

# ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

## **PURPOSE**

Article 23-A of the Zoning Ordinance of the City of Flint Hill, Missouri (the “City”), provides for the establishment of the City's Architectural Review Board (the “ARB”). The purpose of the ARB is to review, comment and act upon design, function and aesthetic issues and elements relative to all buildings and structures to be constructed in the Downtown Special District (the “DSD”). The ARB hereby establishes appropriate standards and regulations to implement Article 23-A. These standards and regulations are designed to serve as guidelines for construction in the DSD. Alternative designs and materials may be used if they are shown to be appropriate in the DSD

## **ARCHITECTURAL AND DESIGN STANDARDS**

A. General Standards. The City has previously obtained conceptual drawings outlining the City’s vision of future development in the DSD. These conceptual drawings are meant to serve as a guide for development in the DSD and an example of appropriate designs and materials for the DSD:



***DOWNTOWN SPECIAL DISTRICT  
ARCHITECTURAL REVIEW BOARD MANUAL***

---





## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

For all buildings in the DSD, these general standards shall be considered by the ARB in determining whether a proposed new building, or an addition, alteration or improvement to an existing building, is appropriate in the DSD.

1. Site design standards.
  - a. The front of a building should be oriented toward the street.
  - b. New buildings should be set back from the street by approximately the average distance of building setbacks on that same street within the DSD.
2. Building scale standards.
  - a. The front of a new building should include a one-story element such as a porch.
  - b. Building heights should be similar to those of other buildings found in the DSD.
  - c. New buildings should be constructed of similar width to that of nearby buildings in the DSD.
  - d. Wall-to-window ratio should be similar to that found in other buildings found in the DSD.
    - (1) Large surfaces of glass are inappropriate in the DSD.
    - (2) Large glass areas should be divided into smaller windows.
3. Building details.
  - a. Use of traditional materials such as red brick, wood, stone, or other material that resembles the appearance of red brick, wood, or stone, is strongly encouraged for building materials.
    - (1) New materials that are similar in character to traditional materials used in the DSD may be acceptable with appropriate detailing.
    - (2) New materials should appear similar in scale, proportion, texture and finish to those used historically in the DSD.

See the following pictures for examples of appropriate building materials:



- b. Doors, windows and porches should be of sizes and proportions similar to those found on other buildings in the DSD.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

- c. Garage doors should generally face the side yard or rear yard instead of the front yard. If a garage door faces the front yard, the garage door should be made to resemble wood doors. See the following pictures for examples of front-facing garage doors that are appropriate in the DSD:



- d. All exterior lighting, including fixtures and all exposed accessories, shall be consistent with the design of the building. All exterior lighting including wall pack lighting shall be shielded to direct light straight down. See the following picture as an example of exterior lighting that is appropriate in the DSD:



- e. Repair or replacement of foundations should be made using material that will replicate the original material used.
- f. New or replacement foundations may be poured concrete, stone or brick.
- (1) Exposed foundations with flat, textureless surfaces (such as poured concrete) must be covered with an appropriate finish such as stone or brick.
- g. Solar collectors and satellite dishes should not be visible from any street.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

4. All exterior solid waste containers and container racks or stands for commercial buildings shall be screened from public view by an enclosure that has a minimum six (6) foot high solid screen walls constructed with materials to complement the primary building. Such enclosures shall have a concrete floor, gates shall be composed of metal in a complementary color to the primary building and in no case shall slatted, chain link or wire fencing be used for such purpose.
5. Grading of the property and excavation and filling shall be compatible with surrounding properties.

**B. Exterior Walls.** The exterior walls of all buildings in the DSD should comply with this Subsection B.

1. Exterior walls and parapets on buildings in the DSD should be clad in brick, stone, wood shingles, wood clapboard, drop siding, wood board or batten. Clapboard and siding shall be painted. Wood shingles and siding shall be painted, stained or otherwise treated.
2. Exterior walls and parapets may be covered with no more than two materials and shall only change material along a horizontal line.

See the following picture for siding that is appropriate in the DSD:



3. Masonite or metal lap siding may be used under the following circumstances:
  - a. In order to emulate the look of older lap siding, masonite or metal siding should not be wider than four (4) inches;
  - b. Siding should not be used to cover up architectural features; and
  - c. Siding must not contribute to moisture buildup and structural deterioration.
4. Siding which covers the original primary building material may be removed as long as doing so would not negatively affect the building.



## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

- a. For example, asbestos, asphalt, aluminum and vinyl siding could be removed to expose brick or wood lap siding underneath.
5. Asbestos and asphalt siding may be covered with wood clapboard if consistent with other buildings in the DSD.
6. Stucco may be removed if doing so would be consistent with a building's original architectural style and if removal would not harm the building.
7. Installing vertical board siding, plywood, roll roofing, tar paper, cinder block and particle board to permanently cover exterior walls is not permitted in the DSD.

