) The provisions or conditions of this Article or these regulations have been violated, or
- 3) The standards of performance, conditions placed on the use as part of the permit approval process are not being met, or the use is not complying with any other County regulations applicable to the operation of such uses.

Prior to revocation of an ADU Certificate, a written notice that a violation has occurred shall be mailed to the permit holder. That notice shall afford the permit holder a specified time period to abate the violation and shall further grant the permit holder a hearing before the Board.

3) **Accessory Dwelling Unit Permit:**

In the event an applicant desires to deviate from the performance standards of Section 7(D)(2) of this Article, or if an ADU Certificate application was submitted and denied pursuant to the procedure set forth in Article 5, Section 6 of these regulations, then an applicant may submit an application for an Accessory Dwelling Unit Permit (hereinafter "ADU Permit").

a. **Purpose of ADU Permit:**

Section 7 of this Article provides criteria and procedures for ADUs which may be properly allowed upon consideration in each case of, among other things, the impact of the ADU upon neighboring land and the community.

ADUs may produce unique and special impacts because of their location, design, life span, size, traffic circulation, and similar such characteristics which impact on available or provided public facilities so that each such ADU not meeting the performance standards of Section 7(D)(2) of this Article must be considered and evaluated individually.

The Board shall decide whether each ADU proposed shall be granted an ADU Permit subject to the general and specific standards contained in this Section including the purposes and intents as set forth in Section 7(D)(1) of this Article and subject to such conditions and/or restrictions as are reasonable and appropriate to protect the character of the area and ensure the compatibility of the neighborhood in which it is located. The Board may deny requests which fail to satisfy standards and requirements and purposes and intents contained herein or which are not in harmony with the purposes and interest of these regulations or the health, safety, and general welfare of the County.

b. **General Provisions:**

ADU Permits may be approved only if found to be in the interest of the public health, safety, and general welfare of the community.

As a condition of approval of an ADU Permit, the Board may place such reasonable conditions and restrictions relative to the proposed ADU which address, among other things, the establishment, construction, and maintenance of the ADU as is deemed necessary for the protection of the public interest and to secure compliance with the standards and conditions and purposes and intents contained within this Article, other County regulations, and state and federal requirements.

Unless allowed by an approved ADU Certificate per Article 5, Section 6 of these regulations, no ADU shall be constructed or put to use until and unless an ADU Permit application has been submitted and an ADU Permit has been formally approved by the Board as required by Article 4 of these regulations.

ADUs allowed by an ADU Permit must abide by all of the conditions of the approval of such ADU Permit. Failure to comply with the requirements of the ADU Permit shall cause the ADU Permit to come under the revocation provisions of Section 7(D)(3)(f) of this Article.

c. Application Requirements:

- 1) Development Plan: A site plan that includes all of the items listed in Sections 3 and 6 of Article 15 and which complies with the development plan requirements of Articles 11 and 15 must be submitted as part of an ADU Permit application. This includes Section 3(J) of Article 15 which requires that “preliminary sketches of building elevations depicting the general style, size and exterior construction materials of the buildings proposed in sufficient detail to exhibit the relative compatibility of the proposed development with the character of the neighborhood.”

The development plan must indicate how the proposed use would satisfy the screening, setback, and other such ADU performance and development standards and zoning regulations as specified for the particular ADU.

- 2) Written Narrative Description: A written narrative description of the proposed ADU must be submitted by the applicant. If the nature of compliance is not explicitly clear from the information indicated on the development plan, the narrative description shall address how the proposed ADU would satisfy the performance and development standards, purposes and intents, and zoning regulations as applies to the particular ADU. The narrative description shall also address how the proposed ADU shall meet and comply with the Issuance of ADU Permits in Section 7(D)(3)(e) of this Article. The narrative description shall also describe the reasons which appear to make the site in question appropriate for the proposed ADU, the steps to be taken to cause the use to be compatible with other parcels of real property near the site in question, and other such reasonable information about the proposed use that would be necessary or helpful for the impacts of the proposed use to be fully evaluated and considered.

- 3) Application Requirements and Processing Procedures: ADU Permit applications shall comply with the application requirements and procedures as provided in Article 4 of these regulations. All applicants are encouraged to schedule and hold a pre-application conference with the Zoning Administrator or his or her designee as a first step toward filing and application for an ADU Permit. Arrangements for this conference shall be made by contacting the Planning Office.

d. General Development and Performance Standards:

- 1) An ADU Permit may be approved for an unlimited term of years, but shall be subject to termination and revocation for failure to comply with the terms and provisions of the ADU Permit, and the requirements of these regulations, as more fully set forth herein.
- 2) The owner-occupancy requirements of Section 7(D)(2)(a) of this Article shall be met, and any or all of the other performance standards within Section 7(D)(2) of this Article may be required as conditions of approval of the ADU Permit.
- 3) In General: The ADU Permit shall operate in accordance with a) the appropriate performance standards contained in this Article and in Article 11 of these regulations, b) the development plan review considerations in Article 15 of these regulations, and c) the Final Development Plan, the Statement of Intent and the description(s) of the use in the record(s) of the ADU Permit application review and consideration proceedings. These performance standards are minimum requirements. However, the Board may add, should the occasion require, more restrictive but reasonable requirements as conditions on the ADU Permit to govern the ADU.
- 4) Lot Area, Lot Dimension and Yard Requirements: The ADU shall abide by the lot area, lot dimension, yard requirements, and the like of the particular zoning district in which the ADU is located, unless a variance or rule exception is approved as provided in these regulations. However, the Board may add more restrictive requirements by imposing reasonable conditions on the ADU as needed to assure compatibility with the surrounding properties.

Rule Exception: The applicant may request a Rule Exception from the lot area, lot dimension, yard requirements, and the like of a particular zoning district in which the ADU is located. A Rule Exception may be requested in writing on forms provided by the Planning Office or by letter if all information required on such forms is provided within the letter. Requests for Rule Exceptions may be submitted with the ADU Permit application, or may be submitted during the course of consideration of the application. Requests for Rule Exceptions shall be considered by the Zoning Board and a report on the Zoning Board's recommendations or failure to recommend thereon, shall be provided to the Board of County Commissioners, who shall make the final decision thereon.

Rule Exceptions shall not be recommended for approval by the Zoning Board nor

approved by the Board of County Commissioners unless they find that such approval shall be compatible with the surrounding neighborhood and shall not be contrary to the public interest or unnecessarily burden the County, and shall not annul the intent and purpose of these regulations.

e. Issuance of ADU Permits

- 1) The proposed ADU Permit shall be reviewed using established land use criteria such as, but not limited to, that suggested by the Kansas Supreme Court in the case of *Golden v. Overland Park, Kansas*.
- 2) The Zoning Board shall not recommend that an ADU Permit be granted unless, based upon the evidence presented to it in each specific case, it has considered the following:
 - a) That the granting of any ADU Permit is in harmony with the general purpose and intent of these regulations, and will not be injurious or detrimental to the public health, safety, and general welfare.
 - b) That the granting of the PERMIT will not:
 - i) Impair an adequate supply of light and air to adjacent property;
 - ii) Unduly increase hazards from fire or other dangers;
 - iii) Unduly increase traffic on streets or highways beyond their capacity;
 - iv) Unduly increase the potential for flood damages to adjacent property or lead to additional public expense for flood protection, rescue or relief;
 - v) Otherwise unduly impair the public health, safety, comfort, morals or general welfare of the inhabitants of the County, or otherwise create a nuisance or nuisance-like situation; or
 - vi) Pollute the air, land or water.
- 3) That the ADU:
 - a) Will be designed, constructed, operated, buffered, screened, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not be incompatible with the character of the area.
 - b) Will be compatible with and not be hazardous or unduly disturbing to existing or planned future neighboring uses and zoning.
 - c) Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and wastewater disposal; or that the persons or agencies responsible for the establishment of the proposed use shall agree to adequately provide any such

essential facilities and services. With respect to this standard, the minimum infrastructure requirements in Article 31 of these regulations shall be guidelines for interpretation of the minimum infrastructure needed for each ADU.

Each ADU shall be considered with respect to the infrastructure available and whether additional or improved infrastructure would be needed for the proposed ADU. If additional or improved infrastructure would be needed, an ADU Permit may be approved if the applicant shall comply with Article 31, Section 2, (C) (1) and (2).

- d) Will not create excessive additional requirements at public cost for public facilities and services.
- e) Will have vehicular approaches to the property which are so designed and would be provided to prevent an interference with traffic on surrounding public arterial streets.
- f) Will not result in the destruction, loss, or damage of a natural, scenic, aesthetic or historic feature of major importance.
- g) Will comply with the lot, yard, and open space; sign; and off-street parking and loading space requirements of these regulations unless otherwise specifically granted.

f. Revocation of ADU Permits:

In addition to other remedies provided by these regulations, including those of Article 6 of these regulations, any ADU Permit allowing an ADU may be revoked at any time by the Board if the applicant is notified in writing and granted a hearing as provided in this Section, when there has been a determination by the Zoning Administrator that:

- 1) The applicant has made material misrepresentations or false statements of fact in the application, or
- 2) The provisions or conditions of this Article or these regulations have been violated, or
- 3) The standards of performance, conditions placed on the use as part of the permit approval process are not being met, or the use is not complying with any other County regulations applicable to the operation of such uses.

Prior to revocation of an ADU Permit, a written notice that a violation has occurred shall be mailed to the permit holder. That notice shall afford the permit holder a specified time period to abate the violation and shall further grant the permit holder a hearing before the Board.

Article 5: Permits

Section 6: ADMINISTRATIVE APPROVAL OF ZONING PERMITS AND CERTIFICATES FOR ACCESSORY DWELLING UNITS:

- A. Before a building permit is issued to allow the construction of an Accessory Dwelling Unit (ADU) in accordance with the requirements of Article 18, Section 7 (D) of these regulations, the applicant shall submit an application for an Accessory Dwelling Unit Certificate (hereinafter "ADU Certificate") which shall include a Development Plan in accordance with the requirements of Article 15, Sections 3 and 6 of these regulations, to be administratively reviewed by the Zoning Administrator.
1. Terms of Approval: Approval is subject to compliance with the intent and requirements of Article 18, Sections 7(D)(1) and (2) of these regulations. Furthermore, the Zoning Administrator shall use these sections of the regulations and the Development Plan review considerations contained in Article 15, Section 11 to review the application. The Zoning Administrator shall approve or deny the application. Therefore, BOCC approval shall not be required for application approval under this provision. Approval may be made subject to conditions.
 2. If the Zoning Administrator approves the application, the Zoning Administrator shall issue a Zoning Permit if the actual site development conforms with the requirements of the approved Development Plan for the particular property.
 3. If the Zoning Administrator denies the application, then the applicant may appeal the decision of the Zoning Administrator in accordance with the provisions of Article 3, Section 5 of these regulations.
 4. If the application is deemed by the Zoning Administrator to not meet the Terms of Approval of Section 6(A)(1) of this Article, and if the applicant does not appeal the Zoning Administrator's decision, then the applicant may submit an application for an Accessory Dwelling Unit Permit which shall be reviewed by the applicable Zoning Board and the Board of County Commissioners in accordance with the requirements of Article 18, Section 7(D)(3) of these regulations.

Article 2: DEFINITIONS

Section 3: DEFINITIONS OF BASIC TERMS:

"Building, Main"

See "Building, Principal".

"Building, Principal"

Any building where the main, primary, or principal use is conducted on the lot, tract, or parcel on which it is located. For residentially zoned lots, such a building would be a dwelling. The phrases "Principal Building" and "Main Building" shall be considered to be interchangeable.

"Dwelling, Accessory"

The phrases "Accessory Dwelling Unit" and "Accessory Dwelling" shall be considered to be interchangeable.

"Dwelling Unit, Principal"

When the principal use conducted on a lot, tract, or parcel is a single-family dwelling unit, then the principal use shall also be known as the principal dwelling unit. The principal dwelling unit is located within the Main Building.

In the case of a lot, tract, or parcel containing only one dwelling unit, the dwelling unit is the principal dwelling unit.

In the case of a lot, tract, or parcel containing a principal dwelling unit and an accessory dwelling unit, the principal dwelling unit is the larger of the dwelling units.

"Dwelling Unit, Accessory"

A dwelling unit that is accessory and secondary to the principal dwelling unit and under the same ownership in all respects. The phrases "Accessory Dwelling Unit" and "Accessory Dwelling" shall be considered to be interchangeable. The following types of accessory dwelling units are referred to in these regulations:

1. "Attached Accessory Dwelling Unit"

An accessory dwelling unit within a portion of or connected to the Main Building. An accessory dwelling unit shall be considered to be attached to the Main Building: a) if it has a wall in common with the Main building or if it is connected to the Main Building by way of a Livable Area and b) if it meets the requirements of Article 18, Section 2(B) of these regulations.

2. "Detached Accessory Dwelling Unit"

A dwelling unit standing apart and detached from the Main Building and located on the same lot, tract, or parcel.

"Dwelling, One-Family or Single-Family"

A building with one dwelling unit arranged, intended, or designed for occupancy by one family, and which may include an Attached Accessory Dwelling Unit, and including Residential Design Manufactured Homes and including Group Homes Type One.

"Guest House"

Dwelling without a kitchen providing residential accommodations for temporary or occasional guests:

1. in a detached accessory building located on the same premises as a Main Building,
2. primarily for use by temporary or occasional guests of the occupants of the premises,

3. without kitchen facilities,
4. without separate utilities, and
5. not rented or otherwise used as a separate dwelling.

“Livable Area”

A space within a dwelling unit that is heated, has a ceiling height of at least seven feet, and has finished walls, floors, and ceilings. Walls and ceilings shall be deemed finished if they are covered with plaster, wallboard, wood paneling, or similar material. Floors shall be deemed finished only if they are covered with carpeting, tile, linoleum, finished wood, decorative concrete, or similar material. This definition includes hallways, closets, dormers, laundry room facilities, stairs, and storage rooms if they are a functional part of the living area and not part of an unfinished area such as an unfinished attic or unfinished basement. In rooms with sloped ceilings (e.g., finished attics) livable area is considered that portion of the room with a ceiling height of at least five feet.

ARTICLE 17: SUPPLEMENTARY HEIGHT, AREA AND BULK

Section 6: MULTIPLE BUILDINGS ON SINGLE LOTS

- A. Except for an Accessory Dwelling Unit as allowed in Article 18, Section 7(D) of these regulations and except as provided below in subsection B, more than one (1) main structure or building (e.g., dwelling unit in the multifamily zoning district) may be located on a lot, tract, or parcel only in those situations where a lot, tract, or parcel is zoned for a multiple family, planned retail business, or planned employment center use, but such structures and buildings shall be on a lot, tract, or parcel which has front, side and rear yards as required for the zoning district in which the lot, tract, or parcel is located. Where such multiple structures or buildings would be under separate ownership, permanent rights of access shall be provided to all ownerships which do not abut or have the right of access to an approved street and such access ways and the improvements therein shall be clearly shown on the approved development plans.

ARTICLE 4. APPLICATION PROCEDURES FOR REZONING, CONDITIONAL USE PERMITS, ACCESSORY DWELLING UNIT PERMITS, DEVELOPMENT PLAN APPROVALS OR SUBDIVISION APPROVALS, AND AMENDMENTS TO THE ZONING OR SUBDIVISION REGULATIONS

Section 1. WHO MAY PETITION OR APPLY:

- A. A proposal for a Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision approval may be initiated by the Board, the Planning Commission, any Zoning Board, the owner of property affected, or upon application of the following persons:

1. The lessee or the holder of an option to lease; or
2. The holder of an option to purchase or real estate contract to buy; or
3. An agent acting for and on behalf of the owner of the property affected.

However, all applicants referenced above in Section 1, (A)(1-3) shall, at the time of making application, provide written evidence satisfactory to the Board, that the applicants have the authority and consent of the owner to make such an application regarding the subject real property. All applicants, at the time of making application, shall enter upon the application the name, correct mailing address and phone number of the owner(s). For purposes of making an application only, the word "owner(s)" shall include all those individuals that may have a beneficial interest or ownership in the subject real property.

- B. Applications for amendments, revisions or changes to the Zoning Map or Zoning or Subdivision Regulations may also be made by the Board, an owner or person as provided in Section 1, (A)(1-3), the Planning Commission or any Zoning Board upon their own motion for final determination by the Board.
- C. Proposals initiated by the Board shall first be submitted to the Planning Commission or the appropriate Zoning Board as applicable for a recommendation as provided herein.

Section 2. PROCEDURES FOR CONSIDERATION OF A REQUEST FOR A REZONING, CONDITIONAL USE PERMIT, ACCESSORY DWELLING UNIT PERMIT, DEVELOPMENT PLAN APPROVAL, SUBDIVISION PLAT APPROVAL, OR AMENDMENT TO THE REGULATIONS:

A. Application Procedure:

1. All applications or requests shall be made to the Zoning Administrator on forms provided by the Planning Office.
2. All applicants are encouraged to schedule and hold a pre-application conference with the Zoning Administrator or his or her designee as a first step toward filing an application for a Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Preliminary Development Plan, or Preliminary Plat. Arrangements for this conference shall be made by contacting the Planning Office.
3. The applicant for a proposed Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Preliminary Development Plan, or Preliminary Plat shall provide the Planning Office with a list of the names and addresses of the owners of record of all property within 1,000 feet of the property in question. Such list shall have been originated by a licensed abstractor, title company or similarly qualified person whose services have been secured by the applicant and said list shall be compiled from the official records of the County Register of Deeds and not just the apparent owners as evidenced in the real estate tax records.

4. Upon receipt of such an application and the payment of the appropriate fee as established by resolution of the Board, the Zoning Administrator shall note thereon the date of filing and make a permanent record thereof.
5. All applications shall be set down for hearing not later than sixty (60) days after receipt of a completed application. Determination that an application is complete shall be made by the Zoning Administrator who shall make such determination within twenty (20) days after the application is filed. The Zoning Administrator shall provide written notice of the reason(s) that the application was found to be incomplete, and the written notice shall suggest changes the applicant could make to complete the application.
6. Whenever an application for a Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision Plat is pending, the subject real property shall not be cleared of trees or ground cover vegetation or graded without prior written approval by the Zoning Administrator.

B. Hearing and Notice Requirements:

1. All proposed Rezonings, Conditional Use Permits, Accessory Dwelling Unit Permits, Development Plans or Subdivision Plats regarding specific tracts of real property shall be submitted to the appropriate Zoning Board for recommendation.

All proposed amendments, revisions, or changes to the Zoning or Subdivision Regulations or to the Zoning Map, other than those changes resulting from rezoning application(s) regarding specific tracts of real property, shall be submitted to the Planning Commission for recommendation.

2. Prior to a Zoning Board making a recommendation on a proposed Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Preliminary Development Plan, or Preliminary Plat regarding specific tracts of real property, the Zoning Board shall hold a public hearing thereon and a proper record shall be made of the proceedings.

Prior to the Planning Commission making a recommendation on a proposed amendment, revision, or change to the Zoning or Subdivision Regulations or to the Zoning Map, other than those changes resulting from rezoning application(s) regarding specific tracts of real property, the Planning Commission shall hold a public hearing thereon and a proper record shall be made of the proceedings.

Notice of such public hearings shall be published once in the official County newspaper at least twenty (20) days prior to the date fixed for the hearing.

3. The published notice shall state the date, time, and place of the hearing and shall contain a statement regarding the proposed change in regulations or the zoning classification or zoning district boundaries of the property. In all cases other than amendments to the regulations, the notice shall

contain the legal description and street address or general street location of the property, and its present and proposed zoning classification.

4. In addition to notice by publication, written notice of proposed Rezoning, Conditional Use Permits, Accessory Dwelling Unit Permits, Preliminary Development Plans, or Preliminary Plats shall be mailed at least ten (10) days prior to the hearing to all owners of record of lands located within 1,000 feet of the property as indicated on the certified list of such owners provided with the application.
 - a. The written notice shall:
 - 1). State that interested parties shall have an opportunity to be heard at the public hearing.
 - 2). Be given by certified mail, return receipt requested, and shall be in the form of a letter explaining the proposed change.
 - b. Failure to receive mailed notice shall not invalidate any subsequent action taken.
5. Exceptions: In the case of an application to amend, revise or change the Zoning or Subdivision Regulations or the Zoning Map, other than those changes resulting from rezoning application(s) regarding specific tracts of real property, the above stated requirements shall be followed except that notice of the public hearing shall not be required to be individually mailed to all potentially affected persons. Therefore a certified list of owners shall not be required. General notice, however, shall be given by publication in the official County newspaper at least 20 days prior to the date fixed for the hearing.
6. Any such hearing may be continued for good cause at the request of the applicant or in the discretion of the Planning Commission or Zoning Board.

C. Action by the Planning Commission or Zoning Boards:

1. After the public hearing, the Planning Commission or the appropriate Zoning Board shall adopt its recommendations and submit the same, together with a record of the hearing thereon, to the Board of County Commissioners. In the event of a "failure to recommend," the application, together with a record of the hearing thereon, also shall be submitted to the Board of County Commissioners.
2. For Planning Commission actions on amendments, revisions or changes to the Zoning Map or to the Zoning or Subdivision Regulations or for Zoning Board actions on Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision Plat applications or Zoning Map amendments, revisions or changes which may result from rezoning applications, a vote either for or against the proposal by a majority of the members present shall constitute a recommendation of approval or disapproval. However, a vote either for or against a proposal by less than a majority of the members present shall constitute a "failure to recommend."

D. Action by the Board of County Commissioners:

1. After receipt of the recommendation of the Planning Commission or Zoning Board, the Board shall consider the Amendment, Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision Plat application and, notwithstanding the recommendation of the Planning Commission or Zoning Board may:
 - a. Adopt the recommendation, in whole or in part,
 - 1). By resolution in the case of Amendments, Conditional Use Permits, Accessory Dwelling Unit Permits, Rezonings, or Development Plans, ordering that the resolution be recorded with the office of the County Clerk and providing that the action shall become effective upon such recording, or
 - 2). By motion in the case of Subdivision Plats, and authorize the Board Chairperson to endorse the plat to acknowledge the acceptance of the dedication of public ways and easements, or
 - b. Disagree with the recommendation and return the application to the Planning Commission, or Airport Zoning Commission, or Zoning Board for further consideration along with a statement specifying the reasons for disagreeing, or providing suggested modifications.
 - c. Take no further action thereon, as it deems appropriate.
2. If the Planning Commission or Zoning Board submits a "failure to recommend" to the Board, the Board may take such action as it deems appropriate.
3. If the Board returns the proposed Amendment to the Planning Commission or Rezoning or Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan or Subdivision Plat to the Zoning Board for further consideration, the Planning Commission shall reconsider the proposed Amendment, or the Zoning Board shall reconsider the proposed Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision Plat, as returned and, within 30 days of receipt thereof, or within such lesser or greater time period set by the Board, shall either:
 - a. Submit a new recommendation to the Board; or
 - b. Resubmit the original recommendation.

No additional public hearing shall be required unless so directed by the Board.

4. If the Planning Commission or Zoning Board fails to deliver its recommendation to the Board within the prescribed time period, the Board shall consider such inaction on the part of the Planning Commission or Zoning Board as a resubmission of its original recommendation.
5. The Board, after receipt of a new or the original recommendation on the Amendment, Extension or Addition previously returned to the Planning Commission or Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan, or Subdivision Plat previously returned to the Zoning Board, shall reconsider such matter and thereafter, by resolution for Rezoning, Conditional Use Permits, Accessory Dwelling Unit Permits or Development Plans or by motions for Subdivision Plats, may adopt, in whole or in part, or may revise or amend and adopt all such matters, or may take no further action thereon, as it deems appropriate.
6. If the Board initiated the application, it need not return the application to the Planning Commission or Zoning Board, but may take such action as it deems appropriate after receiving the original recommendation from the Planning Commission or Zoning Board.

E. Recording of Official Actions:

1. If a Rezoning affects the boundaries of any zone or district, the resolution of the Board shall describe the change or boundaries as amended, and the Zoning Map shall be changed to reflect such amendment and shall be reincorporated as amended.
2. The resolution of the Board shall describe the boundaries of the property for which any Conditional Use Permit, Accessory Dwelling Unit Permit or Development Plan is approved or denied.
3. All Rezoning, Conditional Use Permits, Accessory Dwelling Unit Permits, Development Plans, or Variances shall become effective upon adoption by the Board.

F. Protest Petitions:

1. Regardless of whether a Zoning Board recommends approval, disapproval, or "fails to recommend" regarding an application for a Rezoning including Preliminary Development Plans for Planned Zoning Districts, Conditional Use Permit, or Accessory Dwelling Unit Permit, if a protest petition is filed as provided for herein, the resolution adopting such Rezoning, Preliminary Development Plan, Conditional Use Permit, or Accessory Dwelling Unit Permit, shall not be passed except by a favorable vote of at least 4/5 of all of the members of the Board of County Commissioners. A protest petition must be filed in the office of the Johnson County Clerk within 14 days after the date of the conclusion of the public hearing held pursuant to the publication notice. As such, in the event a public hearing held pursuant to publication notice is continued by a Zoning Board to a future date, the 14 day period will not begin to run until the conclusion of the continued hearing. However, should the Board return an application to a Zoning Board for reconsideration, a protest petition will

not be accepted nor will it be valid if filed with the County Clerk following the reconsideration by the Zoning Board.

2. To be valid, the protest petition shall be, among other things, duly signed and acknowledged by the owners of 20% or more of any real property subject to the Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, or Preliminary Development Plans for Planned Zoning Districts, or by the owners of 20% or more of the total area, except public streets and ways, located within 1,000 feet of the boundaries of the property subject to the Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, or Preliminary Development Plan.
3. Protest Petitions must be signed and acknowledged by each and every owner(s) of property protesting a given action. The word "owner(s)" for purposes of protest petitions shall include all those individuals that may have ownership in the subject real property or property within 1,000 feet as provided in Section 2, (F)(2) of this Article. If the property is owned by joint tenancy, all such owners must sign the petition by their own hand to be valid, unless the petition itself clearly indicates that one tenant has the legal authority to sign for and on behalf of the other. In the event a corporation, partnership or other organization meets the requirements to protest an action and desires to sign a petition, the following must appear on the petition for such an organization to be counted with the petition:
 - a. The proper name in which title to their property is held; and
 - b. The address of their property; and
 - c. The name of the individual signing on behalf of the corporation, partnership or other organization; and
 - d. Some indication of capacity or authorization of the individuals to sign on behalf of the corporation, partnership or organization.

Finally, the signature of each owner(s) signing the petition must be properly notarized.

Section 3. FEES:

A filing fee shall be paid at the time of application for a Rezoning, Conditional Use Permit, Accessory Dwelling Unit Permit, Preliminary Development Plan, Preliminary Plat, or Amendment. Filing fees shall be in the amount established by resolution of the Board. No fee shall be charged if the request is from a Zoning Board, the Planning Commission, or the Board.

Section 4. POSTING OF A SIGN:

Each applicant for a Rezoning, a Conditional Use Permit, Accessory Dwelling Unit Permit, Preliminary Development Plan, or Preliminary Plat shall place at least one sign upon the lot, tract or parcel of land at least twenty (20) days before the scheduled first date for the public hearing on the application. The applicant shall maintain the sign for at least the 15 days immediately preceding the date on which the public hearing is initially opened. If the public hearing is continued by the Zoning Board, the sign shall be amended or replaced to accurately describe the date, place, and time scheduled for the continued hearing. The sign shall be furnished by the Zoning Administrator to the applicant and the applicant shall firmly affix and attach each sign on the property in a place visible from adjoining streets as hereinafter set forth. Prior to the public hearing on the application, the applicant shall file an affidavit with the Johnson County Planning Office verifying that the sign has been maintained and posted as required by these regulations. Failure to submit the affidavit prior to the public hearing may result in a continuance of the hearing.

The sign(s) shall generally read as follows and shall contain at least the following information:

**(REZONING, CONDITIONAL USE PERMIT, ACCESSORY DWELLING UNIT PERMIT,
DEVELOPMENT PLAN APPROVAL, PRELIMINARY PLAT APPROVAL) PENDING**

Application Number _____

From: (zoning district) _____ To: (zoning district) _____
or for (use, number of lots, building area, etc.) _____
PUBLIC HEARING AT (time or location) _____ BEFORE THE
_____ ZONING BOARD
ON (date) _____ at (time or location) _____
BOARD OF COUNTY COMMISSIONERS, JOHNSON COUNTY, KS.

The sign(s) shall be removed by the applicant within ten (10) days after final action on the application. The bottom of the sign(s) shall be a minimum of two (2) feet above the ground line. The sign(s) shall be placed within five (5) feet of the street right-of-way line, in a position on the lot, tract or parcel of land as to have no visual obstructions thereto and to be readily seen by passersby. If the lot, tract or parcel of land has more than one (1) street abutting thereto, signs shall be placed facing all streets. Failure to comply with this requirement shall not deprive the Zoning Board of its jurisdiction or affect any decision, but may be due cause for the Zoning Board to refuse to hear the application or to adjourn the hearing or to require further notice.



Section 5. HEARING CONTINUANCES:

Any hearing may, for good cause shown, at the request of the Applicant, or in the discretion of the Zoning Board, be continued.

Section 6. LIMITATIONS ON REAPPLICATION:

Whenever an application requesting an Amendment, Rezoning or Conditional Use Permit, Accessory Dwelling Unit Permit, Development Plan or Preliminary Plat has been denied by the Board, the application or one substantially similar, shall not be reconsidered sooner than one (1) year after the previous denial. Determinations of whether an application is substantially similar shall be made by the Zoning Administrator.

ARTICLE 6. ENFORCEMENT, VIOLATIONS AND PENALTIES

Section 1. PROHIBITED ACTS AND CONDUCT:

From and after the effective date of these regulations, no person shall violate any of the provisions of these regulations, or fail to comply with any of its requirements, including, but not limited to, any conditions or terms established in connection with grants of variances, conditional use permits, accessory dwelling unit permits, accessory dwelling unit certificates, or administrative development plans, nor use their property, building or structure in any way except as permitted and in the manner provided by these regulations, and any act, conduct or use which fails to comply with the provisions of these regulations and any codes, rules or standards adopted as a part of these regulations, shall be and hereby is declared to be unlawful as a violation of the Zoning and Subdivision Regulations of Johnson County, Kansas.

City of Bonner Springs

Work Session Agenda Item Cover Sheet

Agenda Item No. 3

Topic: Architectural Design Standards for Multifamily, Commercial and Industrial facilities located within highly visible and heavily traveled corridors.

Narrative: Several municipalities have instituted some sort of building design guidelines to insure that a certain architectural character is upheld. Some municipalities have chosen to regulate residential, multi-family, commercial, office and industrial. In staffs opinion regulating the design of single family or duplex homes can become burdensome and time consuming and is best handled through private Home Owners Associations.

Staff is bringing forward discussion items and potential regulations for the Commission to discuss. These regulations would provide certain architectural standards for the following zoning districts:

C-1 (Central Business Dist – other than downtown) C-2 (General Business Dist.)
C-S (Highway Service Dist.) I-1 (Light Industrial) I-2 (Heavy Industrial)
R-3 (Multi-family Residential Dist.) As well as any of these districts carrying the designation of
“Planned”
MX (Mixed Use) – these would regulate business facades and multi-family dwellings

Within the Comprehensive Plan of Bonner Springs is Appendix B, “Planning Principles and Design Guidelines”. These guidelines layout standards for street networks, preservation of greenspace, incorporation of different housing styles and densities, among other elements that pertain to site development. They further provide architectural guidelines for multi-family residential development and commercial development; the Appendix does not address industrial buildings or development. Staff has taken portions of Appendix B and created a document that addresses building form as well as limited site layout concepts. If given favorable opinion by the Planning Commission; staff would blend this document into Article XXII - Supplementary Regulations.

In researching requirements, staff looked at seven (7) surrounding communities and their current regulations. Those seven communities were Lenexa, Shawnee, Basehor, Olathe, Lee’s Summit (MO) and Overland Park. Liberty (MO) was looked at as well; their design standards focus on the historic downtown district.

Presented by: Mark Lee-City Planner

Staff Recommendation: Staff recommends the Planning Commission discuss the potential adoption of Appendix B from the Comprehensive Plan as a regulation that shall be incorporated into our Zoning Regulations and enforced as other regulations are currently. Due to publication timeframes this meeting will be held on December 14, 2021

Attachments:

Planning Principals and Architectural Design Guidelines (15pgs)

City of Shawnee Design Guideline Brochures (4pgs)

City of Liberty, MO – “Design in the Liberty Square Historic District” (2pgs)

City of Basehor Architectural Design Standards – web link

<https://www.cityofbasehor.org/DocumentCenter/View/1191/Architectural-Design-Standards-PDF>

City of Overland Park Architectural Design Standards – web link

<http://online.encodeplus.com/regs/overlandpark-ks/doc-viewer.aspx#secid-6935>

City of Lenexa Architectural Design Standards (2pgs)

Planning Principles and Architectural Design Guidelines

for Multi-Family, Commercial and
Industrial Zoning Districts



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The Bonner Springs Comprehensive Plan advocates the use of land planning principles and design guidelines to act as the basic framework for creating high quality environments to live, work, shop, and play. This document is intended to provide guidelines for the quality of development desired within our community and was derived from Appendix B of the Plan. These guidelines provide guidance and direction to the development and construction within certain areas and Zoning Districts of the City. This Section of the Zoning Ordinance shall regulate the design and characteristics of building forms with the following zoning districts:

- C-1 (Central Business Dist., except those located within the downtown core)
- C-2 (General Business Dist.)
- C-S (Highway Service Dist.)
- I-1 (Light Industrial)
- I-2 (Heavy Industrial)
- R-3 (Multi-family Residential Dist.)
- Any of the above districts carrying the designation of “Planned”
- MX (Mixed Use) – including business facades and multi-family dwellings

Future land use and development decisions, including individual zoning changes, subdivision plans and plats, site planning, infill development, annexations, and capital improvement programming should be coordinated with the Guiding Principles and recommendations set forth by the Comprehensive Plan of Bonner Springs.

These design guidelines are derived from public input, through the Community Involvement process and workshops coinciding with the adoption of *Vision 2025*, the Comprehensive Plan of Bonner Springs.

The Community

1. Future development and redevelopment should respect the historical patterns, and precedents of Bonner Springs, including downtown.
2. Development of land in the planning area should respect the natural environment and retain its natural and visual character derived from topography, woodlands, and riparian corridors. Engineering techniques requiring significant amounts of cut and fill should not be used to force-fit development into the environment.
3. The physical organization of the community should be supported by a framework of transportation alternatives, including improved pedestrian access and mobility while continuing to invest in automobile routes, such as managed access to K-7.
4. Future transportation updates should be planned and reserved in coordination with planned future land uses.
5. New stormwater management standards require new improvements to natural drainage areas, floodplains, and wooded areas, and should be used to define and serve urbanized areas of the community.
6. The Downtown and its surrounding neighborhoods comprise the historic core of Bonner Springs and should be targeted for revitalization and future growth of higher intensity development, destination retail and entertainment, and higher density housing to maintain the area as the center focus of the community.
7. Civic, institutional, and mid-sized commercial uses serving the larger community should be embedded in downtown and the city core area, rather than isolated in remote single-use complexes.

