



# TOWN of WAKE FOREST

**Planning Department**  
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Wake Forest, NC 27587  
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## MINOR ARCHITECTURAL DESIGN REVIEW APPLICATION

*(Last updated: May 2016)*

### **PROCESS INFORMATION:**

**Submission Requirement:** Every applicant for Minor Architectural Design Review is encouraged to hold a pre-application meeting with the Administrator to discuss the proposed request and to become familiar with the applicable requirements. Applicants shall submit complete applications to the Planning Department.

**Review Process:** Once an application containing all needed elements is submitted, the Administrator shall review the application and approve or deny it based on compliance with the standards contained in the Wake Forest Unified Development Ordinance.

### **FILING INSTRUCTIONS:**

- An applicant must complete this application in full. This application will not be processed unless all information requested is provided.
- The filing fee is \$100.00. *\*Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*
- Sketch Plan & Building Elevations in accordance with Chapter 5 & 15 of the Wake Forest UDO (see checklist below).
- The application must be signed by the owner or by an authorized agent of the subject property.

### **SKETCH PLAN CHECKLIST:**

A Sketch Plan shall be provided to accurately reflect the nature of the application. The Sketch Plan shall show in simple sketch form the shape & dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below:

- North Arrow & Scale not less than 1" = 50' (site plans) or 1" = 200' (subdivisions)
- Layout of existing & proposed streets;
- Existing or proposed lot(s) layout;
- Building(s) location & size;
- Nature of land use;
- Parking areas & means of ingress/egress;
- Environmental Conditions (Special Flood Hazard Areas, wetlands, etc.);
- Civic Spaces & other features in relation to existing conditions based upon the size of the tract proposed for development.

## **BUILDING ELEVATION CHECKLIST:**

Building elevations for design review are required in order to reasonably evaluate the subject building. It is required to submit scaled drawings of each elevation visible from a public street or civic space. These drawings should be in color and should accurately represent the building heights, floor levels & building materials. In addition, the administrator may require up to three drawings from different perspectives that will show how the building fits into the context of the block. Building Design Standards for specific Urban Districts and requirements for specific Building Types (Civic/Institutional, Residential, Commercial, & Industrial) can be found in Chapter 5 of the UDO. In addition to these requirements, the submitted application should include the following:

### **General:**

- A location map with north arrow, dimensions of site boundaries, acreage, information about ownership and uses, and existing or potential uses of adjacent property;
- Scaled drawings of the floor plans. Include square footage figures for each floor. Show all proposed door and window locations;
- One 18" x 24" rendered color elevation of each façade indicating heights, floor levels, and materials;
- Illustrative perspective renderings of the proposed building(s), including at least one eye-level view from a public right-of-way and one view illustrating the character of any adjacent buildings in context;
- One 18" x 24" architectural drawing of each elevation with labels showing building height, materials, dimensions, etc
- One 18" x 24" of the proposed landscape and grading plans
- Digital versions (.pdfs) of the required drawings should be emailed after submission of paper sets.

### **Overall Requirements:**

The application should provide evidence that clearly illustrates the following requirements have been met in the design of the building(s).

- Entrances featuring one or more – canopies, porticos, arcades, arches, wing walls, and planters;
- High quality exterior building materials, e.g. brick, stucco, wood, stone tinted/textured decorative concrete masonry units, or similar materials;
- Colors harmonious with surrounding development and that reflect the traditional concept of the town. Colors should be earth tone, muted, subtle, or neutral colors;
- Trash containment devices located and/or screened so as not to be visible from streets or other properties. Screening of trash containment areas should match colors and materials used on building;
- Mechanical and utility equipment located and/or screened so as not to be visible from streets or other properties, including equipment located on the roof.
- Conformance with the general lighting design standards per Section 10.3 of the Wake Forest UDO.

**PROJECT INFORMATION:**

Property Address/Location: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Land Use(s): \_\_\_\_\_

Size of Property (in acres): \_\_\_\_\_

Building Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Building Materials/Colors: \_\_\_\_\_

Project Type:     New Construction     Addition/ Expansion less than 50% of floor area  
                          Addition / Expansion 50% or greater in floor area     Exterior Alteration

**GENERAL INFORMATION:**

Property Owner:	Phone:
Address:	Email:
City, State, Zip:	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

**SIGNATURES:**

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.

