

A. Purpose and Applicability

The purpose of this chapter is to provide guidelines for construction of new buildings and renovation of existing structures in the Town's Downtown (an area depicted in Fig.33 of the *Town of Granite Quarry Downtown Masterplan*, dated January 2016) that will promote development over time of an attractive, campus-like environment. With a mixture of old and new buildings of various styles and forms, these guidelines will attempt to provide some level of uniformity, proportion, and compatibility of the structures, landscaping, walkways and streetscape that will promote the form, function, and beauty of our Town.

B. General Guidelines

1. Since the existing buildings in the downtown area are of many forms, building locations, building materials, etc., these guidelines will be used to create a **campus** of buildings of **complementary** size, shape, form and function. Rule enforcement will take into consideration how the new building will be impacted by existing buildings and vice versa.
2. The quality of building materials and finishes is critical to the overall appearance and appeal of the Downtown Area. Suggestions of what materials and finishes will be accepted or rejected are included in these guidelines but others can be approved on a case by case consideration by the Town Planner.
3. Building proportions will be in relative scale to adjacent structures but the impact on the overall Downtown Area appearance should be paramount.
4. Understanding that the appearance of some existing buildings, their parking lots and outbuildings may not currently fit the long-term vision of the *Downtown Masterplan* but that these buildings and their business presence are critical to the success of our downtown, Section 2 of this chapter specifies changes that can/will be made over time. Most changes will only be required during major renovations or additions but will be encouraged as soon as possible.
5. Subjective decisions allowed by the Town Planner in this *Downtown Building Design Guidelines* can be appealed to the Planning Board at their regular monthly meeting.

C. Downtown Building Design Guidelines

1. New and Infill Development

a. Building Design

- i. Buildings should be designed and constructed to be compatible with neighboring structures. Architectural design and details are important and must be exhibited in drawings submitted to the Town Planner for approval prior to construction. Buildings

should be of a proper scale, massing, and proportion. Large masses of wall should be broken by architectural details, offsets or windows.

b. Façade Design

- i. The first-floor façade of any retail structure should include large areas of storefront glass, glass windows and/or glass doors. For office or institutional buildings, doors and windows will be spaced proportionally to the building. Upper floors on all buildings will include windows, framed openings and/or architectural details that follow the pattern set on the first floor.

c. Building Siting

- i. Where possible, new buildings will be sited to the front of the lot, parallel to the main street. Parking will be to the rear and side of the building.
- ii. Where adjacent buildings are located further back on their lots, some adjustment to this rule will be allowed if strict adherence would accomplish little aesthetic improvement. Where buildings are set back from the street for any reason, sidewalks will be extended from the street to the new storefront by the building owner.

d. Building Orientation

- i. Buildings located at the front of their lots will be parallel to the street. Buildings not located at the lot front should also be parallel to the street but may be canted slightly away from parallel if there is a legitimate functional or architectural reason.

e. Window Requirements

- i. Glass storefronts and windows should be constructed of high quality materials. The glass may be low-E and have internal blinds or curtains and/or external canopies and awnings for shading but should not be tinted or painted. Permanent letters may be applied to the glass to identify the store name and/or address but windows and storefront glass shall not be used for temporary advertising of products or services for sale or rent.

f. Awnings and other shading devices

- i. Canopies and awnings should be professionally made and securely attached to the building structure. Their lowest component must be at least ten feet above sidewalk level.

g. Signage

- i. All signs located on or about buildings in the Downtown Area will meet or exceed the requirements found in Chapter 6 of this Uniform Development Ordinance.
- ii. Signs will be maintained in a like-new condition. Missing lettering shall be replaced, broken lenses repaired or replaced, painted signs touched up to maintain a good appearance.

h. Building materials

- i. Materials for a building front, entrance side or any side visible from a public road shall be brick, decorative concrete block, stone, stucco or other similar materials as approved by the Town Planner. Vinyl siding, metal panels, plain concrete block or cast concrete will not be allowed.
- ii. Materials for building sides that are not a public entrance including the rear of the building may be constructed of metal panels, painted plain concrete block, painted cast concrete or other materials as approved by the Town Planner
- iii. It is expected that most roofs in the downtown area will be flat and hidden from view by raised façade and parapet walls. If a pitched roof is proposed, the roof will be constructed of standing seam decorative metal panels, slate, tile or highly textured asphalt shingles. Gutters and downspouts and an underground storm water piping system will route rainwater away from the building.
- iv. Color schemes for downtown buildings will be of low reflectance, earth tone, muted, subtle or neutral colors. Properly mixed trim and wall colors are encouraged. Bright, shiny, garish, fluorescent, or neon colors and finishes will not be allowed.