The Block, the Street, and the Building

1. Individual developments and buildings should be seamlessly integrated to their surroundings.
2. Accommodations for automobiles should be accomplished in ways that respect the pedestrian and the form of public space.
3. Buildings and landscaping should contribute to the physical definition of thoroughfares as civic spaces.
4. Streets and public spaces should be safe, comfortable, and interesting pedestrian environments. Properly configured, such spaces should encourage walking and enable neighbors to know each other and protect their neighborhoods.
5. Civic buildings and public gathering places should be placed on important sites and developed with one (1) distinctive form to reinforce the community's identity



Multifamily Residential Design Guidelines

FOR ZONING DISTRICTS R-3 (MULTIFAMILY) AND MX (MIXED USE)



Open Space and Amenities

New multifamily areas are expected to provide common open space or contribute to the public open space for the use and enjoyment of the development's residents. Open space should be provided in useful, quality spaces integrated purposefully into the overall development design—particularly if access to the Kansas River Corridor is obtainable—such as an expansion of a community park. Views of the river should be incorporated into site design. Residual areas left over after buildings and parking lots are sited are not considered acceptable open space. Open space may be active and passive. However, a minimum percentage of formal active open space should be provided—a minimum ten (10) percent of the net land area is preferred for such space.



- Priority should be given to preserving areas of significant natural features, such as floodplains and drainage channels, mature trees and vegetation, stream corridors, wetlands, prominent bluffs and steep slope areas. Such features should be preserved through common open space or public dedication. Buildings, parking areas, other structures, and grading should be set back from such features a sufficient distance to ensure their continued quality and natural functions.



- Multifamily areas should provide “neighborhood greens” of at least 1-acre in total size, in centrally located areas that are easily accessible for residents within the development. The quantity and size of such open space areas depends on the overall density and design of the development. Neighborhood greens should include the following design elements:

- Neighborhood greens should be mostly open and visible to residents, rather than secluded behind buildings or surrounded by parking lots. Buildings adjacent to a green should front onto the space and include entrances and windows rather than rear facades.
- The perimeter of a neighborhood green should front entirely to the street/drive curb on at least two sides. Buildings should not abut more than two sides of the green's perimeter.
- Neighborhood greens should be landscaped and provide amenities such as walkways, plazas, seating, recreational facilities, gazebos or other similar decorative shelters, pedestrian scale lighting, or other similar features for the use and enjoyment of residents.



- Multifamily areas are expected to provide active recreational amenities within the development site, or submit a comparable donation to the City for park and recreation purposes when such amenities are not feasible for the development site.
- Paved walking trail through common open space areas, minimum 8-feet in width, or wider if a joint venture with an approved public trail.
- Tot lot and play equipment.
- Other recreation facilities such as ball fields, swimming pool, etc. may be incorporated if in the city's judgment the facility is an enhancement for the development and the residents of the community.



Provide a neighborhood "green" / park in neighborhoods if located more than a quarter-mile walking distance from an existing or planned park area. Such neighborhood "greens" / parks should typically be owned and maintained by a neighborhood homes association, but may be public if determined appropriate by the city.

A neighborhood green / park / plaza should be surrounded predominately by public streets, rather than located behind development or on remnant tracts of land.

Incentives to allow higher density development may be granted if the size of the park and its amenities benefit the city at large.



Parking Location and Layout

- Design and locate surface parking areas and freestanding parking structures (detached garages or carports) as follows:
 - Parking areas and parking structures (detached garages or carports) should occupy no more than thirty (30) percent of a perimeter street frontage.
 - Locate parking structures (detached garages or carports) perpendicular to a perimeter street to minimize the visual impact.
 - Locate parking areas behind or between buildings, not between a building and the street / drive. Any parking lots along a street /drive should be screened from view along the street.
 - Arrange parking areas in small "blocks" of parking spaces, generally no more than twenty (20) spaces per block, and no closer than thirty (30) feet to a street right-of-way.
 - Separate parking blocks with a landscape area at least ten (10) feet in width.
 - Detached garages or carport structures should not exceed 120 feet in length, with no more than two such structures placed end-to-end.
- Parking along a street or drive should be parallel to the street, rather than angled or perpendicular, to avoid the appearance of a parking lot.
- Provide lighting in parking lots with individual decorative poles and fixtures, rather than building mounted fixtures. Any building mounted light fixtures should be decorative in nature and used primarily at entrances, rather than for site or parking lot lighting purposes.

Building Design

The design of multifamily buildings, either large or small, should contribute to a sense of “neighborhood” and add to the visual interest of Bonner Springs’s streets. Building designs should be compatible with adjacent development and use building materials that are durable and attractive to maintain lasting value.

- The massing and use of exterior materials on small multifamily buildings such as duplexes, triplex, fourplex, etc. should be arranged to give the appearance of a large single-family dwelling (“big house”) to the extent possible. When such a design is not practical, small multifamily buildings should be designed with an appearance of individuality between dwelling units including varied rooflines, varied colors, and varied façade depths to create variety and individuality. “Mirror image” design structures with the same general design repeated or flipped between units are not desired.
- Multifamily buildings should generally be limited to 2 stories in height for areas designated on the Future Land Use Map as “Residential”, while buildings of more than 3 stories in height should be directed to areas designated as “Mixed Use – Residential” or “Mixed Use-Commercial” or the zoning District R-3 “Multifamily Residential.”
- All sides of a multifamily building should display a similar level of quality and architectural interest, rather than limiting a majority of a building’s architectural features and interest to a single façade.
- Building elevations oriented toward the street should be articulated through the use of bays, insets, balconies, porches, or stoops related to entrances and windows.
- A prominent front entry with a porch or stoop should be provided on all facades facing the street.
- Any rear walls of multifamily buildings that back onto a perimeter street should be articulated with features similar to the front façade to avoid a “rear” appearance.
- Attached garages for multifamily buildings should be integrated into the building design and should not dominate the appearance of the structure, and should comply with the following:
 - Attached garages should be provided for at least a portion of dwelling units in apartment buildings. Garages should not project in front of the habitable living space.
 - Most or all of attached garages for small multifamily buildings such as town homes and row houses should be located on the sides or rear of the structure, rather than oriented toward the street.
 - Attached garages on the street side of any multifamily building should not comprise more than fifty (50) percent of the overall length of the front façade, and every two single-bay garage doors or every double garage door should be offset by at least four (4) feet from the plane of an adjacent garage door(s).
 - Attached garages recessed back from the front façade or accessed from the rear or side are preferred over garages projecting toward the street/drive. Any attached garages oriented toward the street/drive should not project in front of habitable living space more than 5-feet. Side-loaded garages should comply with all exterior articulation and treatment, maximum length of front façade, and garage door appearance guidelines if visible from the street.
 - Attached garages with two or more bays oriented toward the street/drive should be designed with one-door per bay or incorporate doors with features to give the appearance of individual doors.
 - Any side rear walls of detached garages and carports that back onto a perimeter street should be articulated with features such as windows, a trellis, and a variety of roof planes.





- A variety of exterior building materials and colors should be used to create visual interest and to avoid monotony. An amount no less than forty (40) percent of the total net exterior wall area of each elevation should be finished with brick or stone, excluding gables, windows, doors, and related trim. The balance of the net exterior wall area may be lap siding (excluding vinyl lap siding) and/or stucco (excluding pre-manufactured stucco panels or EIFS on the lower four feet if in proximity to sidewalks or off-street parking areas).



- Predominate roofing materials should be high quality and durable. Preferred materials include 40-year or longer composition shingles, clay tiles, or concrete tiles. Other materials will be considered on a case-by-case basis.

- Detached garages, carports and other accessory structures including but not limited to grouped mailboxes, storage and maintenance facilities, clubhouses, recreational facility structures, and gazebos, should incorporate compatible materials, scale, colors, architectural details, and roof slopes as the primary multifamily buildings, except that flat and shed roofs are prohibited.



Commercial Design Guidelines

FOR ZONING DISTRICTS C-1(CENTRAL BUSINESS, EXCEPT THOSE LOCATED WITHIN DOWNTOWN)
C-2(GENERAL BUSINESS) C-S(HIGHWAY SERVICE), MX (MIXED USE)

The intent of the Commercial Design Guidelines is to improve the visual appearance and overall quality of development in Bonner Springs. Commercial development should contribute to the “sense of community” desired in Bonner Springs and be more than a collection of corporate, generic architectural styles that do not reflect the image and character of the community. New commercial development should remain compatible with surrounding land uses, particularly residential neighborhoods, and should foster a pedestrian experience that encourages nearby residents to walk or ride as an alternative to driving by creating a balance between the needs of the vehicle and the pedestrian.



Site Layout and Development Pattern

Appropriately sited buildings will greatly enhance the formation of the public streetscape. Buildings should be sited to provide a “sense of place” and to create a cohesive visual identity and attractive street scene. All primary and freestanding buildings should be arranged and grouped to create a distinct street edge.

Building location and orientation:

Buildings should be sited to:

- front onto a street or major access drive to define a clear edge. Buildings should provide at least fifty percent (50%) of the building’s “active wall” oriented toward the street. An “active “wall is considered the side of the building containing the majority of the storefronts, customer entrances, and windows.
- frame the corner of an adjacent street or entrance drive intersection.
- frame and enclose parking areas on at least three sides. Parking should not be located between the building and the street. However, on-street parking may be permitted in order to create a “main street”. A majority of the frontage along an arterial street or other major roadway should be occupied by buildings or other structures such as decorative architectural walls (not to exceed 3-feet in height).
- cluster individual freestanding buildings to define the street edge and create amenity areas between buildings. The even dispersal of freestanding buildings in a widely spaced pattern is not desirable.
- create a focal point at the four corners of major street intersections. A focal point may consist of a building with exceptional architectural design, a vertical architectural feature, public art, and/or exceptional designed public plaza or landscape amenities. However, parking areas should not be located within a minimum 200-foot radius of the center point of the intersection.



Vehicle and Pedestrian Circulation: Internal circulation for both vehicles and pedestrians should be safe and convenient, and provide connectivity within and between developments. The pedestrian network and the experience of the pedestrian within the development should be considered with the same or higher priority as that of the automobile. Walkways should be designed and buffered in a manner that encourages their use.

- Create a network of pedestrian walkways to link the entrances of every commercial building to each other and to the public sidewalk system along perimeter streets, as well as to adjacent neighborhoods. Walkways should be at least five (5) feet in width and wider in areas with higher levels of pedestrian activity.
- Provide walkways along entrance or internal access drives and setback at least six(6) feet from drive or parking lot curbs, unless designed as a “main street” with on-street parking.

Vehicle and Pedestrian Circulation (cont.):



- Walkways should be setback several feet from a building wall to incorporate building foundation landscape plantings. In “main street” environments sidewalks may not be setback from the building wall but should be wider and should include a “transition zone” of pedestrian amenities along the street/drive such as street trees, landscape planters, pedestrian lighting, and other streetscape amenities.
- At each point where a walkway crosses a paved area in a parking lot or internal street or driveway, the crosswalk should be clearly delineated through the use of change in paving materials distinguished by color, texture, or height.



Parking Layout and Design: The intent of these guidelines is to create developments that focus on creating quality places and move away from the conventional suburban development pattern of predominant and highly-visible parking areas. Parking lots should be effectively screened from the surrounding street network and adjacent incompatible uses.



- A distinct system of internal circulation drives should be provided for access to parking areas. Such circulation drives should not be located along the facades of buildings that contain primary customer entrances in order to minimize pedestrian conflict.
- Developments designed as a “main street” may include directly-accessing parking spaces and may be located along building facades that contain primary entrances. Otherwise, directly accessing parking spaces and the number of parking aisle intersections with the internal circulation drives should be limited.
- Parking areas should be distributed into smaller parking blocks generally containing no more than 40 spaces. Each parking block should be separated by buildings, landscaping, access drives or streets, or pedestrian walkways.
- Where parking blocks cannot be easily defined, interior landscape islands should be provided at a ratio of at least one island (180 square feet) for every ten (10) parking spaces, or an equivalent amount of interior landscape area as defined by the Zoning Regulations (Article V; Section 10 and Article XXX).
- Parking and circulation drive connections should be provided between adjacent nonresidential developments. Connections with adjacent residential areas should be planned and incorporated wherever possible to provide convenient access for nearby neighborhoods, without encouraging cut-through traffic from the commercial center to access a major roadway.



Open Space and Amenities for Commercial Developments

A key element of new commercial developments is the creation of public gathering space with site amenities and pedestrian-scale features to enhance the overall development quality and to contribute to the character of the area. Neighborhood center developments are expected to integrate with nearby residential areas and offer attractive places for nearby residents to gather and interact. Larger commercial developments may incorporate gathering spaces when located in near proximity to residential or as urban design elements at key intersections for developments where public gathering spaces may not be suitable due to the nature of the land use.

- Priority should be given to preserving areas of significant natural features, such as floodplains and drainage channels, mature trees and vegetation, stream corridors, wetlands, prominent bluffs and steep slope areas. Such features should be preserved through common open space or public dedication. Buildings, parking



areas, other structures, and grading should be set back from such features a sufficient distance to ensure their continued quality and natural functions. However, the preservation of such areas generally will not be considered a site amenity unless they comply with the remaining guidelines in this section.

- Site amenities such as public plazas or open landscaped gathering spaces should generally be provided in commercial developments at a ratio of 15 square feet for each 10 parking spaces.

- Desired site amenities include the following.

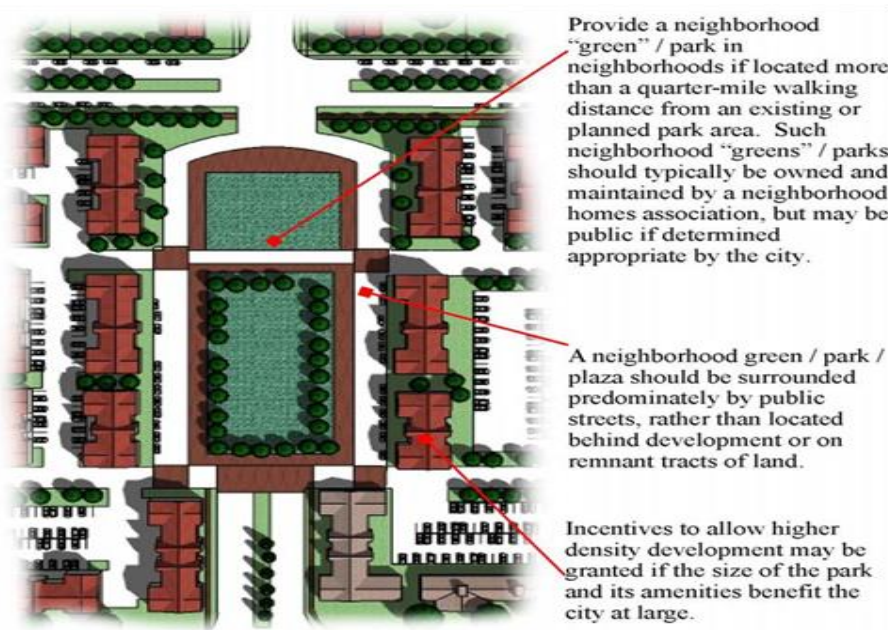
- Public plaza with seating;
- Landscaped mini-park, neighborhood green, or square;
- Water feature;
- Public art feature or clock tower;
- Other similar area of focal feature that in the city's judgment is an appropriate public gathering space or urban design enhancement.



- Site amenities for neighborhood centers may be aggregated with required open space of adjacent residential development to create a neighborhood.



- All site amenities should be an integral part of the overall development design, rather than an undevelopable remnant parcel, storm water facility, or an unusable perimeter buffer.
- Public gathering spaces should have direct access to the public sidewalk network.
- Open storm drainage and detention areas visible to the public should be incorporated into the design of the development as an attractive water feature amenity or focal point. Such an area may be considered a site amenity provided it meets the spirit and intent of these guidelines to serve as a development amenity or public gathering space.



Building Design

The design and treatment of commercial buildings plays an important role in the visual identity of Bonner Springs. The purpose of these guidelines is to ensure the function, quality, and appearance of new structures is compatible in the context of the surrounding area.

- Consistent architectural design, including building materials and colors, should be carried throughout the development. Designs that provide visual interest and variety, yet are consistent with the theme, are required.
- Buildings should be designed to create a human scale with elements such as canopies or porticos, arcades, colonnades, raised landscape planters, pedestrian level lighting, and special building material treatments at the base of the building.
- Each building should have similar qualities and architectural elements that contribute to the overall theme and should include some of the following; arched windows, covered walkways, open courtyards, tile roofs, ornamental wrought iron, tile inlays, vertical towers, etc.
- Buildings near residential uses should be compatible in design, scale, and massing.
 - Buildings near residential uses should include sloped roofs, or the appearance of sloped roofs (mansard and gables) to maintain a residential appearance, unless other architectural features and site design provide residential compatibility.
 - Nonresidential sites designed to “back up” to residential rather than integrate with residential uses are subject to buffers with greater setbacks and landscape requirements. Setbacks and landscape buffers for buildings and parking/paved areas should be further increased for developments with loading docks, overhead doors, parking, or nonresidential buildings more than one story in height adjacent to residential zoning.
- All buildings should have architectural interest and variety to avoid the effect of long or massive walls with no relation to human scale. Building walls facing a street, pedestrian walkway, or adjacent development should meet the following:
 - Incorporate architectural features such as columns, ribs, pilaster or piers, changes in plane, changes in texture or masonry pattern, or an equivalent element that subdivides the wall into human scale proportions.
 - Incorporate a building bay or structural building system for walls exceeding 30 feet in width. Bays should be visually established by architectural features such as columns, ribs or pilasters, piers, changes in wall planes, changes in texture or materials and fenestration pattern no less than twelve inches (12”) in width.
 - Incorporate at least one change in wall plane, such as projections or recesses, having a depth of at least three (3) percent of the entire length of the façade and extending at least twenty (20) percent of the entire length of the façade.
 - Incorporate features into ground level walls such as windows, entrances, arcades, arbors, awnings, trellises, or alternative architectural detail that defines human scale to subdivide façade along no less than sixty (60%) percent of the façade. Windows should be recessed and include visually prominent sills or other forms of framing.



- The sides and rear of the nonresidential buildings should be treated with the same level of design quality and appearance as the front facades where such elevations are visible from a street or parking lots.
- Any business with drive-through lanes should be oriented so the drive-through areas are not readily visible from street right-of-way.
- Window canopies/awnings should be canvas with a matte finish, tile, slate, or decorative metal and should be compatible with the overall color scheme of the facade from which it projects. Awnings with a high gloss finish or illuminated plastic canopies/awnings are not desirable.
- All exterior building wall signs facing toward or visible from residential dwellings should be either non-illuminated or indirectly illuminated. No internally illuminated wall signs should be permitted in any location where visible from residential dwellings.
- Decorative architectural accent lighting and landscape lighting should be required.

Building Materials / Colors: Building materials and colors used in a commercial development are expected to be durable, attractive, and have low maintenance requirements. Individual “corporate image” design elements and colors should be incorporated only as secondary elements to the development. Such elements should be consistent and blend with the larger development area.

- A variety and well-proportioned mixture of exterior building materials and colors should be used to create visual interest and to avoid monotony, but should be consistent with a pallet of materials approved for the development area. No one material and color should dominate a building or a development. Corporate materials and colors should only be used to create variety if incorporated as secondary elements.
- Exterior building materials should consist of those that are durable, economically- maintained, and of a quality that will retain their appearance over time, including but not limited to, natural or synthetic stone; brick; stucco; integrally-colored, textured, or glazed concrete masonry units; high-quality prestressed concrete systems; or glass. Water-managed Exterior Installation Finish Systems (EIFS) may also be incorporated as a decorative accent material.
- Materials considered not acceptable include: vinyl siding; smooth-faced gray concrete block, painted or stained concrete block, tilt-up concrete panels; barrier-type EIFS; standard single- or double-tee concrete systems; split shakes, rough-sawn or board and batten wood; or field-painted or pre-finished standard corrugated metal siding.

INDUSTRIAL DESIGN GUIDELINES



The intent of the Industrial Design Guidelines is to ensure high quality design of large industrial facilities constructed within the City of Bonner Springs and improve the visual appearance and overall quality of development. New Industrial facilities should create less of a visual impact on the surrounding land uses; ensure building designs are compatible throughout the site and to establish acceptable exterior construction materials and designs.



Site Layout and Development Pattern

Appropriately designed buildings shall use scale, proportion and building forms in appropriate manners. Buildings should incorporate architectural features that distinguish the building from others in order to alleviate monotony and provide diversity within the area.

Building Design

Due to the anticipated size of industrial facilities, the design and treatment of industrial buildings play an important role in the visual identity of Bonner Springs. The purpose of these guidelines is to ensure the function, quality, and appearance of new structures is compatible in the context of the surrounding area.

- All buildings should have architectural interest and variety to avoid the effect of long or massive walls with no relation to human scale.
- Incorporate a building bay or structural building system for walls exceeding 50 feet in width. Bays should be visually established by architectural features listed below:
 - Offset of the horizontal wall plane by at least four (4) feet extending for the full height of the primary façade.
 - A setback or notch in the horizontal wall plane that is at least four (4) feet deep and eight (8) feet wide for the full height of the primary façade.
 - Projection or wall molding that is at least four (4) inches deep and one (1) foot wide for the full height of the primary façade.
 - A variation in building or parapet height of at least four (4) feet
 - A difference in roof pitch or roof form
- Incorporate at least one change in wall plane, such as projections or recesses, having a depth of at least three (3) percent of the entire length of the façade and extending at least twenty (20) percent of the entire length of the façade.
- Incorporate features into ground level walls such as windows, entrances, arcades, arbors, awnings, trellises, or alternative architectural detail that defines human scale to subdivide façade along no less than sixty (60%) percent of the façade. Windows should be recessed and include visually prominent sills or other forms of framing.
- Garage and overhead doors may only face a local or collector public street, unless completely screened from view. If visible, street-facing doors must include a three (3) foot deep canopy or overhang above the doorway, be recessed a minimum of two (2) feet from the building façade line, and the door be architecturally treated.
- Buildings less than three (3) stories in height must include tower elements or similar special vertical articulation to bookend the building or to anchor the main entry or building corner.



Building Materials / Colors: Building materials and colors used in an industrial development are expected to be durable, attractive, and have low maintenance requirements. Individual “corporate image” design elements and colors should be incorporated only as secondary elements to the development. Such elements should be consistent and blend with the larger development area.

- It is expected that the materials selected will be used from the base of the building to the roof line. The same building materials will be used on front and side building facades. The rear of the building may provide a different finish provided similar materials are used, and provided the rear façade is not visible from surrounding streets. All building facades shall be constructed entirely or with a combination of the following:



Primary and Secondary Wall Surfaces

- Solid brick masonry veneer;
 - Masonry block, pre-tinted, rough-hewn or ground face;
 - Colored and textured architectural pre-cast concrete panels that incorporate rustication joints or inlaid brick, stone (including limestone, sandstone, granite, slate, marble, or other hard and durable all weather stone) or tile;
 - Glass;
 - Limited amounts of wood.
- If changes in roof pitch are utilized that include angled roofs visible from the public street system, the following materials shall be utilized:
 - Pre-finished Standing Seam Metal
 - Pre-tinted concrete tile
 - Metal Panel
 - Simulated metal roofing – appearance of standing seam
 - Architectural asphalt shingles
 - Living/Green roof – rooftop plantings if the pitch allows

Established Industrial Districts

- Pre-finished flat metal wall panels may be used in industrial areas where the current predominant building material is metal. The metal panel may not be used on facades with street frontage and sides of the buildings will be expected to be constructed of the materials mentioned above on no less than one-quarter of the depth of the side elevations. All metal walls shall be provided with a 20-year finish and shall be of at least a 26 gauge metal.
- No corrugated or flat metal panels which do not meet the above Standards above shall be submitted for site plan approval.
- When metal panels are used, no exposed or semi-exposed connectors shall be allowed.
- The industrial areas that fall into this category are: Bonner Industrial Park and industrial zoned areas within the Prairie Plaza Estates and the Loring Service Area.

13. All units shall provide shelter from severe storms. The shelter area(s) shall be designed and constructed in accordance with Federal Emergency Management Agency (FEMA) Publication 320, Taking Shelter from the Storm: Building a Safe Room Inside Your House, latest edition; FEMA's National Performance Criteria for Tornado Shelters, May 1999; or the National Storm Shelter Association's Standard for the Design, Construction, and Performance of Storm Shelters.

Approved by the Shawnee Planning Commission on July 7, 1997, and amended on June 6, 2005.

Multi-Family Design Standards



For further information, contact the

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02/01/09



SHAWNEE

P L A N N I N G

DUPLEX AND MULTIPLE FAMILY RESIDENTIAL DESIGN STANDARDS

Development of duplex and multiple family units within the City of Shawnee shall be located in areas designated for such developments on the City's Land Use Guide. A variety of housing styles available to citizens assists in the building of a strong community. It is the desire of the City of Shawnee to create an architectural character for duplex and multi-family housing which is attractive whether the units will be for rent, or owned by the occupants.

It is the desire that such developments provide their own character, rather than creating communities that appear identical. The following design guidelines are provided which have been determined to be appropriate for such developments:

1. New landscaping, preservation of existing tree lines and use of natural features will be expected to be used as a means to make immediate impact within the development, and provide a natural means to beautify which can not be achieved through the built environment.
2. Housing units shall be oriented with varied front yards areas and spacing between units. Attention will be given to the orientation of the structures to maximize privacy between units and in relation to the current and/or anticipated development surrounding the site. Attractive and effective landscaping and buffering will be expected to occur between land uses.
3. Street design with curves and cul-de-sacs which is common in single family residential developments will be encouraged. Streets will be expected to be private, and will be maintained by the owner. To ensure adequate public safety access as well as ease of traffic movement throughout the site, adequate off-street parking to handle the needs of residents as well as their guests shall be provided. Adequate off-street parking will be provided so that on-street parking will be minimized. Covered parking units will be expected to be constructed using the same materials and colors as the units. The location of such parking shall be made as not to interfere with traffic flow, and shall not inhibit the ability of public safety vehicles to access the residential units. The entire traffic design shall be developed which does not compromise the ability of public safety equipment to access each unit in an expedient manner.
4. Rental units will be expected to have the same quality as condominium or town home units
5. Materials used on duplex or multiple family units shall be of high quality and be time-tested regarding maintenance.
6. Architectural features such as varied rooflines and window features will be expected to be incorporated into the building design.
7. Roofing materials shall be of high quality. Public safety officials discourage the use of wood shingles on duplex and multi-family dwellings. The use of standard composition shingles will not be accepted. "Timberline" or equivalent shingles, concrete tile or clay tile roofing materials will be expected to be used.
8. It is expected that all units will utilize brick, stone, or stucco (not synthetic stucco) covering at least 50% of the front of the unit. Such materials will also be expected on other elevations, especially those which face single family residential units, or are adjacent to arterial and/or collector streets. In lieu of the use of the above mentioned materials, such construction materials on elevations other than the front such as wood lap, or concrete fiber lap siding will be considered, vinyl materials are not acceptable. EIFS or similar material is not a suitable alternative to stucco. Masonry materials will be expected to be used on chimney construction.
9. When reviewing proposals for multiple family developments, attention will be given to amenities in relationship to the number of units will be reviewed. The mere provision of undeveloped open space will not be acceptable. (Multi-Family Amenity Policy adopted January 21, 2004.)
10. Units shall be placed in a manner to provide a 36-foot driveway from edge of curb to garage door or edge of building for a two car wide driveway, and a longer length for a one car wide driveway. (SMC 17.54.210)
11. Private sidewalks shall be placed in yard areas to provide access between driveways and entrances to the units.
12. Storage facilities shall be provided for developments without garages.

10. Materials Not Acceptable:

The following exterior construction materials shall not be used:

- Painted brick, block, stone or other painted masonry;
- EIFS (except to provide molded accents to enhance the architectural features of a building when trim such as limestone is not reasonable for use).

11. Exterior Building Material Colors:

Detailing and accent colors should be used as a method to highlight the theme and character of the development.

- Primary and secondary surfaces and highlights shall be neutral or earth tone colors;
- Standing seam metal roofs visible form the street shall be a neutral or earth tone color such as terra cotta, beige, bronze, hunter green or navy;
- Portions of man doors not covered in glass, guttering and downspouts shall be colored to match the existing walls;
- Awnings and/or canopies shall be of a uniform color and material.

12. Prototype buildings:

The use of prototype buildings may not be acceptable. A prototype may be required to be modified to use acceptable materials, colors, and design style.

13. Screens and Enclosures:

- Trash enclosures (except for the gates) shall be constructed of the same material as the building, and where possible screened with landscape materials. Enclosures shall generally be located at the rear of the building, and shall not be placed along street frontage. Gates shall

be constructed of a durable material to be easily maintained.

- All roof top units shall be completely screened from view and, to maintain a unified appearance, shall use materials and colors compatible with the building.
- Rooftop access ladders are encouraged to be placed in the interior of the building. Ladders on the exterior are encouraged to be placed on the rear of the building and painted to match the existing walls.

14. Drive-thru windows:

Drive-thru windows may be permitted where the resulting traffic patterns are safe, easily understood, and provide sufficient on-site stacking space. Such windows shall be encouraged to be placed on facades not facing a public street.

These standards shall be used by City staff and the Planning Commission in their review of site plan applications for construction of professional office and financial institution buildings and other similar use buildings (such as child care facilities) located in the Professional Office, Planned Office/Commercial, and other commercial zoning districts where such uses may be allowed.

For further information, contact the

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Fax: 913-631-7351

09/27/13

Office Building Design Standards



Good Starts Here.



SHAWNEE

P L A N N I N G

PURPOSE: These Standards are to provide developers of professional office and financial institutions and other similar use buildings (such as child care facilities) located in the Professional Office, Planned Office/Commercial and Commercial zoning districts. They are complementary to the regulations in the zoning ordinance, as well as the goals for such developments established in the Comprehensive Plan.

POLICY: These standards were prepared to provide detailed guidance regarding the expectations of staff, Planning Commission, and the Governing Body. The intent is to:

- Ensure high quality design of buildings constructed within the City of Shawnee;
- Ensure building design is compatible with overall site design;
- Create architectural interest;
- Establish uniformity in acceptable exterior construction materials; and
- Ensure the construction of high quality buildings that will retain their value over the long term.

While these standards are minimum standards, it is the expectation of the City that the overall design will result in construction of buildings that exceed these standards.

DESIGN STANDARDS:

1. Buildings shall be designed by an architect registered in the State of Kansas.
 2. Buildings shall be designed using scale, proportion, massing and building forms appropriate for their intended use. Building designs should reflect the character of the tenant.
- Buildings are expected to be of exceptional design quality and incorporate signature

elements consistent throughout the development. Architectural enhancements such as arches, covered pedestrian features and interesting rooflines are encouraged. Building designs shall incorporate off-set walls, variations in surface planes, shadow lines, curves and angles when appropriate, especially along longer facades and large wall masses.

4. Buildings shall be designed to provide a variety of color and texture with the use of banding, trim, patterned or detailed brick work, and other detail design features. Building designs with a minimal degree of detail are not acceptable.
5. Buildings along major arterial and collector streets shall incorporate color accents or architectural features to enhance visual interest along these roadways.
6. Building designs shall incorporate distinctive architectural features that distinguish the building from others.
7. Buildings for uses that are located in office parks or shopping centers shall adhere to building design and materials used within the overall development.

8. Building Heights

- One story buildings shall not exceed 28 feet in height;
- Two story buildings shall not exceed 36 feet;
- Three story buildings shall not exceed 45 feet;
- Free standing ATM machines or other similar devices shall not exceed an overall height of 14 feet, and shall be constructed using materials found on the adjacent principal structure.

Generally, the height of any parapets, towers, or other features shall be in proportion to the building as a whole. These features should be designed so as to not dominate the aesthetics

of the building. Any signage placed on these types of features shall not be placed at an elevation that exceeds the height of the principle rooflines of the structure adjacent to the feature.

Office buildings and branch banks located at high profile intersections or along major arterial streets will be expected to be multi-tenant or multiple story in elevation.

9. Acceptable Exterior Construction Materials:

It is expected that the materials selected will be used from the base of the building to the roof line. The same building materials will be used on all elevations. All building elevations shall be constructed entirely or with a combination of the following:

Primary and Secondary Wall Surfaces:

- Solid brick masonry veneer;
- Stone (including limestone, sandstone, granite, slate, marble, or other hard and durable natural all weather stone);
- Colored architectural pre-cast concrete panels that incorporate rustication joints or inlaid brick, stone or tile;
- Colored or tinted glass; or
- Ceramic tile.

Angled Roof Surfaces:

- High quality laminated composition shingles;
- Pre-tinted concrete tile;
- Pre-finished standing seam flat metal provided with a 20-year enduring finish such as KYNAR or equivalent.

Acceptable Secondary Materials:

- Masonry block, pre-tinted, rough hewn or ground face.

Commercial

Building Design Standards

- Acceptable Secondary Materials:**
- Masonry block, pre-tinted, rough hewn or ground face;
 - Painted stucco;
 - Painted cementitious lap siding;
 - Ceramic tile.

9. Materials Not Acceptable

The following exterior construction materials shall not be used:

- Painted brick, block, stone or other painted masonry; EIFS (except to provide molded accents to enhance the architectural features of a building when trim such as limestone is not reasonable for use).

10. Exterior Building Material Colors

Detailing and accent colors should be used as a method to highlight the theme and character of the development.

- Primary and secondary surfaces and highlights shall be neutral or earth tone colors;
- Standing seam metal roofs visible form the street shall be a neutral or earth tone color such as terra cotta, beige, bronze, hunter green or navy;
- Portions of man doors not covered in glass, guttering downspouts and utility boxes shall be colored to match the existing walls;
- Awnings and/or canopies shall be of a uniform color and material.

11. Prototype buildings

The use of prototype buildings may not be acceptable. A prototype may be required to be modified to use acceptable materials, colors, and design style.

12. Screens and Enclosures

- Trash enclosures (except for the gates) shall be constructed of the same material as the building, and where possible,

screened with landscape materials. Enclosures shall generally be located at the rear of the building, and shall not be placed along street frontage. Gates shall be constructed of a durable material to be easily maintained.

- All roof top units shall be completely screened from view and, to maintain a unified appearance, shall use materials and colors compatible with the building.
- Rooftop access ladders are encouraged to be placed in the interior of the building. Ladders on the exterior are encouraged to be placed on the rear of the building and painted to match the existing walls.

13. Drive-thru windows

Drive-thru windows may be permitted where the resulting traffic patterns are safe, easily understood, and provide sufficient on-site stacking space. Such windows shall be encouraged to be placed on facades not facing a public street.

In addition to these standards set forth for commercial/retail developments, developers shall also refer to design standards for office buildings, financial institutions, medical facilities and similar office uses that may be also found in the office zoning districts.

These standards shall be used by City staff and the Planning Commission in their review of site plan applications for construction of commercial, retail and other similar use buildings (such as child care facilities, medical facilities and office buildings) located in the Commercial Highway, Commercial Neighborhood, and Planned Office/Commercial zoning districts.

For further information, contact the
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09/27/13



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SHAWNEE

P L A N N I N G

PURPOSE: These Standards are to provide developers of commercial and retail properties design standards to be used in new construction and redevelopment of commercial, retail and other similar developments (such as child care facilities, financial institutions, medical facilities and office buildings) located in the Commercial Highway, Commercial Neighborhood, and Planned Office/Commercial zoning districts. They are complimentary to the regulations in the zoning ordinance, as well as the goals for such developments established in the Comprehensive Plan.

