

# Glendale Architectural Review Board

## Neighborhood Design Guidelines

### Executive Summary

The City of Glendale has always prided itself in offering high quality housing opportunities. The Architectural Review Board is charged with improving the architectural integrity of housing in the community by assuring compatibility of new and renovated homes with existing neighborhoods and ensuring that proposed designs preserve the order, function, green space, and beauty of our streets.

Our community is home to a wide variety of architectural styles. There are homes of varying size and scale, blended within Glendale's streets and blocks and most manage to co-exist harmoniously. There are definite patterns of public and private space in the city's streets and yards, and patterns of land use for walking, driving, and parking, for play and for social life. The most important characteristics of a successful design will include:

- Respect for the patterns of Neighborhood Qualities as they are recognized at each project site.
- Preservation of the great qualities of Glendale streetscape.
- Considerate planning of a home's functions on the site, including drives and parking, organization of public and private family spaces, pedestrian movement, and creating welcoming entries that are easy to access.
- Good management of stormwater, utilities, and respect for the lay of the land as a site connects to streets and neighboring home sites.
- Good stewardship and development of land, lawn, and landscape assets.
- Architecture is developed with integrity of expression, where the whole and the parts of the design work together to create a unified home presented to the street and to neighbors on all sides.
- Sensible use of quality building materials.

The review of a project will consider issues of Context and Scale that are relevant to the specific location of the project site. This includes understanding the Neighborhood Qualities of the project location, and the relative size of the project with respect to its existing neighbors. Assessing a good fit with neighborhood Context and Scale will involve both subjective judgments and objective measurements. Criteria that the Board considers are further detailed in **Sections 2 and 3**.

Performance requirements are reviewed by the Board evaluating the Site Design, the Landscape Design, and the Architectural Design of a proposed project. Criteria used by the Board in determining approval are outlined in **Sections 4, 5, and 6**. The guidelines presented in these sections will help applicants and their architects, engineers, and builders to prepare a design that is compliant with relevant standards, best practices, and neighborhood concerns.

The purpose of these enclosed documents is to give guidance to parties that want to present proposals to build in Glendale. We welcome homeowners and builders who want to create a better Glendale, preserving great qualities and enhancing our neighborhoods with creative ideas for living. We are excited to see each and every proposal from our current and future neighbors!

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## Section 1 – Submittal Procedures and Requirements

Applications to the Architectural Review Board (ARB) shall be submitted to the City Administrator. Applications for new construction projects shall include all of the following content. Applications for additions to existing homes shall include the following content unless specific requirements are shown by the applicant to not be applicable to the proposed project and are modified or waived by the City Administrator.

### 1A – Procedure Outline

1. The applicant submits a complete application to the City Hall Administration Office 21 calendar days in advance of the next scheduled ARB meeting, as defined in Sections 535.060 and 535.070 of the municipal code (viewable online here: <https://ecode360.com/29355791>). The applicant may also request a pre-application meeting with the City Administrator.
2. The applicant will be notified by the City Administrator or the Deputy Clerk if their application is accepted and the scheduled date for the ARB meeting. The applicant’s designated representative must appear at the ARB meeting. Failure to appear will result in being removed from the ARB’s meeting agenda. If the application is missing required information or submittals, additional application materials must be submitted 7 days in advance of a scheduled ARB meeting, or the application will be delayed.
3. At the meeting, the ARB may ask questions of the applicant and/or its representative and will discuss its observations regarding the strengths or weaknesses of the proposed design.
4. Following review and discussion, the ARB will:
  - a. Approve the application with no comments.
  - b. Approve the application with conditions set by the ARB for compliance.
  - c. Postpone approval of an application with recommendations for improvement of unsatisfactory design conditions. The applicant may then revise its design and schedule the revised application for the next ARB meeting. The ARB will review the changes implemented by the applicant and make a motion to approve or deny the application.
  - d. Deny the application as inappropriate for the Glendale community. If an application is denied, the applicant must wait at least one year before re-submitting the same or substantially similar application.
5. The applicant may appeal decisions by the ARB according to the procedures defined in Sections 535.130 and 535.140 of the Municipal Code.
6. Having been granted municipal approval by the ARB and the City Administrator, the applicant may proceed with the building permit approvals process facilitated by the St. Louis County Building Department.

### 1B – Definitions

This document references various terms that are more fully defined in “Appendix A – Architectural and Landscape Definitions”, which is available on the City’s website at <https://www.glendalemo.org>. For Zoning definitions, see Section 400.010 of the City’s Municipal Code, which is available at <https://ecode360.com/GL3308>.

## 1C – Submittal Requirements

1. Completed Application Form
2. Existing Conditions Site Survey (1" = 20' minimum scale)
  - a. Show all existing site conditions, buildings, paved areas, trees and landscaping, and servicing utilities on the subject property. Note the first-floor elevation of existing buildings.
3. Site Demolition Plan (1" = 20' minimum scale)
  - a. This may be incorporated into the Existing Conditions Plan, if the drawing is presented legibly.
4. Architectural Floor Plans (1/4" = 1' minimum scale)
  - a. Limit reduced size exhibits to not more than 50 percent.
  - b. Show all levels (including finished/unfinished basements) and detached structures (such as garages).
  - c. Fully dimensioned and all room functions indicated, but need not be construction plans.
  - d. Include a Roof Plan, accurately showing geometry, roof slopes, and gutter and downspout drainage, and coordinate with the Site Grading and Drainage Plan.
5. Proposed Site Plan – Geometrics, Grading, and Drainage (1" = 10' minimum scale)
  - a. Half size reductions are not permitted. The drawing should legibly convey all aspects of the site plan.
  - b. Show all site improvements, existing-to-remain and proposed. Include buildings, walls, retaining walls, patios, pavement, walks, and ground-based equipment. Provide key setting out dimensions. Dimension proposed buildings and structures to the property lines. Label materials for paving/walks.
  - c. Show adjacent neighbor properties to each side and rear of the subject property. Include the full site for side adjoining parcels. Show rear adjoining parcels to the extent of building facades on the rear neighbor's lot. Adjoining property geometrics do not need to be surveyed and can be created using St. Louis County GIS data or other online mapping tools.
  - d. Show property boundaries, set back lines, easements, and right-of-way lines.
  - e. Show location of proposed site servicing utility lines and physical utility items.
  - f. Graphically show existing and proposed trees.
  - g. Show existing and proposed contours with a 1' contour interval.
  - h. Show downspout locations serving roof areas of the proposed buildings. Show how downspout drainage flow is collected and piped/conveyed to discharge points. Include over-land drainage discharge patterns, drainage swales, detention basins, and flow direction. Coordinate with the architectural plans and elevations.
  - i. Show drainage detention structures such as gravel pits, trench drains, flow well structures, etc. and their overflow discharge points. Show all piping into drainage detention structures.
  - j. Provide complete drainage differential discharge calculations showing the engineered basis of pre- and post-development stormwater flow off of the site. No development shall result in an increase of stormwater discharge volume from the site.
  - k. Show Erosion Control measures and tree protection barriers.
  - l. Items "h" through "k" above may be presented as a separate Grading and Drainage Plan, provided that the Site Geometrics Plan graphics are used as a background.

6. Pervious and Impervious Area Coverage Plan

- a. Illustrate all impervious improvements and diagram the impervious areas in comparison to pervious areas. Indicate types of site area coverage by shading and/or patterns with a legend of materials.
- b. Measure and show in a schedule areas of each type of coverage. Provide calculations of pervious and impervious areas and the ratio of impervious coverage.

7. Landscape Design Submittal Requirements

To be considered for approval, all projects must have the following components to satisfy the landscape design requirement:

**a. Arborist Report**

- i. Title Page – site address, arborist name and certification number, date of inspection.
- ii. Tree Protection Plan (TPP)
  1. Project title or name, owner name, and firm name or individual preparing the plan.
  2. North arrow, graphic and written scale.
  3. Scaled base plan using current information from the site development plan depicting line of disturbance, existing and proposed grades, location of all improvements, existing/proposed utilities, and sewers.
  4. Graphic depiction of all existing trees to remain and to be removed including location, types and Diameter Breast Height (DBH) size of 6" or greater.
  5. Graphic depiction of the accurate drip line canopy showing the extent of the Critical Root Zones (CRZ) and Structural Root Zones (SRZ).
  6. Graphic depiction of the proposed Tree Protection Zones (TPZ) and location of tree protection fencing.
  7. Identification of any areas of invasive plant removals recommended for removal.
- iii. Tree Report Summary
  1. Common and Scientific name of the tree and DBH at 4.5' above grade.
  2. Comments on the vitality, structure, and form of the tree.
  3. Tree number (to correspond with the TPP).
  4. Assessment of value/significance and recommended action to be taken.
  5. Reason for proposing removal or trimming of tree.

**b. Landscape Plan (1/8" = 1' minimum scale)**

- i. Use the Site Geometric Plan as the background for the Landscape Plan.
- ii. Title block – project title or name, owner name, name of firm or individual preparing plan.
- iii. Landscape Planting Plan
  1. Current information from the site development plan, including existing and proposed grades and final arrangements of all buildings and structures.
  2. Location of all lot lines, building setbacks, and easements as depicted on the site development plan.
  3. North arrow, graphic and written scale.
  4. Graphic legend depicting existing vegetation and proposed conditions.
  5. Location of all improvements such as walks, patios, driveways, and walls.
  6. Location of all existing and proposed utilities and sewers.
  7. Graphic depiction of all existing trees including location, types and caliper inch as measured at a DBH of 4.5' above grade.

8. Graphic depiction of the accurate drip line canopy showing the CRZ.
  9. Tabulation of all existing trees to be saved or preserved, removed, or impacted.
  10. Graphic depiction, plant schedule, and planting details of all proposed trees, landscape plantings, shrubs, lawn areas, and groundcovers. Botanical and common names should be listed on plans.
  11. Graphic depiction indicating limits of ground disturbance and all associated areas of lawn to be seeded or sodded upon project completion.
8. FAR Illustration Plan (1/8" = 1' minimum scale)
- a. Present a diagrammatic illustration of the plan areas as measured in CAD-based takeoff or as calculated by dimensions. Note the measured or calculated area of each floor plan level, show the boundary of each measured area graphically, and indicate how each area is assessed for FAR.
  - b. Account for all floor areas and classify as defined by the Zoning Code (i.e. conditioned space, enclosed porches, attached or detached garage, two-story living space, etc.).
9. Color Photos of Adjoining Properties
- a. Color photos of existing and neighboring properties. Include rear yard and neighboring rear yards.
10. Aerial Photo Plan
- a. Submit an illustration compositing the proposed development with buildings shaded black and pavements shaded grey, superimposed to scale onto an aerial photo image showing the project Street in its entirety.
11. Composite Street Elevation
- a. Provide a colored elevation of the street façade at ¼"=1' scale superimposed on a photographic montage showing the adjoining neighbors to each side of the property. The exhibit must accurately depict the height, width, materials, style, roof slopes, and massing of the proposed design in relation to the neighboring houses and accurately show the relationship of the first-floor level of each existing neighbor in comparison to the proposed first-floor level of the design.
  - b. The ARB may request a three-dimensional perspective rendering on a case-by-case basis.
12. Building Elevations
- a. Minimum scale ¼"=1'. Reduced size exhibits shall be limited to not more than 50 percent.
  - b. Provide building elevations of all principal facades, and all facades of detached structures.
  - c. All building materials shall be noted.
  - d. The line of grade shall be accurately shown and coordinated with the Grading Plan.
  - e. Graphically indicate on the elevation drawings the "Grade Plane" or Average Grade Elevation as defined in Section 5 of these guidelines. Note basements as a Story Below Grade or a Building Story based on the Average Grade Line.
  - f. Dimension the roof height on each elevation, from the Average Grade Elevation (Grade Plane) to the Roof Height, as defined in Section 3 of these guidelines.
13. Colored Illustration
- a. A 3-dimensional rendering or a colored building elevation of the principal street façade.
  - b. For additions, illustrate the most prominent façade whether side or rear.
14. Materials and Samples
- a. The applicant is required to bring physical samples of the building materials to the ARB meeting.