i. Parking

- i. All parking for buildings in the Downtown Area will meet or exceed the requirements found in Chapter 9 of this Uniform Development Ordinance.
- ii. All parking areas for new buildings will be to the side or rear of new buildings when the building is sited to the front of the lot. If the building is sited to the rear of the lot, parking will be allowed in the front of the building subject to the requirements in Section 9 of the UDO.

- iii. All parking lots in the downtown area will be illuminated with pole and building mounted lights. The light fixtures will be designed to cast light down on the parking area only and will not cast glaring light onto adjacent property, into the roadway or onto any residential property. Floodlights will only be acceptable if it meets these guidelines.
- j. Accessory structures
 - i. Accessory structures will be constructed of materials and have finishes similar or complementary to the main structure.
 - ii. These structures will be located at the rear of the building.
 - iii. Accessory structures shall be no larger than 25% of the main building and shall not be taller than the main building.
- k. Outside storage
 - i. Outside storage is not allowed in the Downtown Area unless completely screened from public view. Outdoor screening will be constructed of material similar or complementary to the main building construction.
 - ii. Enclosures for trash receptacles and dumpsters will be enclosed on all four sides and accessed by hinged doors. The enclosure will be constructed of materials similar or complementary to the main building.
- l. Utilities shall be routed to the building underground where possible and to the rear of the building when not possible. Outdoor transformers will be to the rear of the building and enclosed with proper screening.
- m. HVAC equipment will be roof mounted and screened from view wherever possible. Ground mounted equipment shall be screened from view.

2. Existing Building Repairs and Renovations

- a. Guiding Principles
 - i. Repairs and renovations involving less than 25% of the total building will be considered **minor** and no specific, mandatory improvements will be required by this document. It is suggested, however, that building owners make building improvements as suggested in this section while making any repairs and renovations to their buildings.

- ii. If 25-50% of the total building is involved in a repair or renovation it shall be considered **major** and certain improvements to the building design, façade, windows, awnings, and building materials may be required as shown below.
 - iii. If more than 50% of the total building is involved in a repair or renovation or if more than 50% of the building is to be replaced after damage from a fire or other natural disasters, the total building will be brought up to the standards for new buildings described above and in other sections of this UDO.
 - iv. Determination of the level of repair or renovation will be made by the Town Planner and is appealable to the Planning Board.
- b. Building design
 - i. No overall building design features will be required to be changed or modified during **minor** repairs or renovation.
 - ii. During **major** repairs or renovations, design features impacted by the required work will be brought into compliance as much as possible with Section 1 above.
- c. Façade design
 - i. Street facing and entrance side façade improvements should be considered during **minor** repairs and renovations if the work required involves those building faces.
 - ii. Street facing and entrance side façades improvements must be considered during **major** repairs and renovations. Guidelines shown in Section 1 above should be followed as much as practical in the opinion of the Town Planner.
- d. Building siting
 - i. Most building repairs or renovations will not involve building siting but if building additions are considered, they should be used to accomplish, as much as possible, the guidelines shown in Section 1 above.
- e. Building orientation
 - i. Most building repairs or renovations will not involve building orientation but if building additions are considered, they should be used to accomplish, as much as possible, the guidelines shown in Section 1 above.
- f. Window requirements

- i. When window replacements are a part of minor repairs and renovations, the new windows shall follow Section 1 above. During major repairs and renovations or when at least 50% of the existing windows are to be replaced, all windows will be replaced and will be per Section 1 above.
- g. Awnings and other shading devices
 - i. If existing awnings or shading devices are to be replaced during minor or major repairs and renovations, they shall comply with Section 1 above. If an awning or shading device is damaged significantly, it shall be replaced with a device that meets the standards shown.
- h. Signage
 - i. Signs not in compliance with Section 6 of the UDO will be replaced with complying signs when the signs are replaced or if major repairs are required. Existing signs shall be maintained in a like-new condition.
- i. Building materials
 - i. Building materials used during repair or reconstruction of existing buildings will be as required in Section 1 above and by other sections of the UDO. Minor repairs can be made with materials similar to those of the existing surface except as noted for minor and major renovations above.
 - ii. Color schemes for downtown buildings will be of low reflectance, earth tone, muted, subtle or neutral colors. Properly mixed trim and wall colors are encouraged. Bright, shiny, garish, fluorescent, or neon colors and finishes will not be allowed. Color schemes of existing buildings will be reviewed by the Town Planner at any time a building is repainted and shall be brought into compliance with this standard.
- j. Parking lots for existing structures will be brought into compliance with this appendix over a period of time as specified below.
- k. Accessory structures
 - i. Existing accessory structures will be brought into compliance with Section 1 of this appendix at the time of a major repair or addition to main structure.
- l. Outside storage