**C. Windows.** For windows on buildings in the DSD, the following standards shall apply to guide the ARB:

1. Windows shall be glazed with clear glass. Heavily tinted or reflective glass should not be used in the DSD.
2. Windowsills and sashes can be made with wood or finished aluminum. If a windowsill or sash is replaced, the new sill or sash should duplicate the original window in size and style. Unpainted or raw aluminum windows are not acceptable.
3. Window openings should be of the size and proportions appropriate for the architectural style of the building and the DSD.
4. Windows with vertical emphasis are encouraged.
5. Bay or bow windows may be added at the side or rear of a building.

See the following example of windows that are appropriate in the DSD:



6. Instead of placing brick or siding over unwanted or unused windows, consideration should be given to covering them on the inside with drywall and on the outside by closed shutters or louvers. The window opening and frame should remain intact, including subsill and lintel.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

- a. When feasible, original shutters shall be retained and repaired. Modern replications or salvage materials may be used when consistent with either the original architectural style of the building or with shutters commonly used in the DSD.
- b. Shutters must be appropriately sized for the windows to which the shutters are attached. Shutters do not have to be functional, but they should be of a size that they would completely cover the window if functional.

See the following example of shutters that are appropriate in the DSD:



**D.     Roofs.** All roofs in the DSD should comply with the following standards:

1. Roof forms similar to those commonly found in the DSD should be used.
  - a. Gable and hip roofs are appropriate for most primary buildings.
  - b. Roof pitches on primary buildings should be 6:12 or greater.
  - c. Roof pitches on accessory buildings may be 2:12 or 3:12.
  - d. Commercial buildings may have flat roofs so long as a parapet wall on the roof provides the required screening for any rooftop mechanical equipment.
2. The following roofing materials can be used in the DSD:
  - a. Roof cladding should be made of materials original to the building or common in the DSD.
    - (1) Shingles may be asphalt, wood, slate, synthetic slate composition (slate reproduction), fiberglass or standing seam metal.
    - (2) Exposed felt/tar paper is not appropriate in the DSD.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

- b. The use of original materials is encouraged for mansard roof cladding.
  - (1) Whenever possible, patterns of colored slate on mansard roofs, such as diamonds, should be retained, restored or replicated in a manner consistent with the time period.
  - (2) Mansard roofs may be clad with materials other than shingles.
  - (3) Vinyl siding is not appropriate cladding for mansard roofs.
- c. Coping shall be glazed coping tile or metal coping or other appropriate finished material.

See the following examples of roofs that are appropriate in the DSD:



- 3. Flat skylights mounted on the rear slope of a roof are permitted. Bubble skylights are not permitted in the DSD.
- 4. Roof penetrations shall be placed on the rear slope of the roof and painted to match the color of the roof, except that metal roof penetrations may be left unpainted. Plumbing stacks and vents shall not be placed on the front slope of any roof or any visible portion of it from the street.
- 5. All buildings must have gutters. Gutters shall be half-round. All downspouts shall be round. Gutters and downspouts shall be made of galvanized steel, copper (not copper coated) or anodized aluminum. Splash blocks shall be brick, gravel, or concrete.
- 6. Rooftop mechanical equipment shall be screened by increased parapet height or other means architecturally consistent and harmonious with the proposed building so as to not be visible from a point six (6) feet above the elevation of the property line on which the building is located and from a point four (4) feet above the elevation of any public right-of-way. See the following picture as an example:



## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---



7. Any removal of a chimney or structural change to a chimney should meet the following requirements:
  - a. Chimneys not in use may be capped. However, such chimneys should not be altered in dimension, including height.
  - b. Reconstructed chimneys should duplicate the original in size, materials, color and appearance.
  - c. Exposed cinder block or tile chimneys are not acceptable.
8. Dormers must be habitable, placed a minimum of thirty-six inches (36") from side building walls, and have gable or hip roofs with a slope of 10:12. The size and composition of a dormer should maintain the character and style of the building.