## **Section 2 – Defining Context**

Each application submitted to the ARB will be reviewed within the Context of the neighborhood within which it is located. Understanding how a neighborhood is identified, recognizing its patterns of planning and design, and working within these patterns are keys to neighborhood conservation and the preservation of the high quality of our community.

### **2A – Understanding the Neighborhood**

A neighborhood is a place with a particular character and boundary. It is given presence by the specific characteristics of streets, trees, sidewalks, driveways, front yards, house setbacks, massing, scale, and street configurations. From place to place in Glendale, there is rich diversity in these neighborhood qualities.

A neighborhood may not be definable by boundaries on a map. However, by examining the Glendale map, the patterns of land use, organization, lot size, and lot geometry offer some clues about the Neighborhood Qualities that define the Glendale community. For example, concentrations of narrow lots on orderly rectangular street grids can be observed in the neighborhoods West and East of Sappington Road while larger and more varied lot sizes and a less rigid street grid characterizes the neighborhoods East and West of Berry Road. The width of these lots has important implications on land use, arrangement of driveways, neighborhood parking patterns, the preservation of front yard space, etc.

Several neighborhoods are anchored by prominent institutions that command an identity by association, such as the Lutheran and Methodist churches and North Glendale Elementary School on Sappington Road, and the churches anchoring the Southwest corner of Glendale at Berry Road and Lockwood Avenue. These large buildings interrupt the suburban scale of street spaces and offer public access to outdoor spaces that enhance and enrich Glendale neighborhoods. The commercial and civic character of Sappington Road, a main connector street, is unmistakable, hosting City Hall, the Police and Fire Departments, churches, a school, and retail businesses.

By contrast, Berry Road has a different and more domestic character, even though it is a major connector like Sappington Road, offering the community its main access to Interstate 44. The northern edge of Glendale supports commercial development fronting Manchester Road, a busy arterial commercial street linking many communities from east to west. The Southern edge is defined by West Lockwood Avenue and primarily features golf course frontage and a community center with a park, offering recreation and a biking lane. Meanwhile, the organic irregularity of Shady Grove Creek winds through Glendale's mid-section creating a natural corridor supporting wildlife and creating many irregular and unique home environments that are almost rural in character.

Despite these understandable patterns of municipal organization, the qualities that are most useful for understanding neighborhood conservation are probably best understood by observing the immediate surroundings of the Block and the Street. This is the walkable scale at which a resident might know or be familiar with their neighbors or the drivable scale at which they would travel to and from their home to the main arterial streets serving the community. Designing for neighborhood compatibility requires the design professional to visit the applicant's site and take a close look at what is already there. A compatible design will complement the neighborhood patterns found. It requires a desire to understand the neighborhood and prioritize its existing qualities over novelty or preconceived design solutions.

## 2B – Understanding the Block

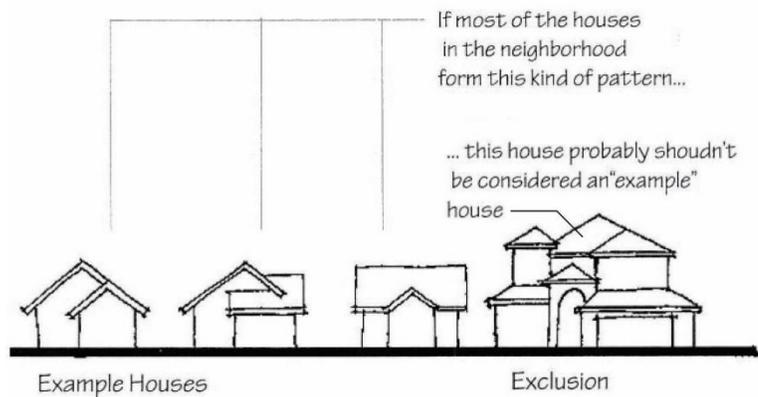
The extents of the Block that a property exists within may take careful observation. A Block may be defined by the nearest corners in each direction up the Street. It should also include houses located behind the property, as they will be affected by a project as surely as the neighbors on the street. Applicants should carefully assess the area of influence around the proposed residence.

Blocks will typically host groupings of houses that share similar characteristics, often indicating that the homes were built during an original period when the neighborhood was first established. These “Example Houses” represent positive neighborhood character that the ARB is charged with preserving and enhancing in the new projects that it approves. Applicants and their design professionals should identify and understand Example Houses in the neighborhood as the members of the ARB must consider the pattern of Example Houses to perform a meaningful review and ensure a new home fits well in its Block and Neighborhood.

Example Houses present patterns in the following design features:

- Comparative scale, height and size of the houses.
- Composition of form, shapes and slopes of roofs and dormers, and complexity of façade planes.
- Use and composition of materials.
- Street setback, side yard size, and massing relationship to neighboring houses.
- Arrangement of entries and porches and location (or lack of) of sidewalks
- Arrangement and size of driveways, the location of garage parking, open parking on site, and street parking.

Specific homes may vary from the established design patterns in a neighborhood – they may be more massive compared to neighboring homes or have a different pattern for garage and vehicle parking. Sometimes, there are sound or even unavoidable reasons for such exceptions. These variants should not, however, then become the basis of design for projects that seek to preserve the characteristics of a neighborhood and should not be considered as precedents defining the quality of a neighborhood. The ARB will evaluate applications accordingly in the light of its given mission to preserve the Neighborhood Quality and character of Glendale.

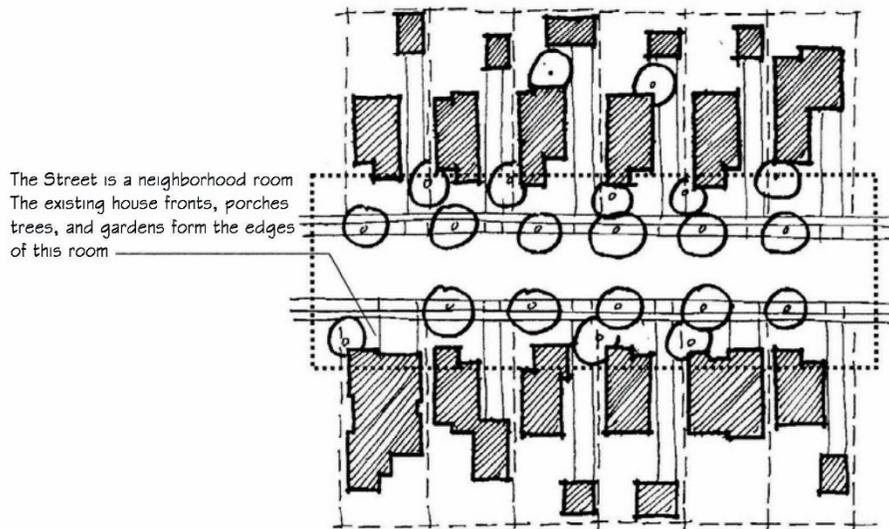


## 2C – Understanding the Street

A Street is a community of rooms. The rooms are the front yards of the houses that are organized along the street. The walls of these “rooms” are primarily the facades of the houses, though fences, hedges, and garden beds are also often prominent markers. These “rooms” are public space, though their use may be semi-public depending upon how a resident manages their property. A good design proposal should strengthen the harmony

and structure of the Street. While a specific house design does not have to look like everything else on the Street, the design of the house and the site should reinforce and complement the existing streetscape.

The Glendale Municipal Code sets minimum requirements for the setback dimension of the main façade of the house from the street property line. However, following the minimum setback does not always result in a successful design solution that preserves the quality of the Street context. There is often a more important setback to respect – the one that is created by the existing Example Houses on the street. A good design respects the predominant setback pattern that has been established by existing houses. Similarly, side yards have a minimum dimension in the code, but the street pattern will indicate what size side yards may be appropriate and feel best to residents. Preserving the side yard pattern can help maintain neighborly relationships and avoid crowding adjacent homes with a new design.



The perceived height of houses is created not only by the number of stories and dimensioned height of roofs and facades, but other factors as well. The elevation of the first-floor entry into the house will have a prominent effect on how well a house fits into the streetscape. Designs should propose a compatible first floor elevation that fits into the contours of the street topography and avoids creating a dominant situation with respect to neighboring houses.



## 2D – Neighbors

Every applicant should submit a design that respects its neighbors. The design of a new house or addition should try to transition its forms to the scale and form of the adjacent homes and avoid dominating or overshadowing the neighbors. Take notice of the compositional elements of the houses on the street and work to create relationships between the new structure and the existing houses. Proposed designs shouldn't tower over neighbors or block the sun.



Consider the following characteristics of neighboring houses and design in response to them to be a good neighbor:

- Note how front yards and driveways are organized and where garages are typically located. Where are vehicles parked? How are houses typically approached by cars and pedestrians? Notice and reinforce these patterns.
- What is the pattern of street trees and front yard trees in neighboring yards?
- Consider how neighboring houses are massed in the composition of a new house or addition.
- Notice the scale and architecture of front entries – consider ways to reinforce the patterns evident.
- Notice characteristic roof forms. Are roof eaves level or do they follow gabled roof ends? What secondary roof forms are common, and how many roof masses are typical in other houses on the street?
- Consider the size and proportions of windows and the style of trim around openings. These elements should be designed to relate to neighboring homes.
- Observe the façade materials that are common in neighboring houses and their composition and material transitions in materials.
- Are there special or unique features in repeating neighboring homes that may be adapted or applied to the design being proposed?

## 2E – Identifying Style

Glendale neighborhoods host a wide variety of architectural styles. Therefore, style in design is less of a defining factor for neighborhood identity. Nevertheless, style should not be totally ignored when designing a new home if it is to preserve the quality of a neighborhood. A divergent or unique expression of architectural style may feature other qualities that help it fit in with neighbors, such as sensitivity to scale, similarity of massing, appropriate selection of materials, etc.