POLICY: These standards were prepared to provide detailed guidance regarding the expectations of staff, Planning Commission, and Governing Body for the construction of these structures. The intent of these standards is to:

- Ensure high quality design of buildings constructed within the City of Shawnee;
- Ensure imaginative and creative commercial centers that signify a sense of place, are aesthetically pleasing, and provide the quality of built environment expected by Shawnee residents;
- Ensure building design is compatible with overall site design;
- Create architectural interest;
- Establish uniformity in acceptable exterior construction materials; and
- Ensure the construction of high quality buildings that will retain their value over the long term.

While most newly constructed commercial/retail buildings possess good architectural quality, examples of exceptional quality located in each of the commercial zoning districts are numerous. Examples of such quality would include Westbrooke Village, Paulo and Bill, Prairie Star Medical Building, and First National Bank of Kansas.

While the design standards below are minimum

standards, it is the expectation of the City of Shawnee that the overall design will result in construction of buildings that exceed these standards. The following standards shall be established:

DESIGN STANDARDS:

1. Buildings shall be designed by an architect registered in the State of Kansas.

2. Buildings shall be designed using scale, proportion, massing and building forms appropriate for their intended use. Building designs should reflect the character of the tenant.

3. Buildings are expected to be of exceptional design quality and incorporate signature elements consistent throughout the development. Architectural enhancements such as arches, covered pedestrian features and interesting rooflines are encouraged. Architectural detail along rooflines and entries is expected.

4. Buildings shall be designed to provide a variety of color and texture with the use of banding, trim, patterned or detailed brick work, and other detail design features. Building designs with a minimal degree of detail are not acceptable.

5. Building designs shall incorporate off-set walls, variations in surface planes, shadow lines, curves and angles when appropriate, especially along long facades and large wall masses.

6. Buildings for uses located in shopping centers shall adhere to building design and materials used within the overall development.

Building Heights

- The overall height of a commercial building shall be appropriate for its use. Building

facades shall not be increased in height to provide areas for signage.

- Free standing ATM machines or other similar devices shall not exceed an overall height of 14 feet, and shall be constructed using materials found on the adjacent principal structure.

Generally, the height of any parapets, towers, or features shall be in proportion to the building as a whole. These features should be designed so as to not dominate the aesthetics of the building. Any signage placed on these types of features shall not be placed at an elevation that exceeds the height of the principal rooflines of the structure adjacent to the feature.

8. Acceptable Exterior Construction Materials

It is expected that the materials selected will be used from the base of the building to the roof line. The same building materials will be used on all elevations. All building elevations shall be constructed entirely or with a combination of the following:

Primary and Secondary Wall Surfaces:

- Solid brick masonry veneer;
- Stone (including limestone, sandstone, granite, slate, marble, or other hard and durable natural all weather stone);
- Colored architectural pre-cast concrete panels that incorporate inlaid brick, stone or tile;
- Glass.

Angled Roof Surfaces:

- High quality laminated composition shingles;
- Pre-tinted concrete tile;
- Pre-finished standing seam flat metal provided with a 20-year enduring finish such as KYNAR or equivalent.

8. Materials Not Acceptable:

The following exterior construction materials shall not be used:

- Painted brick, block, stone or other masonry;
- Smooth faced pre-cast panels or block;
- EIFS (except to provide molded accents to enhance the architectural features of a building when trim such as limestone is not reasonable for use).

9. Exterior Building Material Colors:

Buildings shall be designed to provide a variety of color, or use materials that provide shadow lines that result in the appearance of different colors.

- Primary and secondary surfaces such as banding and highlights shall be neutral or earth tone colors.
- Standing seam metal roofs visible from the street shall be a neutral or earth tone color such as terra cotta, beige, bronze or hunter green;
- Portions of man doors not covered in glass, guttering and downspouts shall be colored to match the adjacent walls.

10. Overhead Doors:

Overhead doors shall not be located along a street frontage. Overhead doors, when used, shall be the same color or shade as the adjacent building materials. The Planning Commission may consider allowing overhead doors along a street frontage on lots that have frontage on three or more streets. In that event, the overhead doors shall be placed on the side or rear elevation, along the street, which is expected to carry the least traffic, and is screened from view using dense landscaping.

11. Screens and Enclosures:

All roof top mechanical units shall be completely screened from view and, to maintain a unified appearance, shall use materials and colors compatible with the building. Screening used to enclose storage areas shall be solid. Chain link fencing will not be

Industrial and Office/Warehouse Building Design

- acceptable.
- Trash enclosures shall be constructed of the same material as the building. Gates shall be constructed of a solid material such as metal and shall be securely anchored. Collection bins shall be kept inside the enclosure except on collection day. Enclosures shall be placed in a location behind the front line of the building, and shall not be readily visible from the street. Screens that may be visible from the street shall be landscaped on the street side of the enclosure.

12. Buildings for uses that are located in the PI (Planned Industrial) zoning district, but which may also be allowed in commercial districts, shall adhere to a higher standard as would be expected of an office building or a commercial building.

13. The developer shall submit to the Planning Commission proposed covenants and restrictions that outline the use of building materials, exterior design features, cross access parking, as well as how conversion of warehouse, office/showroom, or manufacturing areas to strictly office spaces will be undertaken. The covenants and restrictions shall be filed with the register of deeds with the plat (if platting is required), or prior to issuance of a building permit if a plat is not required.

IMPLEMENTATION: These standards shall take effect immediately and shall be used by City staff and the Planning Commission in their review of site plan applications for construction of buildings in the PI (Planned Industrial) zoning district.

For further information, contact the
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Phone: 913.742.6011

02/10/13



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PURPOSE: To provide developers of industrial sites standards to be used in the construction of manufacturing and office/warehouse and other buildings located in the PI (Planned Industrial) zoning district. These standards are complimentary to the regulations set forth in the zoning ordinance, as well as the goals for such developments established in the Comprehensive Plan.

POLICY: These standards were prepared to provide detailed guidance regarding the expectations of staff, Planning Commission, and Governing Body for the construction of these structures. The intent of these standards is to:

- Ensure high quality design of buildings constructed within the City of Shawnee;
- Create a lessened visual impact on surrounding land uses;
- Ensure building design is compatible with overall site design;
- Establish uniformity in acceptable exterior construction materials; and
- Ensure the construction of high quality buildings that will retain their value over the long term.

While the design standards below are minimum standards, it is the expectation of the City of Shawnee that the overall design will result in construction of facilities that exceed these standards. The following standards shall be established:

DESIGN STANDARDS:

Buildings shall be designed by an architect registered in the State of Kansas.

1. Buildings shall be designed using scale, proportion, massing and building forms appropriate for their intended use.
2. Buildings should reflect the character of the tenant and shall incorporate distinctive architectural features that distinguish the building from others, and provides diversity within a business park.
3. Building designs shall incorporate off-set walls, variations in surface planes, shadow lines, curves and angles when appropriate, especially along lengthy facades and on large wall masses.
4. Architectural features, especially for those uses of a more commercial nature allowed in the PI (Planned Industrial) zoning district, shall be proportionate in size to the overall design of the building and shall not be so dominate as to detract from the overall appearance of the building.
5. Buildings located along major arterial and collector streets shall incorporate color accents and architectural features to enhance visual interest along these roadways.
6. To provide enhanced architectural detail for buildings located along major arterial, major collector, or service collector streets, not less than fifteen percent of each front exterior facade and street sidewall, where a building is located on a corner lot, excluding windows and doors, shall be recessed, projected or alternately staggered from the primary plane of the wall, not less than one (1) foot in depth or projection.

Acceptable Exterior Construction Materials:

It is expected that the materials selected will be used from the base of the building to the roof line. The same building materials will be used on front and side building facades. The rear of the building

may provide a different finish provided similar materials are used, and provided the rear facade is not visible from surrounding streets. All building facades shall be constructed entirely or with a combination of the following:

Primary and Secondary Wall Surfaces:

- Solid brick masonry veneer;
- Masonry block, pre-tinted, rough hewn or ground face;
- Colored and textured architectural pre-cast concrete panels that incorporate rustication joints or inlaid brick, stone (including limestone, sandstone, granite, slate, marble, or other hard and durable all weather stone) or tile;
- Glass;
- Limited amounts of wood.

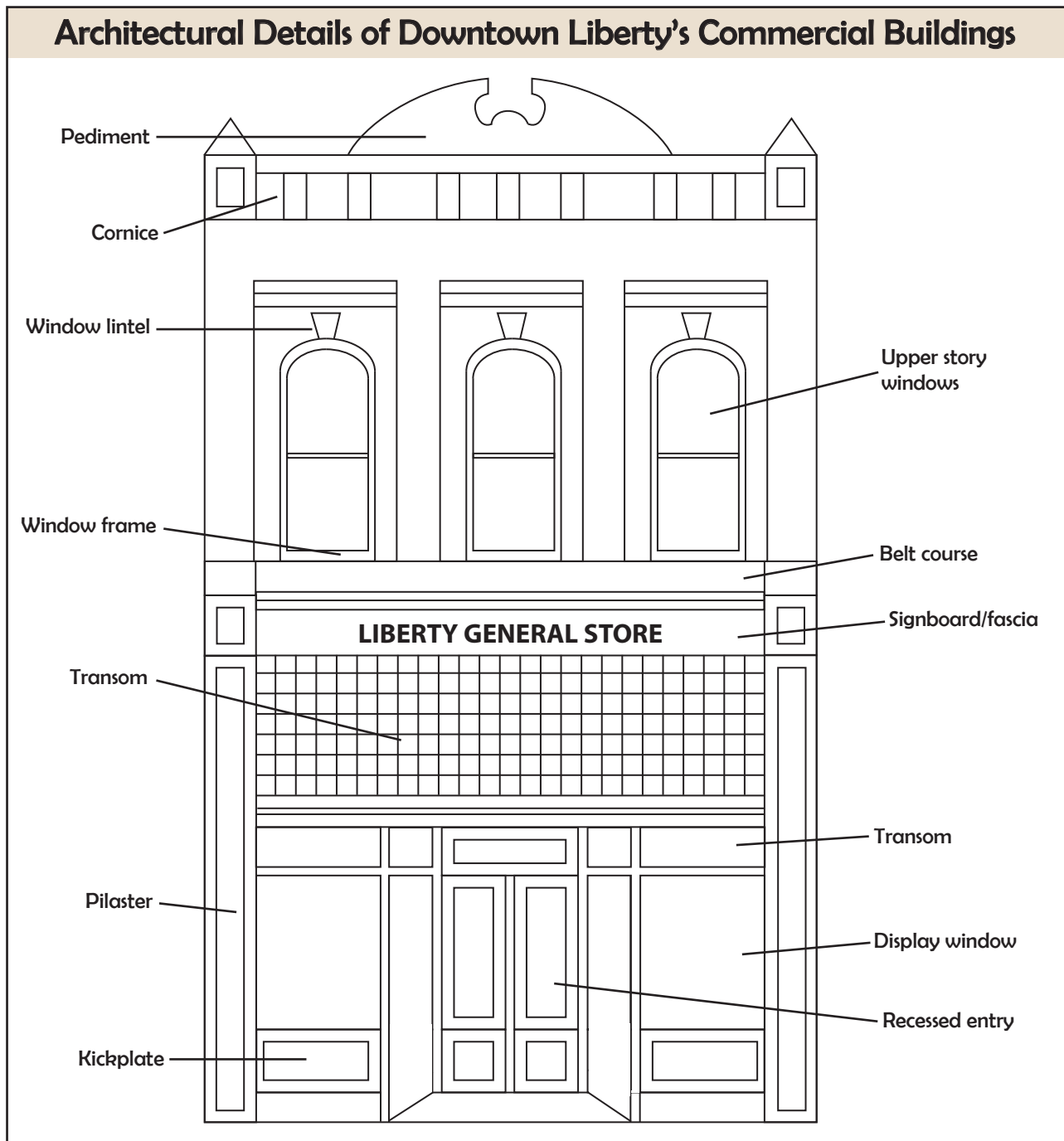
Angled Roof Surfaces:

- Pre-finished Standing Seam Metal provided with a 20-year enduring finish such as KYNAR or equivalent;
- Pre-tinted concrete tile.

Pre-finished flat metal wall panels may be used in industrial areas where the current predominant building material is metal. The metal panel may not be used on facades with street frontage, and sides of the buildings will be expected to be constructed of the materials mentioned above on no less than one-quarter of the depth of the side elevations. All metal walls shall be provided with a 20-year enduring finish such as KYNAR or equivalent, and shall be of at least a 26 gauge metal. No corrugated or flat metal panels which do not meet the above mentioned standards shall be submitted for site plan approval. When metal panels are used, no exposed or semi-exposed connectors shall be allowed. The business parks that fall into this category are: Woodland Acres, K-7 Commercial Center and Cole Industrial Park.

DESIGN IN THE LIBERTY SQUARE HISTORIC DISTRICT

The entire downtown Liberty Square is designated as a local historic district. Many of the buildings, which date from about 1875, have retained much of their historic integrity. Most of the buildings have features associated with traditional commercial designs. Ground level floors of the buildings are oriented to pedestrians, with large display windows designed to showcase the merchandise and services offered for sale inside. Recessed entries are common, and transom windows above the door and display windows let in natural light. A horizontal band of molding is commonly found separating the ground floor from the upper floors, and the roofline is often capped with a decorative cornice. In Liberty, most commercial buildings are two stories, although there are a few exceptions.



DESIGN IN THE LIBERTY SQUARE HISTORIC DISTRICT

The sensitive rehabilitation of historic storefronts will not only enhance the architectural character of the building, but will contribute to the historic character of the downtown business district as well.

Recommended

- Whenever possible, preserve windows, sashes, doors, transoms, signs, and decorative features in order to retain the historic character of the building.
 - Maintain the size, shape and placement of original openings.
 - Where an original or early storefront no longer exists or is too deteriorated to save, the commercial character of the building should, nonetheless, be preserved – either through an accurate restoration based on historic research and physical evidence, or a contemporary design that is compatible in scale, design, materials, color, and texture of the historic building.
 - Scale: Respect the scale and proportion of the existing building design.
 - Materials: Select materials that are appropriate to the storefronts; wood, cast iron, and glass are usually appropriate replacement materials.
 - Cornice: Respect the horizontal separation between the storefront and the upper stories. A cornice or fascia board traditionally contained the store's sign.
 - Frame: Maintain the historic planar relationship of the storefront to the facade of the building and the streetscape. Most storefront frames are generally composed of horizontal and vertical elements.
 - Entrances: Differentiate the primary retail entrance from the secondary access to upper floors. In order to meet current code requirements, out-swinging doors generally must be recessed. Place entrances where there were entrances historically, especially when echoed by architectural detailing (a pediment or projecting bay) on the upper stories.
 - Windows: Keep the storefront as transparent as possible. Use of glass in doors, transoms, and display areas allows for visibility into and out of the store.
 - Secondary Design Elements: Keep the treatment of secondary design elements such as graphics and awnings as simple as possible in order to avoid visual clutter to the building and its streetscape.
- (From: U.S. Department of the Interior. Preservation Briefs #11. *Rehabilitating Historic Storefronts*, by H. Ward Jandl.)



These are three of the oldest commercial buildings on the square and are listed on the National Register of Historic Places.

TITLE 4 UNIFIED DEVELOPMENT CODE

CHAPTER 4-1 ZONING

Article 4-1-C GENERAL DEVELOPMENT STANDARDS

Section 4-1-C-5 ARCHITECTURAL DESIGN STANDARDS.

- A. **Purpose:** The intent of these design criteria is to assist in the review and evaluation of building design during preliminary and final plan. These guidelines should be used in conjunction with the "Urban Design Guidelines" contained in the *Comprehensive Plan*. The design of a development proposal should seek to integrate the following design characteristics into those plans submitted for site plan approval. Due to the unique design characteristics of the CC, Planned City Center District and the PMU, Planned Mixed Use District, adherence to the specific guidelines of this Section may be waived by the Planning Commission.
- B. **Effect:** When architectural design standards have been approved or established as part of a preliminary or final plan approval in accordance with [Article 4-1-H](#) of this Chapter, all buildings subject to that preliminary or final plan shall comply with the approved design standards.
- C. **Residential Districts:** No single-family or duplex home shall be erected that does not meet the following minimum standards:
1. **Permanent Foundations:** The dwelling unit shall be erected on a permanent foundation.
 2. **Minimum Dimension:** The smaller dimension of a rectangular dwelling unit shall be at least 24 feet. If a dwelling unit is not rectangular, then the minimum dimension of a rectangle superimposed over and enclosing the entire footprint of the dwelling unit shall be at least 24 feet.
 3. **Roof Design:** The pitch of the roof shall be at least 3 in 12, and the roof eaves shall extend at least 12 inches beyond the wall of the dwelling on the 2 longer sides. The Community Development Director may approve a roof with a lesser pitch when the area of the lesser roof pitch is part of a consistent architectural design based on the overall architectural character of the house or when the area of the lesser roof pitch is less than 25% of the total roof area.
 4. **Exterior Surfaces:** The nonglass exterior surfaces of the dwelling shall not be made of galvanized metal or corrugated metal and shall, in general, not reflect light to a greater extent than would a coat of semi-gloss enamel applied to wood.
 5. **Porch And Garage:** A single-family dwelling shall include a garage or carport, constructed with the same materials as the dwelling. In addition, a single-family dwelling shall include a covered entrance, alcove or porch. The Planning Commission may grant exceptions to this standard where it finds that the proposed residential design is compatible with the neighborhood character and predominant architecture.
- D. **Multi-Family Residential, Commercial, Office And Industrial Districts:** In zoning districts other than single-family residential, no building shall be erected that does not meet the following minimum standards:

1. **Rooftop Equipment:** Rooftop equipment shall be screened from view from the ground near the building with vertical extensions of the building walls or with parapets or other architectural design features of the same materials used on the walls of the building. Where the topography permits, it is desirable to screen such equipment from adjacent property, but it is not the intent of this requirement to increase the height of the screening significantly above that of the equipment in order to screen it from view from tall buildings or from higher ground.
2. **Form, Scale And Proportion:** The form and proportion of buildings shall be consistent or compatible with the scale, form and proportion of existing development in the immediate area.
3. **Unusual Buildings:** The use of unusual shapes, color and other characteristics that cause new buildings to call excessive attention to themselves and create disharmony shall be avoided.
4. **Mass And Voids:** The rhythm of structural mass to voids, such as windows and glass doors, of a front facade should relate to the rhythms established in adjacent buildings.
5. **Long Facades:** Where large structures with overly-long facades (walls) are proposed, such as warehouses, building mass should be articulated with variations in the building plane and parapet height and through the use of other unique design or site plan features.
6. **Architectural Design:** Architectural design should create harmony through the use of different textures, complementary colors, shadow lines and contrasting shapes. The use of walls in a single color, with little detailing or completely blank is discouraged.
7. **Monotony:** Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form and siting shall be used to provide visual interest.
8. **Roofs:** Careful consideration of durable materials, proportions and shapes, emphasizing the importance of roofs as integral and embracing elements of the over-all design, is particularly important.
9. **Materials:** Use of substantial amounts of masonry materials (face brick, stucco, stone) is encouraged. The use of aluminum siding, metal ribbed panels and extensive mirrored glass surfaces is discouraged. Evaluation of building materials shall be based on the quality of its design and relationship and compatibility to building materials in the immediate neighborhood.
10. **Design Uniformity:** Architectural treatments (e.g., building materials, colors, facade design, roof lines, screening) shall be consistent and compatible on all sides. Treatment that is uniform on all sides will be deemed to meet the requirements of this principle. Adjacent land uses, visibility from public streets and use of screening devices (walls, fences, berms, landscaping) are criteria to be considered when varying this treatment. The applicant will have the burden of demonstrating the reasons for differing treatment on different sides (e.g., the need for truck access on 1 side and pedestrian access on another).

CITY OF BASEHOR

ARCHITECTURAL DESIGN



STANDARDS

2010

Roster of City Officials

(At time of adoption)

MAYOR

Terry Hill

CITY COUNCIL

Pres. James Washington

Dennis Mertz

Iris Dysart

David Breuer

William Moyer

Planning Commission

Ed Bush, Chairman

Russell Jacobson

Jon Gallion

John Matthews

Planning & Zoning Staff

Mitch Pleak, P.E., City Engineer

Mark Lee, Building Inspector/Code Enforcement

Section 1

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Section 2

2.1 Purpose

Purpose:

2.1.1 The general intent of these Architectural Design Standards is to improve the overall quality of development in Basehor, ensure the compatibility of development with surrounding land use, and improve the review process.

2.1.2 The Comprehensive Plan anticipates the land contained within a corridor along K-7 Highway from Fairmount Rd. south to Parallel Rd., State Ave. (24/40 Highway) from 142nd Street to 174th Street, 155th Street from State Ave. north to Parallel Rd., all of which are primarily undeveloped areas. The Comprehensive Plan anticipates these areas will develop as a mixture of residential and non-residential uses. The K-7, and State Ave. corridors are highly visible to highway traffic and the corridors as a whole are a gateway into the City of Basehor. Required design quality standards vary based upon the following contents of this policy:

2.2 Corridor

Corridor:

2.2.1 The corridors that affect the image and success of Basehor's growth are defined as:

- **K-7 Highway from Fairmount Rd. south to Parallel Rd.**
- **Donahoo Rd. from K-7 Highway to 175th St.**
- **Leavenworth Rd. from K-7 Highway to 175th St.**
- **Parallel Rd. from K-7 Highway to 166th St.**
- **State Ave. (24/40 Highway) from 142nd St. to 170th St.**
- **155th St. from Pine Hurst Dr. to Donahoo Rd.**
- **147th St. from Parallel Rd. to Hollingsworth Rd.**
- **Pine Hurst Drive**
- **Wolf Creek Parkway**
- **158th St. from Parallel Rd. to Evans Rd.**
- **170th St. from Pinehurst Drive to State Ave. (24/40 Highway)**

2.2.2 All development within a corridor approximately 1500 feet in width (750 ft on each side of the centerline of the roadway) established in section 2.2.1 shall adhere to the Architectural Design Standards.

2.3 Conflict in Standards

2.3.1 In any conflict in standards between the Architectural Design Standards, Zoning Regulations, Subdivision Regulations, Sign Regulations or Technical Specifications, the more restrictive Standards shall apply.

Section 3

3.1 Application & Review Process

3.1.1 General. These standards shall be applied in the normal review process for, as applicable, re-zonings, site plans, subdivision plats, and development plans as set forth in City of Basehor's Subdivision Regulations.

3.1.2 Application Process. Set forth below are the key steps in the development process and points at which the design standards should be consulted and applied:

- Locate the property and identify the applicable zoning district.
- Discuss the proposed project with city staff (informal discussion only – typically pre design).
- Review the design standards.
- Understand the context of the building site; inventory adjacent land uses.
- Develop the site plan and building design using the City of Basehor's Zoning Regulations and Subdivision Regulations.
- Contact staff regarding a pre-application meeting.

3.1.3 Pre-Application Meeting. The applicant should provide a conceptual plan at the pre-application meeting.

3.1.4 Site Plan/City Approval Required Prior to Permits. A developer shall submit a site analysis and a site plan to city staff prior to application for a building permit so that city staff can review the site plan for compliance with these standards. When the city staff has approved the site plan, building permits may be issued.

3.2 Variances, Deviations, and Modifications

3.2.1 Variances. The Board of Zoning Appeals may grant variances from the standards as specified in the City of Basehor Zoning Regulations.

3.2.2 Deviations. The Planning Commission or City Council may grant deviations from the standards contained in these Design Standards under the terms of an approved plan for development in a planned zoning district.

3.2.3 Modifications to Allow Alternative Compliance. The Planning Commission or City Council may waive or modify any design standard contained in these Design Standards in order to encourage the implementation of alternative or innovative practices that implement the intent of the modified standard(s) and provide equivalent public benefits without significant adverse impacts on surrounding development.

3.2.4 Conditions of Approval. In granting a variance, deviation, or modification, the Board of Zoning Appeals, the City Council, and Planning Commission may require conditions that will substantially secure the objectives of the modified standard and that will substantially mitigate any potential adverse impact on the environment or on adjacent properties including, but not limited to, additional landscaping or buffering.

Section 4

Standards Applicable to Commercial, Mixed-Use, & Civic Buildings

4.1 Compatibility with Surrounding Developments

Intent:

4.1.1 New buildings shall respect and enhance the qualities and features of the existing neighborhood or area in which they are built.

Standard:

4.1.2 Projects in existing developed areas with an established character shall be compatible with or complement the established architectural character of the area in terms of the following: Consistency of rooflines, roof materials, and roof colors; similar window and door patterns; and similar decorative elements.

Do This:



These buildings, while built at different times, have complimenting features such as facade color and roof colors.

4.2 Compatibility with a Multiple-Building Development

Intent:

4.2.1 Multiple-building developments shall be designed as a distinct place or district. The cohesive identity of the development shall differentiate one commercial area from another.

Standard:

4.2.2 Similar Building Materials. All buildings in a multiple-building commercial development, including pad site buildings, shall be constructed of building materials and colors approved as part of the development application. Application shall include illustrations and examples of building materials and/or colors.

4.2.3 Similar Architectural Details. Similar architectural details shall be used for all buildings in a multiple-building commercial development; pad site buildings shall not be exempt.

4.2.4 Individualized Building Entrance Details. Entrances to buildings are appropriate locations to express individual building character or identity within a multiple-building commercial development.

Do This:



These building have distinct points of entry and express a sense of character.

4.3 Four-Sided Design

Intent:

4.3.1 Buildings shall not look like they have a fake facade pasted on the front of them. Buildings shall be designed to ensure that they look like the same building on all sides. Consistent building details and proportions on all sides ensure a “four-sided” quality to a building.

Standard:

4.3.2 The design of the building shall provide consistent architectural details and avoid monotonous building massing and design. Architectural details and colors shall be consistent on all building walls visible to the public.

Don't Do This:



These buildings have no distinct character traits and large expanses of plain wall space.

Do This:



These buildings all have distinct architectural features these features are continuous around the entire building site.

4.4 Signage & Design Elements

Intent:

4.4.1 A building shall not be dominated by corporate or trademark architectural details; a building shall be compatible with other surrounding buildings and should not consist of building forms that primarily serve as signage and marketing elements.

Standard:

4.4.2 Corporate or Trademark Architecture. Individual corporate image, trademark, or marketing architectural design elements and colors shall be incorporated only as secondary design elements to the development and not as dominate elements. These architectural design elements shall be compatible with surrounding development and shall not define the character or style of the building or development.

4.4.3 Building Signage. On all street frontages, signage material shall be integrated into the overall design of the building. Signs shall be located to complement the architectural features of a building such as above entrance, storefront opening, or other similar features.

4.4.4 Sign Ordinance. Current Sign Regulations.

4.4.5 Standardized Marketing Features. The city reserves the right to require significant departures from standardized architectural “themes” that are intended to market or brand any type of entity that will inhabit the structure.

Don't Do This:



These signs take up the majority of the facade of the building and do not blend into the surrounding building environment.



Do This:



These signs although large in nature do not overpower the façade of the building and are neatly worked into the design of the building.

4.5 Building Height & Transition

Intent:

4.5.1 Abrupt or severe differences in building scale or massing between commercial and residential developments can dwarf or overwhelm the existing residential development. Buildings shall be designed to minimize this difference in scale.

Standard:

4.5.2 Building Height. The building height is regulated by the Zoning Regulations.

BUILDING HEIGHT	
ZONING DISTRICT	ZONING REFERENCE
CP-1 ^a	ARTICLE 7; SECTION 9
CP-2 ^b	ARTICLE 7; SECTION 10
I-1, I-2 ^c	ARTICLE 7; SECTION 11 & 12
PR ^d	ARTICLE 7; SECTION 5
MU-1 ^e	ARTICLE 7; SECTION 14
MU-2 ^f	ARTICLE 7; SECTION 15
MU-3 ^g	ARTICLE 7; SECTION 16
PI ^h	ARTICLE 7; SECTION 13

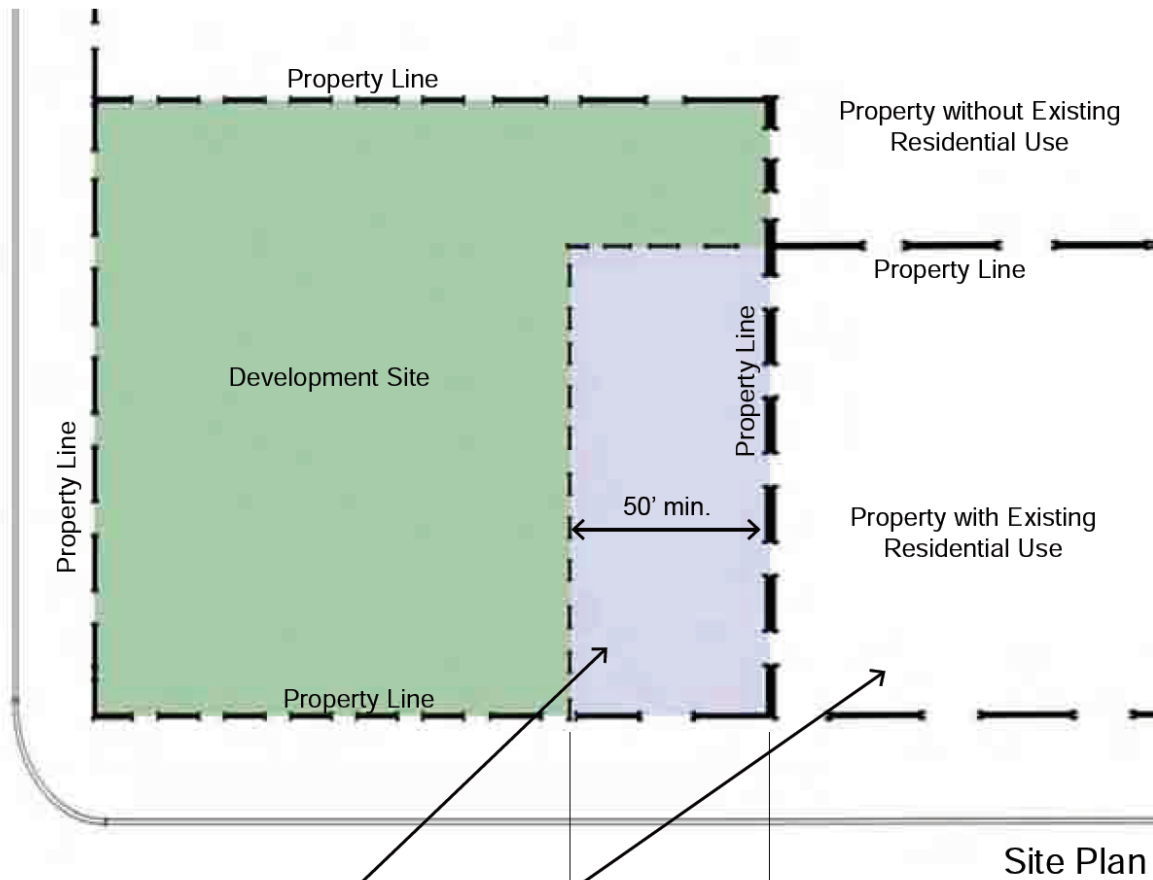
Footnote:

- a) Neighborhood Business
- b) General Business
- c) Light & Heavy Industrial
- d) Planned Residential
- e) Mixed Use Neighborhood
- f) Mixed Use General
- g) Mixed Use Industrial
- h) Planned Industrial

4.5.3 Height Transition to Adjacent Residential Uses. Any portion of a building closer than 50 feet from a common property line which has an existing residential use and is residentially-zoned shall be no higher than twelve (12) feet above the highest point of the closest existing residential structure. The closest existing residential structure shall be defined as the residential structure that is closest to the common property line that the residential and commercial developments share. This does not apply if the residential structure is located across a street from the development.

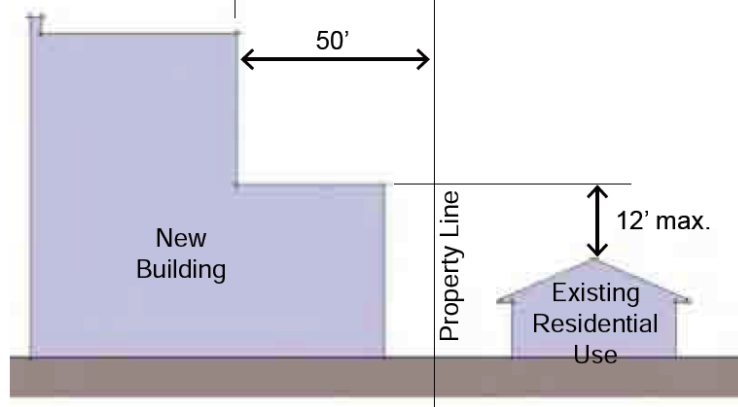
4.5.4 Applicability. The Height Transition standard shall not apply to buildings within the same development proposal; this standard shall apply to only those buildings located along the perimeter of a development.

4.5.5 Exclusions. For the purposes of the Height Transition standard, no sub-zone in a mixed-use district shall be construed to be a residential use.



Buildings or portions of a building within this zone of the development site...

...shall be no higher than 12' above the closest existing residential structure on this property



4.6 Building Materials

Intent:

4.6.1 Buildings shall be attractive and durable. To ensure this, buildings shall be constructed of high-quality materials and require minimal maintenance.

Standard:

4.6.2 Allowed Materials. Exterior building materials are classified according to their visual weight; exterior building materials shall include, but shall not be limited to, the following:

Allowed Exterior Materials		
Heavy Materials	Medium Materials	Light Materials
• Stone • Cast Stone • Brick • Synthetic Stone (see 4.6.5) • Integrally-Colored Split-Face Block	• Stucco • Water-Managed EIFS	• High-Quality Wood • Cement Board • Synthetic Wood • Metal • Glass Curtain Wall

4.6.3 Location. Heavy material shall be located below medium and light materials; medium materials shall be located below light materials. Heavy materials shall extend to grade.

4.6.4 Required Masonry. At least 50% of the total exterior wall area of each building elevation, excluding gables, windows, doors, and related trim, shall be heavy materials. The balance of exterior wall area shall be medium or light materials.

4.6.5 Synthetic Stone. Synthetic stone, such as pre-manufactured fiberglass, cultured stone, or glass-fiber reinforced concrete is permitted, provided it is identical in appearance and of equal or greater durability to natural stone.

4.6.6 Vertical Change of Materials. A vertical change of materials shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

4.6.7 Building Rehabilitation. The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of City Staff.

4.6.8 Prohibited Materials. Unless approved by the Planning Commission and/or City Council, exterior building materials shall not include the following:

Prohibited Exterior Materials		
• Split Shakes • Rough-Sawn Wood • Board and Batten Wood • Vinyl Siding	• Smooth-Faced Gray or Stained Concrete Block • Painted Concrete Panels • Tilt-up Concrete Panels • Barrier-type EIFS	• Field-Painted or Pre-Finished Standard Corrugated Metal Siding • Standard Single or Double Tee Concrete Systems

4.7 Using Brick & Stone

Intent:

4.7.1 Brick, stone, and other types of masonry or masonry veneer shall be detailed as masonry bearing walls, especially at openings. Proper masonry detailing allows the building to be more pleasing to the eye because masonry openings and corners appear to be structurally supported.

