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## Design Guidelines Summary (3/17/22)

*Town of Summit Design Guidelines, February 2006, Planning and Design Institute, Inc.*

*Modifications approved by Plan Commission on 03/17/2022*

*Note: The Town became a Village on July 29, 2010*

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This document lists a summary of the design guidelines prepared for the Village of Summit in 2006 with modifications made by the Plan Commission on March 17, 2022. If these guidelines contradict with any provisions of the Village of Summit Code of Ordinances, the Code of Ordinances prevails.

### **Business, Institutional, & Mixed Uses**

#### *General Building*

- Ground floor used for interactive spaces
- Upper levels reserved for less active uses, office and residential (if allowed)
- Organize multiple buildings around a public/social gathering space
- Design should respect the culture and context of the village

#### *Building Placement*

- Location should consider surroundings, orient to street, may be set back in rural setting
- Parking rear or side
- Do not locate parking at corner of intersection
- Service and loading faced away from public view if possible and screened
- Master plan sites with the potential for multiple buildings

#### *Building Composition and Massing*

- Encourage a base-middle-top architectural design
- Large buildings should include a series of masses: projections, mix of materials, varying heights and roof forms
- Building spaces should be proportionate
- Encourage use of façade layering
- Entries should be prominent and easily accessible
- Retail tenants should have separate and distinct entrances
- Offices may have shared entrance

## *Village of Summit Design Guidelines Summary Document - 2022*

- Service doors/entries placed out of public view
- Glazing should be used when appropriate; windows should be used to maximize transparency, especially in shopping areas and in office space to connect indoors to the outdoors
- Encourage awnings and canopies to add color and depth and shade and weather protection; straight planar surfaces, correspond with window and door placement, no vinyl, no lighting from within
- Four-sided architecture, finished grade materials used on all sides.
- Recommended materials: brick, stone, glass
- Complementary accessory materials: precast concrete, metal, finished wood, decorative façade panels in addition to above
- No vinyl or aluminum
- PVC, plumbing, venting, and roof penetrations should not be visible on primary street side

### *Access*

- Provide clear and safe circulation
- Share between sites on local roads
- Landscaping
- Access directly across existing streets when possible, shared parking and shared access agreements encouraged
- Walkways and bike paths, pedestrian walks incorporated into all sites, at least 8 ft. wide
- Driveway widths shall meet Village ordinances with variable min./max. flare widths depending on street type and property use

### *Parking*

- Lesson visual impact
- Encourage underground parking
- Landscape edges of lots w/ fences and lighting, etc.
- Screen from residential areas
- Plant within large parking lots with landscape islands (*see landscaping section*)
- Share parking, especially if users generate traffic at different times of day
- Walkways should be buffered from drive lanes and parking stalls with landscaping, decorative paving, pedestrian scale lighting
- Create pedestrian crossings

*Landscaping & Screening (landscaping and screening will be reviewed on a case-by-case basis, the below guidelines may vary based on individual site conditions, the village may send plans to a third-party consultant for review)*

- Residential Buffer
  - Landscape within 20 ft. of residential boundary
  - For each 100 ft. of length (or fractions thereof), recommend:
    - 2 shade/canopy trees
    - 4 evergreen/ornamental trees
    - 18 shrubs
    - See landscape appendix

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- Consider berms, natural looking, not to exceed 3:1 slope, planted
- General – accent architecture, define outdoor spaces, create natural settings & screen parking
  - For each acre that is not within residential buffer and a building footprint, recommend:
    - 6 shade/canopy trees
    - 16 evergreen/ornamental trees
    - 64 shrubs
  - Screen garbage, loading areas – consistent with materials and character of building, @ least 6 ft. high, plants must reach 6 ft. in 2 yrs. May be included to meet general planting standards (*Note: Ordinance requires an enclosure*)
  - Berms can be used, natural looking, not to exceed 3:1 slope, planted
- *Parking*
  - Combination of shade/ornamental/shrubs/groundcover
  - Landscape islands every 15 spaces (*Note: Ordinance requires islands be at least 75 sq. ft. & that they also divide areas with more than 2 aisles of parking*)
  - Trees planted 25 ft. on center, shrubs, groundcover and fencing/garden walls encouraged to screen parking lots (*Note: Ordinance requires that landscape areas make up 5% of surfaced parking area & that a 10 ft. greenbelt surround parking lot adjacent to property boundaries – may be further restricted*)
- *Adjustments may be provided based on specific requirements/circumstances of site*
- *Plant list available, including species that can withhold salt and weather conditions in urban environment, non-inclusive list*