- i. Outside storage is not allowed in the Downtown Area unless completely screened from public view. Outdoor screening will be constructed of material similar or complementary to the main building construction.
 - ii. Enclosures for trash receptacles and dumpsters will be closed on all four sides and accessed by hinged doors. The enclosure will be constructed of materials similar or complementary to the main building.
- m. Screening requirements
 - i. Utilities, outdoor transformers, switch boxes and gas meters will be maintained in good order and will be screened from view from the street and adjacent property.
 - ii. Roof and ground mounted HVAC equipment will be screened from view from the street and adjacent properties

3. Existing Building Replacement

- a. Replacement of more than 50% of an existing building's structure will require that all standards listed in **Section 1- New and Infill Building** shall be met. This includes siting the building to the front of the lot unless the lot's configuration makes that impossible.

4. Parking Lot Improvements

These guidelines will apply to all parking lots for new and existing buildings. Existing property owners will be required to upgrade their lots to these standards when any major work is done to the parking lots. Allowances may be made if existing conditions prevent the property owner from fully complying with these standards as determined by the Town Planner. Decisions of the Town Planner can be appealed to the Planning Board.

- a. General Requirements
 - i. Parking lots will comply with Section 9 of the Uniform Development Ordinance.
 - ii. Town and NCDOT approved street parking will be separated from the private property owner's parking lot by curbing, sidewalks, landscaping and/or retaining walls as appropriate.
 - iii. Parking lots will be located on substantially flat property with proper drainage to control storm water runoff.
- b. Surfacing requirements

- i. All parking lots will be paved with commercial grade asphalt or concrete laid over an adequate layer of crushed stone. Semi-permeable surfaces may be approved by the Town Planner. Alternative materials may include brick, pavers or other materials designed specifically for parking lot surfaces. Alternative materials shall only be considered if such materials exhibit equivalent load bearing and wear characteristics as concrete or asphalt.
- c. Curbing requirements
 - i. Curbing shall be required around the perimeter of the parking lot where possible to offer definition between the parking lot and adjacent property, sidewalks, and roadways.
- d. Parking space lining
 - i. Parking spaces within the parking lot will be clearly defined by professionally applied painted lines.
 - ii. Handicapped spaces will be provided as required by The Americans Disability Act and other NCDOT regulations.
- e. Bicycle racks
 - i. A bicycle rack will be provided for parking lots with 12 or more spaces and for all establishments potentially serving pedestrian customers (restaurants, convenience stores, etc.) The rack design will be approved by the Town Planner and will allow the bicycle rider to secure his or her bicycle with a cable or chain (provided by the rider.)
- f. Curb cuts
 - i. Curb cuts onto any road will be clearly defined. New curb cuts will be as regulated by NC DOT but will be limited to one entrance and one exit curb cut per property unless special circumstances exist.
 - ii. No continuous curb cuts will be allowed.
- g. Maintenance
 - i. Parking lots will be maintained by the property owner to ensure that cracks and potholes are repaired in a timely manner, with major potholes (more than 12 inches across) being repaired in no more than a month of their creation. All surfaces shall be kept clear of weeds, dust, dirt, trash and debris.

- ii. Parking space lining, signs, curb cuts, etc. are to be kept in a like-new condition, being repaired, refurbished and/or replaced as needed.