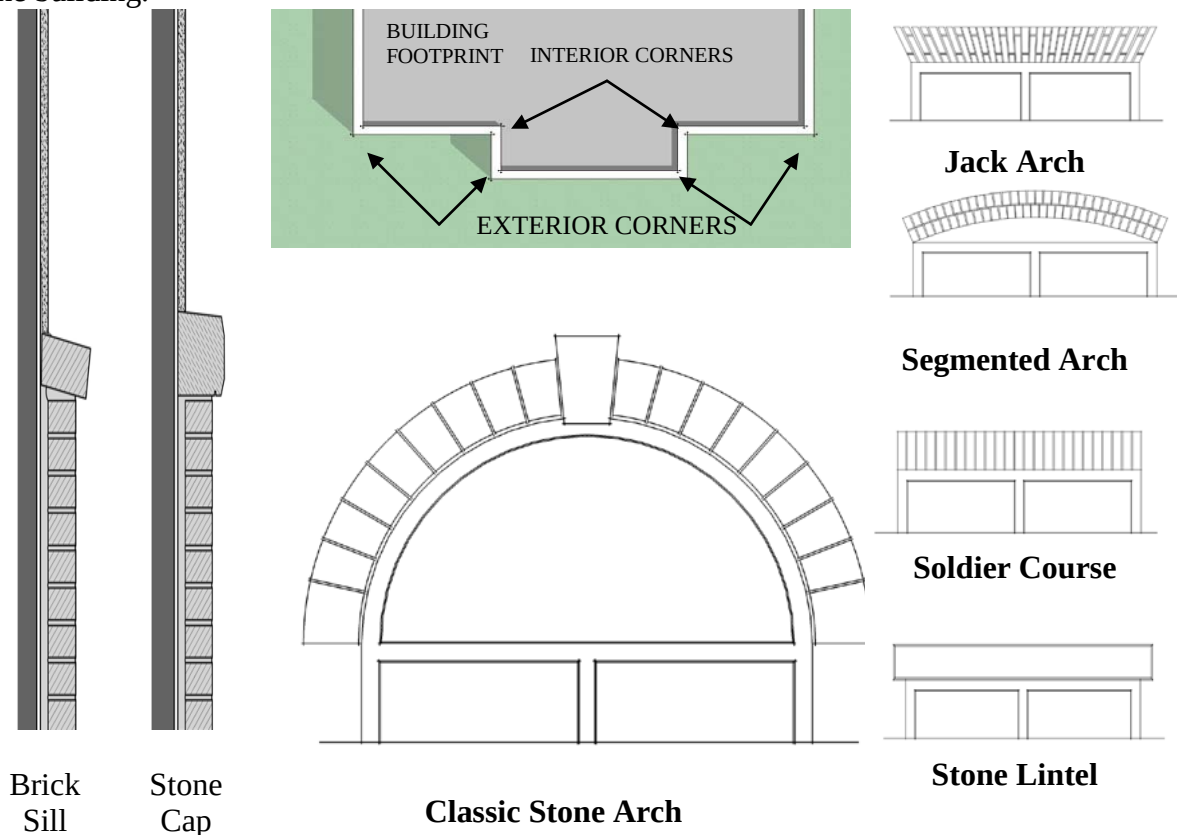
Standard:

4.7.2 Exterior Corners. Stone and brick used on exterior walls shall not terminate at exterior corners.

4.7.3 Masonry Openings. Openings in a brick or stone façade shall have a stone lintel, a stone or brick arch, or a brick soldier course. Window and door openings shall be classified as masonry openings.

4.7.4 Vertical Change of Materials. A vertical change of materials from stone or brick to another material shall occur at an interior corner or shall not occur with four (4) feet of an exterior corner.

4.7.5 Horizontal Change of Materials. Horizontal changes of material from brick or stone to another material shall include a stone cap or a brick sill; the cap or sill shall project from the face of the building.



Don't Do This:



This window opening has no lintel, arch or soldier course.



The masonry terminates on an exterior corner of this building.

Do This:



Each of these buildings uses good transition techniques in both horizontal and vertical methods of material changes. Materials should transition at interior corners.



4.8 Building Color

Intent:

4.8.1 To help create a sense of place, buildings within a development shall use colors that are compatible.

Standard:

4.8.2 Allowed Colors. Color schemes shall tie building elements together, relate separate (free-standing) buildings within the same development, and enhance the architectural form of a building. Façade colors must be low-reflecting and subtle. Intense, bright, or fluorescent colors are prohibited. Variations in building materials and color may be required for specific corridors, as designated by the city.

4.8.3 Building Mechanical Equipment. All building accessories, including, but not limited to, meters, flues, vents, gutters, and utilities shall match or complement in color the permanent color of the surface from which they project.

4.8.4 Exclusions. Permitted sign areas are excluded from this standard.

Do This:



These building designs strongly complement one another with identical roof colors, building materials and coordinating colors.



Don't Do This:



The photo above shows two distinct buildings built at different times, the building constructed second should have been made to color coordinate with the first, this would not be allowed. Buildings in the same development area should coordinate.



Electrical meters, gutters and pipe flues should be painted, made to match the building color or be a compatible color.

4.9 Building Modulation & Articulation

Intent:

4.9.1 Long, large buildings can be monotonous if they contain large or long expanses of surface area with no detailing or shadow lines; recesses and projections in building walls help to proportion and subdivide the massing of large buildings. Tall building walls with little detailing emphasize their height and dwarf human beings. Tall building walls shall have an apparent base, middle, and top.

Standard:

4.9.2 Façade Modulation. Any façade exceeding 30 feet in length shall include at least one change in wall plane, such as projections or recesses, having a depth of at least three (3) percent of the entire length of the façade; this projection or recess shall extend over at least 20% percent of the entire length of the façade. Buildings in Mixed-Use District shall be exempt from the façade modulation.

4.9.3 Roofs. Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets.

4.9.4 Vertical Building Bays. All building facades shall consist of vertical building bays that are a maximum of 30 feet in width. The edges of each bay shall be defined by a vertical architectural feature that projects or recesses from the wall plane a minimum of eight (8) inches.

4.9.5 Vertical Architectural Features. Columns, pilasters, piers, vertical changes in wall planes, or vertical changes in texture or material shall be considered vertical architectural features.

4.9.6 Building Base. A recognizable base shall include, but shall not be limited to:

- Thicker walls, ledges, or sills.
- Integrally textured, colored, or patterned materials such as stone or other masonry.
- Raised planters which are integral to the building façade.

4.9.7 Building Top. A recognizable top shall include, but shall not be limited to:

- Cornice treatments, other than just colored “stripes” or “bands,” with integrally textured materials such as stone or other masonry or differently colored materials.
- Sloping roofs with eaves and brackets.

4.9.8 Correct Detailing. Regardless of their functional operability, building elements such as columns, balconies, dormers, and railings shall be correctly detailed.

Don't Do This:



This building wall exceeds 30' in length without any distinct features; it also contains no vertical building bays or base and top.



The colors on this building wall do not qualify as a building base they are merely a change in color only.

Do This:



These buildings have vertical building bays no wider than 30' and projections and recesses of a depth 3% of the entire length.

'Big Box' retail centers shall also include projections and recesses a depth of 3% of the entire length of the facade.

Vertical building bays shall not exceed 30' in overall length.



4.10 Building Scale

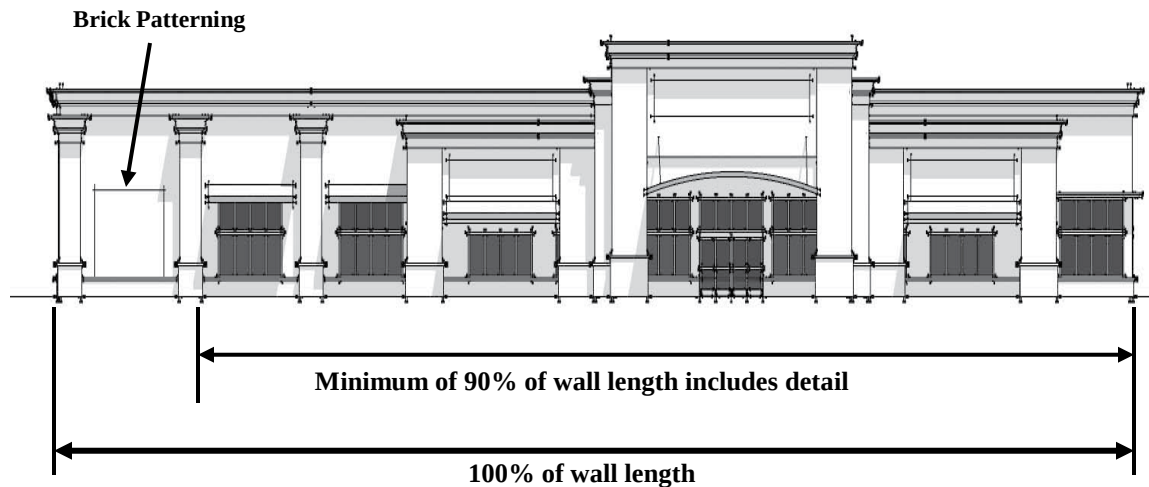
Intent:

4.10.1 To ensure a comfortable pedestrian experience, the scale of large buildings shall be visually reduced by elements that divide a large building into smaller proportions.

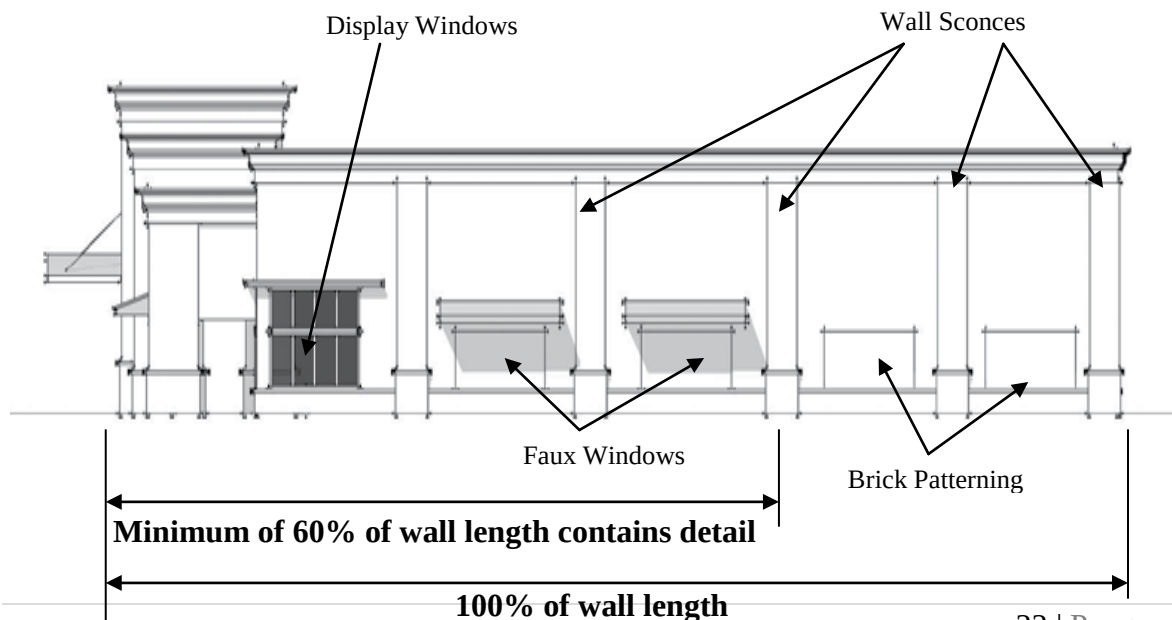
Standard:

4.10.2 Building walls shall be subdivided and proportioned using features such as windows, entrances, storefronts, arcades, arbors, awnings, trellises, or other similarly-scaled architectural details (see section 4.16). These features shall cover at least 90% of the building front wall length and at least 60% of other building wall lengths. The full width of each vertical building bay that contains the previously-listed details shall be counted towards the minimum length of the building that must contain these details.

4.10.3 Example for Front Walls



Examples for walls other than front walls



Don't Do This:



The building front contains few features to break up its length or large proportion; the features do not cover at least 90% of the building front.



This building has a painted pattern, which is not enough of a feature to break up the large façade.

Do This:



The building breaks up the front facade into smaller proportions with storefronts, windows, awnings, other features; these features cover at least 90% of the building front.



This mixed-use building uses windows, storefronts, awnings, and building step-backs to break up the long facade; these features cover at least 90% of the building front.

4.11 Parapets & Cornices

Intent:

4.11.1 In order to visually terminate an exterior wall on a flat-roofed building, a cornice on a parapet wall shall be used. This cornice provides a minimal amount of protection to the wall that a pitched roof overhang would normally provide.

Standard:

4.11.2 Required Parapets and Cornices. All flat roofs shall have a parapet and a cornice on all facades or walls. Flashing at the top of a parapet shall not qualify as a cornice. Cornices shall be in proportion with size, scale, and architectural detailing of the building. Buildings in Mixed-Use-District shall only be required to provide parapets and cornices on street-facing facades and walls. Cornices in Mixed-Use-Districts shall return at least eight (8) feet around corners that transition from a building wall that requires a cornice to a building wall that does not require a cornice.

4.11.3 Parapet Height. The height of a parapet shall be in proportion with the size, scale, and architectural detailing of the building and generally shall not exceed ten (10) feet in height.

4.11.4 Parapets used as Screens. Parapets shall be the primary method of screening roof-top mechanical equipment.

4.11.5 Cornices for Building Projections. Flat roofs projecting from a street-facing façade or active wall shall include a cornice; this cornice shall return back to a wall or roof or generally shall return eight (8) feet or it shall be continuous around the entire projection.

4.11.6 Parapet Modulation. A parapet more than 90 feet in length shall include a change in parapet height or pitched roof height at least every 90 feet. This change in height shall align with the vertical building bays. Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets. Buildings in a Mixed-Use-District shall be exempt from the parapet modulation standard.

Don't Do This:



This parapet does not modulate.



The street-facing facade on this flat-roofed building does not have a cornice.

Do This:



The cornice returns at least 8 feet.



The cornice correctly continues around the entire building projection.



This parapet and cornice returns back into a pitched roof.



The parapet on this building modulates; cornices correctly return at least 8 feet at exterior corners.

4.12 Pitched Roofs & Eaves

Intent:

4.12.1 Pitched roofs shall be simple hip, shed, or gable configurations. Roofline offsets shall be provided to lend architectural interest and variety to the massing of a building and to relieve the effect of a single, long roof. The use of alternating dormers, stepped roofs, gables, or other roof elements can be used to add visual relief and articulation to the overall building form.

Standard:

4.12.2 Allowed Pitch Roof Configurations. Pitched roofs shall be gable, hip, or shed configurations with overhanging eaves.

4.12.3 Allowed Slope. Pitched roofs shall have a minimum slope of four (4) feet vertical rise for every twelve (12) feet of horizontal run; the maximum slope is limited to one (1) foot vertical rise for every one (1) foot of horizontal run.

4.12.4 Roof Modulation. A pitched roof more than 90 feet in length shall include a change in parapet height or a change in pitched roof height at least every 90 feet. This change in height shall align with the vertical building bays. Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets.

4.12.5 Roof Elements. Continuous pitched rooflines greater than 90 feet in length shall include roof elements that align with the vertical building bays and roof modulation. Roof elements shall include, but shall not be limited to, dormers, stepped roofs, gables, or other roof elements that add significant visual relief to the roof line.

4.12.6 Exclusions. Buildings in a Mixed-Use-District shall be exempt from both the roof modulation and roof elements standards.

Don't Do This:



This pitched roof lacks any overhanging eaves.



This building is over 50,000 square feet and does not contain both pitched roofs and flat roofs with parapets.

Do This:



This pitched roof modulates.



This pitched roof has overhanging eaves.

4.13 Gutters, Downspouts, & Scuppers

Intent:

4.13.1 Building devices used to control rainwater shall be compatible with the roofing system and shall not dominate the façade of a building. Parapets and cornices shall not be interrupted by storm water elements.

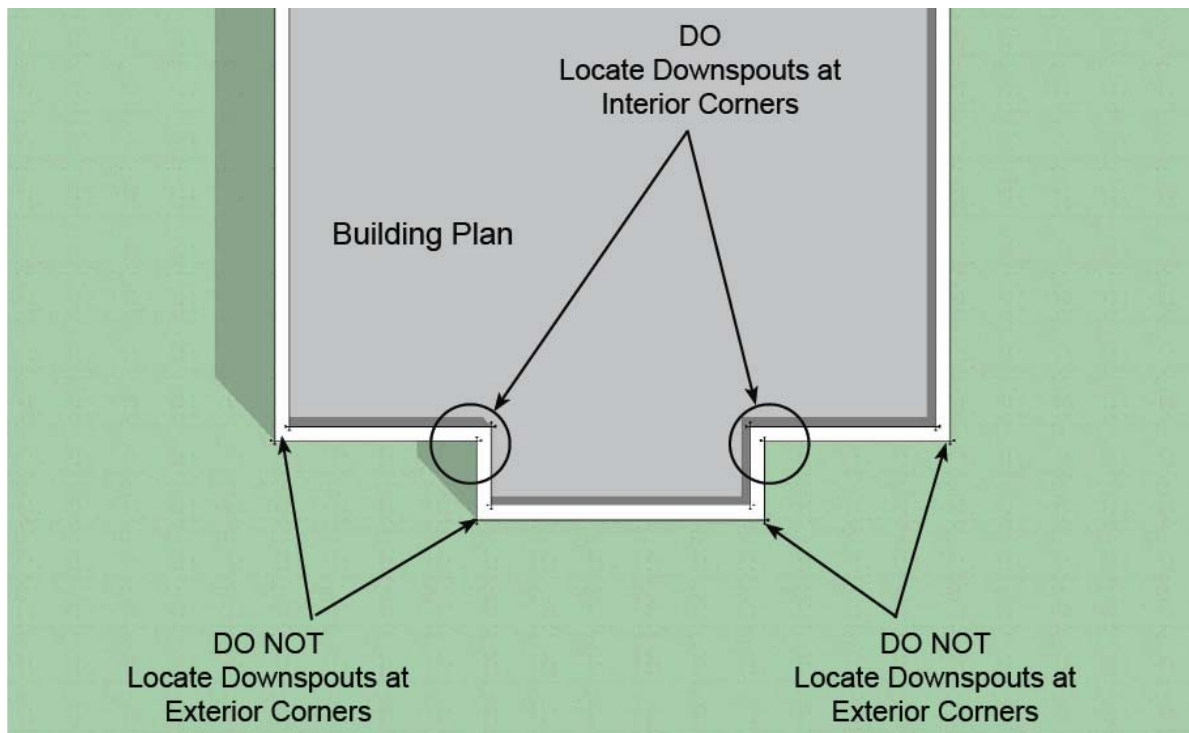
Standard:

4.13.2 Gutters. Exposed gutters are prohibited for use with flat roofs.

4.13.3 Downspouts. Exposed downspouts shall only be allowed at interior corners.

4.13.4 Scuppers. Parapets and cornices shall be continuous above a scupper.

4.13.5 Materials. Gutters and downspouts shall be constructed of high-quality, commercial-grade metal.



Don't Do This:



These exposed gutters should only be used with a pitched roof; the exposed downspouts should be located at interior corners.



These downspouts are incorrectly located at the exterior corners of the building.

Do This:



Exposed gutters are not used with the flat roof section of the roof. Exposed gutters are allowed to be used with pitched roofs over the entry, but the downspouts would need to be located at an interior corner.



These downspouts are correctly located at the interior corner of the building.

4.14 Customer & Public Entrances

Intent:

4.14.1 Customer and public entrances shall ensure accessibility to the public, create primary focal points for the façade, and provide a comfortable proportion for the pedestrian entry.

Standard:

4.14.2 Number of Entrances. Buildings larger than 50,000 square feet (gross floor area) shall provide at least two (2) customer or public entrances. Buildings smaller than 50,000 square feet, (gross floor area) are encouraged to provide multiple customer or public entrances.

4.14.3 Location. Buildings larger than 50,000 square feet (gross floor area) shall orient customer or public entrances toward a public street or an internal street or drive.

4.14.4 Prominent Entrances. Each building on a site, regardless of size, shall have clearly-defined, highly-visible customer entrances featuring no less than three (3) of the following:

- Awnings or porticos
- Overhangs
- Recesses/projections
- Arcades
- Raised corniced parapets over the door
- Peaked roof forms
- Arches
- Outdoor patios
- Display windows
- Architectural detail such as tile work and moldings integrated into the building structure and design
- Integral planters or wing walls that incorporated landscaped areas and/or places for sitting

4.14.5 Internal Circulation. All stairwells, corridors, and other circulation components of the building shall be completely enclosed within the building envelope.

Don't Do This:



This large building has no entrance facing the street.



The customer entrance on this building has no detailing.

Do This:



The customer entrances are prominently defined.



This customer entrance correctly contains columns, display windows, raised parapet, and recesses.



This customer entrance has adequate details; it contains awnings, display windows, overhangs, and recesses.

4.15 Windows

Intent:

4.15.1 Windows shall be vertically proportioned; this allows the window opening to appear to be structurally supported. Window trim is not compatible with masonry construction. Upper-story windows shall logically align with buildings bays and windows on the ground floor so the upper floors look like they are part of the same building as the ground floor.

Standard:

4.15.2 Window Proportion. Window panes shall be vertically proportioned.

4.15.3 Window Trim. Window openings on brick, stone, cast stone, or synthetic stone buildings shall not be trimmed. Lintels, sills, and arches are not considered trim. Window openings without trim or moulding shall have window frames at least two (2) inches wide when looking at the finished façade of the building.

4.15.4 Upper-Story Windows. Windows located above the ground floor shall align with ground floor windows, ground floor doors, and the building modulation.

4.15.5 Display Windows. The light source for display windows shall not be visible from the exterior of the building.

Don't Do This:



The windows have horizontal window proportions.

Do This:



These windows have vertical proportions.



The window opening has a lintel and a sill.



The second story windows align with the vertical bays from the first floor.



The window opening in the stone wall has no trim; the window frame is at least 2 inches wide.

4.16 Glazing

Intent:

4.16.1 The ground floor of a building shall be transparent. Ground floor transparency guarantees a visual connection to the passers-by and is usually necessary for most retail structures. By exposing the ground floor to the exterior, there is an invitation to participate with the activity inside.

Standard:

4.16.2 Required Transparency for Primary Facades. Primary facades shall be glazed and transparent according to the following table.

Building Type		Zoning District	Minimum glazing required on all primary facades	Required transparency on all primary facades (see note)
I	Mixed-Use Buildings	All districts covered by the Architectural Design Standards	75% of the pedestrians line of sight	60% of the pedestrians line of sight
II	Live/Work Buildings			
III	Civic Buildings	All districts covered by the Architectural Design Standards	No minimum required	
IV	Commercial Buildings	Mixed-Use Developments	75% of the pedestrians line of sight	60% of the pedestrians line of sight
		All districts covered by the Architectural Design Standards except Mixed-Use Developments	50% of the pedestrians line of sight	25% of the pedestrians line of sight

Note: The remaining window area that is not transparent may be spandrel, display windows, frosted windows, etc.

4.16.3 Primary Facades. A primary façade shall be considered any front façade or façade that fronts onto a street, access way, pedestrian walkway, or internal drive; alleys and service drives shall not be considered streets, access ways, or internal drives for the purposes of this requirement.

4.16.4 Pedestrian View Plane. The pedestrian view plane shall be defined as the exterior wall area located between two (2) feet and ten (10) feet above the exterior grade.

4.16.5 Transparency. Glazing shall be considered to be transparent if it is 100% transparent from both the exterior and the interior of the building.

4.16.6 Exclusions. This standard shall not apply if the City Staff determines that the required transparency is inconsistent with the operational requirements of the building.

Don't Do This:



The primary facade of this commercial building in a commercial district is not adequately glazed or transparent; at least 50% of the pedestrian view plane should be glazed and at least 25% of the pedestrian view plane should be transparent.



These windows are reflective or opaque; because they are not transparent from the exterior or interior of the building, they cannot be classified as transparent to meet the transparency requirement.

Do This:



The primary facade of this mixed-use building is correctly glazed and transparent; at least 75% of the pedestrian view plane is glazed and at least 60% of the pedestrian view plane is transparent.



The primary facade of this commercial building in a commercial district is correctly glazed and transparent; at least 50% of the pedestrian view plane is glazed and at least 25% of the pedestrian view plane is transparent.

4.17 Awnings

Intent:

4.17.1 Because they provide shade, protect buildings and pedestrians from rain and snow, and add a more intimate scale to the building, awnings are encouraged for use on the ground floor of a building with retail uses.

Standard:

4.17.2 Length. Awnings shall be no longer than a single storefront.

4.17.3 Height. The bottom of the awning shall not be higher than the top of the windows. The bottom of the awning shall generally be no higher than nine (9) feet above the average exterior grade.

4.17.4 Shape. Awnings shall be constructed of fabric, metal, or glass. Fabric awnings are encouraged; canvas awnings with a matte finish are preferred. Awnings with high gloss finish are discouraged. Illuminated, plastic awnings are prohibited.

4.17.5 Color. Awning colors shall be compatible with the overall color scheme of the façade from which it projects. Solid colors or subtle striped patterns are preferred.

4.17.6 Lighting. Backlit awnings are prohibited.

Don't Do This:



The awning is longer than the length of a single store front.



The awning is higher than the top of the window.

Do This:



The awnings are the length of each storefront and are no higher than 9' above the exterior grade.



The awnings are made of fabric and are the same length as each storefront. The bottoms of the awnings are no higher than the top of the windows.



The awnings are the length of each storefront and are no higher than 9' above the exterior grade.



These awnings are correctly located above the store windows.

4.18 Canopy Lighting

Intent:

4.18.1 Canopies shall not be lighted in such a manner that the lighting is a public nuisance. To control glare and light spillover, fixtures shall be recessed or should provide light in an indirect manner.

Standard:

4.18.2 Average Maintained Foot candles. The maximum average maintained foot candles under a canopy shall be 35 foot candles.

4.18.3 Fixtures. Acceptable fixtures and methods of illumination include:

- **Recessed Fixtures** incorporating a lens cover that is either recessed or flush with the bottom surface (ceiling) of the canopy.
- **Indirect Lighting** where light is beamed upward and then reflected down from the underside of the canopy. Indirect lighting fixtures shall be shielded such that direct illumination is focused exclusively on the underside of the canopy.

4.19 Building-Mounted Lighting

Intent:

4.19.1 Building-mounted lighting shall be used to highlight the architectural features of the building and shall not completely light up the entire façade of the building.

Standard:

4.19.2 Allowed & Prohibited Uses. Building-mounted lighting may be used only to highlight specific architectural features, primary customer or building entrances. General floodlighting of building facades is not permitted.

4.19.3 Neon and LED Lighting. Building-mounted neon or LED lighting is allowed only when recessed or contained in an opaque cap or architectural reveal.

Section 5

Standards Applicable to Two-Family Residential (R-2), Multi-Family Residential (R-3), & Planned Residential (P-R)



5.1 Building Variety

Intent:

5.1.1 To ensure building diversity, multi-building developments consisting of a single building type shall contain buildings that exhibit different building forms.

Standard:

5.1.2 Developments with at least five (5) buildings of the same building type shall be required to use more than one building form according to the following table.

for this total number of buildings of the same building type:	this is the minimum number of building forms required:
at least 5; less than 15	2 Different Building Forms
at least 15	3 Different Building Forms

5.1.3 Different Building Form. Different building form shall mean a building contains at least two (2) of the following when compared to another building:

- A distinct change in building footprint.
- A distinct change in building height.
- A distinct change in building materials.
- A distinct change in building details.

5.1.4 Distinct Change in Building Height. A distinct change in building height shall be a difference in building height of at least one story for the entire footprint of the building.

5.1.5 Distinct Change in Building Details. A distinct change in building details shall include, but shall not be limited to, one of the following:

- Change in window type.
- Change in window, door, or wall trim.
- Change in roof form, excluding changes in roof pitch.

5.1.6 Configuration. Buildings with similar forms shall generally be grouped together to form a neighborhood.

5.1.7 Exemptions. Buildings in a Mixed-Use District shall be exempt from this standard.

Don't Do This:

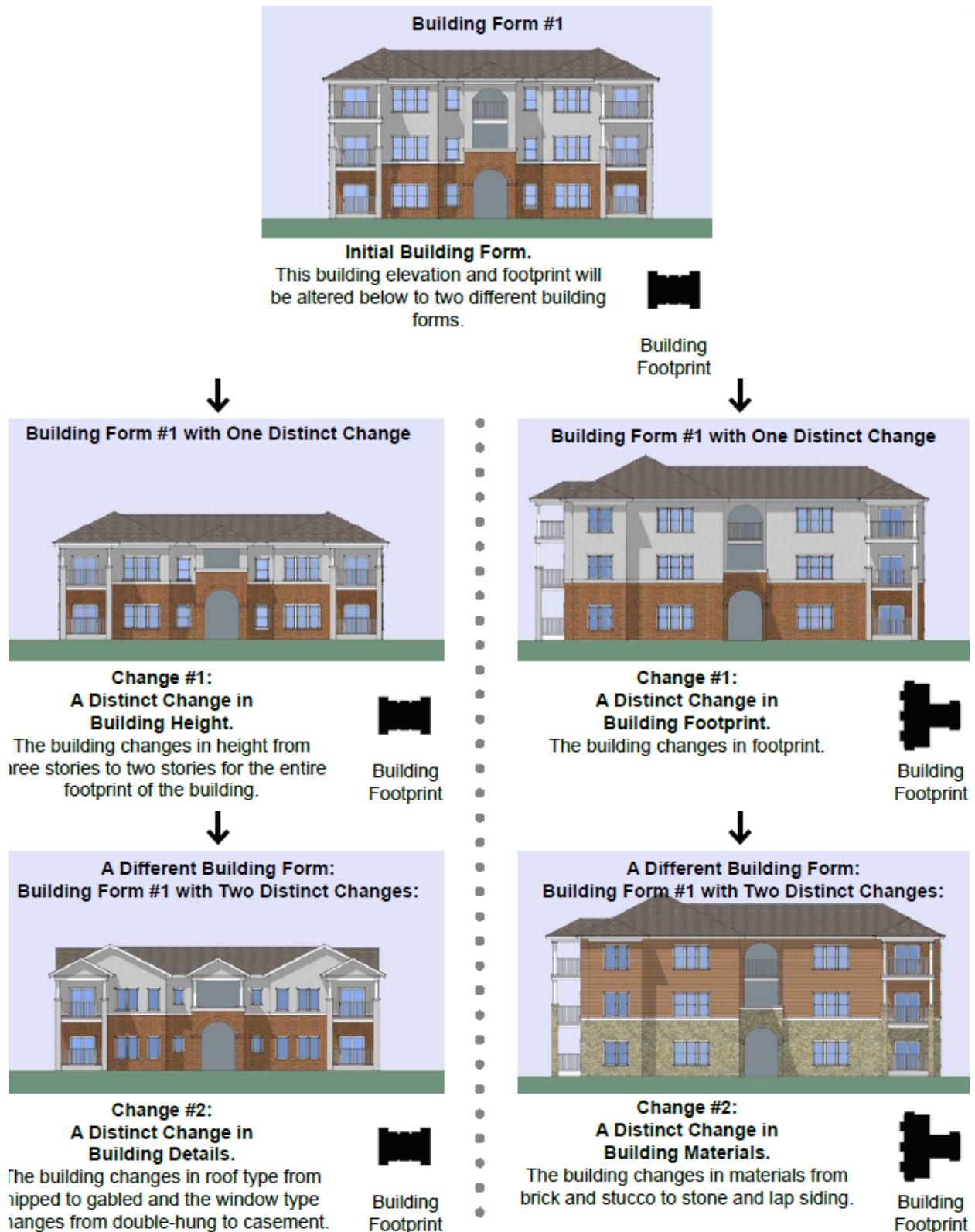


This duplex development of more than 15 buildings repeats the same building form for the entire length of the development; it should contain at least three different building forms.



This apartment complex of more than 15 buildings repeats a single building form throughout the development; it should contain at least three different building forms.

Examples of Changing Building Form



5.2 Building Character

Intent:

5.2.1 Apartment buildings designed to look like large houses impart a sense of individuality to their separate units and make a development look like a neighborhood of large homes.

Standard:

5.2.2 A building's modulation, articulation, details, and materials should be arranged to give the building the appearance of a large single-family detached home.

Don't Do This:



This building lacks the details of a large, single-family home.

Do This:



This taller apartment building still has the details of a single-family house.

Do This:



The arches, terraces, material, and trim of this apartment building gives it the appearance of a single-family house.

Do This:



This row of apartment buildings appears as a row of large single-family detached homes.

5.3 Four-Sided Design

Intent:

5.3.1 A building shall have consistent detailing on all four elevations; a building shall have consistent building details and proportions to ensure a “four-sided” architectural quality for the building.

Standard:

5.3.2 Consistent Architectural Detailing. The design of the building shall provide consistent architectural details on all building walls. All sides of a building shall display a similar level of quality and architectural interest. The majority of a building’s architectural features and treatments shall not be restricted to a single façade.

5.3.3 Windows. All building elevations shall contain windows.

Don’t Do This:



This building does not have a four-sided design; one building wall has no windows and is not as detailed as the other building walls.



This building has windows on both building walls, but the quality of detailing is unequal and the change in detailing is abrupt.

Do This:



This building has consistent detailing on all sides.



This building has the same detailing on all building walls.

5.4 Building Height & Transition

Intent:

5.4.1 Building design shall respect the context of adjacent residential neighborhoods, including the height, scale, form, and character of surrounding development.

Standard:

5.4.2 Building Height. The building height is regulated by the Zoning Regulations.

BUILDING HEIGHT	
ZONING DISTRICT	ZONING REFERENCE
CP-1 ^a	ARTICLE 7; SECTION 9
CP-2 ^b	ARTICLE 7; SECTION 10
I-1, I-2 ^c	ARTICLE 7; SECTION 11 & 12
PR ^d	ARTICLE 7; SECTION 5
MU-1 ^e	ARTICLE 7; SECTION 14
MU-2 ^f	ARTICLE 7; SECTION 15
MU-3 ^g	ARTICLE 7; SECTION 16
PI ^h	ARTICLE 7; SECTION 13

Footnote:

- a) Neighborhood Business
- b) General Business
- c) Light & Heavy Industrial
- d) Planned Residential
- e) Mixed Use Neighborhood
- f) Mixed Use General
- g) Mixed Use Industrial
- h) Planned Industrial

5.4.3 Building Height in R-3. Within the R-3 zoning district, three-story structures shall be permitted provided the three-story portion of any building shall be setback a minimum of 50 feet from any adjacent streets or single-family residential development.

5.4.4 Height Transition to Adjacent Residential Uses. Any portion of a building closer than 50 feet from a common property line that abuts to R-1 or R-2 shall be no higher than twelve (12) feet above the highest point of the closest existing residential structure. The closest existing residential structure shall be defined as the residential structure that is closest to the common property line that the residential and commercial developments share. This does not apply if the residential structure is located across a street from the development.