\_\_\_\_\_  
(Applicant Signature)

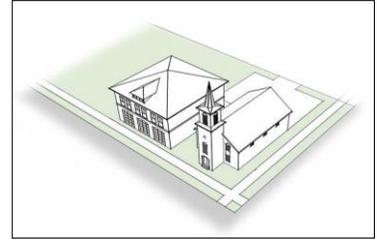
\_\_\_\_\_  
(Date)

Minor Arch

<u>For Department Use Only:</u>	
Submittal Date:	_____
Received By:	_____
Case No:	_____

## SPECIFIC DESIGN STANDARDS: CIVIC / INSTITUTION BUILDINGS

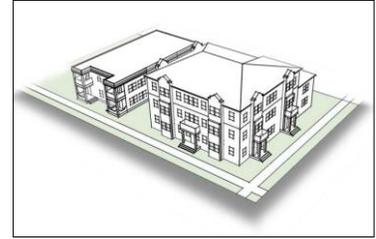
The Civic/Institutional Building serves as a landmark and a public gathering place. The use of this designation is limited to public buildings (i.e. schools, fire station and town halls), and semi-public buildings (i.e. hospitals and religious institutions). The Civic/Institutional Building defines a sense of prominence or to accommodate the unique needs of its users.



- Design and Construction Excellence:** Such buildings should be constructed as permanent additions to the long-term vibrancy of the town and should serve to exemplify the very best architectural designs and building practices.
- Site Prominence:** Designers should consider methods in which to place such buildings above the grade of the surrounding buildings as a means to provide site prominence. Methods to consider include the incorporation of a raised entry from the primary street frontage (while still accommodating NC Accessibility Code requirements) and/or the setback of such buildings to create a formal landscaped area or plaza. Where possible, such buildings shall form a terminating vista down a street or across a civic space whenever possible.
- Building Design Elements:** The nature and location of the building should be demonstrated in the architectural design and the detailing. Depending on the expressed architectural style of the building the following elements may be considered for inclusion:
  - Pronounced window lintels/sills/muntins/etc.
  - Columns with a capital and a base.
  - A water table made up of large, quality masonry units (such as cut or hew stone) or made of smaller masonry units that extend beyond the face of the façade in order to clearly delineate the water table.
  - Vertically oriented windows of at least 2:1 ratio.
  - Relief in the façade must occur on many levels (the depth of the relief cannot be limited to 1 or 2 patterns repeated).
  - Cornice lines with significant depth and multiple levels of relief.
  - A very well designed entry way, including doors at the main entry that are monumental (taller, larger, heavier, more ornately designed, etc. than normal).
  - A tower element of some nature.
- High Quality Materials:** Acceptable exterior primary wall materials for such buildings include brick, stacked stone, lap siding (cementitious fiber board), stucco, stone/stone masonry units, and architectural concrete masonry units (CMU). Exterior insulation finishing systems (EIFS) may be used as a secondary building material. Under no circumstances shall unfinished concrete block be permitted. No vinyl or metal siding shall be attached to any side of a civic/institutional building that is visible from a public street.
- Material Colors:** Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
- Submittals:** Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodeling, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

## SPECIFIC DESIGN STANDARDS: RESIDENTIAL BUILDINGS

Residential buildings include detached houses, duplexes, condominiums, townhomes and apartment complexes. These provisions are applicable to all multi-family structures. Single-family dwellings and duplexes shall be subject to provisions of the first 2 bullets under “GARAGES” only unless otherwise noted.



### ROOFS AND EAVES:

- Except for residential buildings in the UR and RMX districts, all residential buildings shall have sloped roofs. Flat roofs may be used for the main roof, dormers or above porches, in the UR and RMX districts if approved by the Design Review Board.
- Main roofs on residential buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. No monopitch roof shall have a pitch less than 4:12.
- Flush eaves shall be finished by profiled molding or gutters.
- All rooftop equipment (except small items such as fans and vents) shall be screened from view from the public right-of-way within the block.

