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Appendix A

Pegram Design Review Manual

COPY

DESIGN REVIEW MANUAL
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1. INTRODUCTION

Pegram's environment is its most important asset in seeking to attract residents, businesses, and employment opportunities. Its natural environment sets a demanding standard; the rivers and rolling hillsides provide an unparalleled setting for places to live, shop, and work. However, as Pegram has rapidly grown to a community of more than 2,000 residents, some of the buildings and areas that have developed have not received sufficient attention to their quality. The purpose of this manual is to promulgate a set of design standards for new development in the town, aimed at ensuring that Pegram lives up to its residents' aspirations.

1.1 BASIS FOR THE STANDARDS

Article I of Pegram's Zoning Ordinance outlines several basic purposes of design review:

a. Enhancing the character and stability of residential, business, commercial, and industrial areas, and promoting the orderly and beneficial development of such areas;

b. Preventing the overcrowding of land;

c. Conserving the value of land and buildings;

d. Minimizing traffic hazards and congestion;

e. Preventing undue concentration of population;

f. Providing for adequate lighting, air, privacy, and sanitation;

g. Reducing hazards from fire, flood, and other dangers;

h. Assisting in the economic provision, utilization, and expansion of all services provided to the public, including but not limited to roads, water and sewer services, recreation, schools, and emergency services;

i. Encouraging the most appropriate uses of land; and

j. Enhancing the natural, man-made, and historical amenities of the Town of Pegram, Tennessee.

The standards, which follow, translate these purposes into guidelines for design. This manual also outlines the process which the applicants must follow to seek approval of their projects by the Pegram Municipal Planning Commission.

1.2 DEVELOPMENT SUBJECT TO DESIGN REVIEW

1. Unless specifically and expressly excluded herein, development, including but not limited to any buildings, structures, or physical improvements pertaining thereto, within the city limits (except all one- and two-family residential uses), shall be subject to the provisions of this article, if approval of the subject development is conditioned upon one or more of the following:

   (A) Plot Plat or Site Plan approval under ARTICLE III, including any new structure or any addition to an existing structure totaling fifty (50) percent of the ground floor area, or any external modification where the estimated cost of the improvement exceeds fifty (50) percent of the total assessed value of the structure according to Cheatham County tax records;

   (B) Final planned unit development master development plan approval under ARTICLE IV, unless the plan envisages the construction of residential dwellings exclusively;

   (C) Special exceptions granted under ARTICLE VII, involving either a new structure or any addition to an existing structure totaling fifty (50) percent of the ground floor area, or any external modification where the estimated cost of the improvement exceeds fifty (50) percent of the total assessed value of the structure according to Cheatham County tax records;

2. The development involves a public building or improvement to a public building which the Town has authority to regulate. Any other governmental entity should comply, with the exception of State and Federal projects.

All developments meeting these criteria within the city limits are subject to design review.

1.3 PURPOSE OF THIS MANUAL

This manual explains the goals and standards which the Planning Commission will apply in reviewing proposals. It does not reproduce the specific requirements stated in the Zoning Ordinance, Subdivision Regulations, or other applicable

development standards and regulations. Applicants are advised to consult all such documents prior to preparing plans. The manual is intended to complement these ordinances and regulations, and to explain graphically what is intended. In the event that there appear to be differences between this manual and the code or other standards adopted by the Planning Commission, the more stringent standard shall apply.

While this manual requires that all submittals adhere to the stated letter of the law, variances to the design requirements cited herein may be filed according to the procedures indicated in ARTICLE V (A) of the Zoning Ordinance. Under no circumstances shall variances be granted in contradiction to the basic intent of this manual and/or to the Municipal Zoning Ordinance, its enabling mechanism. Variances are to be granted only in those cases where unique and peculiar circumstances lead to unnecessary hardships. The burden of demonstrating that the plan is appropriate falls upon the applicant.

Design review will occur in parallel with other reviews of a project mandated by present requirements, with consistent materials used for all reviews. The design review process is described step by step in Section 3 of this manual. Where site plan review is required, design review will occur at the same time. Where the applicant is requesting final master plan approval under PUD regulations, plans will also be simultaneously subject to the standards of design review.

