



City of Hillsboro

Hillsboro Downtown Business District Design Standards

(a) **Purpose.**

- (1) The purpose of the Hillsboro Downtown Business District Design Standards (“Standards”) is to guide the design of building construction, development, alteration, and renovation in the Downtown Business District (“District”) to ensure that, through appropriate use of facades, windows, building orientation, and architectural details; new structures, existing structures, and alterations to existing structures are physically and visually compatible with other buildings within the District. Many buildings in the District reflect architectural styles that were popular during the early to mid-twentieth century. It is the desire of the City to have buildings conform to architectural styles of this era, similar complimentary styles, or Czech, German, and / or eastern European architectural styles.
- (2) These standards are intended to encourage good quality design in new building construction, enhance street safety, and provide a comfortable street environment by providing features of interest to pedestrians. Good design results in buildings that are in visual harmony with nearby buildings, leading to a central downtown district that is attractive, safe, and vibrant. These qualities, in turn, contribute to the creation of a downtown core which facilitates easy pedestrian movement and establishment of a rich mixture of uses. In addition to these standards, the provisions of this Code contain mandatory guidelines on supplementary design features such as signage, lighting, color, windows, etc.

(b) **Applicability.**

- (1) **General.** The standards shall apply to all manufacturing, commercial, institutional and mixed occupancy buildings within the Downtown Business District as defined in Section 13.1.38(g) of the Code of Ordinances (Ordinance #06-2010).
- (2) **Conflict.** In any case where a provision of this Code is found to be in conflict with a provision of the Zoning Code or any other provisions of the Code of General Ordinances, the provision which established the higher standard for the protection of the public health, safety, and welfare shall prevail.
- (3) **Application of Other Ordinances.** Nothing contained herein shall be deemed to authorize the use of a structure or premises contrary to any other provision of the Code of General Ordinances or the Zoning Ordinance. Repairs, additions or alterations to a structure shall be done in accordance with the procedures and

provisions of State law, Chapters 13 and 15 of the Code of General Ordinances and NFPA 70.

- (c) **Design Review Requirements.** The applicant shall submit the following items for design review, unless directed otherwise:
- (1) **Elevations.** Complete exterior elevations of all proposed / existing buildings or additions. Elevations should be drawn at an appropriate scale (usually ¼"=1') and should include:
 - a. All signs and / or awnings to be mounted on the building(s).
 - b. Designation of materials and colors to be used on all exterior facades.
 - c. Elevations of adjacent buildings to compare height and scale.
 - (2) **Materials Sample.** Material samples shall be presented, including color and material type of walls and roof.
 - (3) **Color Samples.** Exact sample matches of all principal and secondary exterior colors to be used, including signage and / or awning(s).
 - (4) **Context.** Photographs of surrounding building on the same street or area to address issues of context, including any models, if available.
- (d) **Design Standards.**
- (1) **Pedestrian Accessibility.** Special attention shall be given to designing a primary building entrance which is both attractive and functional. Building entrances must be architecturally emphasized and visible from the street.
 - (2) **Compatibility with Existing Downtown Businesses.**
 - a. The size and shape of proposed construction, alteration, or renovation shall be comparable with the size and shape of nearby traditional and historical buildings.
 - b. Traditional buildings in the district feature architectural details, such as decorative brickwork, awnings, windows, and other facades that are encouraged to be adapted to new buildings and maintained in old buildings. (Figures 1.0 and 1.1)
 - c. Where building sizes are not comparable, larger building facades shall be broken down into units that resemble the size of existing building facades.
 - (3) **Building Materials.**
 - a. Exterior building materials shall convey an impression of durability and history. Materials such as masonry, stone, stucco, and wood are encouraged in keeping with the architectural styles of the early and mid-twentieth century.
 - b. Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction. (Figures 1.2 and 1.3)
 - c. Metal is not allowed as the primary exterior building material, but may be used for accents.
 - d. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern.
 - (4) **Building Facades.**
 - a. All building facades should have a sense of symmetry and balance on the building and parallel unity within the district.

- b. Building alterations and renovations should maintain the original façade pattern with the use of original or similar materials to preserve the architectural style(s) in the district.
- c. Construction and maintenance of ornamental devices, such as molding, entablature, and friezes, are encouraged at the roofline. (Figures 1.4 and 1.5)
- d. Buildings should incorporate and maintain features such as arcades, roofs, alcoves, porticoes, and awnings to preserve architectural façade and protect pedestrians from weather elements. (Figures 1.6 and 1.7)
- e. Store front facades elements include:
 - i. Clearly delineated upper and lower level facades. (Figure 1.8)
 - ii. A lower level façade dominated by display windows and a clearly defined entry or entries. (Figure 1.9)
 - ii. Smaller, regularly spaced windows in the upper level. (Figure 2.0)
- f. Rear façade should be maintained and / or constructed to support the overall appearance of the principal structure.