It is not necessary to design a new house in the same style as its neighbors. It is necessary to create harmony in the juxtaposition of homes reflecting differing taste and style. Take a drive around Glendale neighborhoods and notice the wide variety of styles ranging from traditional to contemporary, realistically colonial to modern, craftsman to clapboard. Applicants can also find a collection of exemplary and varied house designs within Glendale in “Appendix B – House Style Examples.”

## Section 3 – Defining Scale

Each application submitted to the ARB must comply with measurable limitations to its Scale. The size of new and renovated homes is a major concern of Glendale residents. No homeowner wants their home to be dominated or overshadowed by a neighboring property. Understanding how the ARB measures the size of a project and its conformity to the community’s measured limits is important to the success of an application.

### 3A.1 – Setbacks, Front Yard, Side Yards, Rear Yard

Setbacks for Front, Side, and Rear Yards are defined in detail in Chapter 400 of the municipal Zoning Code and vary based on whether the property is in the R-1 or R-2 district. Applicants can access the Zoning Code and review the relevant Sections online at <https://ecode360.com/29353932>.

### 3A.2 – Context Setbacks

As described in Section 2C, there is often an as-practiced front yard setback defined by the existing location of Example Houses with respect to the Street. This is considered as the “Context Setback” in these Guidelines, and it may in some cases differ from the required setback in the Zoning Code. Where the predominant setback of existing Example Houses creates such a Context Setback in the Front Yard, the ARB may consider both such a Context Setback as well as the required setback in the Zoning Code when evaluating the applicant’s project.



### 3B – Lot Coverage Limit

No more than 55 percent of the total lot may be covered by impervious material. No more than 45 percent of the required Front Yard Setback may be covered by impervious material.

### 3C – Floor Area Ratio

For all lots zoned R-1 or R-2, including Lots of Record, the Floor Area Ratio (FAR) limit is 0.30.

FAR is calculated by dividing the total Floor Area of a house by the total area of the lot. “Floor Area” is defined as the sum of the gross horizontal areas of each floor of a house that are under air, i.e. provided with heat and/or air conditioning. This includes interior balconies, mezzanines, elevator shafts, and stairwells. Living space with a ceiling height of 16’ or greater is counted at 200 hundred percent, and attached garages are counted at 50 percent. Finished/unfinished basements, detached garages, and unenclosed porches are excluded from the FAR and not counted. However, any conditioned space above a garage, whether attached or detached, shall be counted.

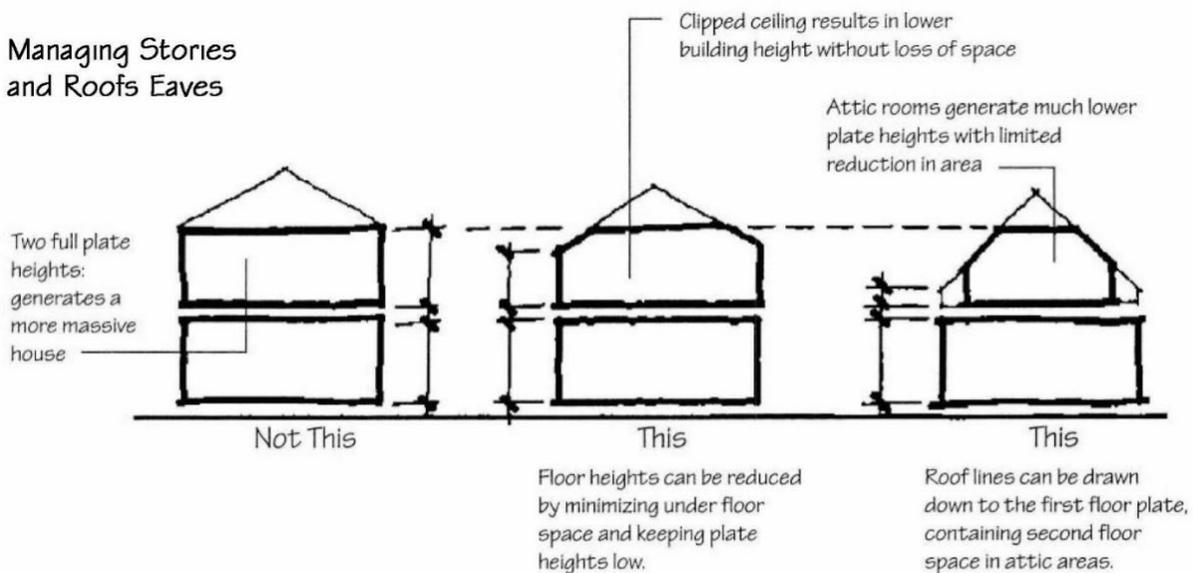
#### 3D.1 – Building Height Limits

The massing and height of a building form both directly affect how its Scale is perceived within the neighborhood. The Zoning Code sets a limit of 35’ and 2-1/2 stories on building heights within the community for all Residential and Commercial Zoning Districts, excepting specific public buildings that are described in Section 400.070 of the Code.

#### 3D.2 – Eave Height

In addition to the building height, applicants are also encouraged to limit the eave height (also known as the roof plate height) to no more than 25’ in height from the Average Grade Elevation. This is in recognition that there is a difference between overall building height, as measured at the highest roof ridge line, and the façade and roof eave heights that are the main Scale elements in a house design. How does this translate into the design of houses? A typical story height might measure 8’ to 10’. Two and one-half stories would result in a roof plate/eave height of 20’ to 25’, with the balance of the allowable 35’ height available to work out roof pitches above the eave line.

#### Managing Stories and Roofs Eaves



### 3D.3 – Neighbor Adjacency Considerations

Managing the massing of facades and roofs is critical to creating a design that fits into the Neighborhood. The sections presented above describe Scale and Form characteristics that result in good Neighborhood design. The location of gable-end roofs must be carefully considered in the massing of a project as it relates to neighbors on either side.



*Controlling the height of roof eaves can help harmonize a two-story design with one story neighbors.*

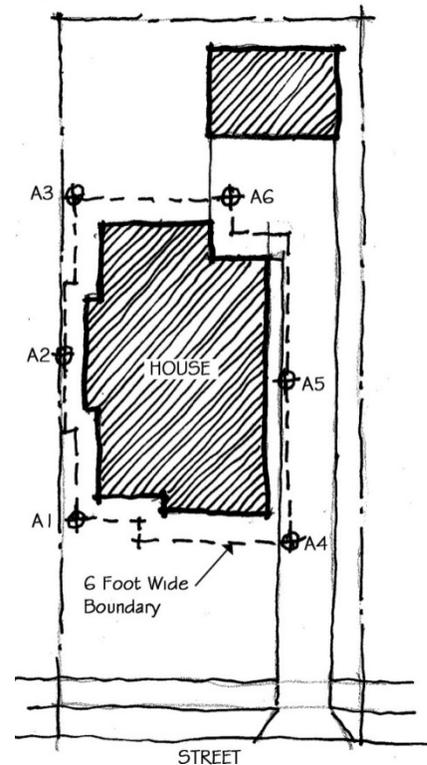
### 3D.4 – Average Grade Elevation

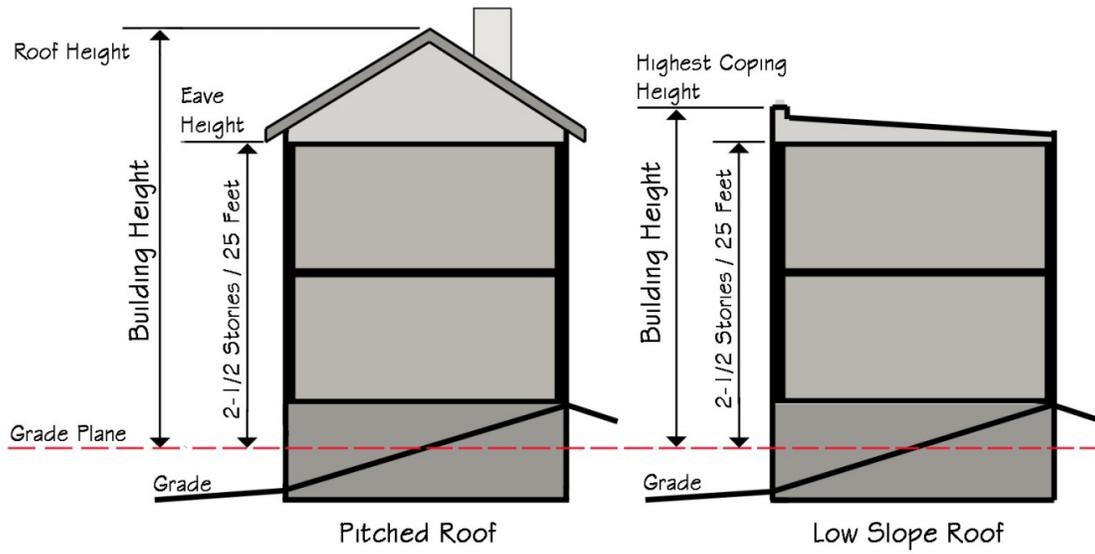
Measuring roof height accurately and fairly requires determination of the Average Grade Elevation (AGE). This is defined in the Zoning Code as the Grade Plane (Section 400.010). Referring to the diagram below, Average Grade Elevation is calculated by recording the grade elevation at points 6' away from the building using the building corners and the midpoints of the side yard facades for reference. Then use the following formula to calculate the Grade Plane from which building height will be measured:

$$AGE = (A1+A2+A3+A4+A5+A6) \div 6 = \text{Grade Plane}$$

### 3D.5 – Measuring Building Height

The Building Height is defined as the dimension between the Grade Plane (calculated by finding the Average Grade Elevation) and highest point of the coping of a flat roof or to the deck line of a mansard roof, or to the height of the highest gable (ridge line) of a pitched or hip roof (Section 400.010). The diagram on the following page illustrates measurements of Building Height.





### 3E – Proofs of Measure

An applicant’s design professional will illustrate the measurement of limits for the applicant’s project on the drawings submitted for approval. These will include the following at a minimum:

1. Dimensioning of all setbacks on an appropriate Site Plan Drawing.
2. Illustration of the Floor Area calculation on Floor Plans or provision of plan diagrams illustrating the area measurements. Where areas are taken from a digital CAD plan, show the boundaries of measurement areas and label the area stated by the software.
3. For determination of the grade plane, label the six required grade points on an appropriate site plan or site diagram, and show the calculation by formula on the drawings.
4. Building height shall be dimensioned on Building Elevations and/or Sections. The Grade Plane shall be shown graphically on the drawings, as well as the grade line at the building façade. The roof height elevation at the highest ridgeline, or highest coping or mansard roof deck line elevation shall be shown graphically and dimensioned from the Grade Plane accordingly.
5. The Scale of the proposed building as viewed from the Street will be illustrated in comparison to the immediate neighboring structures located on each side of the subject property. This may be done diagrammatically or by using a photographic composite with the proposed Street elevation of the project design. The exhibit will show the vertical relationship of the façade and eave heights of the proposed design to those of its immediate neighbors.