### Signage

- Integrated into and consistent with building façade; use similar materials, colors, and styles
- High quality to prevent premature weathering
- Comply with signage ordinance
- Business signage: wall-mounted, monument, window, canopy or awning. Poles and billboards should be avoided
- Signage should be consistent within a unified business park/campus
- Address information should be included as appropriate

### Lighting

- Emphasize buildings and spaces, create sense of security and intimacy
- Highlight architectural elements and enliven facades
- Illuminate public areas
- Illuminate outdoor seating areas using pedestrian level lighting, at a comfortable illumination
- Use consistent coloring
- Light source should be concealed and provide diffuse or soft reflected light

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- Pole heights should typically be a max. of 15 ft. in height, not including the base. A height increase may be appropriate based on the scale of the development.
- Avoid negative impacts to neighboring properties
- Comply with lighting ordinances

### *Gathering spaces*

- Encourage visible spaces that promote active engagement and visual richness
- Include items like landscaped areas, pavilions, well-defined seating, and gathering areas
- Offices and industrial uses should provide outdoor spaces for employees
- Projecting balconies and porches recommended depending on development

### *Stormwater Design*

- When visible, designed as naturally appearing features surrounded by appropriate vegetation
- Rigid geometric shapes should be avoided
- Stormwater ponds should be prominent landscape features, development gateways/natural areas with adjacent gathering spaces
- Require maintenance plan to ensure proper functionality and aesthetics

## **Residential**

### *Gateways*

- Visible entry feature should be provided into residential areas, such as landscaping, signage, boulevard entry, open space, or enhanced stormwater management areas identify neighborhoods as unique and attractive places
- Include street trees along major entries, not necessarily at regular intervals
- Design entry stormwater facilities as naturally appearing features, not to include rigid geometric shapes

### *Signage*

- Entry signage should be monument style with natural materials: brick, stone, wood. Accent materials such as metal used in limited quantity
- Individual, plaque-style engraved or wrought letting and symbols should be used
- Internally illuminated lettering and symbols should not be used unless subtle, encourage illumination from nearby point source
- Durable and weather-resistant, painted signage should be avoided
- Landscaping should be incorporated at base
- Compliance with signage ordinance required

### *Vehicular Access*

- Maximize road connectivity
- Encourage multiple routes and easily understood geometry

## *Village of Summit Design Guidelines Summary Document - 2022*

- Connections to adjacent subdivisions encouraged
- Cul-de-sacs should not be the primary street type within residential areas
- Street systems should balance cul-de-sacs and connecting neighborhood streets, yielding an easily accessible, desirable and quiet residential setting

### *Arterial Road Buffers*

- Screen arterial road from residential areas with landscaping, garden walls, or fencing
- Combine trees and shrubs
- Encourage open space as an additional buffer
- Limited application of berms may be appropriate, natural and undulating and include vegetation

### *Open Space and Trail Features*

- Encourage to bring community together, add value, and add recreational opportunity
- Should be easily accessible
- Public spaces should be maximized when possible, but should be visible and geographically distributed
- Encourage boulevard medians, landscaped cul-de-sac islands, and similar features; add visual richness and calm traffic
- Should protect existing resources
- Connect to other open space areas, trails, parks, and adjacent neighborhoods and developments
- Should include management plan

### *Stormwater*

- See commercial/institutional

## **Multi-family Residential**

### *Compatibility*

#### ***\*\*Plan Commission review this section***

- Designed to compliment single-family homes with similar massing, height, materials, and character
- Architecture should be varied to add visual diversity
- Max. # of units per building should not exceed 6 in order to maintain scale and character of area
- Massing and articulation should reflect single-family homes in area
- Orient to streets, internal drives, parking areas, and open spaces
- Each unit should have distinct entrance
- Garage parking should be provided for each unit
- Garage doors should be de-emphasized, preferably in the rear, side, or set back from main entry
- Garage facades should include windows and detailing consistent with overall building composition
- Visitor parking should be located away from public view by buildings or landscaping

*Village of Summit Design Guidelines Summary Document - 2022*

- PVC, plumbing, venting, and roof penetrations should not be visible on primary street side

Landscaping

- Provide along base of buildings, along lot edges bordering single-family uses, between surface parking areas and public streets, and in groupings throughout the site

*Composition and Massing*

- Include same base-middle-top architecture, massing, proportion, and façade layering as commercial buildings