1.4 GOALS FOR COMMUNITY APPEARANCE AND CHARACTER

Certain attitudes about Pegram's appearance and character are widely shared by its residents. These provide the basis for the specific standards included in this manual:

1. Natural Character: Pegram's natural character should be preserved and enhanced with new development. Especially important are retaining mature trees and vegetation, maintaining topography, preserving important views to the natural features, and ensuring that new buildings sit within a generously landscaped setting.

2. Compatibility: New buildings and modifications to existing buildings should be compatible with their neighbors, assuming that neighboring structures are a credit to the community. That does not imply uniformity of architectural style; rather, a sympathetic response to the height, scale, materials, color, site location, and other aspects of nearby structures.

3. Orderly Public Realm: The town's character is largely formed by the appearance of its important streets. How public and private elements of the streetscape relate to each other provides a sense of order – public roadways, shoulders and medians, utility lines, and traffic signage in relationship to private landscaping, parking areas, building facades, and signage. Scrutiny of what may

be seen from public ways and nearby residences should be most intense, while less visible private areas of sites should be more at the landowner's discretion.

4. Restrained Communications: Private signage and advertising should be restrained so as not to detract from the sense of a continuous landscape. The principal purpose of on-site signage is to identify establishments, and to direct those seeking to visit them safely and efficiently to their destination. Signage that is limited in size and is set in a strongly landscaped surrounding can be more effective than a cacophony of uncontrolled messages.

5. Residential Privacy: The sense of privacy of residential areas should be protected, especially from nuisances created by adjacent uses such as noise, traffic, high lighting levels, and uncontrolled access. Within residential areas, there should be maximum privacy of individual units.

6. History: References to Pegram's past – both its natural and its settlement history – should be preserved wherever possible. These include: artifacts such as rock fences, walls, areas of formal landscape, historic cemeteries, and archaeological sites; structures more than 50 years old; and traces of prior fields and land subdivision.

7. Utilitarian Elements: As a way of reducing disorder and emphasizing the human environment, utilitarian elements should be masked or located out of public view. These include mechanical equipment on buildings, transformers, meters, refuse stations, electric wiring and service areas.

2 DESIGN REVIEW STANDARDS

2.1 SITE LAYOUT

1. Site Coverage

Sites should not be covered completely with impermeable surfaces which prevent percolation of water back into the soil and can cause erosion, street flooding, or overloading of storm sewer systems. A minimum of 15% of the site shall be devoted to permeable surfaces, with 10% of the site's parking area being devoted to landscaping. This will also ensure that buildings are set in a strong landscape.

2. Streets, Entries and Curb Cuts

Where any development borders on or contains an existing or proposed arterial street, the Planning Commission may require a marginal access street or frontage road approximately parallel to and along such right-of-way at a distance suitable for the appropriate use of the intervening land. Marginal access or frontage roads are minor streets parallel to and

adjacent to arterial streets and highways that provide access to abutting properties and protection from through traffic. The marginal access or frontage road shall be separated from the arterial street by a planting or grass strip at a distance determined with due regard for the requirements of approach grades and future grade separations, having access to the arterial at suitable points. Marginal access or frontage roads shall require one five-foot sidewalk along its length. Moreover, all streets shall be properly integrated with the existing and proposed system of roads and dedicated rights-of-way as established by the Major Thoroughfare Plan.

Entries to sites from public streets should be clear, controlled, and safe. Continuous curb cuts confuse circulation of automobiles, destroy the pedestrian environment, and reduce opportunities for landscaping. Pegram's Zoning Ordinance establishes specific standards for the location and design of curb cuts and site entries.

The number and width of curb cuts along a property should be the minimum necessary for effective on- and off-site traffic circulation. As a guide, no more than one curb cut should occur within each 100 feet of frontage. Combined or shared entries between properties are encouraged on all collector and arterial streets.

If two entries are needed, a one-way system should be considered to reduce curb cut area and to maximize parking area.

Curb cuts should be no wider than needed to meet standards.

Greater detail pertaining to ingress/egress points is contained in Section 3.090 of the Pegram Zoning Ordinance.