5.4.5 Applicability. This standard shall not apply to buildings within the same development proposal; this standard shall apply to only those buildings along the perimeter of a development.

5.4.6 Exclusions. For the purposes of this standard, no sub-zone in a mixed-use district shall be construed to be a residential use.

5.5 Building Length

Intent:

5.5.1 Long facades tend to appear institutional. Residential buildings shall limit the use of long, monotonous facades.

Standard:

5.5.2 Maximum Length. The maximum length of any building shall be 200 feet; carports and garages shall be a maximum of 120 feet.

Don't Do This:



This apartment building is too long; its length is over 200 feet.



This garage building is over 120 feet long.

Do This:



The apartment building limits its length to less than 200 feet.



These garages are less than 120 feet long.

5.6 Building Materials

Intent:

5.6.1 Buildings shall be attractive and durable. To ensure this, buildings shall be constructed of high-quality materials and require minimal maintenance.

Standard:

5.6.2 Allowed Materials. Exterior building materials are classified according to their visual weight; exterior building materials shall be limited to the following:

Allowed Exterior Materials		
Heavy Materials	Medium Materials	Light Materials
• Stone • Cast Stone • Brick • Synthetic Stone (see 5.6.3)	• Stucco with smooth sand finish • Water-Managed EIFS	• Cement Board • Wood

5.6.3 Synthetic Stone. Synthetic stone, such as pre-manufactured fiberglass, cultured stone, or glass-fiber reinforced concrete is permitted, provided it is identical in appearance and of equal or greater durability to natural stone.

5.6.4 Location. Heavy materials shall be located below medium and light materials; medium materials shall be located below light materials. Heavy materials should extend to grade.

5.6.5 Required Masonry. At least 40% of the total exterior wall area of each building elevation, excluding gables, windows, doors, and related trim, shall be heavy materials. The balance of exterior wall area shall be medium or light materials.

5.6.6 Vertical Change of Materials. A vertical change of materials shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

5.6.7 Building Rehabilitation. The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of City Staff.

5.6.8 Prohibited Materials. Unless approved by the Planning Commission and/or City Council, exterior building materials shall not include the following:

Prohibited Exterior Materials		
• Rough-Sawn Wood • Board and Batten Wood • Vinyl Siding • Barrier-Type EIFS	• Tilt-up Concrete Panels • Painted Concrete Block • Field-Painted or Pre-Finished Standard Corrugated Metal Siding	• Standard Single or Double Tee Concrete Systems • Smooth-Faced Gray or Stained Concrete Block

Don't Do This:



This building contains no heavy materials.



This building has brick that terminates within 4 feet of a corner.

Do This:



The vertical change in material correctly occurs at an interior corner; the siding is correctly located above the brick.



This vertical change in material is done correctly; it occurs at an interior corner



This apartment building correctly has stucco located above the stone.



This vertical change in material is done correctly; it turns the corner and does not terminate within 4 feet of the corner.

5.7 Roof Materials

Intent:

5.7.1 Building roofs shall be attractive and durable. To ensure this, roofs shall be constructed of high-quality materials and require minimal maintenance.

Standard:

5.7.2 Allowed Materials. Pitched roofs shall be finished with wood shingles, slate, clay tiles, concrete tiles, standing-seam metal, or composition shingles. Use of other materials is subject to approval by the Planning Commission and/or City Council upon recommendation of the City Staff.

5.7.3 Architectural Profile. Composition shingles shall be high-quality, architectural grade, or they shall either simulate a shadow line or be of adequate thickness to cast a shadow line.

5.7.4 Building Rehabilitation. The rehabilitation of existing buildings shall comply with the requirements for roof materials. Use of alternate roof materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of the City Staff.



Standing Seam Metal



Clay Tiles



Concrete Tiles



Architectural Grade Composition Shingles



Composition Shingles with a simulated Shadow Line

5.8 Using Brick & Stone

Intent:

5.8.1 Brick, stone, and other types of masonry or masonry veneer shall be detailed as masonry bearing walls, especially at openings. Proper masonry detailing allows the building to be more pleasing to the eye because masonry openings and corners appear to be structurally supported.

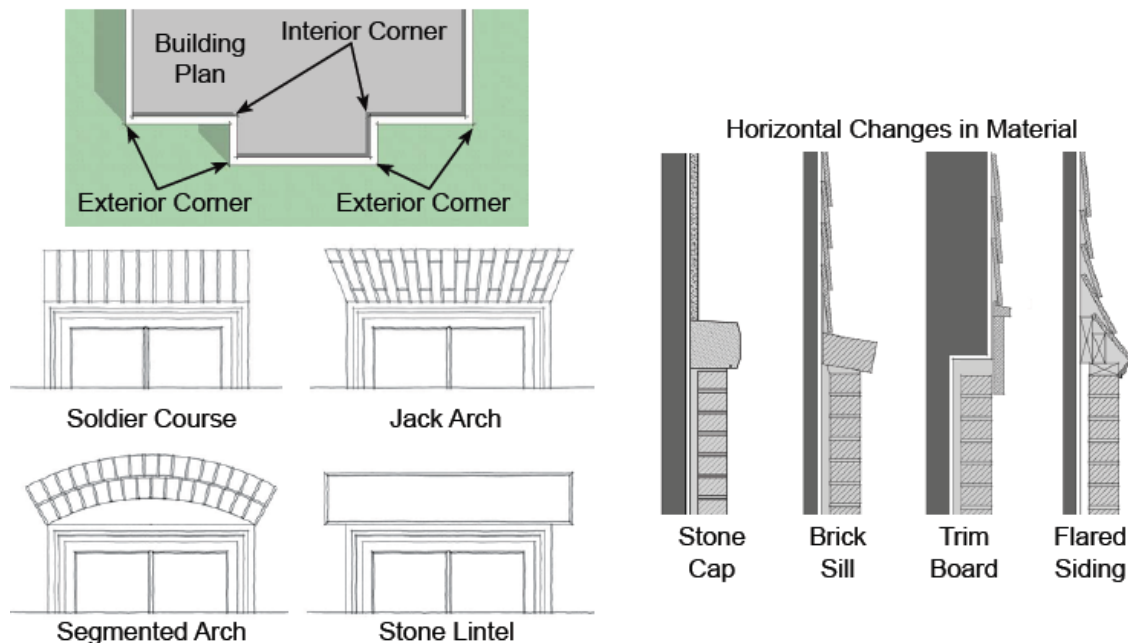
Standard:

5.8.2 Exterior Corners. Stone and brick used on exterior walls shall not terminate at exterior corners.

5.8.3 Masonry Openings. Openings in a brick or stone façade shall have a stone lintel, a stone or brick arch, or a brick soldier course.

5.8.4 Vertical Change of Materials. A vertical change of materials from stone or brick to another material shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

5.8.5 Horizontal Change of Materials. Horizontal changes of material from brick or stone to another material shall include a stone cap or a brick sill. In all other cases, the material above the brick or stone shall extend over the top edge of the masonry with trim or siding. Horizontal changes of material using a stone cap or brick sill shall not have the cap or brick sill interrupted by window or door openings.



Don't Do This:



A vertical change in material occurs within 4 feet of an exterior corner.



No lintel, arch, or soldier course above a window opening



The brick sill is interrupted by a window.

Do This:



A horizontal change of materials with flared siding and trim.



The brick sill is uninterrupted by wall openings.



A stone lintel above a window opening.



A soldier course above a window opening.



A jack arch above a window opening.



A segmented arch above a window opening.

5.9 Building Modulation

Intent:

5.9.1 All buildings shall be designed to provide massing configurations with a variety of different wall planes and roof planes.

Standard:

5.9.2 Plain, monolithic structures with long, monotonous, unbroken wall surfaces of 50 feet or more are prohibited. At least every 50 linear feet, wall planes shall be offset at least four (4) feet; this offset should penetrate the roofline.

5.9.3 Exclusions. Buildings in a mixed-use district shall be excluded from this standard.

Don't Do This:



This long wall does not contain offsets at least every 50 feet.



The bay window does not qualify as an offset to the wall plane.

Do This:



The building properly offsets wall planes.



The building uses offsets and changes in wall plane.

5.10 Building Articulation

Intent:

5.10.1 Proper building articulation reduces the apparent scale and proportion of a building and creates architectural interest.

Standard:

5.10.2 Building Articulations. Building walls shall include articulations. Building articulations shall include, but shall not be limited to, the following:

- Porch
- Stoop
- Balcony
- Windows
- Window Casing
- Window Sill
- Bay Window
- Doorway
- Door Trim
- Cornice
- Water Table
- Roof Brackets
- Lintels
- Brick or Masonry Patterns
- Coins
- Columns
- Pilasters
- Piers
- Row Locks and Sills
- Soldier Courses
- Keystones
- Shutters
- Material Patterning/Elements

5.10.3 Correct Detailing. Regardless of their functional operability, building elements such as columns, balconies, dormers, and railings shall be correctly detailed.

Photo Examples:



Front porch with balcony



Balcony



*Box Bay window and arched
Window Opening*



Porch with arches, iron railings, and columns.



Columns



Roof Bracket

5.11 Parapets & Cornices

Intent:

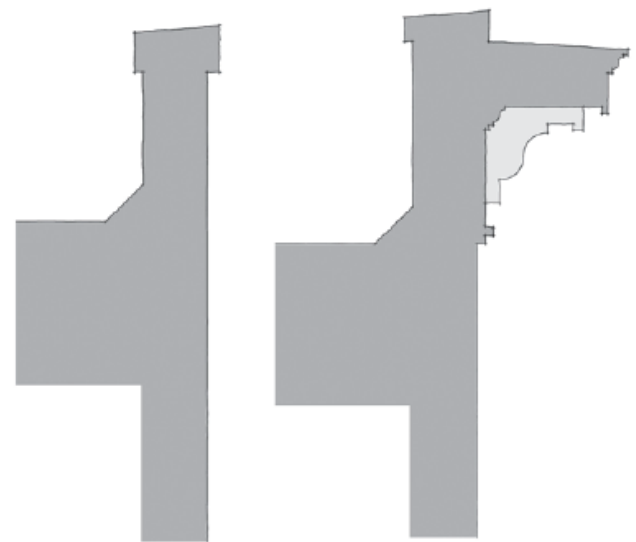
5.11.1 In order to visually terminate an exterior wall on a flat-roofed building, a cornice on a parapet wall shall be used. This cornice provides a minimal amount of protection to the wall that a pitched roof overhang would normally provide.

Standard:

5.11.2 Parapets with a Cornice. Flat roofs shall incorporate a parapet and cornice into all building fronts. The cornice shall wrap a minimum of four (4) feet around corners. Flat roof projections from a building front shall include a cornice around the entire projection.

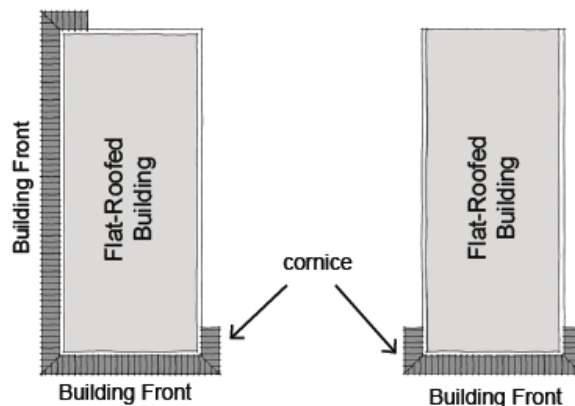
5.11.3 Parapets without a Cornice.

Simple parapets with a stone or brick cap without a cornice are allowed on building sides other than a building front.



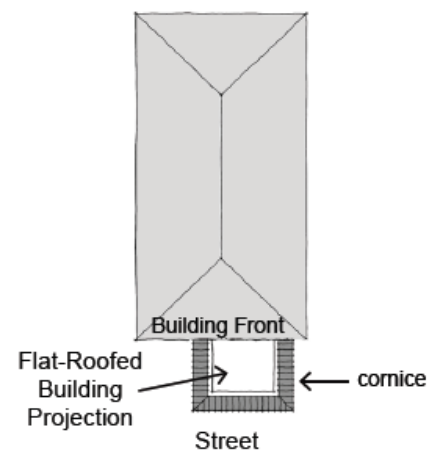
**Simple parapet
with Stone or
Brick Cap**

**Parapet with
Cornice**



Two Building Fronts:
wrap cornice 4' around
exterior corners

One Building Front:
wrap cornice 4' around
exterior corners



**Building Front Building
Projection:**
wrap cornice around
entire projection

Don't Do This:



Flashing on top of the parapet does not count as a cornice on building fronts.



The cornice on this building front does not wrap around the corner at least 4'.

Do This:



The cornice wraps around the entire building projection.



The building front correctly contains a parapet with cornice.

5.12 Pitched Roofs

Intent:

5.12.1 Roofs shall be simple hip, shed, or gable configurations. Roofline offsets shall be provided to lend architectural interest and variety to the building and to relieve the effect of a single, long roof. The use of alternating dormers, stepped roofs, gables, or other roof elements can be used to add visual relief and articulation to the overall building form.

Standard:

5.12.2 Roof Pitch. All buildings with pitched roofs shall have a minimum slope of six (6) feet vertical rise for every twelve (12) feet of horizontal run on the primary roof of the building.

5.12.3 Required Roof Elements. A continuous pitched roof shall extend no more than 50 feet unless it contains roof elements. Roof elements may include at least one of the following:

- Dormers
- Cupolas
- Gable or hip projection

Don't Do This:



This continuous pitched roof extends more than 50' and does not contain any roof elements.



This roof has a slope of less than 6' rise for every 12' in horizontal run.

Do This:



This continuous roof longer than 50' correctly includes dormers and cupolas.



The long roof is broken up with gables.

5.13 Building Fronts & Entries

Intent:

5.13.1 Each building shall have an elevation that is easily recognizable as its front. A building front shall face a street or public space and should provide access to all dwelling units contained in the building. If the access is shared by more than one dwelling unit, it shall be prominent and appear like a front entry for the entire building.

The front door or entry shall be the main entry to the building or unit. This entry shall be of an intimate scale and shall be accessed by a front porch or stoop. This provides a comfortable transition from the public realm to the private realm. Entry surrounds shall be simply and correctly detailed. Front entries that extend up past the first story are ill-proportioned, costly to build, intimidate guest, and shall be avoided.

Standard:

5.13.2 Required Building Fronts. A building shall have at least one building front; a building front is determined by the building's orientation.

- **Building Front.** A building front shall be a building wall that faces a public street, a private street, or a common open space; a building can have more than one building front.
- **Building Back.** A building back shall be a building wall that does not face a public street, a private access-way, or a common open space; a building can have more than one building back.

5.13.3 Required Entries. Each building façade classified as a building front shall contain at least one front door or front entrance. Each dwelling unit in the building shall be accessible from a front door or front entrance. Each dwelling unit in the building shall be accessible from a front door or front entrance. Front doors and front entrances shall be detailed as the obvious front entry to the building or dwelling unit.

- **Front Door.** A front door shall be an entry, located on a building front that provides entry to the enclosed building space of an individual dwelling unit or the enclosed building corridor providing access to one or more dwelling units. A front door shall be detailed by an entry surround and/or by columns supporting an arch, a roof, and/or a second-story porch.
- **Front Entrance.** A front entrance shall be an entry, located on a building front that provides entry to an unenclosed building corridor providing access to one or more dwelling units. A front entrance shall be detailed by columns supporting an arch, a roof, and/or a second-story porch.

5.13.4 Entry Surrounds, Porches, and Roofs. Entry surrounds may contain a transom and/or sidelights not exceeding one-story in height. The arch, porch, and/or roof over a front entrance shall not create a covered vertical space higher than one story.

5.13.5 Walkways. Walkways shall directly connect each front door or front entrance with surrounding sidewalks, walkways, or paths.

Don't Do This:



This front entrance is not detailed with columns supporting an arch, a roof or a porch.



This front entrance uses an arch, but it is taller than one-story.



This building front does not contain a least one front door or front entrance; each dwelling unit in a building is required to be accessible from a front door or front entrance.

Do This:



This building front correctly has at least one front door or front entry; each dwelling unit in the building is also accessible from a front door or front entrance.



This building front correctly has at least one front door or front entry; each dwelling unit in the building is also accessible from a front door or front entrance.



This front entry has columns and an arch supporting a second story porch; the archway is not taller than one story.



This front door is detailed with an transom and columns supporting a roof.

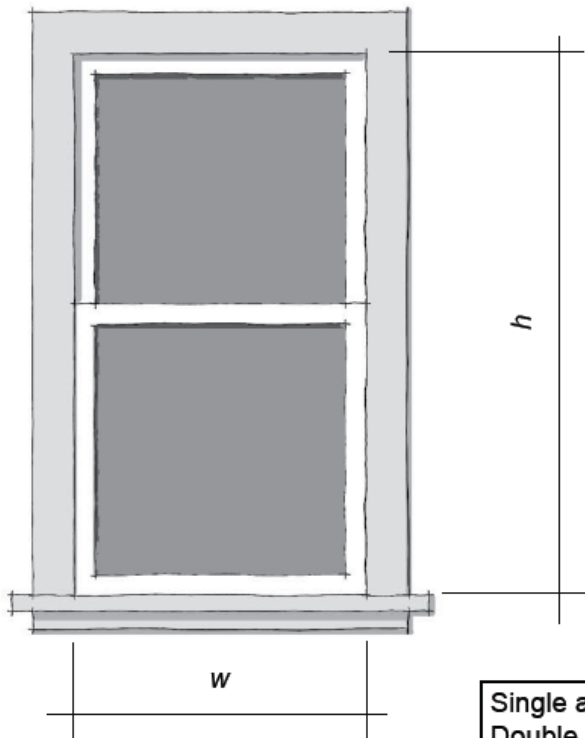
5.14 Windows

Intent:

5.14.1 Windows shall be vertically proportioned. This allows the window to be more pleasing to the eye because the window opening appears to be structurally supported. Vertically-proportioned windows also help to exaggerate the height of a building and more evenly distribute light to the interior of the structure.

Standard:

5.14.2 Windows located on a building front shall be single-hung, double-hung, casement, awning, or fixed windows. A maximum of two different window types is allowed on each building front. The height of the window unit shall be at least one and one-half (1.5) times the width of the window unit of single-hung, or casement windows. Awning and fixed windows are limited to a maximum height and width of two (2) feet. Window mullions and grill patterns are encouraged and shall be vertically proportioned.



	Width (<i>w</i>)	Height (<i>h</i>)
Single and Double Hung	<i>w</i>	1.5 <i>w</i> min.
Casement	<i>w</i>	1.5 <i>w</i> min.
Awning	2' max	2' max
Fixed	2' max	2' max

Don't Do This:



Due to their horizontal proportion, sliding windows are not allowed.



This double hung window is not vertically proportioned.

Do This:



Vertically-proportioned double-hung window.



Properly sized casement window.

5.15 Garage Doors

Intent:

5.15.1 Multiple garage doors on a building dominate the façade and make a building appear out-of-scale; garage doors shall be minimized on building fronts.

Standard:

5.15.2 Garage Door Width. Garage Door Width shall be no more than nine (9) feet wide on a building front.

5.15.3 Maximum Coverage. Garage doors of attached garages on a building front shall not exceed fifty percent (50%) of the total length of a building front.

5.15.4 Paired Garage Doors. No more than three (3) garage doors shall be located next to each other on a building front. If more than two (2) garage doors are located next to each other on a building front, at least one garage door shall be recessed or projected at least four (4) feet from the other garage doors.

5.15.5 Mixed-Use Districts. No garage doors are allowed on a building front in a mixed-used district.

5.15.6 Garage Door Detailing. Garage doors shall provide raised panels and other architectural detailing to enhance the main building architecture.

5.15.7 Garage Door Color. Garage doors shall be painted to coordinate with the main building color; garage doors shall in general not be white except when white is a predominate color on the main building.

Don't Do This:



This is not allowed because garage doors take up more than 50% of the front facade length.



This is not allowed because the garage doors are wider than 9'.

Do This:



This is not a building front, so garage doors are permitted to take up more than 50% of the building length.



These garage doors are offset 4' from each other; this is only required when more than 2 garage doors are located next to each other.



This building front has no more than 50% of the building length occupied by garage doors; three garage doors are located next to each other, but one of them is correctly offset at least 4'.

5.16 Accessory Structures

Intent:

5.16.1 Accessory structures of all types shall not dominate a development. The character of a development shall be determined by its primary buildings and enhanced by the accessory structures.

Standard:

5.16.2 Accessory Structures. Accessory structures shall include, but shall not be limited to detached garages, carports, covered grouped mailboxes, storage buildings, maintenance facilities, recreational facilities, picnic shelters, and gazebos.

5.16.3 Materials and Details. Accessory structures shall incorporate materials and details that are identical and/or compatible with the primary building.

5.16.4 Roofs. Flat and shed roofs are prohibited.

5.16.5 Rear Walls. Rear walls of detached garages and carports that back onto streets shall be articulated through the use of the one or more of the following elements:

- Windows
- Trellis
- Stepped roofs
- Masonry base

Do This:



The garage's details and materials are compatible and consistent with the primary structure.



The accessory structure's details and materials are both compatible and consistent with the primary structure.

5.17 Incentives

Intent:

5.17.1 Incentives encourage the construction of buildings that provide higher-quality architecture or preferred transition techniques.

Earning Design Incentives:

5.17.2 Available Incentives. The provision of design incentives is a mechanism to recognize and encourage unique and innovative developments. This approach acknowledges the value and potential costs of incorporating certain design elements within a residential neighborhood. The following table summarizes the incentives available for use with these design standards.

Page	Incentive	Maximum Increase in Maximum Density that may be awarded:
67	Building Step-Down	3%
68	Design Detail Incentives	4% per item
69	Building Materials	20%
70	Attached Garages	10%

5.17.3 Density Bonuses. The successful incorporation of design incentives could allow increases in density up to the maximum density levels specified. Even with the incorporation of these incentives, the maximum density specified is not guaranteed. The amount of density bonus awarded for the successful incorporation of a design incentive is entirely at the city's discretion, based on consideration of the development's compliance with the Master Plan, land use compatibility, zoning patterns, environmental impacts, and traffic impacts. In no case shall the total incentives exceed 25% of the density allowed in the underlying zoning district and in no case shall density earned through incentives exceed any density limits established through stipulations pursuant to a rezoning.

5.17.4 Application. To earn incentives, the applicant must apply for each specific incentive. City Staff shall review each requested incentive and shall recommend to the Planning Commission approval or denial of the requested incentive.

5.17.5 Available Incentives. Typical example calculations for a multi-family development seeking to use incentives are shown in the following tables.

Example Calculations for a Development	
u = total number of dwelling units	u = 802 units
A = net site area	A = 50.97 acres
d = density (units per net site area)	$d = u/A$ (50.97 acres) $d = (802 \text{ units}) /$ $d = 15.73 \text{ units / acre}$
D = allowed density	D = 14 units / acre (for PR)
B = density bonus required to achieve the density of the development; B shall not exceed 25%	$B = (d-D) / D$ 14 $B = 12.4\%$ $B = (15.73 - 14) /$
Possible Density Bonuses for Example Calculation listed above:	
b_1 = Providing Sidelight & Transoms for Doors	$b_1 = 4\%$
b_2 = Providing 75% masonry on Exterior Walls	$b_2 = 10\%$
b_t = Combined Maximum Density Increase from Incentives used above; b_t shall be greater than or equal to B	$b_t = b_1 + b_2$ $b_t = 4\% + 10\%$ $b_t = 14\%$

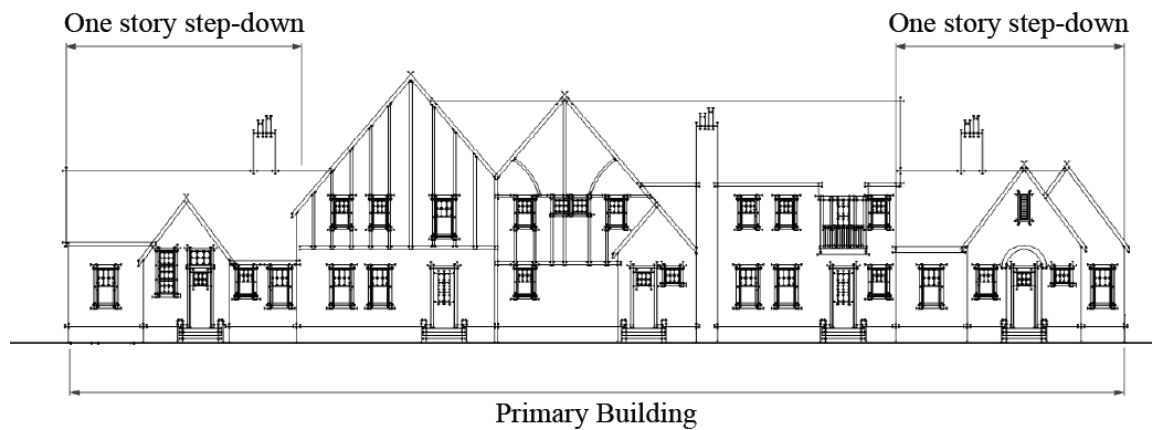
5.18 Building Step-Down Incentive

Intent:

5.18.1 A development with a building massing step-down should be awarded a bonus.

Standard:

5.18.2 When not otherwise required, the city may award up to a 3% increase in maximum density for developments that provide a step-down by one story in height for two ends of each primary building.



5.19 Design Detail Incentives

Intent:

5.19.1 A development that includes a higher level of design detail should receive a bonus.

Incentive:

5.19.2 The city may award up to a 4% increase in the maximum density for each of the following architectural elements:

- Two sidelights and/or a transom on all front doors.
- Chimneys constructed of brick or stone or chimney boxes faced with brick or stone.
- No garage doors located on building fronts.
- Details that enhance the architectural design of the garage doors and are architecturally compatible with the buildings' architecture.

5.20 Building Material Incentives

Intent:

5.20.1 A development that uses high quality materials should receive a density bonus.

Incentive:

5.20.2 100% Masonry. The city may reward up to a 20% increase in maximum density for the use of high-quality masonry materials according to the following table.

Minimum Percentage of Exterior Masonry Wall Area (see 5.6.5 Required Masonry)	the city may reward up to this increase in maximum density;
75%	10%
100%	20%

5.20.3 Slate or Tile Roofs. The city may reward up to a twenty percent (20%) increase in maximum density for the use of slate, clay tile, or concrete tile on all building roofs.

5.21 Attached Garages Incentive

Intent:

5.21.1 A development that provides below-grade parking or attached garages should be awarded a development bonus.

Incentive:

5.21.2 The city may award up to a 1% increase in the maximum density for each 10% of dwelling units that have an attached garage.

6.1 Commercial, Mixed-Use & Civic Building Checklist

Applicant: _____

Date: _____

BUILDING TYPE:

ZONING DISTRICT

☐ I. Mixed-Use Building

☐ III. Civic Building

☐ II. Live/Work Building

☐ IV. Commercial Building

Page	Architectural Design Standard	Conforms	Does Not Conform	Not Applicable	Comments
7	Compatibility with Surrounding Developments				
8	Compatibility within a Multiple Building Development				
9	Four-Sided Design				
11	Signage & Design Elements				
13	Building Height & Transition				
15	Building Materials				
16	Using Brick & Stone				
18	Building Color				
20	Building Modulation & Articulation				
22	Building Scale				
24	Parapets & Cornices				
26	Pitched Roofs & Eaves				
28	Gutters, Downspouts & Scuppers				
30	Customer & Public Entrances				
32	Windows				
34	Glazing				
36	Awnings				
38	Canopy Lighting				
38	Building-Mounted Lighting				

Additional Comments: _____

6.2 Multi-Family Residential Checklist

Applicant: _____

Date: _____

BUILDING TYPE:

ZONING DISTRICT

☐ V. Apartment Building

☐ VII. Flat-over-Flat (Duplex)

☐ VI. Townhouse

☐ VII. Paired House (Duplex) _____

Page	Architectural Design Standard	Conforms	Does Not Conform	Not Applicable	Comments
40	Building Variety				
42	Building Character				
43	Four-Sided Design				
44	Building Height & Transition				
46	Building Length				
47	Building Materials				
49	Roof Materials				
50	Using Brick & Stone				
52	Building Modulation				
53	Building Articulation				
55	Parapets & Cornices				
57	Pitched Roofs				
58	Building Fronts & Entries				
60	Windows				
62	Garage Doors				
64	Accessory Structures				

Additional Comments: _____

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ARCHITECTURAL DESIGN STANDARDS

September 23, 2009

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ADS 3.1 Use of This Document
ADS 3.2 Development Categories
ADS 3.3 Application & Review Process
ADS 3.4 Building Types
ADS 3.5 Applicable Standards
ADS 3.6 Variances, Deviances, & Modifications
ADS 3.7 Crime Prevention
ADS 4.1 Compatibility with Surrounding Developments: Commercial
ADS 4.2 Compatibility Within a Multiple-Building Development: Commercial
ADS 4.3 Four-Sided Design: Commercial
ADS 4.4 Signage & Design Elements: Commercial
ADS 4.5 Building Height & Transition: Commercial
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ADS 4.9 Building Modulation & Articulation: Commercial
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ADS 5.7 Roof Materials: Residential
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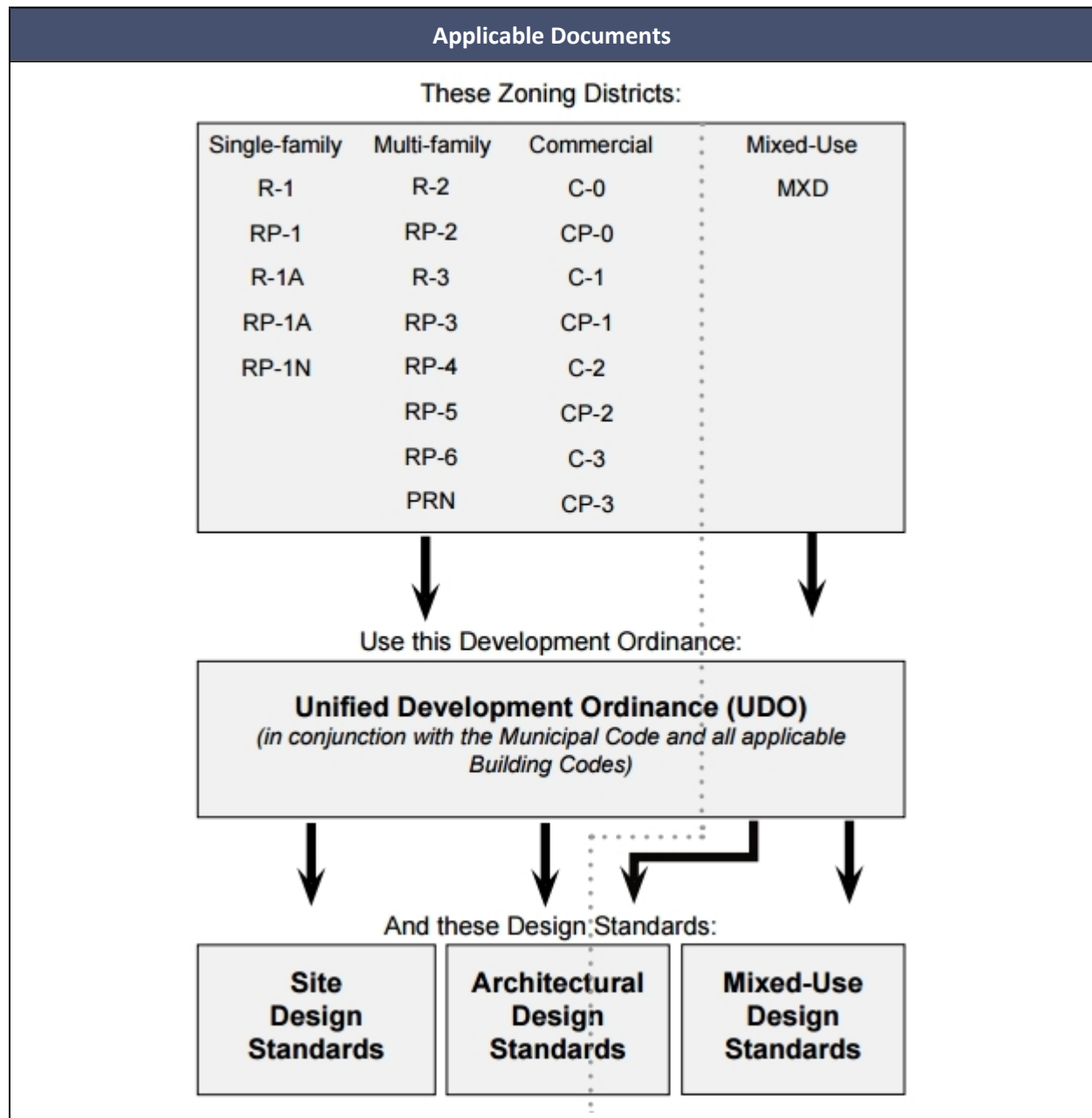
ADS 5.11 Parapets & Cornices: Residential
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ADS 5.13 Building Fronts & Entries: Residential
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ADS 5.15 Garage Doors: Residential
ADS 5.16 Accessory Structures: Residential
ADS 5.17 Incentives: Residential
ADS 5.18 Building Step-Down Incentive: Residential
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ADS 5.20 Building Material Incentives: Residential
ADS 5.21 Attached Garages Incentive: Residential
ADS 6.1 Standards Applicable to Single-Family Detached Houses
ADS 7.1 Checklist.

ADS 2.1 PURPOSE & APPLICABLE DOCUMENTS

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 2.1.1 Purpose.

The general intent of these Design Standards is to improve the overall quality of development in Overland Park, ensure the compatibility of development with surrounding land uses, and improve the review process.



ADS 2.1.2 Unified Development Ordinance.

The [Unified Development Ordinance \(UDO\)](#) governs development for all zoning classifications.

ADS 2.1.3 Site Design Standards.

The Site Design Standards, in conjunction with the [Municipal Code](#), shall govern site design in zoning districts [R-1](#), [RP-1](#), [R-1A](#), [RP-1A](#), [RP-1N](#), [R-2](#), [RP-2](#), [R-3](#), [RP-3](#), [RP-4](#), [RP-5](#), [RP-6](#), [PRN](#), [C-O](#), [CP-O](#), [C-1](#), [CP-1](#), [C-2](#), [CP-2](#), [C-3](#), and [CP-3](#). Compliance with the [UDO](#) and any applicable building codes is required by the Municipal Code.

ADS 2.1.4 Architectural Design Standards.

The Architectural Design Standards, in conjunction with the [Municipal Code](#), shall govern architectural design in zoning districts [R-1](#), [RP-1](#), [R-1A](#), [RP-1A](#), [RP-1N](#), [R-2](#), [RP-2](#), [R-3](#), [RP-3](#), [RP-4](#), [RP-5](#), [RP-6](#), [PRN](#), [C-O](#), [CP-O](#), [C-1](#), [CP-1](#), [C-2](#), [CP-2](#), [C-3](#), [CP-3](#), and [MXD](#). Compliance with the [UDO](#) and any applicable building codes is required by the Municipal Code.

ADS 2.1.5 Conflict in Standards.