### BUILDING ENTRANCES:

- Porches:** Useable porches and stoops are recommended to form a predominant motif of the building design and be located on the front and/or side of the building to respond to the climatic conditions and the vernacular of the area. Front porches, if provided, shall be at least 4 feet in average depth.
- Raised Entries:** To provide privacy, all residential entrances within 18 feet of the sidewalk shall be raised from the average finished grade of the sidewalk (at the property line) a minimum of 1½ feet.
- Visibility/Accessibility:** For residential buildings in developments designed for residents aged 55 and older, there shall be provided 1 zero-step entrance to each building from an accessible path at the front, side, or rear of each building. This does not eliminate the requirements for residential buildings to have raised front entrances unless topographic conditions present no practical alternative.

### GARAGES:

- For Houses (on lots of 40 feet or less in width):** Garages or off-street parking areas shall be accessed only from an alley. Driveways shall not be permitted to connect to the fronting street. Where topographic or unique site conditions preclude the use of an alley, as determined by the Administrator, a driveway of no more than 12 feet in width may be used to provide access to garages or off-street parking areas in the third layer of the lot only, as defined in Section 9.3.
- For Houses (on lots between 40 feet and 50 feet in width):** One driveway of no more than 12 feet in width may be used to provide access to garages or off-street parking areas. Garages or off-street parking areas shall be located in the third layer of the lot only, as defined in Section 9.3.
- Garage Door Setback from Façade:** Garages with front loading bays shall be recessed from the front facade of the house by a minimum of 4 feet and shall be visually designed to form a secondary building volume. Garage doors shall be setback a minimum of 25 feet from the back of sidewalk.
- Garage Door Width** At no time shall the total width of an attached garage door(s) exceed 50% of the total building façade for lots more than 50 feet in width.
- Extra Bays to Be Turned:** All garages with more than 2 bays shall be turned such that no more than 2 bays are visible from the street.
- For All Townhouses:** Garages or off-street parking areas shall be accessed only from an alley or via a driveway leading to a detached garage or parking area behind the front facade.

### FAÇADE DESIGN / PERMEABILITY / TRANSPARENCY:

- At least 15% of the area of each façade that faces a street lot line must be windows or main entrance doors. Windows used to meet this standard must allow views from the building to the street. Glass block does not

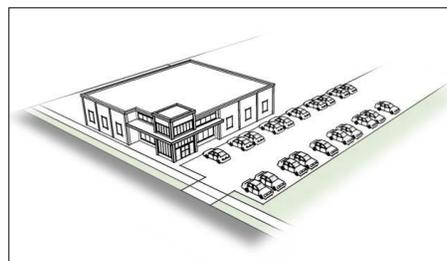
meet this standard. Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard. To count toward meeting this standard a door must be at the main entrance and facing the street property line.

#### **MATERIALS:**

- **Building Walls:** Building walls (including accessory structures greater than 144 square feet) shall be primarily clad in wood clapboard, cementitious fiber board, wood shingle, wood drop siding, primed board, wood board and batten, brick, stone, stucco, or synthetic materials similar and/or superior in appearance and durability. Vinyl may only be used on buildings that are no closer than 20 feet from the next closest building and that do not contain mixed occupancy or multifamily dwelling units. The primary materials used for building walls should reflect the context of the surrounding area or neighborhood.
- **Roof Materials:** Residential roofs shall be clad in wood shingles, standing seam metal, terne, slate, asphalt shingles or synthetic materials similar and/or superior in appearance and durability.
- **Material Colors:** Facade colors should reflect the context of the surrounding area and should generally be of low reflectance earth tone, muted, subtle, or neutral colors. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features. This paragraph shall not apply to detached houses or townhomes.
- **Submittals:** Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodeling, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

#### **SPECIFIC DESIGN STANDARDS: COMMERCIAL BUILDINGS:**

The commercial building is a structure with a high percentage of its ground level façade in transparent fenestration (windows and doors) to encourage pedestrian activity along its frontage. It typically has one yard (rear) though variations include a small front plaza or courtyard to provide public space for outdoor seating as well as a building with complete lot coverage where parking is handled in a manner other than onsite surface parking.