2.2 GRADING, DRAINAGE, AND TOPSOIL PRESERVATION

1. Topography

Building, parking, and service areas should be sited in a manner which minimizes disruption of the existing topography. Where there is mature existing vegetation on a site, changes in topography and runoff patterns should be minimized.

The volume of cuts and fills on a site should be balanced, so that transportation of soil off or onto the site will be minimized.

The maximum allowable landscaped slope created by cut or fill is 1:3 vertical to horizontal. To provide a stable slope for soil and plant materials, less steep slopes or terracing is necessary.

2. Overland Drainage and Detention

Overland drainage and detention are encouraged, to recharge groundwater and to minimize loads on storm sewerage facilities.

The rate of peak runoff at site boundaries shall not increase from that prior to development.

Landscaped retention/detention areas shall be created where possible to collect runoff from paved areas. Such areas must be treated as visual amenities for the site, and not as utilitarian or unkempt areas. If retention is chosen, then the area shall be considered as an amenity and must be landscaped. If detention is chosen, then the area shall be considered a service area and must be screened from view. All landscape beds shall have a minimum of six (6) inches of topsoil. If six (6) inches is not present, topsoil shall be brought on site and placed on landscape beds.

3. Topsoil Stabilization

Topsoil shall not be removed from sites or used in spoil, unless the amount of excess topsoil is not needed for landscaping. Topsoil shall be saved during construction so as to be placed over landscaped areas at a depth of at least six (6) inches.

2.3 PRESERVATION OF EXISTING TREES AND SITE FEATURES

1. Protection of Vegetation Surroundings

The surroundings of healthy, mature trees and vegetation shall not be disrupted by grading, construction, or materials storage which may endanger their vitality. Within the drip line of mature trees, the ground elevation should not be altered, and disturbance of the ground surface should be minimized without Planning Commission approval.

2. Retention of Existing Trees

Tree Identification:
Two categories of existing trees are to be shown on site plans submitted for approval.

(A) Isolated trees: All trees having an eighteen (18) inches or more in (SBH) Standard Breast Height caliper shall be delineated along with caliper size and species;
(B) Forested areas: General outline of forest stands shall be delineated.

When the site layout makes it necessary to remove a tree having a caliper of eighteen (18) inches or more in (SBH) Standard Breast Height caliper, the tree must be replaced on site as near as practical to where the tree was removed. The existing tree may be transplanted or replaced with a new tree.

3. Retention of Site Features

A natural setting is one of Pegram's attractive qualities. Streams, wetlands, large rock outcrops, stands of native vegetation, fence rows, rock walls, cemeteries, and other notable natural features must be both located on the site plan and preserved wherever possible.

Bands of trees, such as fence rows, that would not otherwise be wind-firm when left as individuals shall be maintained as an effective screen and wind buffer.

2.4 ARCHITECTURAL CHARACTER

1. Compatibility with Surroundings

Building forms should be tailored to fit within the existing topography and site features as much as possible.

In most cases, buildings are not viewed in isolation, but rather in the context of other buildings. While architectural style may vary, buildings of a proposed development shall be compatible with surrounding buildings with regard to massing, scale, proportion of openings, roof types, types of glazed openings, and degree of detail.

The use of materials and colors compatible with buildings adjacent to a site is required.

The use of materials and colors on buildings and structures which are along arterial streets shall create a unified appearance. The elevation of the buildings and structures visible from the arterial street shall include neither standard block, metal siding, nor vinyl.

The following are acceptable as exterior materials: brick, limestone, tile, plaster, stucco, glass and glazing, and EIFS architectural pre-cast. Ground face masonry may be used as an accent only.

Metal siding may be allowed in Industrial Zones that are not visible from an arterial street.

2. Adapting Prototypical Designs to Particular Sites

National "standard" designs should be adapted to reflect the Pegram context by careful siting, use of compatible materials, and landscaping of the site so that it blends with its surroundings.

3. Relationship to Streets

Buildings shall be oriented such that their main entrances are visible from streets, unless the characteristics of the site and/or surrounding structures cause this to be an unnecessary hardship.

"Stage-set" facades on the street are not allowed. The materials and colors of the street face shall continue on the sides and rear of structures.

Building service areas or loading areas shall be located away from streets and/or be adequately screened. Screening shall meet criteria identified in Section 2.7.3 of this manual.