The graphic below shows an example of the floor area calculations with floor plan illustrations.

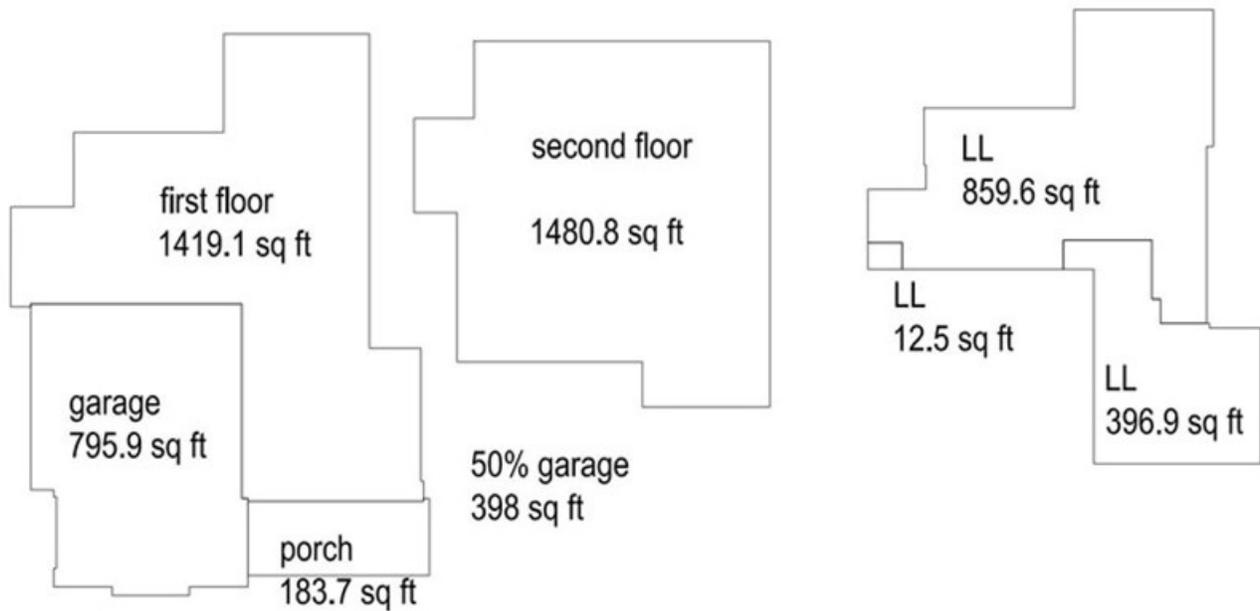
**FLOOR AREA RATIO:**

Lot Area	12,300 sq ft
House First Floor	1419.1 sq ft
House Second Floor	1480.8 sq ft
House Total	2899.9 sq ft
Attached Garage (50%)	398 sq ft
Total Floor Area	3297.9 sq ft
Floor area Ratio	26.6%

Lower Level Finished	859.6 sq ft
Lower Level Unfinished	409.4 sq ft
Garage	775.2 sq ft
Front Porch	173.6 sq ft
House Height	34'-4 $\frac{1}{2}$ "

Maximum FAR is 30%

30% of 12,300 sq ft is 3690 sq ft



## Section 4 – Site Design Guidelines

This section is to provide qualitative design guidelines, not to simply present a checklist, which is provided in Section 1. Site plans shall show the following characteristics of the proposed design.

### 4A – Project Site Characteristics

Good design will take advantage of existing topography and fit a new home into the contour of the existing site. Planning the elements of the site should be thought through in three dimensions, respecting topographical features and limits, and avoiding the enforcement of a preconceived two-dimensional plan.

#### Site Grading Encouraged:



### 4B – Aerial Photo Plan

Submit an illustration compositing the proposed development with buildings shaded black and pavements shaded grey, superimposed to scale onto an aerial photo image (such as may be obtained from Google Maps or Google Earth) showing the project Street in its entirety, from end to end. This exhibit will allow the applicant and ARB to see and understand the density, parking patterns, and building adjacency patterns of the project context.

### 4C – Building Location

The location of all buildings and structures must be clearly documented on Site Plan Drawings.

1. Illustration of yard setbacks and relationship of building to setback lines.
2. All buildings and structures shall be dimensioned to property lines/corners.
3. Illustration of yards and buildings, to include complete plan of adjacent neighbor sites. Neighboring sites do not need to be surveyed but may be drawn based on county property record illustrations and field measuring of the adjacent property facades as they face the subject property.

### 4D – Grading Design

A complete grading plan is required with 1' contours, with structure drainage discharge points, and surface drainage patterns illustrated, at the appropriate scale of 1"=10'. This drawing shall not be submitted in a half size or reduced scale exhibit. Grading design shall achieve the following:

1. Design new contours to connect to existing contours at the property lines. Do not propose off-site grading solutions. Provide retaining walls as needed to meet existing grades at the property boundaries. Indicate top and bottom elevations of all retaining walls.

2. Avoid overland discharge of stormwater onto neighbors’ properties. Direct drainage from structures and impervious pavements to swales, area drains served by drain piping, curbed or swaled pavements discharging to streets, or stormwater detention areas to prevent concentrated roof downspout stormwater flow from discharging across neighboring properties.
3. Set the finished floor elevation of the first floor/entrance story to avoid “mounding” up to the ground level floor. The entry floor should be at a mediating elevation between the neighboring houses on either side.
4. Grade maintainable slopes. Do not exceed slope of 1’ vertical in 3’ horizontal.
5. Do not raise or lower the grade within the critical root zone of trees that are designated to remain.

**4E – Pervious and Impervious Surfaces**

Site plan drawings shall document the pervious and impervious areas of the site and shall provide a table showing the calculation of impervious ratio and Lot Coverage as described by Section 3.

Table Example

<b>IMPERVIOUS LOT COVERAGE CALCULATIONS</b>			
	AREA (SF)	ACRES	PERCENTAGE
TOTAL LOT	XX,XXX	X.XX	
Existing Impervious Area	X,XXX	X.XX	XX.XX%
Proposed Impervious Area	X,XXX	X.XX	XX.XX% <i>(No more than 55% per Section 3B)</i>
Change	X,XXX	X.XX	XX.XX%
FRONT YARD SETBACK	XX,XXX	X.XX	
Existing Impervious Area	X,XXX	X.XX	XX.XX%
Proposed Impervious Area	X,XXX	X.XX	XX.XX% <i>(No more than 45% per Section 3B)</i>
Change	X,XXX	X.XX	XX.XX%

**4F – Site Utility Servicing**

Site plan drawings shall document the location of all underground stormwater piping, site utilities, utility service entrances, and mechanical equipment. The direction of overland stormwater flow will be indicated on the drawings using arrows, shading, or other notation to clarify the flow direction resulting from the grading design.

1. Drainage Utility Drawing, showing grading contours, structure drainage downspouts, underground storm utility piping, over-land storm drainage patterns and flow, stormwater detention structures, municipal stormwater structures on or in immediate proximity to the site and that are intended to accept stormwater flow from the proposed project, stormwater calculations, and the ARB’s specified expression of water volumes, differential discharge, etc. as defined in Section 4G.
2. Utility drawing showing all underground utilities, site located equipment such as air conditioning compressors, municipal lighting equipment or telecom/data service station points, overhead power service, easements and rights-of-way, and major existing and proposed trees.
  - a. Pop-up emitters shall be located so that stormwater released will have some pervious yard space within which to dissipate. Location limits are as follows:
    - i. Minimum of 10’ from public sidewalks and streets.
    - ii. Minimum of 10’ from a neighbor’s property line, but as far interior to the site as practical; always maximize the distance over which stormwater discharge may dissipate and be absorbed by overland drainage.
  - b. Do not discharge a pop-up emitter to flow over a sidewalk surface. Extend drain piping below sidewalk and discharge on grade down-slope from the walk surface.

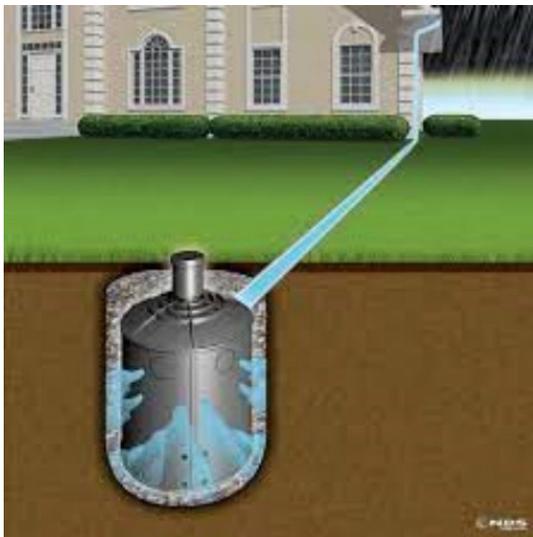
### 4G.1 – Stormwater Mitigation

Every project design will need to address stormwater mitigation. Mitigation measures may include the following design features: (The following list is an example of what would be considered. The applicant may deviate from this list with other stormwater mitigation devices, so long as they meet the prescribed stormwater volume holding and stormwater delaying requirements.)

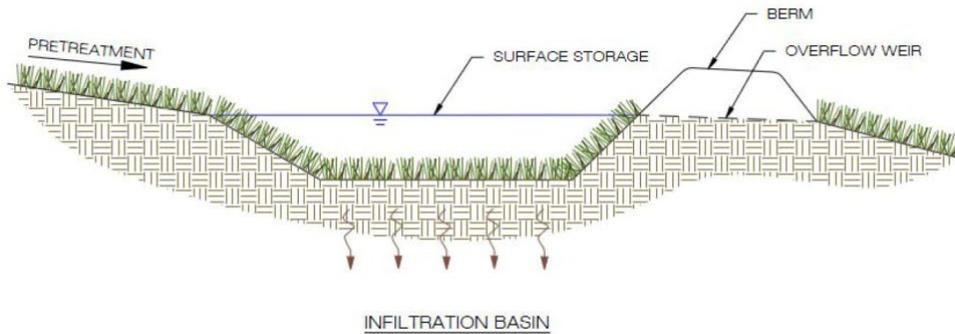
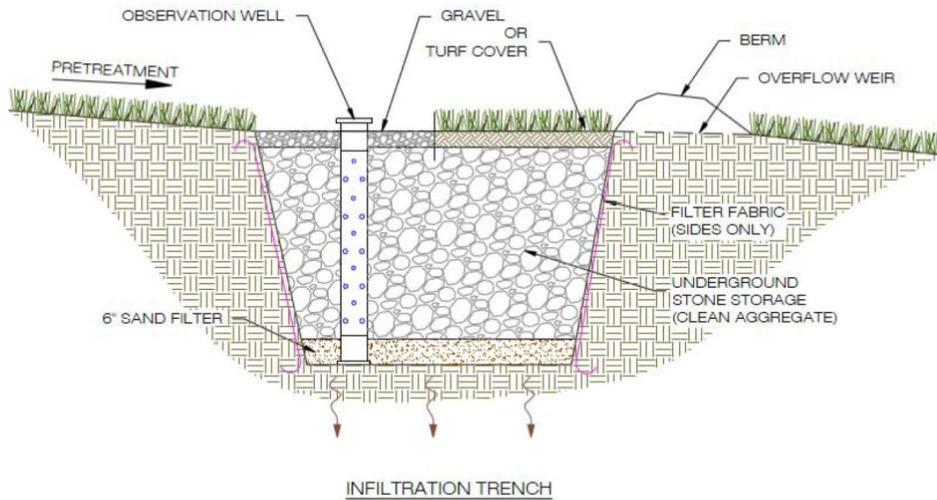
#### 1. Infiltration Pit

An infiltration pit is a below grade device that captures and holds the required stormwater volume, and then allows this stormwater to soak into the surrounding soils. This can be a pit, trench, or basin as illustrated below.