**E. Porches.** All porches in the DSD should comply with the following standards:

1. The ARB strongly encourages property owners to preserve original porches or to restore them to the original architectural style of the building.
2. Front porches which are open shall not be enclosed, in whole or in part, with windows, screens or opaque materials (siding, plywood, etc.).
  - a. This does not include use of screening to enclose any open area below porches.
3. Wooden porches shall have paint, varnish, or some other type of finish.
4. When feasible, original woodwork should be retained and repaired. Modern replications or salvage materials may be used when consistent with either the original architectural style of the building or with porches commonly constructed in the DSD.
5. When feasible, original porch architectural details (handrails, lattice, brackets, rails, posts, etc.) should be retained and repaired. Modern replications or salvage materials may be used when consistent with either the original architectural style of the building or with porches commonly constructed in the DSD.
6. Astroturf, carpeting or other synthetic materials for porch floor covering are not appropriate in the DSD.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

See the following example of porches that are appropriate in the DSD:



**F. Doors.** All doors in the DSD should comply with the following standards:

1. Doors should be made of wood, embossed steel or fiberglass. Doors should also be hinged and have raised panels.
  - a. Sliding doors are permitted in residential rear yards.
2. Storm doors shall be painted wood or anodized aluminum and match entry doors.
3. Door openings should not be altered if such alteration will change the style and character of the building.
4. Transoms and door sidelights are an important architectural detail and should not be covered up.
5. If a building has more than one (1) front door, each front door must match the other front door(s) in design, size and color.
6. Doors should be appropriate for the architectural style of the building and the DSD.
7. All exterior doors shall have varnish, paint, or some other type of finish.
8. Doors designed for interior use are not acceptable for use on the exterior of a building.

See the following example of exterior doors that are appropriate in the DSD:





## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

**G. Fences/Retaining Walls.** All fences and retaining walls in the DSD should comply with the following standards:

1. Front yard fences should be consistent in design with other fences in the DSD. Wrought or cast iron, masonry and hedge or shrub fences are appropriate in the DSD. Chain link, wire, and wood fencing are not appropriate in the DSD.
2. Lattice should not be used for fencing and screening.
3. No fence shall exceed a height of forty-eight (48) inches.
4. All fences must be maintained in good condition including regular painting, staining or treating.
5. Retaining walls should be of masonry construction.
  - a. Poured concrete retaining walls are encouraged to use raked joints to imitate masonry blocks.
  - b. Cinder blocks and automobile tires are examples of inappropriate materials for the exterior finish of retaining walls, regardless of height.

**H. Accessory Buildings.** Accessory buildings in the DSD, as permitted by the City of Flint Hill's Zoning Ordinance, should comply with the following standards:

1. Accessory buildings should be covered in the same, or substantially similar, siding materials that cover the primary building on the same lot.
2. A garage shall not exceed the height of the primary building on the same lot.
3. Existing accessory buildings must be kept in good repair, including exterior walls, doors, windows and roofs, and any exterior paint must be in good condition and not chipped.

### **MAINTENANCE STANDARDS**

The owner and occupant of any building in the DSD must keep the building properly maintained and repaired. For the sake of the health, safety and welfare of the inhabitants of the DSD, as well as property values and aesthetics, property owners should be vigilant in preventing deterioration of any building in the DSD.

All buildings in the DSD shall be preserved against decay and deterioration and free from structural defects. The owner or occupant of a building in the DSD shall repair such building if it is found to have any of the following defects:

1. Deterioration of exterior walls or other vertical supports;
2. Deterioration of roofs;
3. Deterioration of external chimneys;
4. Deterioration or crumbling of exterior plasters or mortar;
5. Peeling of paint, rotting wood, holes and other forms of decay;
6. Broken windows;
7. Deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

## ***DOWNTOWN SPECIAL DISTRICT ARCHITECTURAL REVIEW BOARD MANUAL***

---

Normal maintenance of buildings within the DSD does not require approval by the ARB and is encouraged. The following constitute examples of “normal maintenance:”

1. Painting or repainting (including staining or other similar types of treatments).
  - a. The color of paint, stain or other treatment used in the DSD must be consistent with the other colors used on the same property and elsewhere in the DSD.
  - b. Unpainted brick may only be painted when it needs a protective coating and was painted historically.
  - c. Brick should not be painted simply for decorative purposes. Unpainted brick should remain unpainted.
  - d. Painting brick to avoid tuck-pointing is not permitted.
  - e. Covering brick with lap siding to avoid brick maintenance is not permitted.
  - f. Unpainted masonry (such as stone foundations and concrete slabs) should not be painted.
2. Tuck pointing mortar joints in bad condition.
3. Replacement of exterior steps with the same material and in the same color.
4. Yard maintenance other than planting hedgerows as fencing.
5. Routine cleaning of a building, including power washing.
  - a. Sandblasting or other abrasive blasting to clean brick or stone is very destructive and is not recommended. Abrasive stripping of old brick very often removes its outer protective layer. Doing so allows brick to absorb water and erode away, thus often leading to significant damage.

Any action taken on a building that requires a building permit is not “normal maintenance” and must be reviewed by the ARB.