Mechanical equipment on roofs or sides of buildings shall be adequately screened.

Landscaping with generous planting shall define the street edge and entries of a development, as well as building entries.

2.5 PARKING CONFIGURATIONS

1. Efficiency of Parking Areas

In order to allow space for landscaping and site improvements without significantly reducing the potential number of parking spaces on a site, efficient configuration of entries, circulation, and layout is required.

Small lots or those with narrow front yards shall be required to develop one-way angled parking configurations, with curb cuts narrower than the maximums as long as such curb cuts are not less than twenty-five (25) feet in width.

Refer to Pegram's Zoning Ordinance, Section 4.010, for further information on off-street parking requirements.

2. Reduce Apparent Size and Visibility of Parking Areas

Parking areas shall be split between the front and back of a lot, or along the side of a building, in order to reduce the paving at the street face if possible.

To mitigate the negative microclimate and visual impacts of parking areas, a minimum of 10% of a site's parking area within this area and immediately adjacent to this area must be landscaped.

Lines of parking spaces shall have a limited run: there shall be no more than fifteen (15) contiguous parking spaces between landscaped islands within all commercial zones.

Retention of existing trees located in parking areas is strongly encouraged. Tree wells may be used, if necessary, to allow for changes in grade while protecting the tree.

The minimum width of a landscaped zone is five (5) feet, excluding the curb dimensions. The pooling of such landscaped areas to create more significant landscape zones shall be required.

The minimum area of a landscaped zone is seventy-five (75) square feet. For every two hundred fifty (250) square feet of landscaped area, one (1) tree must be planted. These two hundred fifty (250) square feet landscaped areas or zones shall be saturated with profuse groundcover and/or shrubs. Grass in and of itself shall not be considered as meeting these landscaping requirements.

3. Design of Parking Configuration Within Industrial Districts

Within Industrial Districts there is neither a requirement for interior landscape islands nor a limit on rows of continuous parking spaces. The ratio of landscaped area per square foot of paved area shall be eight (8) percent. Basic plantings around the foundation of the building and at all entrances into the site are required. For every two hundred fifty (250) square feet of landscaped area one (1) tree must be planted.

4. Fit Parking Areas to Site Topography

On sloping sites, lines of parking spaces should run parallel to site contours, with planted medians taking up any excessive slope. Paved parking areas or vehicular space areas shall not exceed a five (5) percent slope.

The detention of runoff within parking areas or in adjacent landscaped areas is encouraged. Runoff from parking areas shall not sheet onto public streets or sidewalks.

2.6 LANDSCAPE

1. Landscape Areas

Landscape beds or areas which meet the ten (10) percent requirement as referenced in Section 2.5.2 should be located along the public boundaries of the site, within parking areas, and around buildings, and at building entries to create a sense of the buildings being set in natural surroundings. All sides of a building visible from public streets shall have some foundation plantings. Planting beds shall be consolidated into areas large enough to give a natural character to a site, rather than distributed in thin ribbons. The minimum area of a landscape bed or zone shall be seventy-five (75) square feet. These beds or zones shall be clearly delineated on site plans with square footage provided.

Areas with natural vegetation should be preserved along property boundaries, whenever possible.

2. Streetscape

A consistent landscape treatment along public streets enhances the appearance of the public domain, and provides an attractive unified setting for variations among individual developments. Landscaped areas shall dominate the frontage of any site, where entries are the only interruptions.

All site boundaries fronting onto streets must have a landscape zone, with a minimum width of five (5) feet. It is required that a mixture of shrubs and trees be planted in this zone. Trees shall be planted behind the sidewalk, unless the sidewalk is set back at least five (5) feet from the back of the curb and there are no imminent plans for street widening.

Trees planted in sidewalk zones must be surrounded by a protective grate, or a planted zone must be provided to allow water to reach the roots, with minimum dimensions of five (5) feet by five (5) feet.

3. Plant Materials

Pegram displays a robust ecosystem, with a variety of native plant materials. The use of these hardy and attractive species in developments is encouraged.

Plant materials shall be installed at a reasonable size in order to provide a sense of presence and to mitigate microclimate impacts caused by development.