Illustration of underground water volume infiltration pits/trench/basin

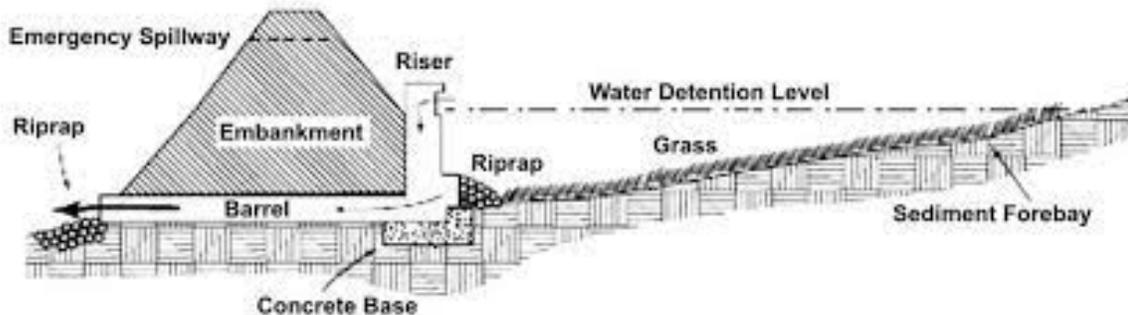


- |                 |               |
|-----------------|---------------|
| ① Storage Layer | ④ Perforation |
| ② Inflow Pipe   | ⑤ Native Soil |
| ③ Underdrain    | ⑥ Overflow    |



2. Bio-detention basin

A Bio-detention basin is an above ground basin that captures and holds the required stormwater volume in an above grade pond and then allows stormwater to be released slowly over a prescribed period. This type of pit's stormwater volume is modeled in the basins above grade area. The slow release of the stormwater is controlled by a low flow pipe that is designed to release stormwater at a rate no greater than the modeled stormwater area as grass. The basin must contain native plantings complying with publication MSD Landscape Guide for Stormwater Best Management Practice Design, Rev. 2, May 2012, or any more recent versions.



### 4G.2 – Project Categories for Stormwater Mitigation Calculations

Projects can be categorized into two groups for the purposing of calculating stormwater requirements:

#### Group 1: Building Additions

Any project where the existing residence is substantially remaining, and new building additions are to be constructed, that creates an increase in the stormwater differential as compared to the existing conditions of the site, shall provide stormwater mitigation that can hold and delay the runoff of the differential stormwater volume. On the next page is an example for how the applicant should present the differential stormwater runoff calculations.

Differential Stormwater Runoff Calculations (15-Year, 20-Minute Storm)

Capture areas for the entire property. The totals must equal property total area as recorded on the survey, shown on St. Louis County records, and as documented in pervious area calculation table.

EXISTING	AREA (SF)	ACRES	P.I.	FLOW (CFS)
ROOF	X,XXX	X.XX	4.20	X.XXX
PAVEMENT	X,XXX	X.XX	3.54	X.XXX
PERVIOUS / GREEN	X,XXX	X.XX	1.70	X.XXX
<b>TOTALS</b>	X,XXX	X.XX	N.A.	X.XXX

PROPOSED	AREA (SF)	ACRES	P.I.	FLOW (CFS)
ROOF	X,XXX	X.XX	4.20	X.XXX
PAVEMENT	X,XXX	X.XX	3.54	X.XXX
PERVIOUS / GREEN	X,XXX	X.XX	1.70	X.XXX
<b>TOTALS</b>	X,XXX	X.XX	N.A.	X.XXX

Total Change in Flow (CFS) for Entire Property

Proposed CFS - Existing CFS = X.XXX CFS

This project has an INCREASE / DECREASE in stormwater amount of X.XXX CFS.

**Group 2: New Building Construction**

Any project where a new residence will be constructed on an undeveloped property or on a property where an existing building is to be removed, the entirety of the stormwater from the roof area of the new building and the roof area of the new detached garage (if applicable) will need to be captured and stormwater mitigation shall be provided. The following page provides an example for how the applicant should present the stormwater runoff calculations.

Stormwater Runoff Calculations (15-Year, 20-Minute Storm)

Capture areas for both building and garage.

PROPOSED	AREA (SF)	ACRES	P.I.	FLOW (CFS)
ROOF (BUILDING)	X,XXX	X.XX	4.20	X.XXX
ROOF (GARAGE)	X,XXX	X.XX	4.20	X.XXX
<b>TOTALS</b>	X,XXX	X.XX	N.A.	X.XXX

Conversion of Stormwater Flow in CFS (Cubic Feet Per Second) to Volume in CF (Cubic Feet)

$$X.XX \text{ CFS} \times 60 \times 20 = X.XX \text{ CF}$$

This is the volume that will need to be stored. The stormwater calculations shall be provided by a Professional Engineer licensed to practice in the State of Missouri.

## Section 5 – Landscape Design Requirements

### 5A – Guideline Objectives

The Guidelines in this Chapter are intended to provide applicants with a detailed basis for the ARB’s evaluation of landscape design. It is intended that all projects satisfy the following objectives, which the Guidelines support.

1. Protect and enhance the visual appeal of the City of Glendale.
2. Contribute to high-quality site development.
3. Conserve water resources by using sustainable design techniques.
4. Promote plant species that are low water-use and regionally appropriate.
5. Improve water quality.
6. Improve air quality through the preservation and protection of mature tree canopy coverage.

### 5B – Tree Protection, Preservation, and Replacement

This Section’s purpose is to set forth preservation measures to protect against the unnecessary removal of existing canopy coverage. When tree removal is deemed necessary, this Section will also provide a set of guidelines for proposed tree plantings to promote a healthy succession plan for future tree canopy coverage.

#### 1. Tree Protection Requirements

- a. Contractor shall stake clearing limits to coordinate the locations for tree protection measures and tree protection fencing installation.
- b. Contractor shall build and maintain temporary fences of brightly colored, plastic tree protection fencing and signage so that construction workers can clearly see zones from where equipment must be kept clear. Signage will indicate "DO NOT ENTER," "DO NOT REMOVE," or other messages that communicate the importance of tree protection fencing. Tree protection fence must be maintained at all times. It cannot be removed at any time during the construction. Upon completion of construction, all barriers, fencing, and debris shall be removed from the site by the contractor.
- c. No clearing or grading shall begin in any area of construction site where tree preservation measures have not been completed.
- d. No construction equipment can be operated within tree protection zone (TPZ) of the trees that are to be protected. Access to fenced preservation areas by construction equipment, materials, or individuals that may cause harm to protected trees is prohibited.
- e. Boring or tunneling methods, including hand trenching, shall be used, to the extent reasonably practicable, when utilities are to be located in the critical root zone, since many critical roots are close to the surface.
- f. Contractor will be prohibited from cutting into tree's roots, compacting the soil over roots, or changing the ground level around the tree during construction. Root pruning, a tree protection measure, must be completed by qualified experts (forester or arborist) prior to any construction.
- g. Attachment of any signage or fencing to any tree is strictly prohibited.

#### 2. Protection of Heritage Trees

- a. Removal of Heritage Trees within City limits is strongly discouraged. A permit to remove a Heritage Tree may be considered on a case-by-case basis by the ARB upon a certified arborist documenting the Heritage Tree in question to meet any of the following standards:

- i. Posing an immediate threat to health, safety, or property.
- ii. Dead or diseased, and has been documented as such.
- iii. Currently damaging public property, creating a public safety hazard.
- iv. Currently damaging improvements on private property.
- v. Interfering with existing public utilities.
- vi. Located within the footprint of the proposed new building or addition.
- vii. Removed to preserve an existing tree grove of five or more tree species of the Heritage Tree in question, and of sound health, as determined by a certified arborist.

### 3. Tree Replacement

- a. A replacement tree is required for each tree removed in accordance with a site development plan submittal from the Approved Tree List.
  - i. Replacement ratio – For every 10 caliper inches removed, one replacement tree from the Approved Tree List should be installed. For example, if one 10-inch caliper tree and one 20-inch caliper tree are removed, three new trees should be planted onsite.
  - ii. Replacement tree location – Replacement trees planted within an easement shall be located so as not to interfere with the use of that easement and shall not be planted under any present/planned overhead utility or above any present/proposed underground utility.
  - iii. Tree Mitigation Fund
    1. If an applicant demonstrates to the satisfaction of the ARB a site cannot support the total number of replacement trees required, the applicant will provide a monetary contribution to the Tree Mitigation Fund established to support Citywide tree maintenance and replacement efforts.
    2. For residential projects, the applicant will contribute \$120 per caliper inch of replacement trees that could not be accommodated on the site, not to exceed \$2,400 per residential site.
    3. For non-residential project sites, the applicant will contribute \$120 per caliper inch of replacement trees that could not be accommodated on the site.

## **5C – Approved Tree List.**

Canopy tree selection should complement the surrounding neighborhood. Tree species that have been identified to thrive in our climate are listed in “Appendix C – Approved Tree List”, which is available on the City’s website at <https://www.glendalemo.org>. The list heavily favors Missouri native species, while also providing flexibility for the selection of approved cultivars and non-natives appropriate for our region.

## **5D – Landscape Design**

This Section’s purpose is to provide a set of guidelines to form an appropriate landscape design composition when providing a complete set of site development plans.

### 1. Selection and Installation of Landscape Plantings

- a. All planting materials used shall be of good quality and meet American Standard for Nursery Stock (ANSI Z0.61-2014) standards for minimum acceptable form, quality, and size for species selected, and capable to withstand the seasonal temperature variations of Missouri, as well as the individual site microclimates. The use of species native to Missouri shall be encouraged. Size and density of

plant material, both at the time of planting and at maturity, are additional criteria that shall be considered when selecting plant material. Where appropriate, the use of drought- and salt-tolerant plant material is preferred.

2. Installation

- a. All landscaping materials shall be installed in accordance with the current planting procedures established by ANSI Z0.61-2014. All plant materials shall be free of disease and shall be installed so that soil of sufficient volume, composition, and nutrient balance are available to sustain healthy growth.