#### **FACADE MATERIALS:**

- **Materials:** Commercial building walls visible from a public street or civic space shall be primarily brick, stacked stone, stone or stone masonry units, wood clapboard, cementitious fiber board, exposed heavy timber, or architectural concrete masonry units (CMU). Glass curtain walls may be approved subject to Design Review to ensure the styling and details are appropriate for the context. Exterior insulation finishing systems (EIFS) may be used on facades not facing a public street or civic space or as a secondary building material only (less than 25% of the wall area) on primary frontage facades. Under no circumstances shall unfinished concrete block be permitted.
- **Balance of Wall Materials:** When 2 or more materials are used on a façade, the heavier material shall be placed below the lighter material (e.g., siding over brick) to give the sense of support and grounding.
- **Material Colors:** Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
- **Submittals:** Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodelings, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

#### **GROUND LEVEL DETAILING:**

- **Minimize Blank Walls:** Expanses of blank walls facing streets (excluding rear access drives or alleys) or public civic spaces may not exceed 20 feet in length. (A "blank wall" is a facade that does not contain transparent windows or doors.)

- **Ground-Level Glazing:** Window glazing and doorways shall be the predominant features in the street-level facade. Exterior burglar bars, fixed "riot shutters," or similar security devices shall not be visible from the public right-of-way. All ground level windows shall provide direct views to the building's interior extending a minimum of 6 feet behind the window.
- **Transparency Zone:** Glazing that is transparent under all lighting conditions shall extend from a base of contrasting material (not exceeding 4 feet in height above the adjacent grade) to at least the height of the door head. However, spandrel or colored glass may be used above the height of the door head. The table below lists the standards for the required percentage of square footage in the Transparency Zone that must have a glazing treatment.
- **Glazing to be Dispersed:** Required glazing shall not be aggregated into a single undivided area of glazing treatment. Individual glazing areas shall not span more than 15 linear feet, and must be separated by at least 1 linear foot of contrasting material.
- **Canopies/Awnings:** A building canopy, awning, or similar weather protection may be provided and should project a minimum of 5 feet from the façade.
- **Ventilation Grates and Emergency Exit Doors:** Ventilation grates or emergency exit doors located at the first floor level in the building facade, which are oriented to any public street, shall be decorative. Unless otherwise required by the building code, such grates and doors shall be located away from pedestrian spaces (sidewalks and pedestrian paths).

#### UTILITIES:

- **Rooftop Equipment:** All rooftop equipment shall be screened from view to the extent practical. If, due to the topography of the site, a physical screen would not suffice, alternative methods to minimize the negative aesthetics of the otherwise utilitarian equipment (e.g., painting the equipment to match the building) may be approved by the Administrator.
- **Wall Mounted Equipment:** No wall-mounted building utility service equipment (e.g., electrical house panel boxes) shall be placed on the public street right-of-way side of the building.

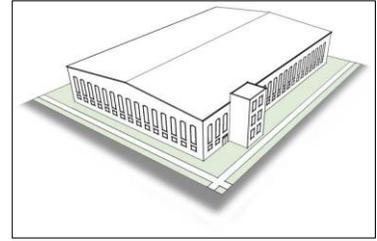
#### FAÇADE ARTICULATION:

Articulation involves the horizontal and vertical variation of the façade so that walls are subdivided into bays or sections that are vertically proportioned. The following provisions for façade articulation shall apply to any façade visible from a public street or civic space. For buildings set back more than 200 feet from the street, the standards in this subsection apply only to the primary façade facing the street.

- **Vertical Elements:** All architectural elevations of principal buildings (over 20 feet in height) visible from a public street or civic space shall have a clearly discernible base, body, and cap. The base shall occupy the lowest portion of the elevation, shall have a height of at least 3 feet, and be constructed of a masonry material. The component described as the body shall constitute a minimum of 50% of the total building height. The cap shall occupy the highest portion of the elevation, excluding the roof, and shall have a dimension that does not exceed the height of the base. The cap shall consist of a cornice, parapet, awning, canopy, eave or other architectural treatment that visually performs in the same manner. The base and cap shall be clearly distinguishable from the body through changes in color, material, pattern, profile, or texture.
- **Expression of Entries:** Each entryway shall have 1 or more clearly defined, highly visible customer entrance facing the street. The entrance shall feature 1 or more of the following: canopies or porticos, arcades, arches, wing walls, and/or planters.
- **Articulation:** The frontage of buildings shall be divided into architecturally distinct sections or bays with each section taller than it is wide, unless otherwise noted. Sections or bays shall be visually established by architectural features such as columns, ribs, pilasters or piers, changes in plane, or an equivalent element that otherwise visually subdivides the wall through at least 50% of its height (*see the illustration in Section 5.6.5 of the Wake Forest UDO*).