Street trees shall be large enough when installed to have some presence while allowing views to sites and branching above pedestrians walking along the sidewalk. Trees along arterial streets are to be no smaller than three (3) to three and one-half (3 ½) inches in caliper. Trees along collector and minor streets shall be no smaller than two (2) to two and one-half (2 ½) inches in caliper. All caliper measurements are taken between six (6) inches and twelve (12) inches above the ground level.

Within a site, deciduous shade trees shall be two (2) to two and one-half (2 ½) inches in caliper, evergreen trees shall be five (5) to six (6) feet in height; deciduous ornamental trees shall have a caliper of at least one and one-quarter (1 ¼) inches. No more than twenty-five (25) percent of site trees may be comprised of ornamental trees.

Special consideration will be given on a site-by-site basis for various species to be used for street trees in areas where there are inherent, pre-existing height limitations, such as power lines, electric poles, etc., which act as a deterrent to growth.

Upright shrubs shall be at least twenty-four (24) inches high; spreading shrubs shall have a minimum spread of eighteen (18) inches.

Grass areas shall be of sod or established lawn at the time of issuance of a permanent use and occupancy permit. A temporary use and occupancy permit may be issued if lawn is not established. Sod is required on slopes two to one (2:1) or greater, which are clearly visible from the street or public parking areas.

All landscape zones and plantings installed by the developer shall be in compliance with all planting notes. Size and species identified in the required planting list shall be as specified, unless otherwise approved by Planning Commission prior to installation.

All species and size of species shall be in conformance with the American Standard for Nursery Stock developed by the American Association of Nurserymen, Inc.

Trees shall be planted along street rights-of-way at least forty (40) feet on center with relatively even spacing. If frontages exceed a multiple of forty (40) feet, an additional tree should be planted along the street, e.g.; a frontage of fifty (50) feet shall contain two (2) trees. Frontage of one hundred and thirty (130) feet shall have four (4) trees.

In order to provide a consistent effect along Pegram's arterial street, the preferred street tree species is Sugar Maple.

In order to provide a consistent effect along all other collector and local (minor) streets, the preferred street tree species are Marshall's Seedless Ash, Willow Oak, London Plan, Red Maple, and Sawtooth Oak.

In an effort to minimize the visual impact of parking areas in commercial zones, shrub rows shall be planted at a minimum height of twenty-four (24) inches along the boundaries of any parking area visible from public streets, five (5) feet on center. Species used shall be evergreen.
The streetscape area (landscape area or zone adjacent to any public street) shall be to a depth of five (5) feet adjacent to the full boundary of all lot lines adjacent to a public street. Street trees shall be located within the streetscape area.

4. Maintenance

Following the construction or modification of any development the design of which is approved pursuant to this manual, the development shall be maintained in accordance with the following standards:

(A) Buildings and appurtenances, including signs, shall be cleaned and painted or repaired as required to maintain an attractive appearance;

(B) Illuminated elements of buildings and signs shall be replaced as required to maintain the effect for which they were designed;

(C) Landscape materials, other than plantings, which are dead or have deteriorated shall be reconstituted or replaced to the same specifications as are shown on the approved site plan;

(D) Plantings shall be kept watered, fed, cultivated, and pruned to give a healthy appearance during all seasons. Plant materials which have deteriorated shall be replaced with healthy plantings. Excessive pruning of site and street trees is strictly prohibited (no topping);

(E) Parking areas shall be kept in an orderly state, properly marked, and clear of litter and debris; and

(F) Abandoned property shall be kept free of refuse and debris, and shall have the vegetation cut periodically during the growing season.

Failure to comply with the requirements of this section after a notice of noncompliance has been issued by the Building Official, accompanied or

followed by a stated time frame for compliance, shall be deemed a violation of the Zoning Ordinance and shall be subject to the sanctions set forth in ARTICLE VII, Section 7.100 as well as to the revocation of any permit, license, certificate, or other approval initially issued by the Town as a basis for construction and/or occupancy of the development on which the violation has occurred.

2.7 SCREENING

1. Conditions for Screening

Screening requirements vary by their purpose. Three types of screening conditions are distinguished:

- Transitions between land uses;
- Privacy separation between streets and individual sites; and
- Nuisance screening for service and loading areas, dumpsters, materials storage areas, utility boxes, etc.