(5) **Colors.**

- a. The purpose of adopting color requirements is to reinforce the existing, historical character and maintain a visually appealing central business district.
- b. Colors for exterior building finishes shall be earth tones, brick tones, creams, pastels of earth tones, or dark / muted green, blues, and reds.
- c. No more than two (2) principal colors shall be used on a building.
- d. Bright, white, black, or primary colors shall be used only as accents, occupying a maximum of ten (10) percent of a building. No more than two (2) accent colors shall be used on a building.

(6) **Roof Materials, Parapets, and Roof Pitch.**

- a. Pitched roof structures shall have a minimum roof pitch of 6:12.
- b. Flat roofs are permitted with detailed stepped parapets or detailed brick coursing. (Figure 2.1)
- c. Parapet corners must be stepped or the parapet must be designed to emphasize the center or primary entrance(s) of the building.
- d. Visible sloped roofs must be a “non-color,” such as gray, black, or brown.
- e. Roof shape, color, and texture shall be coordinated with the building’s perimeter walls and adjacent buildings and roof lines.
- f. Visible roof materials must be wood or architectural grade composition shingle, slate, tile, or sheet metal with standing or batten seam. Copper roofing may be considered appropriate for some building accents.
- g. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls, or by other approved means.

(7) **Windows.**

- a. Windows which allow views to the interior activity or display areas are encouraged.
- b. Glass curtain walls, reflective glass, and painted or darkly tinted glass shall not be used.
- c. No windows in the district shall be boarded up, covered with paper, or any other way covered or designed to restrict view into the interior of the building, with the exception of approved window lettering.
- d. Ground Floor Windows:

- i. All new buildings in the district must provide ground floor windows.
- ii. Any wall that faces the street in the district must contain at least 20% of the ground floor wall area in display areas, windows, or doorways. Blank walls are prohibited.
- e. Upper Floor Windows:
 - i. Glass area dimensions shall not exceed 5' x 7'.
 - ii. Windows must have trim or molding.

(8) **Lighting.**

- a. All building entrances and exits must be well lighted.
- b. Exterior lighting must be an integral part of the architectural design, complement the existing ornamental street lighting, and be in keeping with the overall architectural character of the building and district.
- c. The minimum lighting level for building entries is four foot-candles. Lighting must be a pedestrian scale and the source light must be shielded to reduce glare.
- d. Unapproved lighting sources shall include, but not limited to, mercury vapor, unshielded fluorescent, neon, or tube gas lighting.
- e. For buildings with lighted signs that contribute to the exterior lighting of the building and / or district, the entire sign must be operational and all bulbs must be fully functional at all times.
- f. Exterior lighting sources that flash, flicker, blink, or produce any other similar affect are prohibited.

(9) **Signage.**

- a. Signs in the District are regulated in Title 13, Chapter 1, Article G: Signs, Canopies, Awnings, and Billboards of the Code of Ordinances.
- b. Signs should be architecturally compatible with the style, composition, materials, colors and details of the building.
- c. Hand-written signs are prohibited within the district.
- d. Temporary computer generated signs on standard / legal paper detailing community events are permitted for a limited time of two (2) weeks prior and two (2) days following the event.
- e. Temporary computer generated signs on standard / legal paper detailing sales, specials, or any other advertisement are permitted for no longer than two (2) weeks.
- f. Permanent signage must reference the bona fide business operating in the building in which the sign is placed and shall not be used to advertise for an off-site business or location.
- g. Temporary signage must include the name of the bona fide business for which the sign is advertising.
- h. Temporary signs may be placed on the inside window, door, or doorway of the building. Temporary signs may not be placed on the awning, brick, wall, or any other exterior feature of the building.
- i. Detached signs, sandwich board signs, and other moveable signs may be placed within the public right-of-way, but must not block free movement of pedestrians.
- j. All other signage must be approved by the Zoning Administrator.

(10) **Sidewalk Displays and Streetscape.**

- a. Sidewalk displays may only be utilized in accord with the C1 Commercial District Zoning Code.

- b. Benches, outdoor seating, and trash receptacles must be in keeping with the overall character of the building and district. (Figures 2.2 and 2.3)
- c. Benches and other streetscape items may be placed within the public right-of-way, but must not block free movement of pedestrians, and prior approval must be granted by the Zoning Administrator.