## **INDUSTRIAL BUILDING STANDARDS:**

Industrial buildings are expected to be utilitarian in design to accommodate a wide range of internal activities that range from heavy machinery to storage. This building typically has 4 yards (front yard, 2 side yards and rear yard) to allow for site landscaping to soften the often long expanses of wall that are typical to this type.



### **FACADE MATERIALS & COLORS:**

- Materials:** Industrial building walls shall be predominantly brick, stucco, architectural concrete masonry units (CMU), or EIFS. Vinyl or metal sheeting is prohibited on the front elevations and any side elevations within 20 feet of the front elevation. Under no circumstances shall unfinished concrete block be permitted.
- Material Colors:** Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
- Submittals:** Color samples shall be provided to the staff at the time of site plan review and prior to renovations, remodelings, facelift, and repainting, along with a description of how and where each color will be used. Colored renderings shall also be required.

### **FAÇADE ARTICULATION:**

Articulation involves the horizontal and vertical variation of the façade so that walls are subdivided into bays or sections that are vertically proportioned. The following provisions for façade articulation shall apply to any façade visible from a public street or civic space. For buildings set back more than 200 feet from the street, the standards in this subsection apply only to the primary façade facing the street.

- The frontage of buildings shall be divided into architecturally distinct sections or bays with each section taller than it is wide.
- Sections or bays shall be visually established by architectural features such as columns, ribs, pilasters or piers, recesses, projections, windows, awnings, arcades or an equivalent element that visually subdivides the wall through at least 50% of its height.
- The width of required dividing elements shall be between 1/8 and 1/10 the average height of the adjacent bays. The depth of the required dividing elements shall be at least 1/3 their width.

### **ROOFTOP EQUIPMENT:**

All rooftop equipment shall be screened from view to the extent practical given the varied topography of Wake Forest. If, due to the topography of the site, a physical screen would not suffice, alternative methods to minimize the negative aesthetics of the otherwise utilitarian equipment (e.g., painting the equipment to match the building) may be approved by the Administrator.

## **DISCRETIONARY REVIEW STANDARDS:**

The discretionary review standards of this Section 5.9 of the Wake Forest UDO are intended to facilitate a wide variety of uses in close proximity to one another through the use of detailed design standards that address the key considerations of the pedestrian realm. That is, their primary focus is on the ground floor and those portions of the building that are most readily visible to a typical pedestrian. A secondary focus is the overall aesthetic of community and the visual perceptions that encourage a vibrant economy. The general standards noted below are intended to be used by the Design Review Board in their review of those applications that require additional review beyond the detailed building type design provisions found in Chapter 5 of the Wake Forest UDO.

### **Conformity to the community plan principles for building and site design:**

- New, expanding, or improved businesses should employ architectural standards consistent with Wake Forest's architectural character and should avoid standard prototype designs otherwise employed in "Anywhere, USA".
- Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development.
- Noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art should be placed in positions of visibility and prominence. Their placement should be coordinated with street design.
- Significant natural and existing man-made elements should be incorporated into the thematic design of new developments.
- Large trees, ponds, creeks, or other natural features of the landscape should be saved when locating new streets, buildings, parking lots, etc.
- Community character should be supported by development that is compatible when considered within the context of the surrounding area.
- Exterior lighting should be attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest.

### **Design and Construction Excellence:**

- All buildings should be constructed as permanent additions to the long-term vibrancy of the town and should serve to exemplify the very best architectural designs and building practices.