2. Performance Criteria

Screens are intended to provide visual and physical separation of conflicting uses, and should be designed to fit within their surroundings, not to dominate the view.

Screens should not compromise safety by blocking vision at street intersections. They shall not be placed within seventy-five (75) feet of any street intersection, as referenced in Section 3.080 of the Pegram Zoning Ordinance, and shall not be placed so as to obstruct visibility of vehicles entering or leaving driveways.

Screens shall not block access to any above ground pad mounted transformers, and should provide fifteen (15) feet of clear access to the transformer doors.

Screens shall not impede or divert the flow of water in any drainage way.

Fence screening of service areas shall be at least six (6) feet in height.

3. Design Standards

Design standards vary according to the function of the screen, as follows:

(A) Transitional Screening.

Transitional screening is required where commercial or industrial uses adjoin residential areas.

Transitional screening shall consist of a densely planted buffer strip, at least ten (10) feet in width, designed to form an effective buffer in all seasons. Wherever possible, mature natural vegetation shall be retained in such areas and, if necessary, supplemented by new vegetation to screen sight lines. Consideration shall be given on a site-by-site basis for the removal of existing vegetation.

At the discretion of the Planning Commission, an opaque barrier six (6) feet in height may be required to be located within the buffer strip. This shall consist of a fence or wall of opaque or translucent materials resistant to deterioration by natural causes, or it shall be of continuous evergreen plant materials. Within the buffer strip, trees shall be planted on twenty (20) foot centers with three (3) feet offset. See definition of "Buffer Strip" in the Pegram Zoning Ordinance.

(B) Privacy Separation.

Where areas adjoining residential zones are likely to be used for truck loading, storage or driveways, the transitional zone must provide protection through the use of earth berms or solid masonry materials.

Where lighted parking areas are located adjacent to residential zones, lighting shall be designed to minimize illumination across the boundary, and the transitional buffer must screen headlights.

Privacy screening shall be planting areas of ten (10) feet in width and consist of any combination of required plant materials for screening.

(C) Nuisance Screening.

In order to reinforce the sense of natural surroundings and a consistent streetscape, auto service functions such as areas to store cars while they are being repaired, auto or truck work areas, truck loading docks, and garage door areas in commercial or retail areas shall be screened from public view.

Garbage collection areas shall be enclosed by opaque materials on all four (4) sides, with doors to remove containers. Where dumpsters are enclosed, the screening shall be at least two (2) feet taller than the dumpster. Where topography may expose interiors of garbage collection areas to view, screening shall be correspondingly taller. Landscape plantings are required around three (3) sides of all dumpster screens to soften the effect of fencing.

Water meters, gas meters, electric meters, and ground-mounted air conditioning or mechanical units shall be hidden from public view by screening.

4. Plant Materials for Screening

Evergreen plants are recommended for effective year-round screening. Evergreen trees and shrubs include: Arborvitae, Hetzi Juniper, White Pine, Red Pine, and Yew. Broadleaf evergreen shrubs include: Red-Tipped Photinia, Euonymous, and Holly (notably Foster Holly).

A limited number of ornamental shrubs and trees may also be used for screening, preferably in combination with evergreen plantings or fencing. Suggested ornamental shrubs include: Red-Tipped Photinia, Willowood Viburnum, upright Hollies, and large flowering shrubs. Suggested ornamental tree species include: Flowering Crab, Dogwood, Magnolia, and Purple Leaf Plum.

2.8 LIGHTING

1. Design criteria

In order to reduce adverse impacts on adjacent sites and to minimize energy consumption, lighting shall be carefully located and its intensity shall be the minimum necessary for safety.

Lighting levels shall be as even as possible.

Light fixtures which cast light primarily downward shall be used.

Warm lighting colors are required; blue-white color is prohibited.

2. Site and Parking Area Lighting

Site or parking area lighting shall not cast light beyond property boundaries. Cut-off devices shall be used to avoid throw onto adjacent sites.

Lighting levels within commercial and industrial sites should vary according to the land use, fixture height, and spacing. A range of 0.5 to 1.0 foot-candles is required for commercial developments.