In any conflict in standards between the Architectural Design Standards, the [UDO](#), or [Municipal Code](#), the architectural design standard shall apply.

ADS 3.1 USE OF THIS DOCUMENT

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.1.1 General Provisions.

The first section of the document contains general provisions related to development and design standards concerning building types, applicability, the application and review process, and crime prevention.

ADS 3.1.2 Document Format.

The standards are divided into two sections based on building type:

- Standards Applicable to Commercial, Mixed-Use, and Civic Buildings
- Standards Applicable to Residential Buildings

ADS 3.1.3 Building Types.

All buildings within the development shall be classified as one of the defined building types. Architectural Design Standards are applicable based on building type.

ADS 3.1.4 Applicable Standards.

A list of applicable standards for each building type is listed in the General Provisions section; this list of standards shall be the governing list of applicable standards for each building type.

ADS 3.1.5 Page Tabbing.

Each page is tabbed with the applicable building types for the standard. This tabbing is provided as a quick-reference tool for document-users. This tabbing, however, shall not constitute a specific standard's applicability to a building type; the list of applicable standards for each building type is provided in the general provisions section of the document.

ADS 3.1.6 Standard Format.

Each page or set of pages consists of intents and standards relating to a particular topic; each topic consists of an intent and a standard.

- **Intent.** The intent is a broad statement explaining the standard. It should be used to help interpret the application of a standard in a specific situation. In cases where special conditions exist that are not specifically addressed by the standard, the intent statement should serve as the basis for determining the appropriateness of the proposed design.
- **Standard.** The standard states the regulation.

ADS 3.1.7 Photograph Examples.

The photographs that are provided as examples shall only be construed to represent an example of the specific standard it is illustrating; the photograph may include items that are prohibited by standards other than the standard it is specifically illustrating.

ADS 3.2 DEVELOPMENT CATEGORIES

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.2.1 General Applicability of Standards.

The design standards will apply to all infill, redevelopment, major rehabilitation of multi-family or commercial projects, some minor rehabilitation of large commercial centers, single-family residential, as well as all new single-family residential, multi-family, or commercial developments pursuant to [18.150](#) of the [UDO](#), a site plan approval pursuant to Chapter [18.140.180](#) of the [UDO](#); a revised preliminary plan where a public hearing is necessary pursuant to Chapter [18.140.200](#) of the [UDO](#); or a special use approval for motels/hotels pursuant to [18.370](#) of the [UDO](#).

ADS 3.2.2 Infill Development.

Infill development shall be development on a vacant or substantially vacant tract of land surrounded by existing development except that tracts of land larger than ten (10) acres shall not be considered Infill Development.

ADS 3.2.3 Infill Development Applicability.

The development category of Infill Development is used for a limited number of design standards in specific zoning districts as indicated by the following table.

These Standards use the term Infill Development:
ADS 6.1 Standards Applicable to Single Family Detached Houses

ADS 3.2.4 Major Rehabilitation.

Major Rehabilitation shall mean any renovation, restoration, modification, addition, or retrofit of a structure or site that exceeds fifty percent (50%) of the current appraised value of any structure or site as established by Johnson County. Rehabilitation costs shall be aggregated over a five (5) year period to determine whether the development is subject to these rules. Major rehabilitation shall not include routine maintenance and repair of a structure or other feature on the surrounding site, such as roof replacement or general repairs to a parking area or other site feature.

ADS 3.2.5 Minor Rehabilitation.

Minor rehabilitation shall mean any renovation, restoration, modification, addition, or retrofit of a structure or site that exceeds 25% and is less than 50% of the total value of the current appraised value of any structure or site as established by Johnson County. Rehabilitation costs shall be aggregated over a five (5) year period to determine whether the development is subject to these rules. Minor rehabilitation shall not include routine maintenance and repair of a structure or other feature on the surrounding site, such as roof replacement or general repairs to a parking area or other site feature.

ADS 3.3 APPLICATION & REVIEW PROCESS

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.3.1 General.

These standards shall be applied in the normal review processes for, as applicable, rezonings, site plans, subdivision plats, and development plans, as set forth in 18.140 of the UDO.

ADS 3.3.2 Application Process.

Set forth below are the key steps in the development process and points at which the design standards should be consulted and applied:

- Locate the property and identify the applicable zoning district.
- Discuss the proposed project with city staff (informal discussion only - typically pre design).
- Review the design standards.
- Understand the context of the building site; inventory adjacent land uses.

- Develop the site plan and building design using these standards in conjunction with relevant chapters of the [Unified Development Ordinance \(UDO\)](#) and other applicable development regulations and policies.
- Contact staff regarding a pre-application meeting.
- Complete the checklist to ensure conformance with the design standards.
- Submit the project for formal review per relevant procedures as set forth in the [UDO, 18.140](#).

ADS 3.3.3 Pre-Application Meeting.

The applicant should provide a conceptual plan at the pre-application meeting.

ADS 3.3.4 Site Plan/City Approval Required Prior to Permits.

A developer shall submit a site analysis and a site plan to city staff prior to application for a building permit so that city staff can review the site plan for compliance with these standards. This requirement for a site plan shall apply even where [18.140](#) would otherwise allow a development without prior city approval of a development plan or site plan.

ADS 3.3.5 Review Criteria.

In addition to the review criteria specified for each type of development application in [18.140](#) of the [UDO](#), each rezoning, site plan, subdivision, or development plan application for development shall comply with these design standards, except as otherwise expressly varied, modified, or waived.

ADS 3.4 BUILDING TYPES

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.4.1 Building Types.

Each building in a development shall be classified as a specific building type as defined by this document on the following pages.

ADS 3.4.2 Building Type and Zoning District.

The listing of the building types in this document are irrespective of zoning district. The inclusion of a specific building type in these standards shall not imply, explicitly or implicitly, its suitability for a specific zoning district; allowed use is determined by zoning district.

ADS 3.4.3 Document Format.

The Architectural Design Standards are divided into two sets of standards based on building type according to the following table.

Section	Building Type			Applicable Architectural Design Standards
ADS 3.4.4	I.	Mixed-Use Building		Standards applicable to Commercial, Mixed-Use, and Civic Buildings
ADS 3.4.5	II.	Live/Work Building		
ADS 3.4.6	III.	Civic Building	Located in MXD	
			Not located in MXD	No Architectural Design Standards are applicable
ADS 3.4.7	IV.	Commercial Building		Standards applicable to Commercial, Mixed-Use, and Civic Buildings
ADS 3.4.8	V.	Apartment Building		Standards applicable to Residential Buildings
ADS 3.4.9	VI.	Townhouse		
ADS 3.4.10	VII.	Flat-over-Flat (Duplex)		
ADS 3.4.11	VIII.	Paired House (Duplex)		
ADS 3.4.12	IX.	Single-Family Detached House	Infill Development not located in MXD	
			All other Development	No Architectural Design Standards are applicable
ADS 3.4.13	X.	Accessory Unit:	Accessory Units use the same standards that are applicable to the main structure that is constructed with the Accessory Unit.	

ADS 3.4.4 Type I. Mixed-Use Building.

Type I. Mixed-Use Building



ADS 3.4.4 Type I. Mixed-Use Building is a structure with a mixture of uses. The building is used for a combination of retail, office, residential, lodging, parking, or storage. Parking garages that face onto a thoroughfare, public street, or private street and are lined with retail, office, or residential use at the street level shall be classified as mixed-use buildings.

ADS 3.4.5. Type II. Live/Work Building.

Type II. Live/Work Building



ADS 3.4.5 Type II. Live/Work Building is a dwelling unit that contains, to a limited extent, a retail or office component.

ADS 3.4.6 Type III. Civic Building.

Type III. Civic Building



ADS 3.4.6 Type III. Civic Building is a structure specifically designed for a civic function. Buildings and structures for public or private assembly, including places of worship and schools, shall be considered civic buildings.

ADS 3.4.7 Type IV. Commercial Building.

Type IV. Commercial Building



ADS 3.4.7 Type IV. Commercial Building is a single-use structure with either office, retail, or parking use. A building used for lodging in districts other than a [Mixed-Use District](#) shall be classified as a commercial building. Parking garages that face onto a thoroughfare, public street, or private street and are not lined with retail, office, or residential use at the street level shall be classified as commercial buildings.

ADS 3.4.8 Type V. Apartment Building.

Type V. Apartment Building



ADS 3.4.8 Type V. Apartment Building is a structure with more than two dwelling units on one lot. For the purposes of these Architectural Design Standards, a building used for lodging in a [Mixed-Use District](#) shall be classified as an Apartment Building.

ADS 3.4.9 Type VI. Townhouse.

Type VI. Townhouse



ADS 3.4.9 Type VI. Townhouse is a dwelling unit attached by a common wall to at least one other dwelling unit. Structures containing townhouses must contain at least three townhouses.

ADS 3.4.10 Type VII. Flat-over-Flat (Duplex).

Type VII. Flat-over-Flat (Duplex)		
		ADS 3.4.10 Type VII. Flat-over-Flat (Duplex) is a structure with two dwelling units placed one above the other.

ADS 3.4.11 Type VIII. Paired House (Duplex).

Type VIII. Paired House (Duplex)		
		ADS 3.4.11 Type VIII. Paired House (Duplex) is a structure with two dwelling units placed one beside the other sharing a common wall.

ADS 3.4.12 Type IX. Single-Family Detached House.

Type IX. Single-Family Detached House		
		ADS 3.4.12 Type IX. Single-Family Detached House is one dwelling unit on its own lot, detached from structures on adjoining lots.

ADS 3.4.13 Type X. Accessory Unit.

Type X. Accessory Unit



ADS 3.4.13 Type X. Accessory Unit is a dwelling unit that is located over a garage on the same lot as the main structure. A single-story dwelling unit located on the same lot as the main structure, but not located above a garage, shall also be considered an accessory unit. An accessory unit may be attached or detached from the main structure.

ADS 3.5 APPLICABLE STANDARDS

Applicable Architectural Design Standards for Commercial, Mixed-Use, and Civic Buildings.

ADS 3.5.1 Mixed-Use, Live/Work, Commercial Buildings, & Civic Buildings.

Commercial, Mixed-Use, Civic				SFD House	
I	II	III	IV	IX	X

The following standards shall apply to Mixed-Use Buildings, Live/Work Buildings, and Commercial Buildings as defined by the Architectural Design Standards. The following standards shall apply to Civic Buildings located in a [Mixed-Use District \(MXD\)](#) as defined by the Architectural Design Standards; Civic Buildings located in other zoning districts shall not be required to adhere to these standards.

Section	Standard
ADS 4.1	Compatibility with Surrounding Developments
ADS 4.2	Compatibility within a Multiple Building Development
ADS 4.3	Four-Sided Design
ADS 4.4	Signage & Design Elements
ADS 4.5	Building Height & Transition

Section	Standard
ADS 4.6	Building Materials
ADS 4.7	Using Brick & Stone
ADS 4.8	Building Color
ADS 4.9	Building Modulation & Articulation
ADS 4.10	Building Scale
ADS 4.11	Parapets & Cornices
ADS 4.12	Pitched Roofs & Eaves
ADS 4.13	Gutters, Downspouts, & Scuppers
ADS 4.14	Customer & Public Entrances
ADS 4.15	Windows
ADS 4.16	Glazing
ADS 4.17	Awnings
ADS 4.18	Canopy Lighting
ADS 4.19	Building-Mounted Lighting

ADS 3.5.2 Applicable Architectural Design Standards for Residential Buildings.

Residential				SFD House	
V	VI	VII	VIII	IX	X

The following standards shall apply to Apartment Buildings, Townhouses, Flat-over-Flats (Duplexes), and Paired Houses (Duplexes) as defined by the Architectural Design Standards

Section	Standard
ADS 5.1	Building Variety
ADS 5.2	Building Character
ADS 5.3	Four-Sided Design
ADS 5.4	Building Height & Transition
ADS 5.5	Building Length
ADS 5.6	Building Materials

Section	Standard
ADS 5.7	Roof Materials
ADS 5.8	Using Brick & Stone
ADS 5.9	Building Modulation
ADS 5.10	Building Articulation
ADS 5.11	Parapets & Cornices
ADS 5.12	Pitched Roofs
ADS 5.13	Building Fronts & Entries
ADS 5.14	Windows
ADS 5.15	Garage Doors
ADS 5.16	Accessory Structures

ADS 3.5.3 Applicable Architectural Design Standards for Single-Family Detached Houses.

Residential				SFD House	
V	VI	VII	VIII	IX	X

The following standards shall apply to Single-Family Detached Houses classified as Infill Development not located in [MXD](#) as defined by the Architectural Design Standards.

Section	Standard
ADS 6.1	Standards Applicable to Single-Family Detached Houses

ADS 3.6 VARIANCES, DEVIANCES, & MODIFICATIONS

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.6.1 Variances.

The Board of Zoning Appeals may grant variances from the standards according to Chapter [18.140.350](#) of the [UDO](#).

ADS 3.6.2 Deviations.

The Planning Commission or City Council may grant deviations from the standards contained in these Design Standards under the terms of an approved plan for development in a planned zoning district according to Chapter [18.150.070](#) of the [UDO](#).

ADS 3.6.3 Modifications to Allow Alternative Compliance.

The Director of Planning and Development Services may waive or modify any design standard contained in these Design Standards in order to encourage the implementation of alternative or innovative practices that implement the intent of the modified standard(s) and provide equivalent public benefits without significant adverse impacts on surrounding development.

ADS 3.6.4 Conditions of Approval.

In granting a variance, deviation, or modification, the Board of Zoning Appeals, the City Council, the Planning Commission, or the Director of Planning and Development Services may require conditions that will substantially secure the objectives of the modified standard and that will substantially mitigate any potential adverse impact on the environment or on adjacent properties including, but not limited to, additional landscaping or buffering.

ADS 3.7 CRIME PREVENTION

Commercial, Mixed-Use, Civic				Residential				SFD House	
I	II	III	IV	V	VI	VII	VIII	IX	X

ADS 3.7.1 Application.

Site planning should integrate the principles of “Crime Prevention through Environmental Design,” (CPTED). Applicants are encouraged to consult with the Overland Park Police Department and Planning and Development Services Department regarding application of CPTED principles to developments.

ADS 3.7.2 Territoriality.

Space within the development and along the edges should be well-defined and delineated to create a sense of ownership, such that intruders and strangers stand out. This may be accomplished through the use of pavement treatments, landscaping, art, signage, screening, fencing, and similar techniques.

ADS 3.7.3 Natural Surveillance.

Create an environment where it is possible for people engaged in their normal behavior to observe the spaces around them. Maximize a space's visibility through thoughtful design of building orientation, window placement, entrances and exits, landscaping of trees and shrubs, and other physical obstructions. Utilize nighttime illumination of parking lots, walkways, entrances, stairwells, and related areas that promotes an environment in which natural surveillance is possible.

ADS 3.7.4 Access Control.

Plan and implement access control to restrict criminal intrusion, especially in areas where criminal activity cannot be easily observed. Access control may include, but is not limited to, use of fences, walls, landscaping, and lighting to prevent or discourage public access to or from dark or unmonitored areas. In addition, sidewalks, pavement, lighting, and landscaping areas should be used to guide the public to and from primary development entrances and exits.

ADS 3.7.5 Activity Support.

Create activity support by placing new or existing activities in an area so that individuals engaged in a particular activity become part of the natural surveillance of other areas. For example, picnic areas may be located next to tot lots, not away from such areas, to assist in observation of children at play.

ADS 3.7.6 Maintenance.

Maintain landscaping, lighting fixtures, and other features to facilitate the principles of CPTED, territorial reinforcement, natural surveillance, and access control.

ADS 4.1 COMPATIBILITY WITH SURROUNDING DEVELOPMENTS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.1.1 Intent.

New buildings shall respect and enhance the qualities and features of the existing neighborhood or area in which they are built.

ADS 4.1.2 Standard.

Projects in existing developed areas with an established character shall be compatible with or complement the established architectural character of the area in terms of the following: consistency of rooflines, roof materials, and roof colors; similar window and door patterns; and similar decorative elements.

Do This:



This infill building's height, materials, and setbacks are compatible to the buildings surrounding it.



These buildings are compatible with each other: they use similar heights, setbacks, and materials

ADS 4.2 COMPATIBILITY WITHIN A MULTIPLE-BUILDING DEVELOPMENT

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.2.1 Intent.

Multiple-building developments shall be designed as a distinct place or district. The cohesive identity of the development shall differentiate one commercial area from another.

Standard:

ADS 4.2.2 Similar Building Materials.

All buildings in a multiple-building commercial development, including pad site buildings, shall be constructed of building materials and colors approved as part of the development application. Applications shall include illustrations and examples of building materials and/or colors.

ADS 4.2.3 Similar Architectural Details.

Similar architectural details should be used for all buildings in a multiple-building commercial development; pad site buildings shall not be exempt.

ADS 4.2.4 Individualized Building Entrance Details.

Entrances to buildings are appropriate locations to express individual building character or identity within a multiple-building commercial development.

Do This:		
		
These entrances show the appropriate locations to express individual character within a development		
		

Do This:

These multiple-building development uses similar building materials on all of the buildings.

ADS 4.3 FOUR-SIDED DESIGN

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.3.1 Intent.

Buildings shall not look like they have a fake facade pasted on the front of them. Buildings shall be designed to ensure that they look like the same building on all sides. Consistent building details and proportions on all sides ensure a “four-sided” quality to a building.

ADS 4.3.2 Standard.

The design of the building shall provide consistent architectural details and avoid monotonous building massing and design. Architectural details and colors shall be consistent on all building walls.

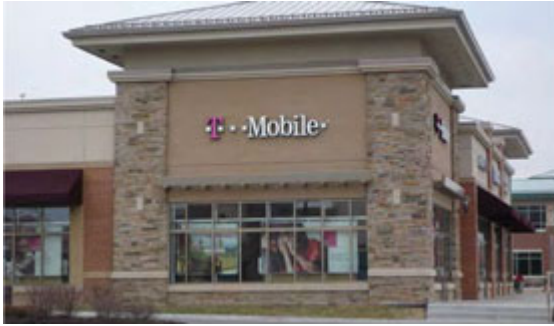
Don't Do This:

This building has no detailing on one wall.



This building has different details on each wall.

Do This:



This single-story commercial building has similar detailing on all visible walls.



This commercial building on a street corner has a similar level of detail on each facade.



This pad site commercial building has similar windows, material, and doorways on all four facades.



This set of mixed-use buildings has different, yet compatible, details from one section to the next; all parts of the building are equally well-detailed.

ADS 4.4 SIGNAGE & DESIGN ELEMENTS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.4.1 Intent.

A building shall not be dominated by corporate or trademark architectural details; a building shall be compatible with other surrounding buildings and should not consist of building forms that primarily serve as signage and marketing elements.

Standard:

ADS 4.4.2 Corporate or Trademark Architecture.

Individual corporate image, trademark, or marketing architectural design elements and colors shall be incorporated only as secondary design elements to the development and not as dominant elements. These architectural design elements shall be compatible with surrounding development and shall not define the character or style of the building or development.

ADS 4.4.3 Building Signage.

On all street frontages, signage material shall be integrated into the overall design of the building. Signs shall be located to complement the architectural features of a building such as above the building entrance, storefront opening, or other similar features.

ADS 4.4.4 Sign Ordinance.

Please reference [18.440](#) of the UDO.

ADS 4.4.5 Standardized Marketing Features.

The city reserves the right to require significant departures from standardized architectural “themes” that are intended to market or brand any type of entity that will inhabit the structure.

Don't Do This:		
		
The trademark architecture on this building dominates the building facade; the building structure serves as a billboard for the business	This corporate architecture element cause the building to not be compatible with surrounding development.	This building signage dominates the building's facade ant turns the entire building into a billboard for the business.

Do This:



This building uses a sign above the storefront that is large but does not dominate the facade.



These buildings use subtle signing located in a horizontal band located between the first and second floor.



This building uses signs above the storefronts that do not dominate the facade.



The sign on this building, though large, does not dominate the building or its details and it is compatible with surrounding development.

ADS 4.5 BUILDING HEIGHT & TRANSITION

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.5.1 Intent.

Abrupt or severe differences in building scale or massing between commercial and residential developments can dwarf or overwhelm the existing residential development. Buildings shall be designed to minimize this difference in scale.

Standard:**ADS 4.5.2 Building Height.**

The building height is regulated by the [UDO](#).

Building Height	
Zoning District	UDO Reference
C-O, CP-O	18.250.030
C-1, CP-1	18.260.030
C-2, CP-2	18.270.030
C-3, CP-3	18.280.030
MXD	18.275.030

ADS 4.5.3 Height Transition to Adjacent Residential Uses.

Any portion of a building closer than 50 feet from a common property line which has an existing residential use and is residentially-zoned shall be no higher than twelve (12) feet above the highest point of the closest existing residential structure. The closest existing residential structure shall be defined as the residential structure that is closest to the common property line that the residential and commercial development share. This does not apply if the residential structure is located across a street from the development.

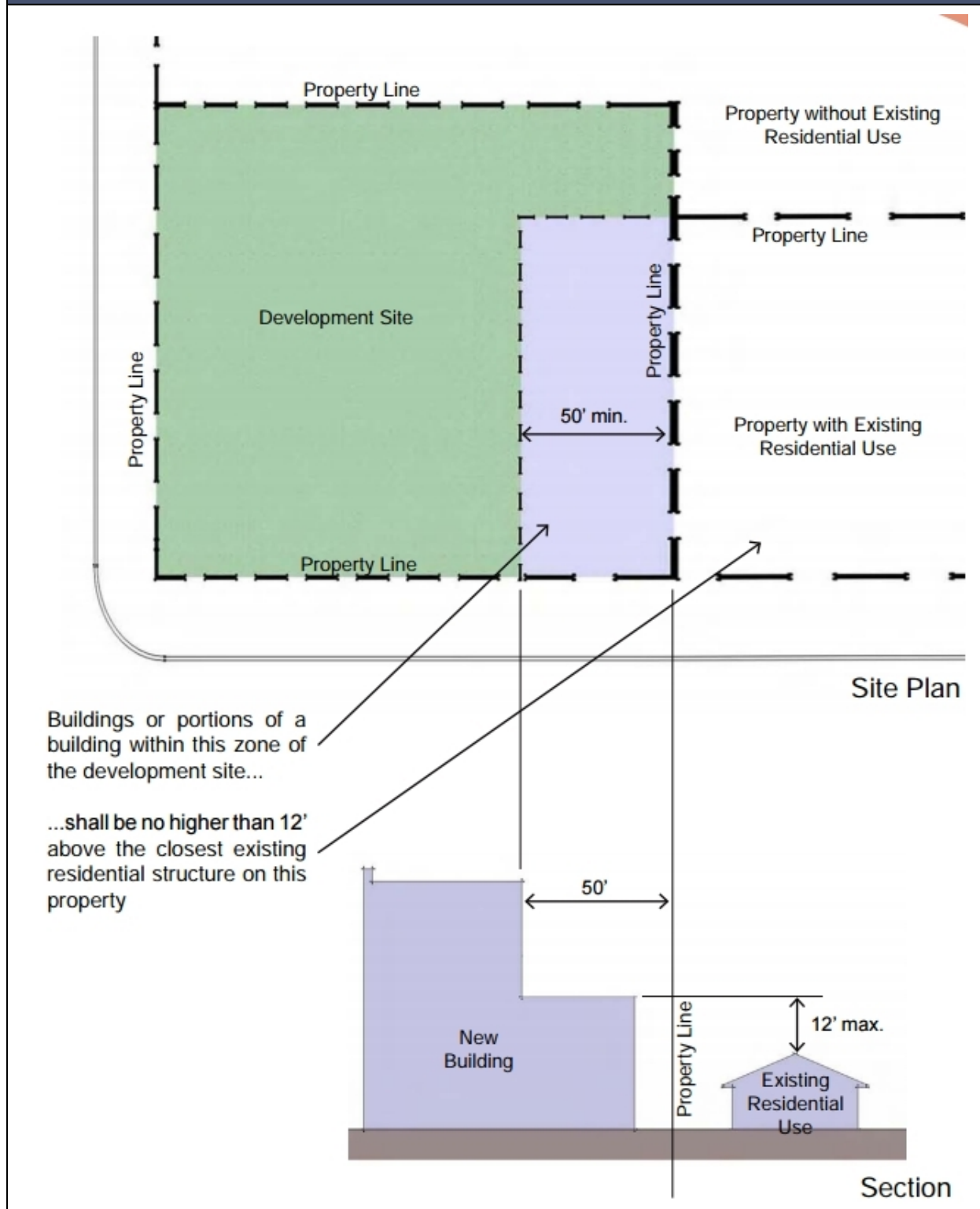
ADS 4.5.4 Applicability.

The Height Transition standard shall not apply to buildings within the same development proposal; this standard shall apply to only those buildings located along the perimeter of a development.

ADS 4.5.5 Exclusions.

For the purposes of the Height Transition standard, no sub-zone in a [Mixed-Use District](#) shall be construed to be a residential use.

Building Height and Transition



ADS 4.6 BUILDING MATERIALS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.6.1 Intent.

Buildings shall be attractive and durable. To ensure this, buildings shall be constructed of high-quality materials and require minimal maintenance.

Standard:

ADS 4.6.2 Allowed Materials.

Exterior building materials are classified according to their visual weight; exterior building materials shall include, but shall not be limited to, the following:

Allowed Exterior Materials		
Heavy Materials	Medium Materials	Light Materials
▪ Stone ▪ Cast Stone ▪ Brick ▪ Synthetic Stone (see ADS 4.6.5) ▪ Integrally-Colored Split-Face Block	▪ Stucco ▪ Water-Managed EIFS	▪ High-Quality Wood ▪ Cement Board ▪ Synthetic Wood ▪ Metal ▪ Glass Curtain Wall

ADS 4.6.3 Location.

Heavy materials shall be located below medium and light materials; medium materials shall be located below light materials. Heavy materials shall extend to grade.

ADS 4.6.4 Required Masonry.

At least 50% of the total exterior wall area of each building elevation, excluding gables, windows, doors, and related trim, shall be heavy materials. The balance of exterior wall area shall be medium or light materials.

ADS 4.6.5 Synthetic Stone.

Synthetic stone, such as pre-manufactured fiberglass, cultured stone, or glass-fiber reinforced concrete is permitted, provided it is identical in appearance and of equal or greater durability to natural stone.

ADS 4.6.6 Vertical Change of Materials.

A vertical change of materials shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

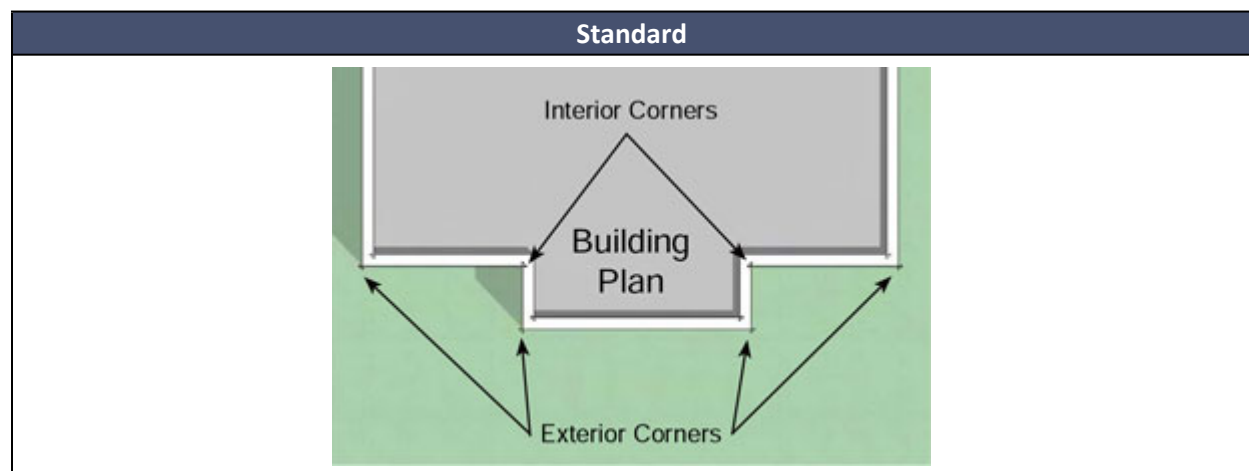
ADS 4.6.7 Building Rehabilitation.

The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of the Site Plan Review Committee.

ADS 4.6.8 Prohibited Materials.

Unless approved by the Site Plan Review Committee, exterior building materials shall not include the following:

Prohibited Exterior Materials		
▪ Split Shakes ▪ Rough-Sawn Wood ▪ Board and Batten Wood ▪ Vinyl Siding	▪ Smooth-Faced Gray or Stained Concrete Block ▪ Painted Concrete Block ▪ Tilt-up Concrete Panels ▪ Barrier-type EIFS	▪ Field-Painted or Pre-Finished Standard Corrugated Metal Siding ▪ Standard Single or Double Tee Concrete Systems



Don't Do This:



This building has no heavy materials.

Do This:



The brick comprises at least 50% of the wall area; horizontal changes of materials do not occur within 4' of an exterior corner.



The stucco wall is located above the brick and stone wall; the brick and stone comprise at least 50% of the wall area.



The stucco wall is located above the stone wall; the stone comprises at least 50% of the wall area.

ADS 4.7 USING BRICK & STONE

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.7.1 Intent.

Brick, stone, and other types of masonry or masonry veneer shall be detailed as masonry bearing walls, especially at openings. Proper masonry detailing allows the building to be more pleasing to the eye because masonry openings and corners appear to be structurally supported.

Standard:**ADS 4.7.2 Exterior Corners.**

Stone and brick used on exterior walls shall not terminate at exterior corners.

ADS 4.7.3 Masonry Openings.

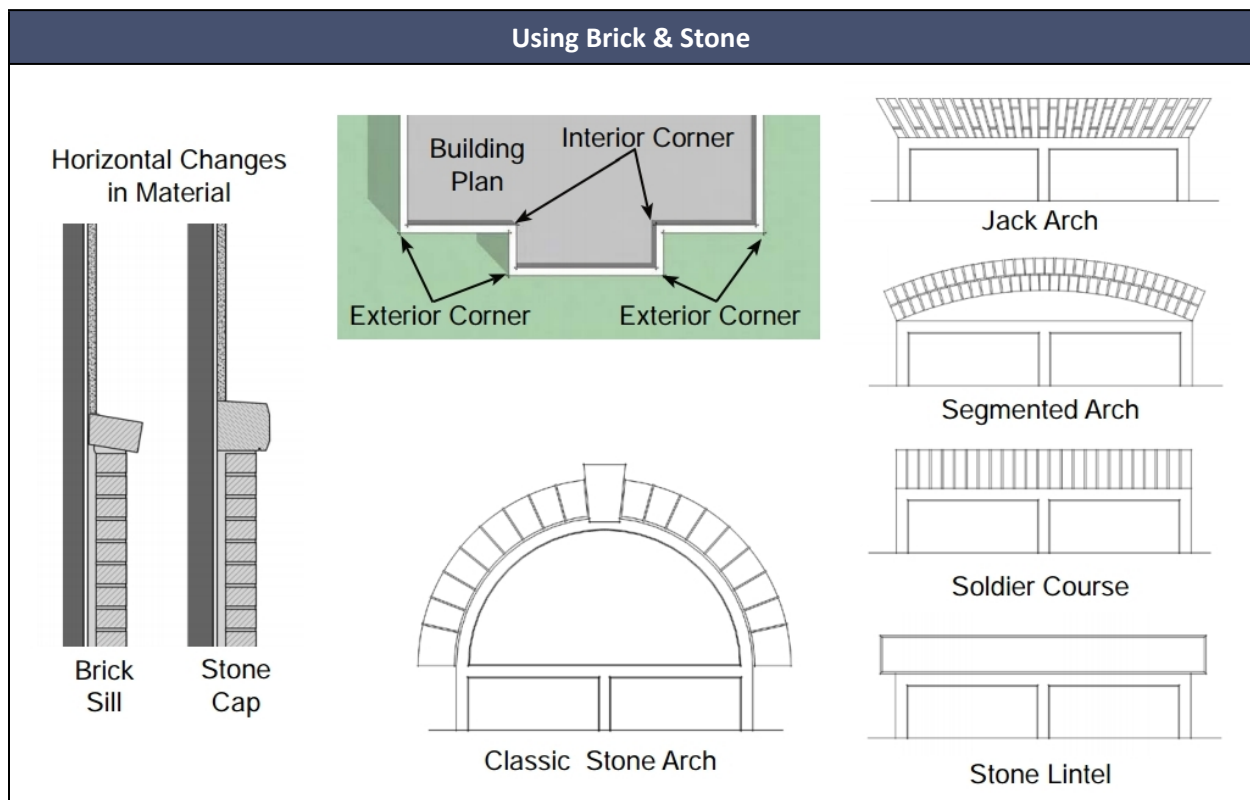
Openings in a brick or stone facade shall have a stone lintel, a stone or brick arch, or a brick soldier course. Window and door openings shall be classified as masonry openings.

ADS 4.7.4 Vertical Change of Materials.

A vertical change of materials from stone or brick to another material shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

ADS 4.7.5 Horizontal Change of Materials.

Horizontal changes of material from brick or stone to another material shall include a stone cap or a brick sill; the cap or sill shall project from the face of the building.



Don't Do This:

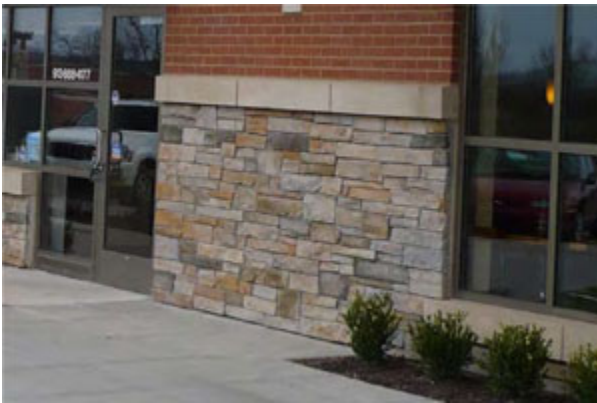


The masonry opening has no lintel, arch, or soldier course.



The masonry terminates at an exterior corner on this building.

Do This:



This building uses an adequate stone cap at its horizontal change in material; the cap projects from the face of the building.



The masonry turns the corner and continues at least four feet on this building; the vertical change in material from stone to brick and stucco does not occur within four feet of the existing corner.



This building is correctly detailed as a masonry building. It uses a brick arch for its window openings; its windows have a stone lintel and stone sill.

ADS 4.8 BUILDING COLOR

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.8.1 Intent.

To help create a sense of place, buildings within a development shall use colors that are compatible.

Standard:

ADS 4.8.2 Allowed Colors.

Color schemes shall tie building elements together, relate separate (free-standing) buildings within the same development, and enhance the architectural form of a building. Façade colors must be low-reflecting and subtle. Intense, bright, or fluorescent colors are prohibited. Variations in building material and color may be required for specific corridors, as designated by the city.

ADS 4.8.3 Building Mechanical Equipment.

All building accessories, including, but not limited to, meters, flues, vents, gutters, and utilities shall match or complement in color the permanent color of the surface from which they project.

ADS 4.8.4 Exclusions.