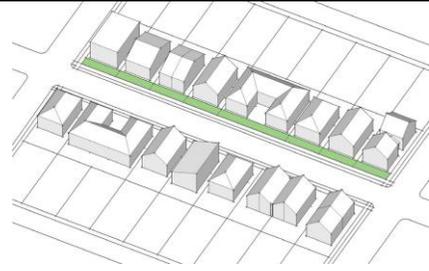
### **Materials & Colors:**

- **Building Materials:** The predominant material palette for non-residential structures in Wake Forest is brick. Other acceptable exterior primary wall materials for such buildings include stacked stone, lap siding (cementitious fiber board), stucco, stone/stone masonry units, and architectural concrete masonry units (CMU). Exterior insulation finishing systems (EIFS) may be used as a secondary building material. Under no circumstances shall unfinished concrete block be permitted. No vinyl or metal siding shall be attached to any side of a civic/institutional building that is visible from a public street.
- **Material Colors:** Facade colors shall be of low reflectance earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors shall be prohibited. Variations in color schemes are encouraged in order to articulate entry ways and public amenities so as to give greater recognition to these features.
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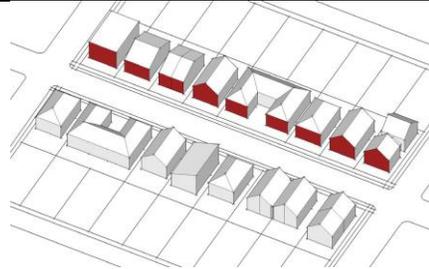
### **Compatibility:**

- All development subject to this section shall be compatible with the established architectural character of the town by using a design that is complementary to existing town architectural styles, designs, and forms. As a means to provide guidance for the design of buildings that integrate well into the context of Wake Forest, this section has identified 8 key features necessary to ensure compatibility:

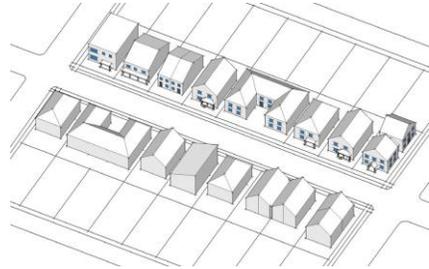
**1. Street Frontage:** Along residential side streets, limit interruptions to front setback landscaping. A key way of achieving this is by preserving existing front yard landscaping and minimizing the amount of frontage devoted to paved vehicle areas.



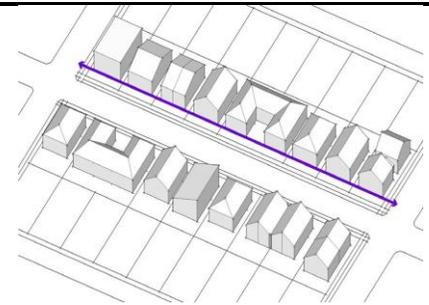
**2. Rhythm Of Development Along The Street:** Continue established building rhythms along street frontages. Avoid monolithic massing that disrupts fine-grain neighborhood or mixed-use corridor pattern.



**3. Building Frontages:** Along street frontages, orient windows, main entrances, and other primary building façade elements toward the street. Care should be taken to avoid the appearance of buildings turning their backs or sides toward the street. Courtyard buildings can contribute to this by orienting main entrances toward courtyards that serve as a semi-public extension of the public realm of adjacent streets.



**4. Front Setback Patterns:** Continue established building setback patterns, where this is a neighborhood priority and is practical. Note: Deep front setbacks can compromise the ability to provide backyard space and/or rear parking, particularly at higher densities.



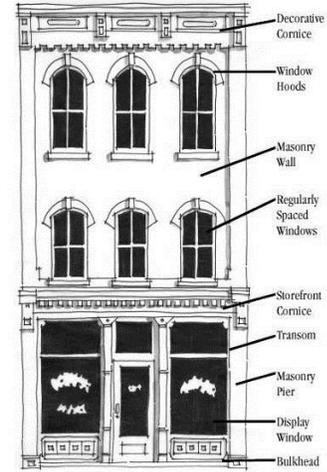
**5. Landscaping And Trees:** Use landscaping and trees to achieve compatibility in areas where these are unifying elements of community character.



**6. Viewshed Protection:** Important vistas and views of the Southeastern Baptist Theological Seminary's church steeple shall be protected and accentuated to the extent practical.



**7. Architectural Features:** Consider designing buildings to respond to prevalent architectural features of the surrounding context, especially in areas where patterns established by recurring architectural features are well-documented and valued. Consideration should also be given to avoid mimicry of existing buildings, so that opportunities for the continuation of the evolution of architectural style are not stifled.



**8. Street Vistas:** Important street vistas (such as along town gateways and primary pedestrian streets) should terminate in a focal point, such as a building or other architectural or landscape feature.