The total height of fixtures should be in proportion to the building mass, preferably no more than twenty-two (22) feet.

Ground-oriented, pedestrian scale lighting should be considered as an alternate to pole-mounted fixtures along sidewalks.

Lighting fixtures should be compatible in style with associated buildings.

2.9 SIGNAGE

The overall objective of the sign standards herein is to ensure that signage does not detract from the sense that Pegram's environment is a continuous landscape. The emphasis is on using signage for identification purposes, not predominantly for advertising.

The Pegram Sign Regulations (located in the Zoning Ordinance) establish in detail the signs that are permitted in each zone and those that are not permitted. They cover both temporary and permanent signs, and should be consulted for specific requirements. This information pertains to permanent on-site signs that are accessories to uses located on a site, and which therefore will be reviewed as part of the Design Review Process.

3. PROCEDURES

3.1 SUBMISSION REQUIREMENTS

Design review occurs in the context of review of the required plot plan (see Section 3.120 of the Zoning Ordinance). The Pegram Municipal Planning Commission is required to review a project prior to issuance of a building permit. A site plan or plot plan must be drawn to scale, no smaller than 1" = 100', to show clearly:

- The dimensions, orientation, and acreage of each lot to be built upon;
- The layout of the entire project and its relationship to adjacent properties;

- The location and dimensions of present and proposed streets and highways;
- The location of points of entry and exit for vehicles and internal circulation patterns;
- The location and layout of all paved areas, including off-street parking and loading facilities;
- All existing and proposed topography, with contours at intervals of no more than two (2) feet in areas that are disturbed;
- The size, shape, and location of existing and proposed construction, with uses noted;
- The seal of a civil engineer or surveyor licensed in the State of Tennessee.
- (Please see Section 3.120 of the Zoning Ordinance for additional information.)

A site landscaping plan, either as a separate drawing or integrated with the site plan above, must also be drawn, showing:

- The location of existing vegetation, including all trees over eighteen (18) inches in (SBH) Standard Breast Height caliper to be retained or removed;
- Proposed site landscaping with size, species, and numbers noted;
- The location of all walls, fences, and railing with indications of their heights and construction materials;
- The location of exterior lighting and types of illumination sources, adequate to determine their character and to enable review of possible hazards and disturbances to the public and adjacent properties.
- (Refer to Sections 2.6 and 2.7 of this manual for additional information on landscaping and screening.)

Schematic building plans must be drawn to scale, including:

- Exterior building elevations, indicating materials in order to illustrate their appearance;
- The location of exterior freestanding signs.

The Planning Commission may waive any of the above submissions that it believes are unnecessary. It may also require such other information or exhibits, including samples of proposed building materials, as may be considered necessary to reach an informed decision on the acceptability of the project.

3.2. REVIEW PROCESS

1. Prospective applicants are encouraged to schedule an informal pre-submission meeting with the Building Official early in the design

phase in order to be aware of conditions and constraints of their site and to familiarize themselves with the standards that will be applied.

2. The Planning Commission meets at 7:00 p.m. the second Monday of every month. Applications received at least thirty (30) days prior to a meeting and subsequently judged to be complete by the Building Official will be placed on the agenda of the next meeting. Six (6) copies of all materials must be submitted with applications. The Building Official will notify the applicant within eight (8) days of receipt of an application whether it is complete. Applicants may appeal judgments that their materials are incomplete directly to the Planning Commission. The Planning Commission will generally not take action on an incomplete application.

3. Building Official review and recommendations will be available to applicants at least fourteen (14) days before the meeting in which their project will be heard. The applicant may request that action be deferred to the following meeting in order to revise plans to take into account staff reviews.

4. The Planning Commission will review proposals based on the standards and guidelines in this manual. The Planning Commission may approve plans as submitted, or approve plans with specific conditions including items which must be changed, or may disapprove plans but invite resubmission based on modified designs, or may disapprove plans.

5. Copies of the relevant minutes along with any conditions of approval by the Planning Commission will be made available to the applicant. If the proposal has been disapproved, the Commission will indicate the changes which, if made, might result in approval of the project.