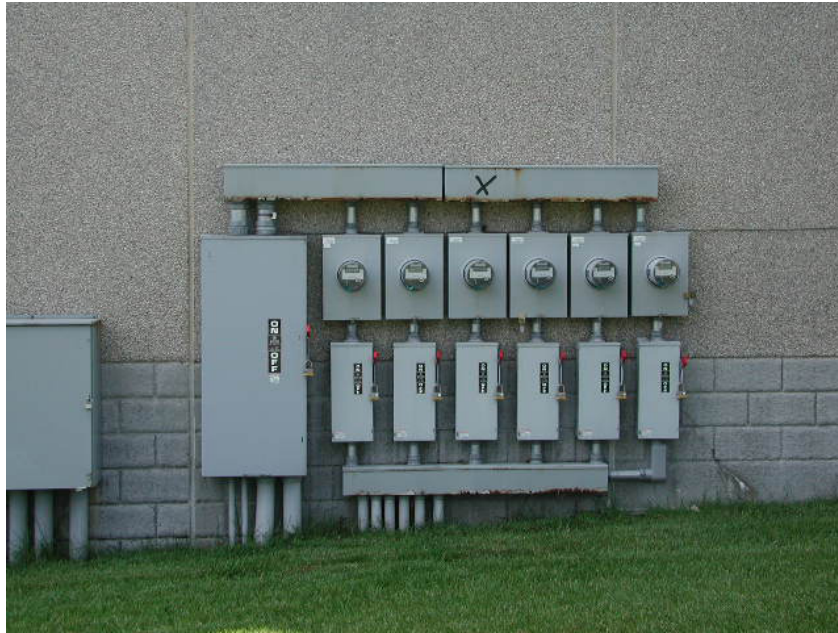
Permitted sign areas are excluded from this standard.

Do This:



The building color consists of low-reflecting and subtle colors that complement the building details and materials.

Don't Do This:



Meter, flu, or gutter does not match the building color.

Do This:



These building colors correlate with the roof modulation and are compatible.



Colors and materials coordinate this development.

ADS 4.9 BUILDING MODULATION & ARTICULATION

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.9.1 Intent.

Long, large buildings can be monotonous if they contain large or long expanses of surface area with no detailing or shadow lines; recesses and projections in building walls help to proportion and subdivide the massing of large buildings. Tall building walls with little detailing emphasize their height and dwarf human beings. Tall building walls shall have an apparent base, middle, and top.

Standard:**ADS 4.9.2 Facade Modulation.**

Any facade exceeding 30 feet in length shall include at least one change in wall plane, such as projections or recesses, having a depth of at least three (3) percent of the entire length of the facade; this projection or recess shall extend over at least 20% percent of the entire length of the facade. Buildings in a [Mixed-Use District](#) shall be exempt from the facade modulation standard.

ADS 4.9.3 Roofs.

Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets.

ADS 4.9.4 Vertical Building Bays.

All building facades shall consist of vertical building bays that are a maximum of 30 feet in width. The edges of each bay shall be defined by a vertical architectural feature that projects or recesses from the wall plane a minimum of eight (8) inches.

ADS 4.9.5 Vertical Architectural Features.

Columns, pilasters, piers, vertical changes in wall planes, or vertical changes in texture or material shall be considered vertical architectural features.

ADS 4.9.6 Building Base.

A recognizable base shall include, but shall not be limited to:

- Thicker walls, ledges, or sills.
- Integrally textured, colored, or patterned materials such as stone or other masonry.
- Raised planters which are integral to the building facade.

ADS 4.9.7 Building Top.

A recognizable top shall include, but shall not be limited to:

- Cornice treatments, other than just colored “stripes” or “bands,” with integrally textured materials such as stone or other masonry or differently colored materials.
- Sloping roofs with eaves and bracket.

ADS 4.9.8 Correct Detailing.

Regardless of their functional operability, building elements such as columns, balconies, dormers, and railings shall be correctly detailed.

Don't Do This:

The building wall exceeds 30' in length without modulating; it also contains no vertical building bays, or building base and top.



The colors on this building wall do not qualify as a building base: they are merely a change in color.

Do This:



This big box has vertical building bays no wider than 30' and projects or recesses a depth of 3% of the entire length of the facade.



This big box projects or recesses a depth of 3% of the entire length of the facade.



The facade consists of vertical building bays no wider than 30'.



This building has a clear building base and building top.

ADS 4.10 BUILDING SCALE

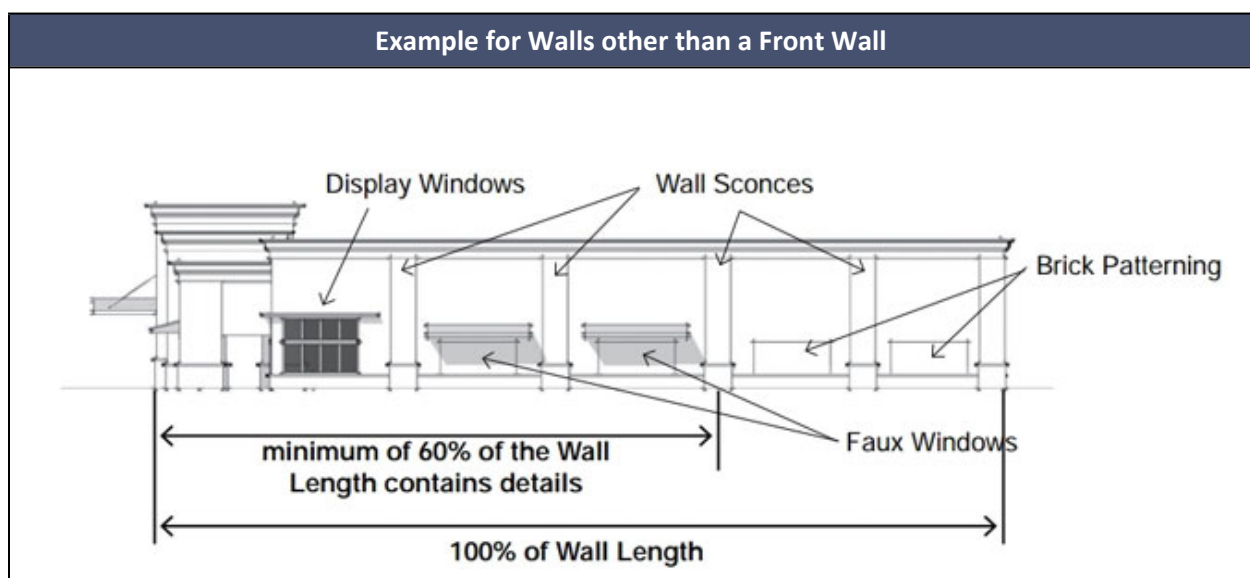
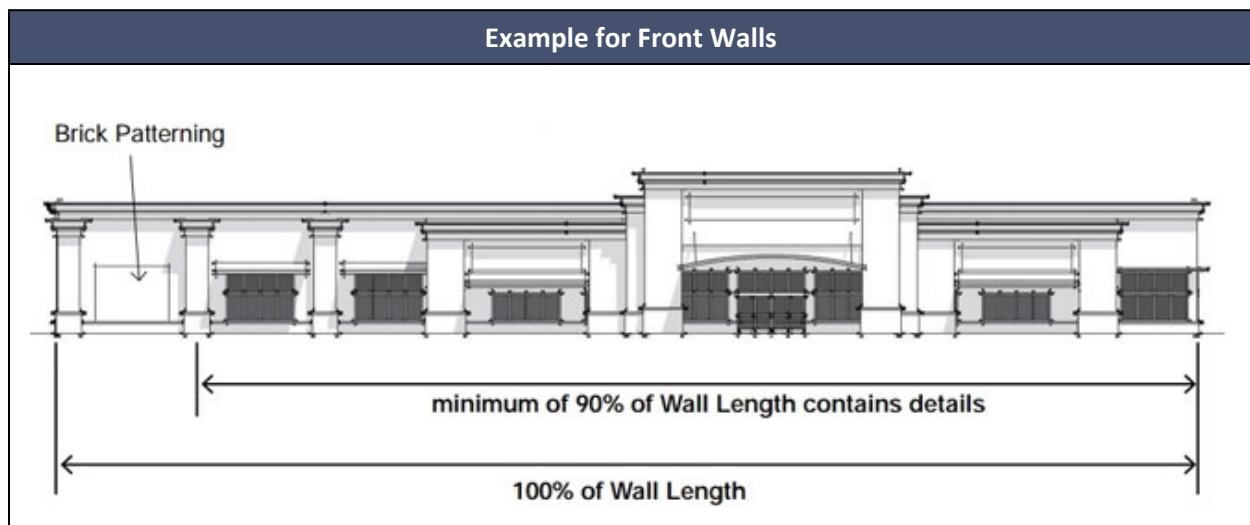
Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.10.1 Intent.

To ensure a comfortable pedestrian experience, the scale of large buildings shall be visually reduced by elements that divide a large building into smaller proportions.

ADS 4.10.2 Standard.

Building walls shall be subdivided and proportioned using features such as windows, entrances, storefronts, arcades, arbors, awnings, trellises, or other similarly-scaled architectural details (see section ADS 4.16). These features shall cover at least 90% of the building front wall length and at least 60% of other building wall lengths. The full width of each vertical building bay that contains the previously-listed details shall be counted towards the minimum length of the building that must contain these details.



Don't Do This:



The building front contains few features to break up its length or large proportion; the features do not cover at least 90% of the building.



This building has a painted pattern, which is not enough of a feature to break up the large facade.

Do This:



The building breaks up the front of the facade into smaller proportions with storefronts, windows, awnings, and other features; these features cover at least 90% of the building front.



This mixed-used building uses windows, arcades, storefronts, awnings, and building setbacks to break up the long facade; these features cover at least 90 % fo the building front.

ADS 4.11 PARAPETS & CORNICES

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.11.1 Intent.

In order to visually terminate an exterior wall on a flat-roofed building, a cornice on a parapet wall shall be used. This cornice provides a minimal amount of protection to the wall that a pitched roof overhang would normally provide.

Standard:**ADS 4.11.2 Required Parapets and Cornices.**

All flat roofs shall have a parapet and a cornice on all facades or walls. Flashing at the top of a parapet shall not qualify as a cornice. Cornices shall be in proportion with the size, scale, and architectural detailing of the building. Buildings in [MXD](#) shall only be required to provide parapets and cornices on street-facing facades and walls. Cornices in [MXD](#) shall return at least eight (8) feet around corners that transition from a building wall that requires a cornice to a building wall that does not require a cornice.

ADS 4.11.3 Parapet Height.

The height of a parapet shall be in proportion with the size, scale, and architectural detailing of the building and generally shall not exceed ten (10) feet in height.

ADS 4.11.4 Parapets used as Screens.

Parapets shall be the primary method of screening roof-top mechanical equipment. ([UDO Chapter 18.450.100](#)).

ADS 4.11.5 Cornices for Building Projections.

Flat roofs projecting from a street-facing facade or active wall shall include a cornice; this cornice shall return back to a wall or roof or generally shall return eight (8) feet or it shall be continuous around the entire projection.

ADS 4.11.6 Parapet Modulation.

A parapet more than 90 feet in length shall include a change in parapet height or pitched roof height at least every 90 feet. This change in height shall align with the vertical building bays. Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets. Buildings in a [Mixed-Use District](#) shall be exempt from the parapet modulation standard.

Don't Do This:



The street-facing facade on this flat-roofed building does not have a cornice.



This parapet does not modulate

Do This:



The cornice returns at least 8 feet.



The cornice correctly continues around an entire building projection.



The parapet and cornice returns back into a pitched roof.



The parapet on this building modulates; cornices correctly return at least 8 feet at exterior corners.

ADS 4.12 PITCHED ROOFS & EAVES

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.12.1 Intent.

Pitched roofs shall be simple hip, shed, or gable configurations. Roofline offsets shall be provided to lend architectural interest and variety to the massing of a building and to relieve the effect of a single, long roof. The use of alternating dormers, stepped roofs, gables, or other roof elements can be used to add visual relief and articulation to the overall building form.

Standard:

ADS 4.12.2 Allowed Pitch Roof Configurations.

Pitched roofs shall be gable, hip, or shed configurations with overhanging eaves.

ADS 4.12.3 Allowed Slope.

Pitched roofs shall have a minimum slope of four (4) feet vertical rise for every twelve (12) feet of horizontal run; the maximum slope is limited to one (1) foot vertical rise for every one (1) foot of horizontal run.

ADS 4.12.4 Roof Modulation.

A pitched roof more than 90 feet in length shall include a change in parapet height or pitched roof height at least every 90 feet. This change in height shall align with the vertical building bays. Buildings larger than 50,000 square feet shall include both pitched and flat roofs with parapets.

ADS 4.12.5 Roof Elements.

Continuous pitched rooflines greater than 90 feet in length shall include roof elements that align with the vertical building bays and roof modulation. Roof elements shall include, but shall not be limited to, dormers, stepped roofs, gables, or other roof elements that add significant visual relief to the roof line.

ADS 4.12.6 Exclusions.

Buildings in a [Mixed-Use District](#) shall be exempt from both the roof modulation and roof elements standards.

Don't Do This:



The pitched roof lacks any overhanging eaves.



This building is over 50,000 s.f. and does not contain both pitched roofs and flat roofs with parapets.

Do This:



This pitched roof modulates



The pitched roof has overhanging eaves.

ADS 4.13 GUTTERS, DOWNSPOUTS, & SCUPPERS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.13.1 Intent.

Building devices used to control rainwater shall be compatible with the roofing system and shall not dominate the facade of a building. Parapets and cornices shall not be interrupted by stormwater elements.

Standard:**ADS 4.13.2 Gutters.**

Exposed gutters are prohibited for use with flat roofs.

ADS 4.13.3 Downspouts.

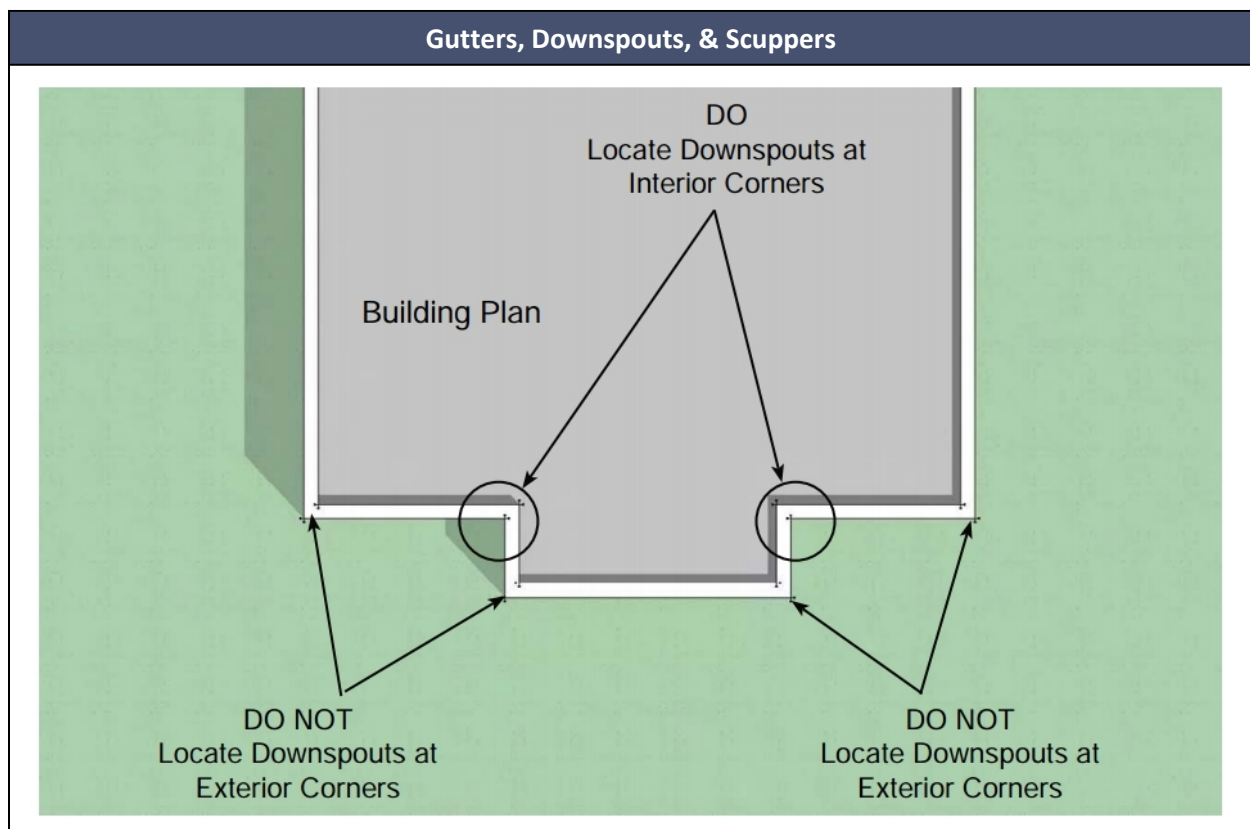
Exposed downspouts shall only be allowed at interior corners.

ADS 4.13.4 Scuppers.

Parapets and cornices shall be continuous above a scupper.

ADS 4.13.5 Materials.

Gutters and downspouts shall be constructed of high-quality, commercial-grade metal.



Don't Do This:



These exposed gutters should only be used with a pitched roof; the exposed downspouts should be located at interior corners.



These downspouts are incorrectly located at the exterior corners of the building.

Do This:



Exposed gutters are not used with the flat roof section of the roof.

Exposed gutters are allowed to be used with pitched roof over the entry, but the downspouts would need to be located at an interior corner.



These downspouts are correctly located at the interior corner of the building.

ADS 4.14 CUSTOMER & PUBLIC ENTRANCES

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.14.1 Intent.

Customer and public entrances shall ensure accessibility to the public, create primary focal points for the facade, and provide a comfortable proportion for the pedestrian entry.

Standard:**ADS 4.14.2 Number of Entrances.**

Buildings larger than 50,000 square feet (gross floor area) shall provide at least two (2) customer or public entrances. Buildings smaller than 50,000 square feet (gross floor area) are encouraged to provide multiple customer or public entrances.

ADS 4.14.3 Location.

Buildings larger than 50,000 square feet (gross floor area) shall orient customer or public entrances toward a public street or an internal street or drive.

ADS 4.14.4 Prominent Entrances.

Each building on a site, regardless of size, shall have clearly-defined, highly-visible customer entrances featuring no less than three (3) of the following:

- Awnings or porticos
- Overhangs
- Recesses/projections
- Arcades
- Raised corniced parapets over the door
- Peaked roof forms
- Arches
- Outdoor patios
- Display windows
- Architectural detail such as tile work and moldings integrated into the building structure and design
- Integral planters or wing walls that incorporate landscaped areas and/or places for sitting

ADS 4.14.5 Internal Circulation.

All stairwells, corridors, and other circulation components of the building shall be completely enclosed within the building envelope.

Don't Do This:



This large building has no entrance facing the street.



This customer entrance on this building has no detailing.

Do This:



The customer entrances are prominently defined.



The customer entrance correctly contains columns, display windows, raised parapet, and recesses.



These customer entrances have adequate details; they contain awnings, display windows, overhangs, and recesses.

ADS 4.15 WINDOWS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.15.1 Intent.

Windows shall be vertically proportioned; this allows the window opening to appear to be structurally supported. Window trim is not compatible with masonry construction. Upper-story windows shall logically align with buildings bays and windows on the ground floor so the upper floors look like they are part of the same building as the ground floor.

Standard:

ADS 4.15.2 Window Proportion.

Window panes shall be vertically proportioned.

ADS 4.15.3 Window Trim.

Window openings on brick, stone, cast stone, or synthetic stone buildings shall not be trimmed. Lintels, sills, and arches are not considered trim. Window openings without trim or moulding shall have window frames at least two (2) inches wide when looking at the finished facade of the building.

ADS 4.15.4 Upper-Story Windows.

Windows located above the ground floor shall align with ground floor windows, ground floor doors, and the building modulation.

ADS 4.15.5 Display Windows.

The light source for display windows shall not be visible from the exterior of the building.

Don't Do This:



The windows have horizontal window proportions.

Do This:



These windows have vertical proportions.



The window opening has a lintel and a sill.



The second story windows align with the vertical bays from the first floor.



The window opening in the stone wall has no trim; the window frame is at least 2 inches wide.

ADS 4.16 GLAZING

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.16.1 Intent.

The ground floor of a building shall be transparent. Ground floor transparency guarantees a visual connection to the passers-by and is usually necessary for most retail structures. By exposing the ground floor to the exterior, there is an invitation to participate with the activity inside.

Standard:**ADS 4.16.2 Required Transparency for Primary Facades.**

Primary facades shall be glazed and transparent according to the following table.

Building Type		Zoning District	Minimum Glazing Required on all Primary Facades	Minimum Transparency Required on all Primary Facades (see note)
I.	Mixed-Use Building	All districts covered by the Architectural Design Standards	75% of the pedestrian view plane	60% of the pedestrian view plane
II.	Live/Work Building			
IV.	Commercial Building	MXD	50% of the pedestrian view plane	25% of the pedestrian view plane
		All districts covered by the Architectural Design Standards except MXD		
III.	Civic Building	All districts covered by the Architectural Design Standards	No Minimum Required	
Note: The remaining window area that is not transparent may be spandrel, display windows, frosted windows, etc.				

ADS 4.16.3 Primary Facades.

A primary facade shall be considered any front facade or facade that fronts onto a street, accessway, pedestrian walkway, or internal drive; alleys and service drives shall not be considered streets, accessways, or internal drives for the purposes of this requirement.

ADS 4.16.4 Pedestrian View Plane.

The pedestrian view plane shall be defined as the exterior wall area located between two (2) feet and ten (10) feet above the exterior grade.

ADS 4.16.5 Transparency.

Glazing shall be considered to be transparent if it is 100% transparent from both the exterior and the interior of the building.

ADS 4.16.6 Exclusions.

This standard shall not apply if the Director of Planning and Development Services determines that the required transparency is inconsistent with the operational requirements of the building.

Don't Do This:



The primary facade of this commercial building in a commercial district is not adequately glazed or transparent; at least 50% of the pedestrian view plane should be glazed and at least 25% of the pedestrian view plane should be transparent.



These windows are reflective or opaque; because they are not transparent from the exterior or interior of the building, they cannot be classified as transparent to meet the transparency requirements.

Do This:



The primary facade of this mixed-use building is correctly glazed and transparent; at least 75% of the pedestrian view plane is glazed and at least 60% of the pedestrian view plane is transparent.



The primary facade of this commercial building in a commercial district is correctly glazed and transparent; at least 50% of the pedestrian view plane is glazed and at least 25 % of the pedestrian view plane is transparent.

ADS 4.17 AWNINGS

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.17.1 Intent.

Because they provide shade, protect buildings and pedestrians from rain and snow, and add a more intimate scale to the building, awnings are encouraged for use on the ground floor of a building with retail uses.

Standard:**ADS 4.17.2 Length.**

Awnings shall be no longer than a single storefront.

ADS 4.17.3 Height.

The bottom of the awning shall not be higher than the top of the windows. The bottom of the awning shall generally be no higher than nine (9) feet above the average exterior grade.

ADS 4.17.4 Shape.

Awnings shall fit the character and design of the building and be pedestrian-scaled. Awnings for rectangular openings shall be simple, shed shapes.

ADS 4.17.5 Material.

Awnings shall be constructed of fabric, metal, or glass. Fabric awnings are encouraged; canvas awnings with a matte finish are preferred. Awnings with high gloss finish are discouraged. Illuminated, plastic awnings are prohibited.

ADS 4.17.6 Color.

Awning colors shall be compatible with the overall color scheme of the façade from which it projects. Solid colors or subtle striped patterns are preferred.

ADS 4.17.7 Lighting.

Backlit awnings are prohibited.

Don't Do This:



The awning is longer than the length of a single storefront.



The awning is higher than the top of the window.

Do This:



The awnings are the length of each storefront and are no higher than 9' above the exterior grade.



The awnings are made of fabric and are the same length as each storefront; the bottom of the awnings are no higher than the top of the windows.



The awnings are the length of each storefront and are no higher than 9' above the exterior grade.



These awnings are correctly located above the store windows.

ADS 4.18 CANOPY LIGHTING

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.18.1 Intent.

Canopies shall not be lighted in such a manor that the lighting is a public nuisance. To control glare and light spillover, fixtures shall be recessed or should provide light in an indirect manner.

Standard:

ADS 4.18.2 Average Maintained Footcandles.

The maximum average maintained footcandles under a canopy shall be 35 footcandles.

ADS 4.18.3 Fixtures.

Acceptable fixtures and methods of illumination include:

- **Recessed Fixtures** incorporating a lens cover that is either recessed or flush with the bottom surface (ceiling) of the canopy.
- **Indirect Lighting** where light is beamed upward and then reflected down from the underside of the canopy. Indirect lighting fixtures shall be shielded such that direct illumination is focused exclusively on the underside of the canopy.

ADS 4.19 BUILDING-MOUNTED LIGHTING

Commercial, Mixed-Use, Civic			
I	II	III	IV

ADS 4.19.1 Intent.

Building-mounted lighting shall be used to highlight the architectural features of the building and shall not completely light up the entire facade of the building.

Standard:

ADS 4.19.2 Allowed & Prohibited Uses.

Building-mounted lighting may be used only to highlight specific architectural features or primary customer or building entrances. General floodlighting of building facades is not permitted.

ADS 4.19.3 Neon and LED Lighting.

Building-mounted neon or LED lighting is allowed only when recessed or contained in an opaque cap or architectural reveal.

ADS 5.1 BUILDING VARIETY

Residential			
V	VI	VII	VIII

ADS 5.1.1 Intent.

To ensure building diversity, multi-building developments consisting of a single building type shall contain buildings that exhibit different building forms.

ADS 5.1.2 Standard.

Developments with at least five (5) buildings of the same building type shall be required to use more than one building form according to the following table.

For This Total Number of Buildings of the Same Building Type:	This is the Minimum Number of Building Forms Required:
At least 5; less than 15	2 Different Building Forms
At least 15	3 Different Building Forms

ADS 5.1.3 Different Building Form.

Different building form shall mean a building contains at least two (2) of the following when compared to another building:

- A distinct change in building footprint.
- A distinct change in building height.
- A distinct change in building materials.
- A distinct change in building details.

ADS 5.1.4 Distinct Change in Building Height.

A distinct change in building height shall be a difference in building height of at least one story for the entire footprint of the building.

ADS 5.1.5 Distinct Change in Building Details.

A distinct change in building details shall include, but shall not be limited to, one of the following:

- Change in window type.
- Change in window, door, or wall trim.
- Change in roof form, excluding changes in roof pitch.

ADS 5.1.6 Configuration.

Buildings with similar forms shall generally be grouped together to form a neighborhood.

ADS 5.1.7 Exemptions.

Buildings in a [Mixed-Use District \(MXD\)](#) shall be exempt from this standard.

Don't Do This



This duplex development of more than 15 buildings repeats the same building form for the entire length of the development; it should contain at least three different building forms.



The apartment complex of more than 15 buildings repeats a single building form throughout the development; it should contain at least three different building forms.

Examples of Changing Building Form



Initial Building Form.

This building elevation and footprint will be altered below to two different building forms.



Change #1:

A Distinct Change in Building Height.

The building changes in height from three stories to two stories for the entire footprint of the building.



Change #1:

A Distinct Change in Building Footprint.

The building changes in footprint.

Examples of Changing Building Form

↓ A Different Building Form: Building Form #1 with Two Distinct Changes:  Change #2: A Distinct Change in Building Details. The building changes in roof type from hipped to gabled and the window type changes from double-hung to casement.	↓ A Different Building Form: Building Form #1 with Two Distinct Changes:  Change #2: A Distinct Change in Building Materials. The building changes in materials from brick and stucco to stone and lap siding.
---	---

ADS 5.2 BUILDING CHARACTER

Residential			
V	VI	VII	VIII

ADS 5.2.1 Intent.

Apartment buildings designed to look like large houses impart a sense of individuality to their separate units and make a development look like a neighborhood of large homes.

ADS 5.2.2 Standard.

A building's modulation, articulation, details, and materials should be arranged to give the building the appearance of a large single-family detached home.

Don't Do This:



These building lacks the details of a large, single-family home.

Do This:



This taller apartment building still has the details of a single-family house.

Do This:



The arches, terraces, material, and trim of this apartment building gives it the appearance of a single-family house.

Do This:



This row of apartment buildings appear as row of large single-family detached homes.

ADS 5.3 FOUR-SIDED DESIGN

Residential			
V	VI	VII	VIII

ADS 5.3.1 Intent.

A building shall have consistent detailing on all four elevations; a building shall have consistent building details and proportions to ensure a “four-sided” architectural quality for the building.

Standard:

ADS 5.3.2 Consistent Architectural Detailing.

The design of the building shall provide consistent architectural details on all building walls. All sides of a building shall display a similar level of quality and architectural interest. The majority of a building’s architectural features and treatments shall not be restricted to a single façade.

ADS 5.3.3 Windows.

All building elevations shall contain windows.

Don’t Do This:



This building does not have a four-sided design; one building wall has no windows and is not as detailed as the other building wall.



This building has windows on both building walls, but the quality of detailing is unequal and the change in detailing is abrupt.

Do This:



This building has consistent detailing on all sides.



This building has the same detailing on all building walls.

ADS 5.4 BUILDING HEIGHT & TRANSITION

Residential			
V	VI	VII	VIII

ADS 5.4.1 Intent.

Building design shall respect the context of adjacent residential neighborhoods, including the height, scale, form, and character of surrounding development.

Standard:

ADS 5.4.2 Building Height.

The building height is regulated by the [UDO](#).

Building Height	
District	UDO Reference
R-2, RP-2	18.200.030
R-3, RP-3	18.210.030
RP-3	See note below; 18.210.030
RP-4	18.220.030

Building Height	
RP-5	18.230.030
RP-6	18.240.030

ADS 5.4.3 Building Height in RP-3.

Within the [RP-3](#) zoning district, three-story structures shall be permitted provided the three-story portion of any building shall be setback a minimum of 50 feet from any adjacent streets or single-family residential development.

ADS 5.4.4 Height Transition to Adjacent Residential Uses.

Any portion of a building closer than 50 feet from a common property line that abuts [R-1](#), [RP-1](#), [R-1A](#), [RP-1A](#), or [RP-1N](#) shall be no higher than twelve (12) feet above the highest point of the closest existing residential structure. The closest existing residential structure shall be defined as the residential structure that is closest to the common property line that the residential and commercial development share. This does not apply if the residential structure is located across a street from the development.

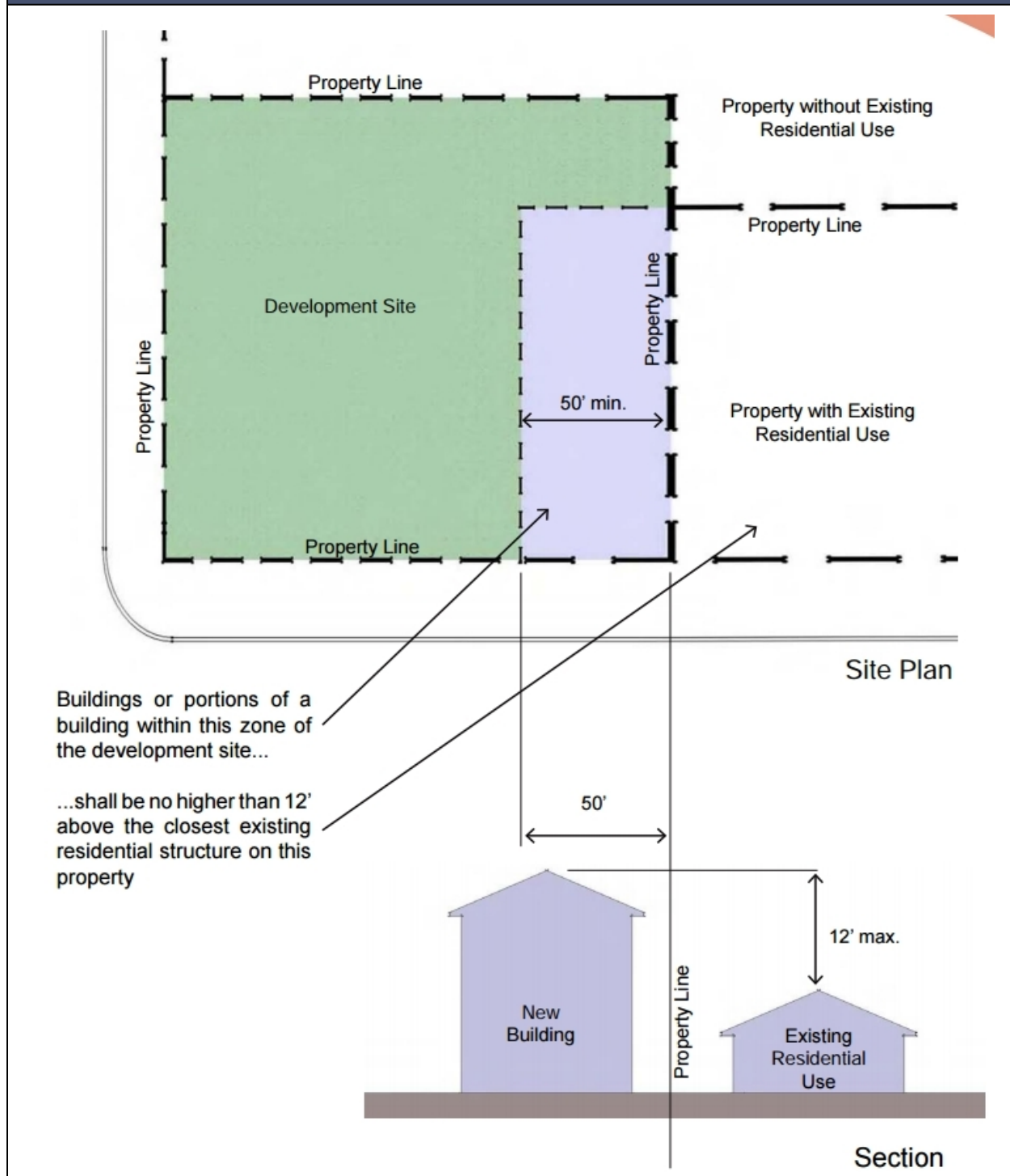
ADS 5.4.5 Applicability.

This standard shall not apply to buildings within the same development proposal; this standard shall apply to only those buildings along the perimeter of a development.

ADS 5.4.6 Exclusions.

For the purposes of this standard, no sub-zone in a [Mixed-Use District](#) shall be construed to be a residential use.

Building Height & Transition



ADS 5.5 BUILDING LENGTH

Residential			
V	VI	VII	VIII

ADS 5.5.1 Intent.

Long facades tend to appear institutional. Residential buildings shall limit the use of long, monotonous facades.

Standard:**ADS 5.5.2 Maximum Length.**

The maximum length of any building shall be 200 feet; carports and garages shall be a maximum of 120 feet.

Don't Do This:

This apartment building is too long; its length is over 200 feet.



This garage building is over 120 feet long.

Do This:



The apartment building limits its length to less than 200 feet.



These garages are less than 120 feet long.

ADS 5.6 BUILDING MATERIALS

Residential			
V	VI	VII	VIII

ADS 5.6.1 Intent.