(11) **Retaining Walls.**

- a. Retaining walls shall be covered with natural stone found in the area or other suitable material as may be specifically approved by the City Council and / or Plan Commission.
- b. Retaining walls over six (6) feet in height that are located adjacent to property lines or street right-of-way and visible from the adjacent property or street right-of-way shall be screened with a semi-opaque screen or barrier between the wall and the adjacent property or street right-of-way. The screen or barrier may consist of trees, plants, earthen berms, or any combination thereof.

(12) **Waste and Storage.**

- a. All exterior waste disposal and storage areas shall be placed in the rear of the building and screened from public view through the use of an enclosure or structure or approved visible barrier.
- b. Additional measures shall be taken to prevent debris from discharging from the affected property.

(f) **Variance From Standards.** The City Council and Plan Commission may vary these design standards if it is determined that the proposed project is not detrimental to the public welfare or intent of these regulations. Where necessary to accommodate individuality and creativity in site design, or where conformance with the strict requirements of these design standards is not feasible on a particular property, the City Council may modify the requirements of these standards in reviewing and approving the site plan, provided that the physical improvements and features that the applicant proposes to install on the site are equivalent in effectiveness to the requirements of these design standards.

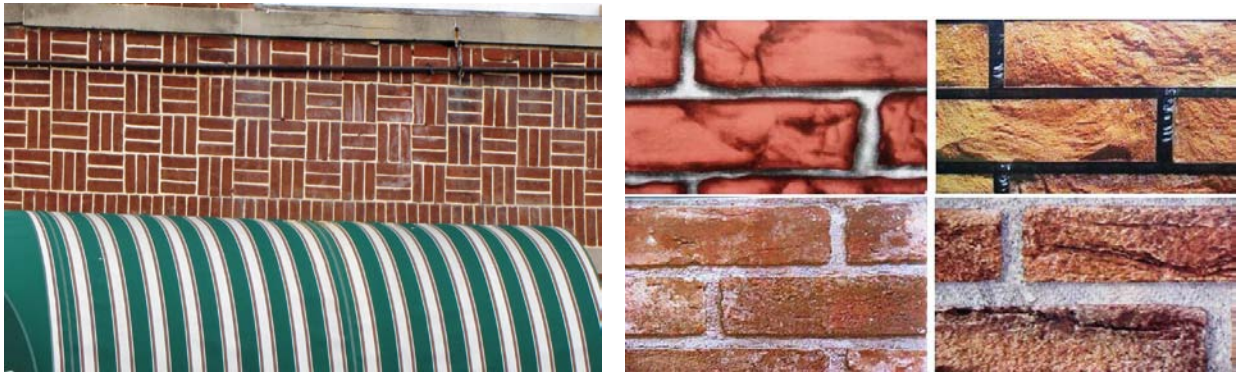
(g) **Enforcement and Remedies.**

- (1) Any violation or attempted violation of the design standards or of any other condition or requirement adopted pursuant thereto may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate proceeding. A violation of the design standards shall be considered a violation of the zoning ordinance of the City. The remedies of the City shall include the following:
 - a. Issuing a stop-work order for any and all work on the building.
 - b. Seeking an injunction or other order of restraint or abatement that requires the removal or correction of the nonconformity.
 - c. Imposing any penalties that can be imposed directly by the City under the zoning ordinance.
 - d. Seeking in court the imposition of any penalties that can be imposed by such court under the zoning ordinance.
 - e. In case of any development or construction that imposes an immediate danger to the public health or safety, taking such measures as are available to the City under the applicable provisions of the zoning ordinance and the building code for such circumstances.

- (2) The City shall have such other remedies as are and as may from time to time be provided for or allowed by state law for violation of the zoning ordinance.



Figures 1.0 and 1.1 – Examples of traditional architectural building style in the district.



Figures 1.2 and 1.3 - Examples of decorative masonry patterns and brickwork.



Figures 1.4 and 1.5 – Examples of roofline entablature and ornamental devices.



Figures 1.6 and 1.7 – Examples of protective awnings and alcoves as part of the building façade.



Figure 1.8 – Clearly delineated upper and lower facades.



Figure 1.9 – Example of a lower level façade dominated by display windows and a clearly defined entry.



Figure 2.0 – Example of spaced windows in the upper level.



Figure 2.1 – Example of detailed stepped parapets or detailed brick coursing.



Figures 2.2 and 2.3 – Examples of benches, outdoor seating, and trash receptacles keeping with the overall character of the building / district and out of the pedestrian right-of-way.