6. The Planning Commission will complete its review and make its decision and recommendations within sixty (60) days after a formal application with all required information is received, unless an extension is mutually agreed upon by the Commission and the applicant. In the case of voluntary withdrawal of a proposal by an applicant in order to make changes, the review period shall begin upon submission of the revised application.

7. Failure of the Planning Commission to complete its review and to make its decision and recommendation within sixty (60) days after a formal application with all the required materials is received shall be deemed approval of the application, unless the applicant voluntarily agrees to an extension of the time period.

8. Applicants may appeal the decisions of the Planning Commission to the Board of Mayor and Aldermen by filing, within thirty (30) days of action by the Commission, a notice of appeal, which sets forth the reasons for such appeal. Should a decision be made to hear the appeal, the Board of Mayor and Aldermen will generally neither accept nor consider any evidence outside the record and materials available to the Commission, except on procedural issues should irregularities be alleged. The Board may affirm the Commission decision, or may remand it to the Commission for further proceedings, or may reverse the decision if it finds that the decision was erroneous. In reviewing the appeal, the Board shall not invalidate the Commission's action unless approved by a majority of the entire membership, and unless they set forth in writing the reasons supporting this determination.

9. The Town Building Official will be responsible for ensuring that any conditions imposed at the time of design approval are met in final plans submitted for building permits, and that final plans submitted are in substantial accord with plans submitted for approval. During construction, the landscaping plan may be amended by the Building Official with the provision that no more than twenty-five (25) percent of the planting list be relocated on site or no more than twenty-five (25) percent of the planting list can be substituted with other species. In the event that plans depart in significant ways, he/she may require the resubmission of plans to the Planning Commission for further review.

10. Prior to obtaining a final permit for use and occupancy, the applicant must submit a certificate of substantial completion as provided in ARTICLE VII of the Zoning Ordinance.

4. A DESIGN REVIEW CHECKLIST

The checklist indicates items which must be addressed in the application for design approval. The items may be dealt with in drawings and exhibits, or in a written narrative which accompanies the application and notes how the design standards have been met.

1. Site Layout

- Site plan includes all necessary information (see Submission Requirements);
- Percentage of site devoted to permeable surfaces, calculated distances between curb cuts and their widths noted;
- Conformance of all road widths with the Major Thoroughfare Plan noted.

2. Grading, Drainage, and Topsoil Preservation

- Existing and proposed topography shown at two- (2) foot intervals.
- Estimates of the amounts of material to be exported or imported to and from the site;
- Runoff calculated and detention planned.

3. Preservation of Existing Trees and Site Features

- Existing trees and vegetation areas noted, with all trees over eighteen (18) inches in caliper at (SBH) Standard Breast Height located precisely with tree type;
- Replacement trees for large trees to be removed shown, special site features noted, with plan for their protection;
- Important views across the site to landmarks shown.

4. Architectural Character

- Building elevations shown with materials noted, and colored to represent accurately the built appearance;
- For prototype designs, indicate how they have been adapted to Pegram's setting;
- Location of building service areas noted, with screening provided;
- Location of exterior mechanical equipment noted, with plans for screening.

5. Parking Configurations

- Capacity of parking areas, lane and bay widths noted on plans;
- Directions of movement shown;
- Runoff locations and detention areas shown;
- Computation of landscaped area within parking areas made and noted.

6. Landscape

- Location, size, and species of all plantings noted on plans;
- Note conformance of plans to minimum landscape standards.

7. Screening

- Locations of all screening shown on plans, along with designs for screening and materials;
- Note how screening plans conform to design standards.

8. Lighting

- Locate lighting sources and illustrate design of standards;
- Calculate lighting levels and evenness ratios, and indicate any special provisions to shield light from adjacent properties.

9. Signage

- Locate any project identification sign, major accessory business sign, directional sign, or project directory sign on plans.

5. EFFECTIVE DATE

This ordinance shall take effect and shall be in force from and after the date of its adoption, the public welfare demanding it.

Certified by the Pegram Planning Commission.

8-9-04
Date

Bill Herbert III, Chairman Pegram Planning Commission

Approved and adopted by the Board of Mayor and Aldermen of the Town of Pegram.

10-28-04
Date

Gene Hannah, Mayor

ATTEST:

Judy Thurmond-Phillips, City Recorder

ORIGINAL