5. Landscape Improvement

These guidelines will apply to landscaping for new and existing buildings. Existing property owners will be encouraged to upgrade their landscaping to these standards in a reasonable amount of time. Allowances may be made if existing conditions prevent the property owner from fully complying with these standards as determined by the Town Planner. Decisions of the Town Planner can be appealed to the Planning Board.

a. General requirements

- i. Landscaping will comply with Section 8 of the Uniform Development Ordinance.
- ii. Section 8.2.3 requires parking lot canopy trees be provided so that there is at least one tree within 100 feet of each parking space. In the downtown area this density is increased to one tree within 75 feet and some trees used to meet this requirement shall be planted along the roadway in a uniform manner. Street trees will be spaced along the roadways at a minimum 50 foot spacing.
- iii. A landscaping plan must be approved by the Town Planner prior to installation

b. Efforts toward uniformity

- i. Shared landscaping by adjacent property owners is encouraged.
- ii. The type and spacing of street trees on adjacent properties will be kept as uniform as possible as determined by the Town Planner

6. Streetscape Improvement

Streetscape improvements will be provided by the Town in cooperation with NCDOT and private property owners. These guidelines are in addition to the requirements of private property owners defined in this amendment and in other parts of the UDO.

a. Street Parking

- i. A street parking plan will be created and implemented as major road work is contemplated. Street parking will include a mix of

angle and parallel parking as space within the road right-of-way allows. Curb “bump-outs” may be provided to allow safe entrance and exit from private parking areas. All street parking will be in accordance with NC DOT standards.

b. Curbs and gutters will be installed on all downtown area streets with adequate storm drainage provided.

c. Sidewalks

i. Continuous sidewalks will be provided along both sides of all major and minor roads in the downtown area.

ii. Sidewalks shall be provided along all street fronts for new building construction and during major repairs or additions to existing buildings or parking lots as a part of that construction work. Other sidewalks will be provided over time by the Town based on a master plan schedule developed by the Board of Aldermen.

iii. Sidewalks must:

1. Have a minimum five (5) foot width.
2. Be constructed of not less than 3,000 pound-per-square-inch weight bearing density concrete.
3. Be a minimum of four (4) inches in thickness
4. Be constructed on an adequately compacted and properly graded stone base
5. Have a lateral slope of $\frac{1}{4}$ inch per foot toward the street
6. Be steel troweled and light broom finished and cured properly
7. Have tooled joints at intervals of not more than five feet and expansions joints at intervals of not more than 40 feet
8. Meet all current Americans with Disabilities Act (ADA) standards.

d. Curb cuts

i. New curb cuts

1. New curb cuts will be as regulated by NC DOT but will be limited to one entrance and one exit curb cut unless special circumstances exist.
- ii. Existing curb cuts
 1. Where continuous or particularly wide curb cuts exist, they shall be consolidated into no more than one entrance and one exit curb cut as allowed by NC DOT.
- e. Street landscaping
 - i. Street trees and other plantings will be provided between the road curbs and the sidewalk where possible. Planted medians will be installed as major road modifications are made.
 - ii. Intersection corner and other planters will be included and provided by the private property owner during new construction or during major renovations. Other planters will be provided by the Town based on a master plan schedule developed by the Board of Aldermen.
 1. Planters will be constructed of a uniform material and will be spelled out in the master plan developed by the Board of Aldermen.
 2. Visibility- sight lines at intersections and driveways will not be obstructed by planters or other landscape plantings. Street tree lower limbs will be pruned as needed to insure adequate visibility of storefronts, parking lots and driveways.
 - iii. Medians
 1. Decorative
 2. Traffic controlling
 - a. Coordinate with property owners
 - iv. Turn lanes
 1. Coordinate with property owners

7. Miscellaneous

- a. Adjacent properties owned by the same entity but operated as separate businesses will be considered, for the purpose of this appendix, as being separate and will be required to meet all requirements individually. No shared parking lots will be allowed but

driveway-type connections between two or more parking lots will be allowed.

8. Appeals of Town Planner Decisions

- a. Some subjective decisions of this appendix are assigned to the Town Planner. If the Town Planner's decision on any of these issues is unacceptable to the property owner/developer they may appeal the decision to the Planning Board at their next regularly scheduled meeting. During that appeal, the property owner/developer will be allowed to present his request and provide information, data or professional testimony supporting his request. The Town Planner will explain his reason for rejecting the request. The Planning Board will either vote to support the Planner's decision, vote to support the owner/developer's request or offer a compromise between the two opinions.
- b. Any decisions made under this section are appealable per the normal appeals process detailed in Section 15.5.4.A of this Uniform Development Ordinance and through any and all relief provided by NC General Statutes concerning appeals of Town decisions.