3. Design Standards

- a. Landscape plans, as described, shall be prepared by a landscape design professional and evaluated and approved based on the following design criteria:
  - i. Plant material shall be placed intermittently against long expanses of building walls, fences, and other barriers to create a softening effect and to help break up long expanses of blank walls with little architectural detail.
  - ii. Planting beds may be mulched with shredded hardwood, granite mulch, river rock, or similar materials. Lava rock is not permitted.
  - iii. Plant material placement should be designed to reduce the energy consumption needs of the development.
  - iv. Designs should take into account and make an effort to implement stormwater treatment and low-impact design standards, where appropriate.
  - v. Deciduous trees, where appropriate, should be placed on the south and west sides of buildings to provide shade from the summer sun.
  - vi. Evergreens and other plant materials should be concentrated on the north and west sides of buildings to dissipate the effect of winter winds.
  - vii. Diversity is encouraged among required plantings to not only provide visual interest but reduce the risk of losing a large population of plants due to disease.
  - viii. No plant material exceeding 3' in height above the elevation of the street pavement is allowed within the sight distance triangle.

## Section 6 – Architectural Design Requirements

### 6A – Guideline Objectives

The Guidelines in this chapter are intended to provide applicants with a detailed basis for the ARB’s evaluation of architectural design. It is intended that all projects satisfy the following objectives, which the Guidelines support.

1. Provide for compatibility with existing Neighborhood characteristics.
2. Respect the Street – The Street is a part of the public domain and its characteristics must be understood, illustrated, and respected. Design for the Street must include a sensible approach to controlling traffic and property access, parking patterns, and the continuity of walks, driveways, lawns, and landscaping.
3. Respect Private Space – Private Space is comprised of yards, driveways, and outdoor functional areas such as patios and decks. The Private Space of neighbors must be respected and preserved. Controlling adjacency, yard patterns, massing of building structures, and landscape massing all contribute to enhancing Private Space.
4. Buildings are Three Dimensional – From the Street, a building will be viewed from a wide range of angles, and this must be taken into consideration. An architectural Style cannot be applied to a front facade only, with none of the fine qualities of that design included in the side and rear facades.
5. Architectural Style – Our neighborhoods are very diverse and feature a wide variety of architectural styles. Applicants should ensure that their designs present a Style cohesively and comprehensively, and that their chosen style is compatible and complementary to the Street domain and Neighbors.
6. Scale and massing of proposed buildings must be appropriate for Neighbors and the Street, must comply with measurable limits, and should harmonize rather than contrast with other properties on the Street.
7. Details and articulation of form should preserve Human Scale and convey Style consistently.
8. Additions should be designed to provide compatibility of style and character with the existing home as remodeled and should preserve beneficial public-private space relationships to neighbors. Compatibility can be achieved by controlling massing, scale, composition, and detail, and is not strictly a matter of stylistic expression.

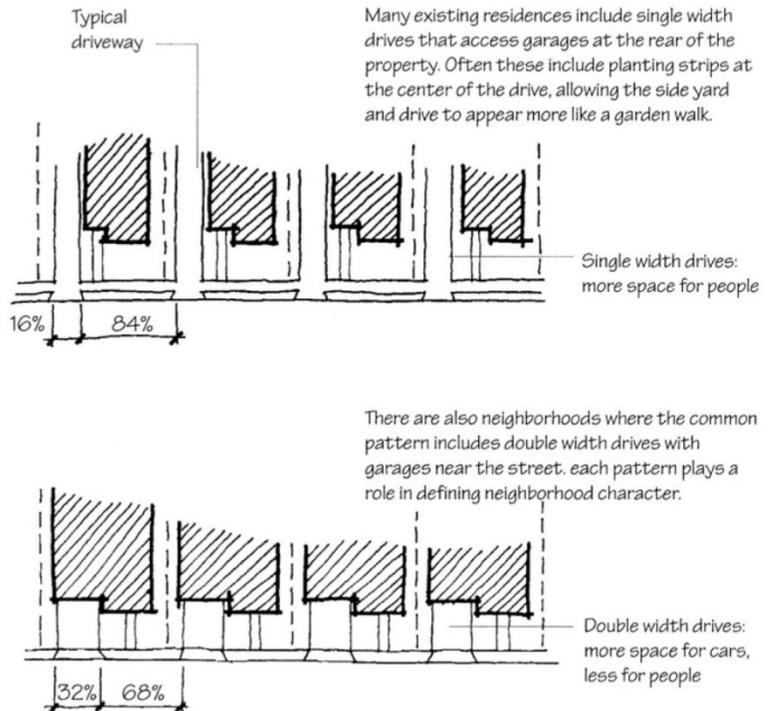
The following Guidelines define specific requirements for various aspects of architectural design that meet these objectives.

## 6B – Site Design: Driveways, Parking, and Garages

### 1. Vehicle Access Patterns and Street Presence

The location of driveways and car parking should be consistent with example houses on the Street.

Design solutions should strive to not interrupt the street pattern. Garage placement will determine the location and impact of driveways on the Neighborhood.



### 2. Driveway Scale and Materials

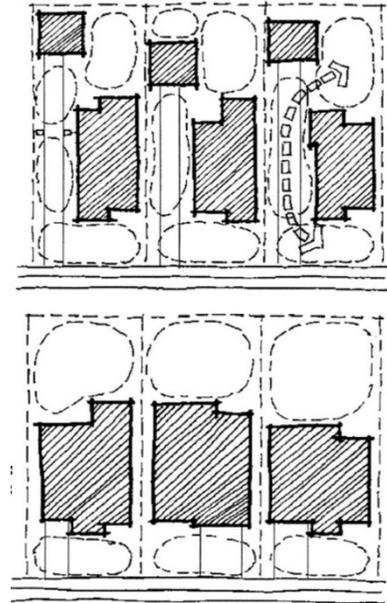
Driveway width should be the minimum required to support the garage configuration proposed with the project. Wherever possible, narrow the driveway width to minimize its impact on front yards and maintain the pattern of driveways on the Street.

- a. Provide a minimum of 9' in paved width.
- b. Maximum driveway width for lots wider than 65':
  - i. The driveway width within the front yard setback shall not exceed 25 percent of the width of the street frontage of a lot, and in no case shall be greater than 18' wide.
  - ii. For circular drives, the combined width of both entrances shall not exceed 25 percent of the lot width. Neither entrance shall exceed the maximum 18'-wide limit. The impervious front yard area limit shall not be exceeded.
- b. Maximum driveway width for lots 65' or less:
  - i. The driveway for rear entry garages on lots 65' wide or less shall not exceed 10' wide in the front and side yards.
  - ii. The driveway may exceed 25 percent of the lot width but shall be no greater than 16' wide where the driveway accesses a front entry garage, carport, or uncovered car parking space in front of the house.
  - iii. Circular driveways are not allowed.
- c. Driveway entries shall be located no closer than 30' to any intersecting street right-of-way.
- d. All paved driveways and turn-around areas shall be located at least 3' from any adjacent property line.
  - i. The ARB may make an exception to this requirement for lots 65' wide and narrower.

- e. Acceptable materials include:
  - i. Concrete, integrally colored or pattern stamped concrete.
  - ii. Permeable, flexible pavements such as concrete unit pavers, vegetative unit paver systems. Clay bricks not designed for pavement applications are not acceptable.
  - iii. Asphalt is permitted.
  - iv. Crushed stone compacted and having a minimum depth of 4" is permitted but not preferred. The first 10' of driveway extending into the site from the Right-of-Way line shall not be constructed of crushed stone.

3. Garage Locations

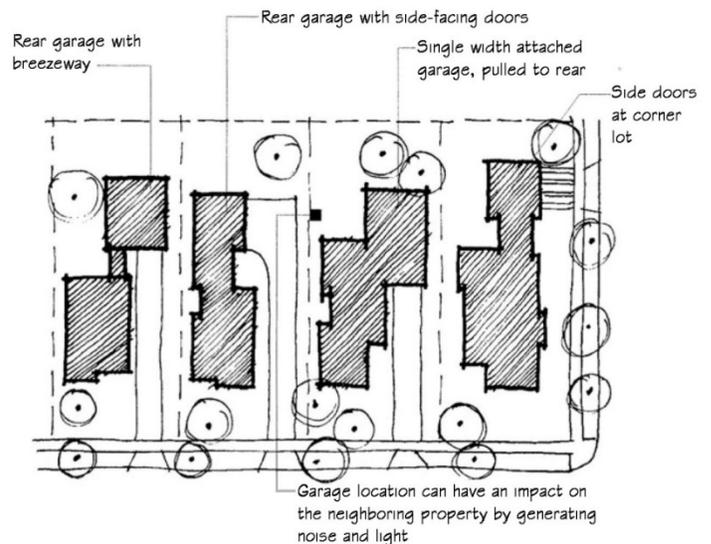
In general, garage locations should be consistent with the pattern seen in Example Houses located on the Street and within the Block. This will result in positive relationships between houses and outdoor spaces. Where the pattern is for rear yard, detached garages, then new garages should also occur in rear yards. Applicants are encouraged to identify and follow the pattern in the Neighborhood and on the Street.



Detached garages generate more complex and often more useful exterior space. Attached garages tend to increase the size of a house and since street access is required, tend to dominate the choices for location of other parts of the house. This can result in a house that separates front yards and rear yards and generates a more private outdoor space. However, the resulting side yards become small and have little utility, they also generate negative impacts on neighbors and may not conform to other criteria in this guidebook.

4. Low-Impact Attached Garages

When an attached garage is located towards the rear of the house, it does not dominate the street front of the residence, and can provide opportunities to create diverse side yard, driveway, and patio spaces. This garage placement can help with managing difficult topography, the positioning of public and private spaces, and preservation of front yard spaces on the Street that are less encumbered by cars.



5. Limits on Front Yard, Front Entry Attached Garages

This section applies only to attached residential garages, which have the vehicle entry facing the front yard. Oversized garages, front entry garages, and double width garage doors can call negative attention to a home if they become too dominant to the facade. A priority of the City is to ensure that the garage is not the primary architectural feature of any elevation, and that the garage does not detract from the general streetscape.

- a. The width of an attached garage with an entrance facing the front yard shall not exceed 35 percent of the overall width of the facade of the principal structure (inclusive of the garage).
- b. Garage width is defined as that portion of the exterior elevation that, by virtue of its exterior architectural treatment, is clearly discernible as space designed for parking of automobiles and similar vehicles.
- c. A front entry garage may not be a central feature of the façade and must be asymmetrical to one side or the other of the main living space. The front face of an attached garage shall not project more than 7' beyond the living space enclosure of the front elevation.
- d. No more than two garage doors (single car width) may be installed facing any one street for new residential construction. Should the applicant deem three doors necessary, the applicant must demonstrate that all other possibilities have been examined and every attempt to mitigate the impact must be taken. The following mitigation approaches will be considered:
  - i. The garage door facades shall not project beyond the residential portions of the main façade.
  - ii. Provide a façade recess separating the doors into a pair of two doors in one façade plane and a single door in the other façade plane.
- e. All proposed garages shall have windows on the sides and rear to maintain the residential qualities and scale of the community. A row of view panels (windows) should be included along the top panel of the garage doors. If windows are not provided, the door design shall feature high quality detail and construction or other architectural treatment acceptable to the ARB. Flush panel garage doors are not allowed.
- f. Front entry, basement-level garages will not be allowed unless topographical conditions of the property dictate consideration.