Buildings shall be attractive and durable. To ensure this, buildings shall be constructed of high-quality materials and require minimal maintenance.

Standard:

ADS 5.6.2 Allowed Materials.

Exterior building materials are classified according to their visual weight; exterior building materials shall be limited to the following:

Allowed Exterior Materials		
Heavy Materials	Medium Materials	Light Materials
- Stone - Cast Stone - Brick - Synthetic Stone (see ADS 5.6.3)	- Stucco with smooth sand finish - Water-Managed EIFS	- Cement Board - Wood

ADS 5.6.3 Synthetic Stone.

Synthetic stone, such as pre-manufactured fiberglass, cultured stone, or glass-fiber reinforced concrete is permitted, provided it is identical in appearance and of equal or greater durability to natural stone.

ADS 5.6.4 Location.

Heavy materials shall be located below medium and light materials; medium materials shall be located below light materials. Heavy materials should extend to grade.

ADS 5.6.5 Required Masonry.

At least 40% of the total exterior wall area of each building elevation, excluding gables, windows, doors, and related trim, shall be heavy materials. The balance of exterior wall area shall be medium or light materials.

ADS 5.6.6 Vertical Change of Materials.

A vertical change of materials shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

ADS 5.6.7 Building Rehabilitation.

The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of the Site Plan Review Committee.

ADS 5.6.8 Prohibited Materials.

Unless approved by the Site Plan Review Committee, exterior building materials shall not include the following:

Prohibited Exterior Materials		
▪ Rough-Sawn Wood ▪ Board and Batten Wood ▪ Vinyl Siding ▪ Barrier-Type EIFS	▪ Tilt-up Concrete Panels ▪ Painted Concrete Block ▪ Field-Painted or Pre-Finished Standard Corrugated Metal Siding	▪ Standard Single or Double Tee Concrete Systems ▪ Smooth-Faced Gray or Stained Concrete Block

Don't Do This:



This building contains no heavy materials.



This building has brick that terminates within 4 feet of a corner.

Do This:



The vertical change in material correctly occurs at an interior corner; the siding is correctly located above the brick.



This vertical change in material is done correctly; it occurs at an interior corner.



This apartment building correctly has stucco located above the stone.



This vertical change in material is done correctly; it turns the corner and does not terminate with 4 feet of the corner.

ADS 5.7 ROOF MATERIALS

Residential			
V	VI	VII	VIII

ADS 5.7.1 Intent.

Building roofs shall be attractive and durable. To ensure this, roofs shall be constructed of high-quality materials and require minimal maintenance.

Standard:

ADS 5.7.2 Allowed Materials.

Pitched roofs shall be finished with wood shingles, slate, clay tiles, concrete tiles, standing-seam metal, or composition shingles. Use of other materials is subject to approval by the Planning Commission and/or City Council upon recommendation of the Site Plan Review Committee.

ADS 5.7.3 Architectural Profile.

Composition shingles shall be high-quality, architectural grade, or they shall either simulate a shadow line or be of adequate thickness to cast a shadow line.

ADS 5.7.4 Building Rehabilitation.

The rehabilitation of existing buildings shall comply with the requirements for roof materials. Use of alternate roof materials for the rehabilitation of existing buildings is subject to approval by the Planning Commission and/or City Council upon recommendation of the Site Plan Review Committee.

Roof Materials		
		
Standing Seam Metal	Clay Tiles	Concrete Tiles
		
Architectural Grade Composition Shingles	Composition Shingles with a simulated Shadow Line	

ADS 5.8 USING BRICK & STONE

Residential			
V	VI	VII	VIII

ADS 5.8.1 Intent.

Brick, stone, and other types of masonry or masonry veneer shall be detailed as masonry bearing walls, especially at openings. Proper masonry detailing allows the building to be more pleasing to the eye because masonry openings and corners appear to be structurally supported.

Standard:**ADS 5.8.2 Exterior Corners.**

Stone and brick used on exterior walls shall not terminate at exterior corners.

ADS 5.8.3 Masonry Openings.

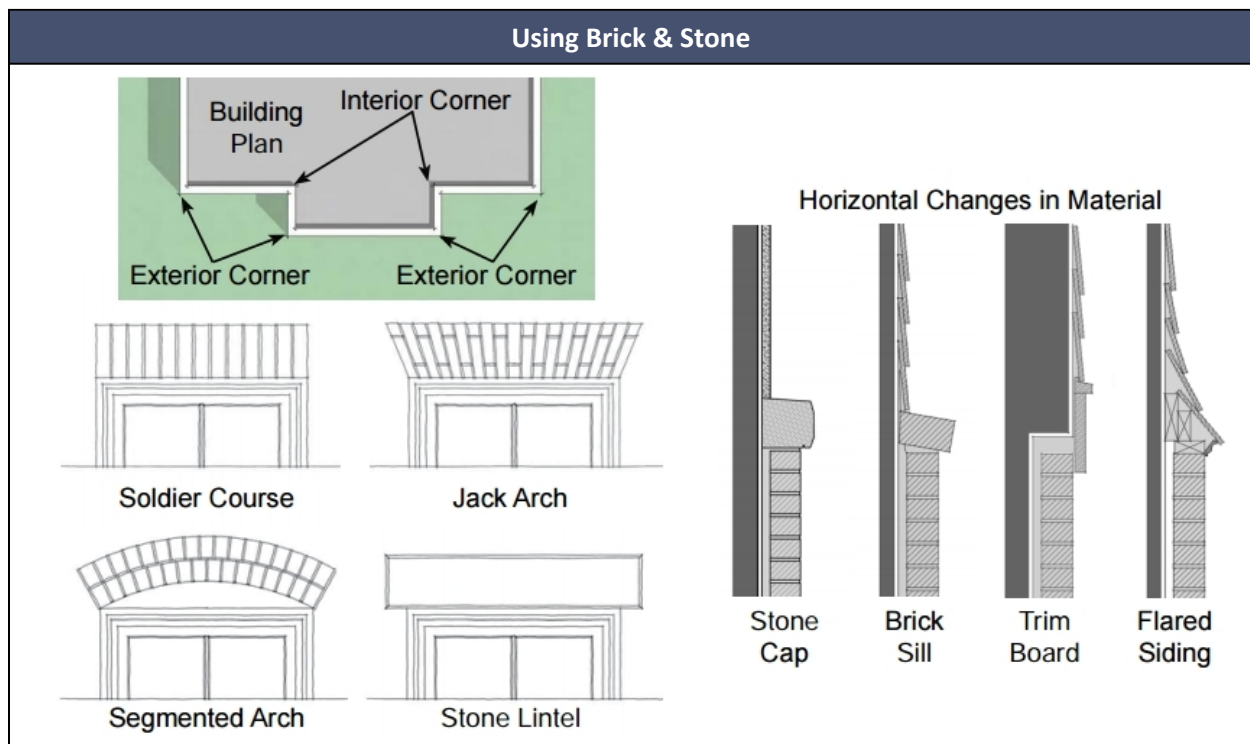
Openings in a brick or stone facade shall have a stone lintel, a stone or brick arch, or a brick soldier course.

ADS 5.8.4 Vertical Change of Materials.

A vertical change of materials from stone or brick to another material shall occur at an interior corner or shall not occur within four (4) feet of an exterior corner.

ADS 5.8.5 Horizontal Change of Materials.

Horizontal changes of material from brick or stone to another material shall include a stone cap or a brick sill. In all other cases, the material above the brick or stone shall extend over the top edge of the masonry with trim or siding. Horizontal changes of material using a stone cap or brick sill shall not have the cap or brick sill interrupted by window or door openings.



Don't Do This:



A vertical change in material occurs within 4 feet of an exterior corner.



No lintel, arch, or soldier course above a window opening.



The brick sill is interrupted by a window.

Do This:



A horizontal change of materials with flared siding and trim.



The brick sill is uninterrupted by wall openings.



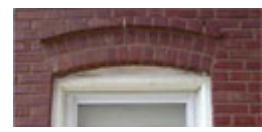
A stone lintel above a window opening.



A soldier course above a window opening.



A jack arch above a window opening.



A segmented arch above a window opening.

ADS 5.9 BUILDING MODULATION

Residential			
V	VI	VII	VIII

ADS 5.9.1 Intent.

All buildings shall be designed to provide massing configurations with a variety of different wall planes and roof planes.

ADS 5.9.2 Standard.

Plain, monolithic structures with long, monotonous, unbroken wall surfaces of 50 feet or more are prohibited. At least every 50 linear feet, wall planes shall be offset at least four (4) feet; this offset should penetrate the roofline.

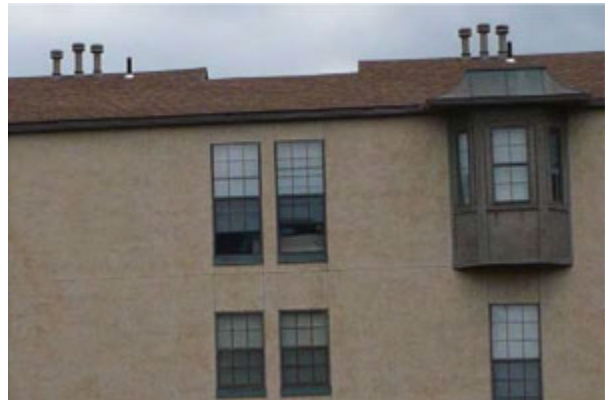
ADS 5.9.3 Exclusions.

Buildings in a [Mixed-Use District](#) shall be excluded from this standard.

Don't Do This:



This long wall does not contain offsets at least every 50 feet.



The bay window does not qualify as an offset to the wall plane.

Do This:



The building properly offsets wall planes.



The building uses offsets and changes in wall plane.

ADS 5.10 BUILDING ARTICULATION

Residential			
V	VI	VII	VIII

ADS 5.10.1 Intent.

Proper building articulation reduces the apparent scale and proportion of a building and creates architectural interest.

Standard:

ADS 5.10.2 Building Articulations.

Building walls shall include articulations. Building articulations shall include, but shall not be limited to, the following:

- Porch
- Stoop
- Balcony
- Windows
- Window Casing
- Window Sill
- Bay Window
- Doorway
- Door Trim

- Cornice
- Water Table
- Roof Brackets
- Lintels
- Brick or Masonry Patterns
- Coins
- Columns
- Pilasters
- Piers
- Row Locks and Sills
- Soldier Courses
- Keystones
- Shutters
- Material Patterning/Elements

ADS 5.10.3 Correct Detailing.

Regardless of their functional operability, building elements such as columns, balconies, dormers, and railings shall be correctly detailed.

Photo Examples



Front porch with balcony



Balcony



Box Bay Window and
arched
Window Opening



Porch with arches, iron railings, and columns.



Columns



Roof Brackets

ADS 5.11 PARAPETS & CORNICES

Residential			
V	VI	VII	VIII

ADS 5.11.1 Intent.

In order to visually terminate an exterior wall on a flat-roofed building, a cornice on a parapet wall shall be used. This cornice provides a minimal amount of protection to the wall that a pitched roof overhang would normally provide.

Standard:**ADS 5.11.2 Parapets with a Cornice.**

Flat roofs shall incorporate a parapet and cornice into all building fronts. The cornice shall wrap a minimum of four (4) feet around corners. Flat roofs projecting from a building front shall include a cornice around the entire projection.

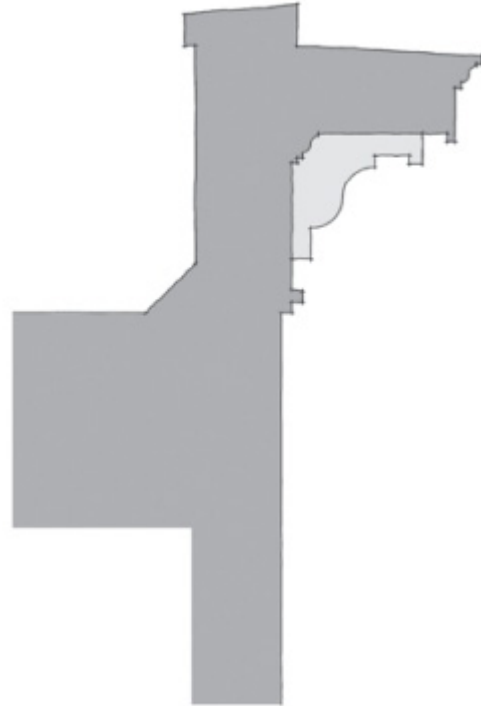
ADS 5.11.3 Parapets without a Cornice.

Simple parapets with a stone or brick cap without a cornice are allowed on building sides other than a building front.

Parapets and Cornices

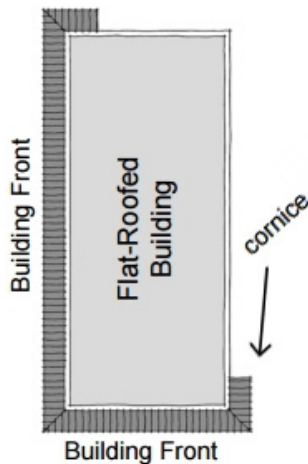


Simple parapet with Stone or Brick Cap

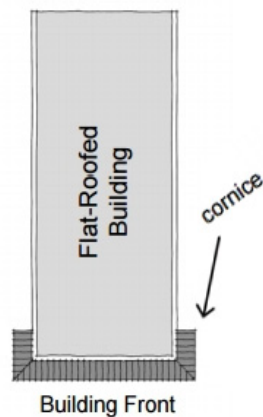


Parapet with Cornice

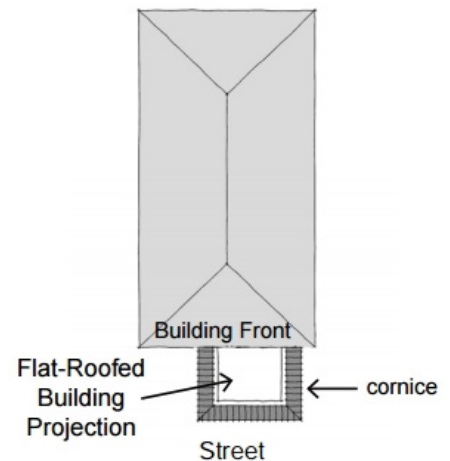
Building Fronts



Two Building Fronts:
Wrap cornice 4' around
exterior corners



One Building Front:
Wrap cornice 4' around
exterior corners



Building Front Building Projection:
Wrap cornice around
entire projection

Don't Do This:



Flashing on top of the parapet does not count as a cornice on building fronts.



The cornice on this building front does not wrap around the corner at least 4'.

Do This:



The cornice wraps around the entire building projection.



The building front correctly contains a parapet with cornice.

ADS 5.12 PITCHED ROOFS

Residential			
V	VI	VII	VIII

ADS 5.12.1 Intent.

Roofs shall be simple hip, shed, or gable configurations. Roofline offsets shall be provided to lend architectural interest and variety to the building and to relieve the effect of a single, long roof. The use of alternating dormers, stepped roofs, gables, or other roof elements can be used to add visual relief and articulation to the overall building form.

Standard:

ADS 5.12.2 Roof Pitch.

All buildings with pitched roofs shall have a minimum slope of six (6) feet vertical rise for every twelve (12) feet of horizontal run on the primary roof of the building.

ADS 5.12.3 Required Roof Elements.

A continuous pitched roof shall extend no more than 50 feet unless it contains roof elements. Roof elements may include at least one of the following:

- Dormers
- Cupolas
- Gable or hip projection

Don't Do This:



This continuous pitched roof extends more than 50' and does not contain any roof elements.



This roof has a slope of less than 6' rise for every 12' in horizontal run.

Do This:



This continuous roof longer than 50' correctly includes dormers and cupolas.



The long roof is broken up with gables.

ADS 5.13 BUILDING FRONTS & ENTRIES

Residential			
V	VI	VII	VIII

ADS 5.13.1 Intent.

Each building shall have an elevation that is easily recognizable as its front. A building front shall face a street or public space and should provide access to all dwelling units contained in the building. If the access is shared by more than one dwelling unit, it shall be prominent and appear like a front entry for the entire building.

The front door or entry shall be the main entry to the building or unit. This entry shall be of an intimate scale and shall be accessed by a front porch or stoop. This provides a comfortable transition from the public realm to the private realm. Entry surrounds shall be simply and correctly detailed. Front entries that extend up past the first story are ill-proportioned, costly to build, intimidate guests, and shall be avoided.

Standard:

ADS 5.13.2 Required Building Fronts.

A building shall have at least one building front; a building front is determined by the building's orientation.

- **Building Front.** A building front shall be a building wall that faces a public street, a private street, or a common open space; a building can have more than one building front.

- **Building Back.** A building back shall be a building wall that does not face a public street, a private access-way, or a common open space; a building can have more than one building back.

ADS 5.13.3 Required Entries.

Each building facade classified as a building front shall contain at least one front door or front entrance. Each dwelling unit in the building shall be accessible from a front door or front entrance. Front doors and front entrances shall be detailed as the obvious front entry to the building or dwelling unit.

- **Front Door.** A front door shall be an entry, located on a building front, that provides entry to the enclosed building space of an individual dwelling unit or the enclosed building corridor providing access to one or more dwelling units. A front door shall be detailed by an entry surround and/or by columns supporting an arch, a roof, and/or a second-story porch.
- **Front Entrance.** A front entrance shall be an entry, located on a building front, that provides entry to an unenclosed building corridor providing access to one or more dwelling units. A front entrance shall be detailed by columns supporting an arch, a roof, and/or a second-story porch.

ADS 5.13.4 Entry Surrounds, Porches, and Roofs.

Entry surrounds may contain a transom and/or sidelights not exceeding one-story in height. The arch, porch, and/or roof over a front door or front entrance shall not create a covered vertical space higher than one story.

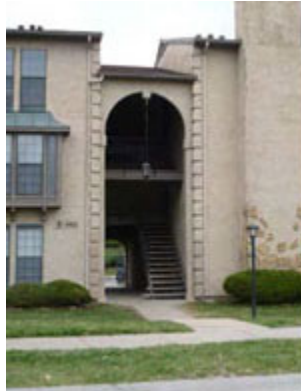
ADS 5.13.5 Walkways.

Walkways shall directly connect each front door or front entrance with surrounding sidewalks, walkways, or paths.

Don't Do This:



This front entrance is not detailed with columns supporting an arch, a roof, or a porch.



This front entrance uses an arch, but it is taller than one-story.



This building front does not contain at least one front door or front entrance; each dwelling unit in a building is required to be accessible from a front door or front entrance.

Do This:



This building front correctly has at least one front door or front entry; each dwelling unit in the building is also accessible from a front door or front entrance.



This building front correctly has at least one front door or front entry; each dwelling unit in the building is also accessible from a front door or front entrance.



This front entry has columns and an arch supporting a second-story porch; the archway is not taller than one-story.



This front door is detailed with an transom and columns supporting a roof.

ADS 5.14 WINDOWS

Residential			
V	VI	VII	VIII

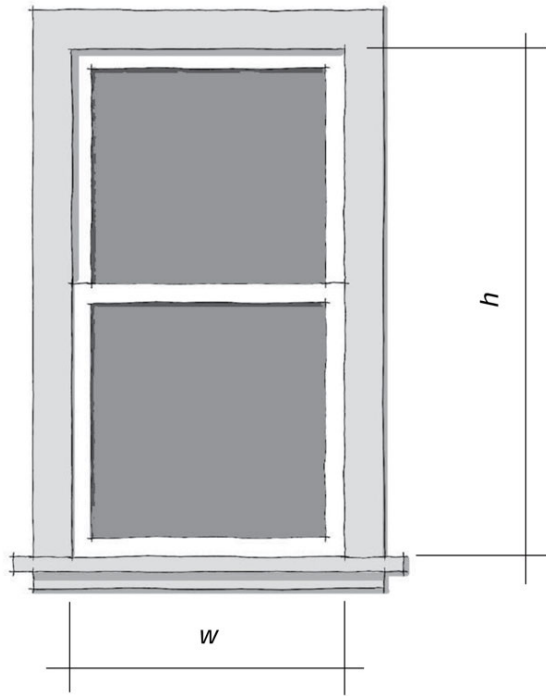
ADS 5.14.1 Intent.

Windows shall be vertically proportioned. This allows the window to be more pleasing to the eye because the window opening appears to be structurally supported. Vertically-proportioned windows also help to exaggerate the height of a building and more evenly distribute light to the interior of the structure.

ADS 5.14.2 Standard.

Windows located on a building front shall be single-hung, double-hung, casement, awning, or fixed windows. A maximum of two different window types is allowed on each building front. The height of the window unit shall be at least one and one-half (1.5) times the width of the window unit for single-hung, double-hung, or casement windows. Awning and fixed windows are limited to a maximum height and width of two (2) feet. Window muntins and grill patterns are encouraged and shall be vertically proportioned.

Windows



	Width (<i>w</i>)	Height (<i>h</i>)
Single and Double Hung	<i>w</i>	1.5 <i>w</i> min.
Casement	<i>w</i>	1.5 <i>w</i> min.
Awning	2' Max	2' Max
Fixed	2' Max	2' Max

Don't Do This:



Due to their horizontal proportion, sliding windows are not allowed.



This double hung window is not vertically proportioned.

Do This:



Vertically-proportioned double-hung window.



Properly sized casement window.

ADS 5.15 GARAGE DOORS

Residential			
V	VI	VII	VIII

ADS 5.15.1 Intent.

Multiple garage doors on a building dominate the facade and make a building appear out-of-scale; garage doors shall be minimized on building fronts.

Standard:**ADS 5.15.2 Garage Door Width.**

Garage Door Width shall be no more than nine (9) feet wide on a building front.

ADS 5.15.3 Maximum Coverage.

Garage doors of attached garages on a building front shall not exceed fifty percent (50%) of the total length of a building front.

ADS 5.15.4 Paired Garage Doors.

No more than three (3) garage doors shall be located next to each other on a building front. If more than two (2) garage doors are located next to each other on a building front, at least one garage door shall be recessed or projected at least four (4) feet from the other garage doors.

ADS 5.15.5 Mixed-Use Districts.

No garage doors are allowed on a building front in a [Mixed-Use District](#).

ADS 5.15.6 Garage Door Detailing.

Garage doors shall provide raised panels and other architectural detailing to enhance the main building architecture.

ADS 5.15.7 Garage Door Color.

Garage doors shall be painted to coordinate with the main building color; garage doors shall in general not be white except when white is a predominate color on the main building.

Don't Do This:



This is not allowed because garage door take up more than 50% of the front facade length.

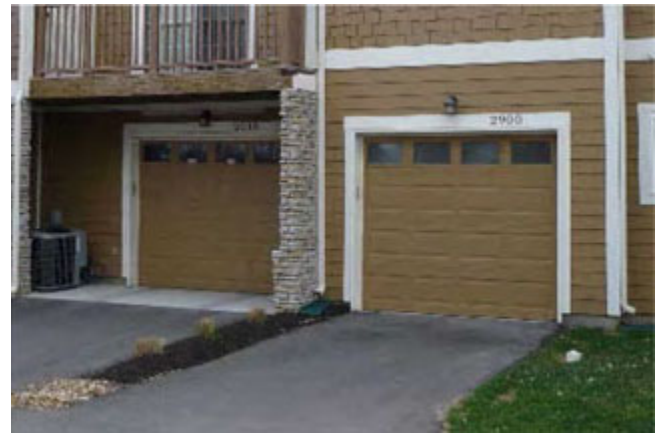


This is not allowed because the garage doors are wider than 9'.

Do This:



This is not a building front, so garage doors are permitted to take up more than 50% of the building length.



These garage doors are offset 4' from each other; this is only required when more than 2 garage doors are located next to each other.



This building front has no more than 50% of the building length occupied by garage doors; three garage doors are located next to each other, but one of them is correctly offset at least 4'.

ADS 5.16 ACCESSORY STRUCTURES

Residential			
V	VI	VII	VIII

ADS 5.16.1 Intent.

Accessory structures of all types shall not dominate a development. The character of a development shall be determined by its primary buildings and enhanced by the accessory structures.

Standard:**ADS 5.16.2 Accessory Structures.**

Accessory structures shall include, but shall not be limited to detached garages, carports, covered grouped mailboxes, storage buildings, maintenance facilities, recreational facilities, picnic shelters, and gazebos.

ADS 5.16.3 Materials and Details.

Accessory structures shall incorporate materials and details that are identical and/or compatible with the primary building.

ADS 5.16.4 Roofs.

Flat and shed roofs are prohibited.

ADS 5.16.5 Rear Walls.

Rear walls of detached garages and carports that back onto streets shall be articulated through the use of one or more of the following elements:

- Windows
- Trellis
- Stepped roofs
- Masonry base

Do This:



The garage's detail and materials are compatible and consistent with the primary structure.



The accessory structure's details and materials are both compatible and consistent with the primary structure.

ADS 5.17 INCENTIVES

Residential			
V	VI	VII	VIII

ADS 5.17.1 Intent.

Incentives encourage the construction of buildings that provide higher-quality architecture or preferred transition techniques.

Earning Design Incentives.

ADS 5.17.2 Available Incentives.

The provision of design incentives is a mechanism to recognize and encourage unique and innovative developments. This approach acknowledges the value and potential costs of incorporating certain design elements within a residential neighborhood. The following table summarizes the incentives available for use with these design standards.

Section	Incentive	Maximum Increase in Maximum Density that may be awarded:
ADS 5.18	Building Step-Down	3%
ADS 5.19	Design Detail Incentives	4% per item
ADS 5.20	Building Materials	20%
ADS 5.21	Attached Garages	10%

ADS 5.17.3 Density Bonuses.

The successful incorporation of design incentives could allow increases in density up to the maximum density levels specified. Even with the incorporation of these incentives, the maximum density specified is not guaranteed. The amount of density bonus awarded for the successful incorporation of a design incentive is entirely at the city's discretion, based on consideration of the development's compliance with the Master Plan, land use compatibility, zoning patterns, environmental impacts, and traffic impacts. In no case shall the total incentives exceed 25% of the density allowed in the underlying zoning district and in no case shall density earned through incentives exceed any density limits established through stipulations pursuant to a rezoning.

ADS 5.17.4 Application.

To earn incentives, the applicant must apply for each specific incentive. The Site Plan Review Committee shall review each requested incentive and shall recommend to the Planning Commission approval or denial of the requested incentive.

Example Calculations:

ADS 5.17.5 Available Incentives.

Typical example calculations for a [RP-5](#) multi-family development seeking to use incentives are shown in the following tables.

Example Calculations for Development	
u = total number of dwelling units	$u = 802 \text{ units}$
A = net site area	$A = 50.97 \text{ acres}$
d = density (units per net site area)	$d = u / A$ $d = (802 \text{ units}) / (50.97 \text{ acres})$ $d = 15.73 \text{ units / acre}$
D = allowed density	$D = 14 \text{ units / acre (for RP-5)}$

Example Calculations for Development

B = density bonus required to achieve the density of the development; B shall not exceed 25%

$$B = (d - D) / D$$

$$B = (15.73 - 14) / 14$$

$$B = 12.4\%$$

Possible Density Bonuses for Example Calculation listed above:

$b1$ = Providing Sidelight & Transoms for Doors

$$b1 = 4\%$$

$b2$ = Providing 75% masonry on Exterior Walls

$$b2 = 10\%$$

bt = Combined Maximum Density Increase from Incentives used above; bt shall be greater than or equal to B

$$bt = b1 + b2$$

$$bt = 4\% + 10\%$$

$$bt = 14\%$$

ADS 5.18 BUILDING STEP-DOWN INCENTIVE

Residential			
V	VI	VII	VIII

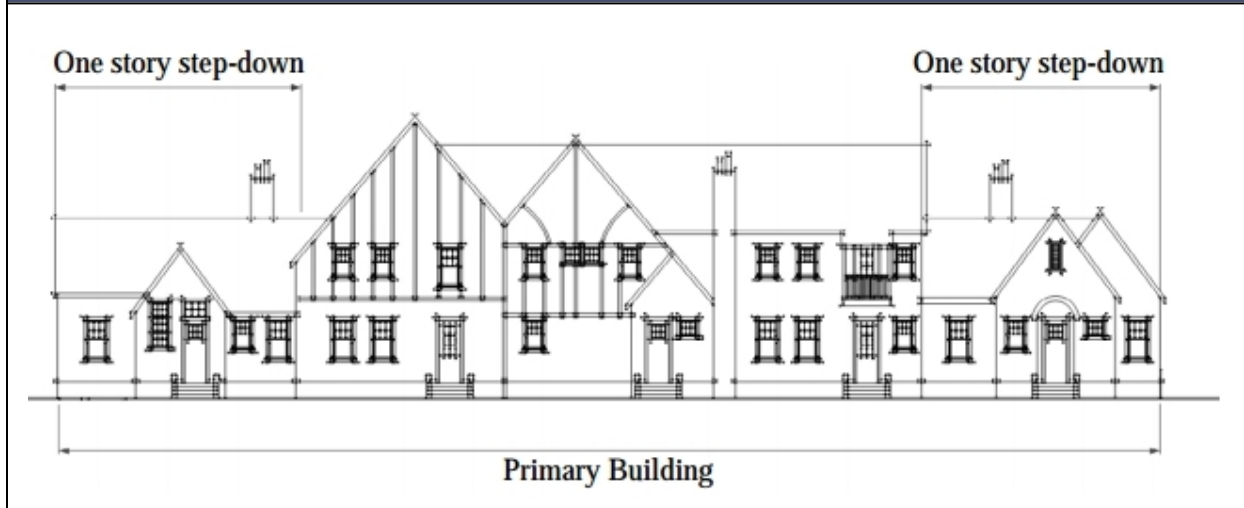
ADS 5.18.1 Intent.

A development with a building massing step-down should be awarded a bonus.

ADS 5.18.2 Incentive.

When not otherwise required, the city may award up to a 3% increase in maximum density for developments that provide a step-down by one story in height for two ends of each primary building.

Building Step-Down Incentive



ADS 5.19 DESIGN DETAIL INCENTIVES

Residential			
V	VI	VII	VIII

ADS 5.19.1 Intent.

A development that includes a higher level of design detail should receive a bonus.

ADS 5.19.2 Incentive.

The city may award up to a 4% increase in the maximum density for each of the following architectural elements:

- Two sidelights and/or a transom on all front doors.
- Chimneys constructed of brick or stone or chimney boxes faced with brick or stone.
- No garage doors located on building fronts.
- Details that enhance the architectural design of the garage doors and are architecturally compatible with the building's architecture.

ADS 5.20 BUILDING MATERIAL INCENTIVES

Residential			
V	VI	VII	VIII

ADS 5.20.1 Intent.

A development that uses high quality materials should receive a density bonus.

Incentive.**ADS 5.20.2 100% Masonry.**

The city may reward up to a 20% increase in maximum density for the use of high-quality masonry materials according to the following table.

Minimum Percentage of Exterior Masonry Wall Area (see ADS 5.6.6 Required Masonry)	The City may reward up to this increase in maximum density:
75%	10%
100%	20%

ADS 5.20.3 Slate or Tile Roofs.

The city may reward up to a twenty percent (20%) increase in maximum density for the use of slate, clay tile, or concrete tile on all building roofs.

ADS 5.21 ATTACHED GARAGES INCENTIVE

Residential			
V	VI	VII	VIII

ADS 5.21.1 Intent.

A development that provides below-grade parking or attached garages should be awarded a development bonus.

ADS 5.21.2 Incentive.

The city may award up to a 1% increase in the maximum density for each 10% of dwelling units that have an attached garage.

ADS 6.1 STANDARDS APPLICABLE TO SINGLE-FAMILY DETACHED HOUSES

SFD House

IX

ADS 6.1.1 Intent.

New developments shall respect the context of adjacent residential structures, including the height, scale, mass, form, and character of the surrounding development.

Standard:**ADS 6.1.2 Applicability.**

These standards are applicable to Single-Family Detached Houses classified as Infill Development not located in [MXD](#) according the Architectural Design Standards. Single-Family Detached Houses not classified as Infill Development shall not be required to adhere to these standards.

ADS 6.1.3 Building Height.

Building height is regulated by the [UDO](#).

Building Height	
District	UDO Reference
R-1, RP-1	18.180.030
R-1A, RP-1A	18.190.030
RP-1N	18.195.030

ADS 6.1.4 Building Entrances.

The front entrance should be located on the front facade and should be oriented towards the front yard and primary access street.

ADS 6.1.5 Attached Garages.

The front wall plane of all attached garages should be recessed behind the front wall plane of the dwelling's ground floor living area or covered porch by a minimum of four (4) feet.

ADS 7.1 CHECKLIST.**Commercial, Mixed-Use, & Civic Buildings**

Commercial, Mixed-Use, Civic			
I	II	III	IV

Checklist: Commercial, Mixed-Use, & Civic Buildings					
Date:					
Applicant:					
Building Type:			Zoning District:		
☐ I. Mixed-Use Building ☐ III. Civic Building ☐ II. Live/Work Building ☐ IV. Commercial Building					
Section	Architectural Design Standard	Conforms	Does Not Conform	Not Applicable	Comment
ADS 4.1	Compatibility with Surrounding Developments				
ADS 4.2	Compatibility within a Multiple Building Development				
ADS 4.3	Four-Sided Design				
ADS 4.4	Signage & Design Elements				
ADS 4.5	Building Height & Transition				
ADS 4.6	Building Materials				
ADS 4.7	Using Brick & Stone				
ADS 4.8	Building Color				
ADS 4.9	Building Modulation & Articulation				
ADS 4.10	Building Scale				
ADS 4.11	Parapets & Cornices				
ADS 4.12	Pitched Roofs & Eaves				
ADS 4.13	Gutters, Downspouts, & Scuppers				
ADS 4.14	Customer & Public Entrances				

Checklist: Commercial, Mixed-Use, & Civic Buildings					
ADS 4.15	Windows				
ADS 4.16	Glazing				
ADS 4.17	Awnings				
ADS 4.18	Canopy Lighting				
ADS 4.19	Building-Mounted Lighting				
Additional Comments:					

Residential Buildings

Residential			
V	VI	VII	VIII

Checklist: Residential Buildings					
Date:					
Applicant:					
Building Type:			Zoning District:		
☐ V. Apartment Building ☐ VII. Flat-over-Flat (Duplex) ☐ VI. Townhouse ☐ VIII. Paired House (Duplex)					
Section	Architectural Design Standard	Conforms	Does Not Conform	Not Applicable	Comment

ADS 5.1	Building Variety				
ADS 5.2	Building Character				
ADS 5.3	Four-Sided Design				
ADS 5.4	Building Height & Transition				
ADS 5.5	Building Length				
ADS 5.6	Building Materials				
ADS 5.7	Roof Materials				
ADS 5.8	Using Brick & Stone				
ADS 5.9	Building Modulation				
ADS 5.10	Building Articulation				
ADS 5.11	Parapets & Cornices				
ADS 5.12	Pitched Roofs				
ADS 5.13	Building Fronts & Entries				
ADS 5.14	Windows				
ADS 5.15	Garage Doors				
ADS 5.16	Accessory Structures				
Additional Comments:					

Single-Family Detached House

SFD House
IX

Checklist: Single-Family Detached House
Date:
Applicant:
Zoning District:

Section	Architectural Design Standard	Conforms	Does Not Conform	Not Applicable	Comment
ADS 6.1	Standards Applicable to Single-Family Detached Houses				
Additional Comments:					