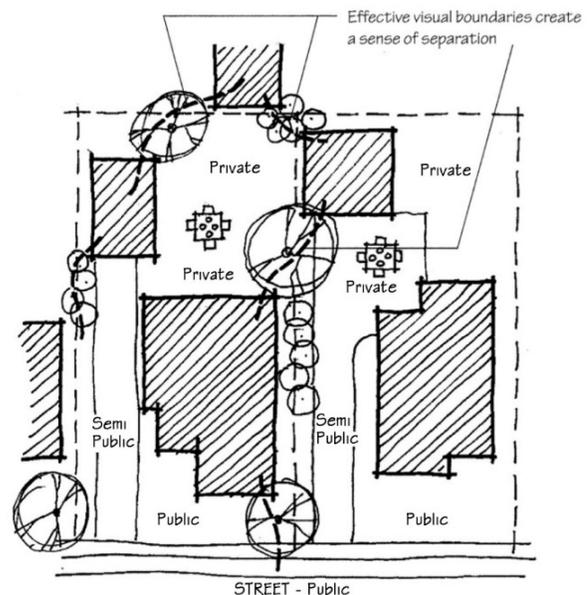
## 6C – Compatibility with Neighbors

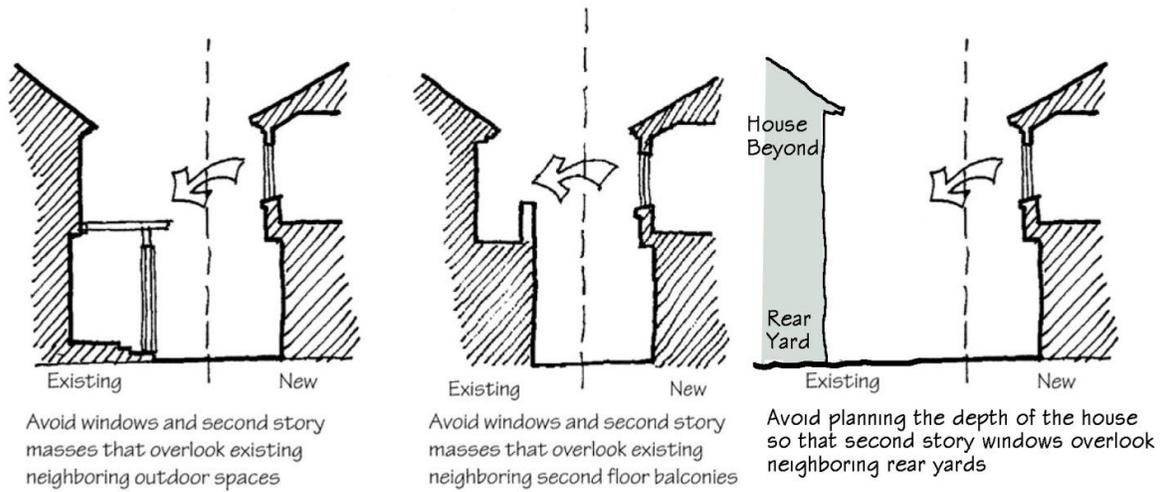
While every house must serve the needs of its owners, it will also shape the spaces and character of the houses next door. The ARB is charged with insuring that new houses and additions to existing houses do not detract from or unduly impact their neighbors.

### 1. Design for Privacy

While privacy cannot be guaranteed from site to site, patterns of public, semi-public, and private spaces in a neighborhood can be respected. Applicants are encouraged to preserve the flow of public to private spaces set by example houses on the Street.

Privacy is best achieved by creating a sense of separation at the property boundaries. Architectural elements such as trellises, lattice work, low site walls, site furniture, etc. can create effective boundaries. Landscaping with trees and hedges can be effective separations. Often, sensitive massing and planning of buildings and their outdoor spaces can create the needed levels of privacy.

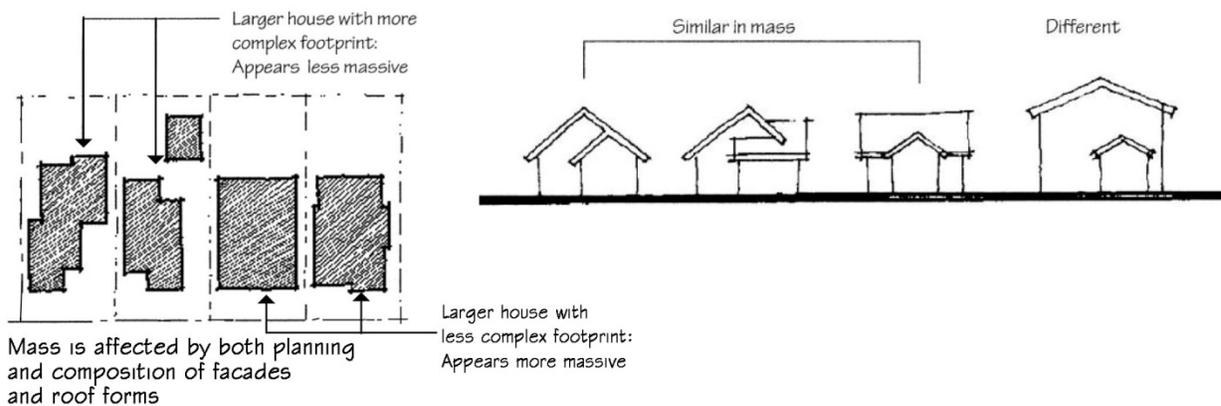




2. Massing and Comparative Scale

Massing refers to the physical size and shape of the building volume; mass follows the functional configuration of space in the home. Elements of building massing should relate to the size and shape of the adjacent Example Houses. Certain measurements of mass are controlled by Zoning ordinance limits previously detailed. However, massing is also comparative between houses on the Street, and designs proposed for a house should not present massing that is in high contrast to its neighbors.

Mass and scale can be reduced by managing story heights within the design. A primary element can incorporate a lower roof-plate height at the exterior wall to reduce the height of perimeter walls. This can reduce mass in a design to be compatible with smaller scale neighbors.



3. Sunlight and Shadowing

Preserving sunlight and access to sunshine for neighboring homes is encouraged by these guidelines. While sunlight on side yard facades cannot be guaranteed through the application of the setbacks and building height limits presented here, applicants should consider their neighbor’s access to sunlight as seriously as their own desire for it in the design of their own homes. Attention to eave heights, roof form, setbacks, façade massing, and the use and location of either deciduous or evergreen trees should be carefully considered.



## 6D – Architectural Design

In addition to design for compatibility with the neighborhood and surrounding houses, the Architectural Design of each project should consider Style, Unity of Expression, balance of Scale in the relationship of the elements of the design, and the use of materials. As noted previously, the quality of Glendale neighborhoods is enhanced by the wide variety of architecture that has been created over the years.

### 1. Style

No single architectural style should be superimposed upon buildings, and each should reflect its own individual style. While style is a matter of preference for each applicant and is typically not the basis of approval by the ARB, any style expressed and implemented in a design can be a matter of commentary by the ARB. Monotonous design should be avoided. Variation of detail and form should be used to provide visual interest and create a scale that is appropriate to the neighborhood and the street. The selection and detailing of materials should be relevant to the architectural style being expressed. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings. Additions should relate to the existing building in scale, details, colors, and material. Compatibility will be valued over conformity concerning style and architectural design. Variance in style from a seemingly monolithically styled neighborhood isn't necessarily discouraged, however, the ARB will review drastic variations in style more critically to ensure proposal has been developed thoughtfully as an enhancement to the neighborhood rather than a distraction or detriment.

### 2. Unity of Expression

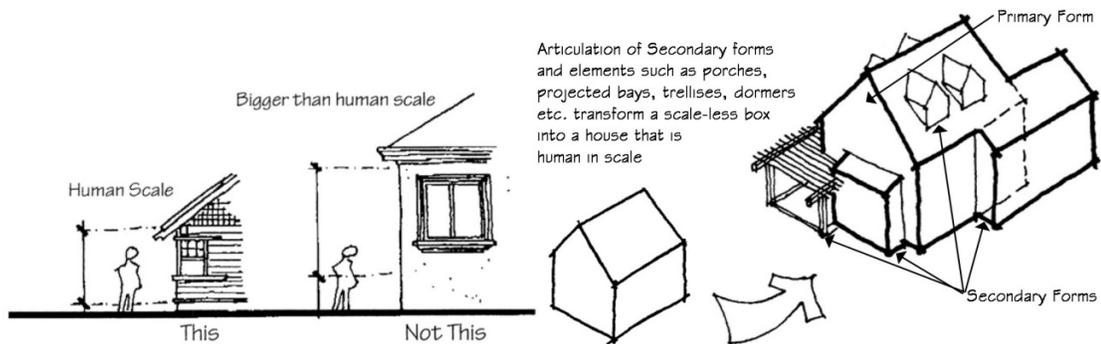
Every design should be undertaken with an understanding that buildings are perceived in three dimensions, and that the style and expression presented to the Street should extend in some way to the entire house. Each façade should be part of a cohesive whole – all sides should have a balance of architectural features. Detail, scale and massing, materials, and the design and composition of elements such as windows, doors, and trim will all be considered to ensure that each facade conveys a consistent character within the context of the design. Design solutions should reflect consideration of both interior planning and exterior form in a collective, holistic approach. Formal and informal expression and composition can coexist when attention to design and detailing is exercised throughout.

*Example Designs with Unity of Expression*

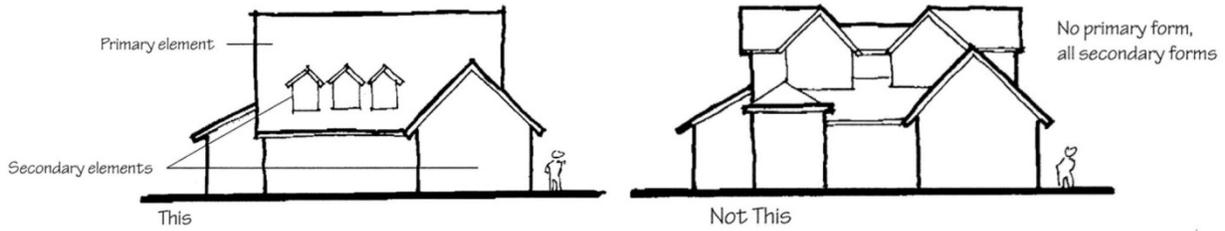


3. Scale, Proportion, and Balance

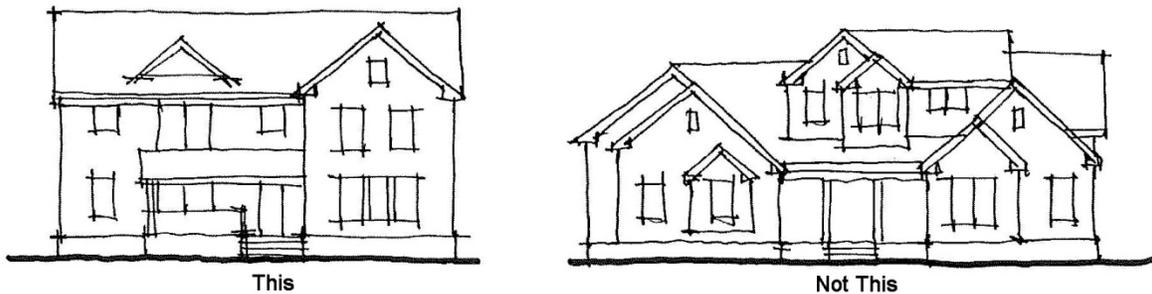
- a. **Scale relationships** are important within a design, just as they are important with respect to a neighboring property. Building components expressed in the design should have proportions and size that are appropriate to the architecture being developed. The composition and size of both primary and secondary elements in the design should be governed by proportion and balance.



- b. A project exhibits **Balance** if the parts of the design are equally distributed to create a sense of stability. Both physical and visual balance is important to the design. The quality and detail of composition and fenestration should be consistent on all facades. In a balanced design, Primary and Secondary forms and elements are established and controlled to present a clear hierarchy within the design.



- c. **Entries and porches** should be consistent with the architecture of the residence. Porches should not be the tallest element of the façade. They should instead support access at a human scale and ideally provide functional space at the entrance that fits the pattern in the neighborhood.
- d. **Articulation of facades** strongly affects the perceived scale of a house or structure. To control scale and balance, take note of the following.
  - i. There should be a clearly identifiable primary mass.
  - ii. The primary mass should be compatible with the mass and scale of other homes on the Street.
  - iii. Multi-layer setbacks with more than three wall planes are discouraged.
  - iv. More than three roof lines in the composition of the front façade are discouraged.
  - v. Roof slopes should not vary significantly from Example Houses in the neighborhood having the same style. Use dormers, porches, and porticoes to control mass and scale.



- e. **Composition of openings** – doors, windows, louver, and vents – in the facades of a house is an important determinant of scale. Every attempt shall be taken to create order and pattern in the placement and arrangement of windows, doors, and other compositional elements.



Encouraged: Primary forms, secondary forms, roof forms, materials, and compositional elements such as pilasters, railings, windows, doors, trim and their composition are designed to create balance, continuity and human scale



Discouraged: Large, flat, unarticulated facades and roof forms create monotonous architecture that is out-of-scale and incompatible with Glendale Neighborhood Quality

## 6E – Building Details/Features

### 1. Entrance Doors and Windows

Doors and windows should reflect the style of the architecture being developed. Their size and style should be consistently expressed on all exterior walls, and a good design will harmonize varied opening sizes.

The design of entrance doors should take into consideration their location and be used within the plan of the house. Main entrance doors benefit from glass view panels, stile and rail detailing, side-light windows, transoms, accent colors, and architectural trim. Secondary doors may be treated more modestly.

Windows should be selected and designed to carry out the style of the architecture in all facades. Their material, color, and configuration should be consistent, and where variation is needed for function and scale, such variety should reflect a thematic pattern in the design, and not be randomly occurring. The sill should be an appropriate material consistent with the façade material and should project beyond the face of the material below to function properly. Muntins, where employed to create divided glass lite sashes, should appear on the exterior of the glass. Shutters should be one-half the width of the sash they are adjacent to and be detailed as if they are functional whether they are fixed or operable. The composition of windows should be orderly and intentional to enhance the exterior design.

### 2. Trim

Trim details are critical to establishing a human scale within a design. The detailing of trim should be consistent with both the architectural style and the materials used in façade construction. Trim used for fascias, soffits and coves, banding, corners, and material changes (known as running trim) should be used to help strengthen the composition and scale of facades and should reflect a high level of craftsmanship associated with whatever architecture style is being developed. The trim around openings (standing trim) is an important detail element and should have the appropriate proportion within the design.

### 3. Awnings and Canopies

Awnings and canopies, where employed, should fit the character of the building, reinforce the architectural style, and be consistent with Neighborhood patterns for their use. Awnings and canopies that are applied to otherwise flat facades are discouraged.

### 4. Decks

Decks and porches should be designed to fit into the style of the architecture. Avoid creating decks that look “tacked on” to a house as an afterthought. Integrate the details of deck skirting, stairs, railings, roofs, and eaves into the material and design details of the facades.

### 5. Materials

Glendale wants to see buildings constructed in its Neighborhoods that feature durable and lasting materials.

Materials and their texture, patterns, and colors should be selected to be compatible with those used in the example houses on their Street and Block. A unique or divergent material may be acceptable, provided that its use enhances other design patterns in the neighborhood, is appropriate to the architectural style being developed, and adds quality and durability to the proposed building.

The ARB emphasizes an honest use of materials; a material should not be applied two-dimensionally as paint unless it is paint. Material use should be consistent on all facades, and should reinforce the volume, massing, and composition of surfaces in a three-dimensional design approach. Where a material used on a front façade is to be transitioned and discontinued on other facades, care must be taken to integrate the material change into the three-dimensional design of the building. **A material cannot change at an exterior building corner.** Materials should extend around building corners and changes should be made where primary and/or secondary masses intersect.



Acceptable: Brick applied around corner to pilaster width, aligned with roof pitch change. Brick base coordinates with bay window.



Encouraged: Materials reinforce volumes and massing, and change where masses intersect.



Discouraged: Brick changes to siding at corner, brick pilasters not connected to roof eaves.

Material colors and patterns provide visual interest, but too many changes in material or color can be distracting and detract from the design.

**a. Acceptable Façade Materials**

All proposed materials will be evaluated based on quality and appropriateness to architectural style and character, suitability to the type of building and the design, and harmony with materials used in adjoining buildings. Acceptable façade materials include the following (the list is not exhaustive, as innovative materials may always be considered):

- i. Masonry: Clay brick, integrally colored concrete masonry, natural stone, cast stone veneer, thin-set stone veneer, thin set tile products.
- ii. Cement stucco, integrally colored or painted.
- iii. EIFS synthetic stucco. The EIFS water management system is the only EIFS system to be allowed.
- iv. Siding: horizontal clap board, panel and batten, panel and reveal, board and batten, shakes or shingle. Materials shall be natural wood (painted, stained, or prefinished), engineered hardwood, cement fiber, polymer composite.

**b. Unacceptable Façade Materials**

The following materials **are not acceptable as façade or siding** and would require special consideration by the ARB within the context of an exceptional architectural design or as a limited use material.

- i. Vinyl Siding – Exception: Vinyl siding may be considered for additions to existing houses having vinyl siding as the primary material, or to match an existing design with a specific application of vinyl siding.
- ii. Metal siding, industrial or agricultural metal panel siding, such as ribbed or corrugated panels, commercial insulating, and composite metal panels.
- iii. Glazed aluminum curtain wall or storefront systems as a primary façade enclosure material.
- iv. Untreated, flat veneer plywood panels.
- v. Asphalt shingles **as façade or siding** – Exception: vertical surfaces of mansard roofs. In this application, shingles shall be high quality, textured, architectural grade shingles only.

**c. Acceptable Roof Materials**

Architectural grade fiberglass-asphalt shingles, pre-finished metal, natural slate and tile, wooden shakes, and shingles. Sheet roofing products should be used only on low-slope roofs that are not visible from the street.

**d. Concrete**

Smooth, plain concrete shall not be a primary façade material. Textured concrete developed with form liners, board forming, hammering, aggregate exposure, etc. may be considered as a façade material where proposed as an integral feature of an architectural design. Exposed concrete brick ledges and foundation walls below primary facade materials should be limited to no more than 12” above grade. The distance between siding and the finished grade shall be no less than 4”. Exposed concrete shall be painted.

**e. Fireplaces and Chimneys**

Fireplaces and chimneys projecting beyond the façade should be supported down to the foundation and enclosed with masonry (stone or brick).

**6F – Additions**

Projects that propose additions to existing houses should follow the Guidelines outlined above. Style, Unity of Expression, compatible Scale, Balance, and Proportions, and consistent use of materials are all important factors in designing an addition that is compatible with both the neighborhood and the existing building that is to be expanded. Care should be taken to preserve original, and period-specific details used to build the existing house and convey its style. Some additions may propose a transformative architectural style. In such cases, ensure that the transformation is complete, and that the new architecture fits into the Street and Neighborhood as described in the Guidelines. A great addition may present a contrast in architectural style as compared to the original building. Such designs must be carefully coordinated in their details and use of materials to ensure that the resulting combination of styles is not jarring and does not detract from the neighborhood.

## Section 7 – Modifications and Enforcement

If a modification to the submitted and approved design becomes necessary during the design development or construction of the proposed project, the following procedures shall be followed.

1. Submittal of Modifications Required: Changes to an approved design that affect the exterior appearance in ANY way must be submitted proactively by the applicant to the City Administrator for ARB review and approval. Changes include, but are not limited to, such characteristics as the physical configuration of the building; details of standing and running trim; material selections in kind, color, texture, or extent of application; substitutions of plant species and size; and changes to grading and drainage design.
2. It is the Applicant's responsibility to be forthright and open about intended changes in design and to honestly disclose to the City the proposed modification and the reason for the requested change. Material shortages, delivery delays, change in the owner's functional program, and discovery of adverse field conditions are examples of legitimate reasons for change. There may be other reasons that the ARB would consider reasonable. Failure to fund the project fully, cost overruns, or a shortfall in the owner's budget are not considered to be reasons to justify changes to an approved design. Applicants are advised to carefully consider the size, scope, and cost of their project in full prior to submittal to the City for ARB approval. An applicant's submittal provides binding documentation of the intended design and should not be undertaken lightly without serious intent to execute the project as proposed.
3. The City of Glendale reserves the right of inspection for compliance with submitted and ARB approved design documents, and subsequently submitted construction documents that have necessarily been approved for building permit by St. Louis County.
4. The City Administrator and the ARB shall have the authority to approve or deny design modifications, whether submitted during completion of construction documents, discovered by examination of construction documents submitted to St. Louis County, submitted during construction phase activity as a substitution request, or discovered by inspection of completed or in-progress construction work.
5. Remedies
  - a. The City may issue an Enforcement Order to the Applicant notifying them of denial of a submitted or discovered design modification and directing the Applicant to implement the design as submitted and approved. The Order may direct the Applicant to confirm to the City in writing their receipt of the Enforcement Order, and their intent to comply with or appeal the order.
  - b. The Applicant may appeal the Enforcement Order to the Board of Alderman.
  - c. The City reserves the right to withhold the Occupancy Permit if an unapproved modification is discovered and not remedied by the Applicant or approved by the Board of Alderman upon appeal.